

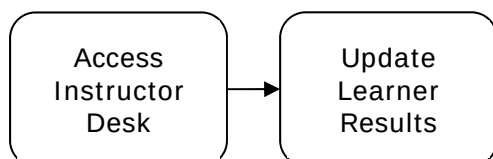
Job Aid: Canceling a Scheduled Class - Instructor

Core Concepts

Marking a class as Canceled changes its status in the Learning Catalog and also cancels all registrations for the class.

Process

Process flow



Process steps

Step	Action
1. Access Instructor Desk	Navigate to: App Menu > Admin > Instructor
2. Mark Class Delivered	- In the Action Required portlet, click the Mark delivered button for the required class. The Class Status popup page opens. - In the Change Status to field, select the Cancelled option. - Click the Save button. The class status changes to <i>Delivered - Cancelled</i>.

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page