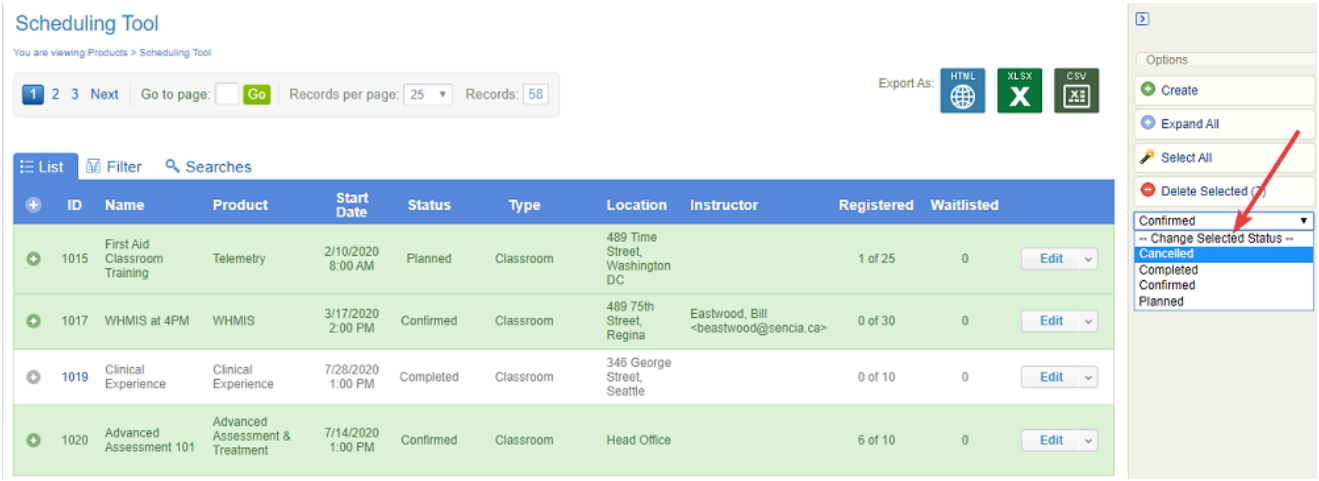
Change Session Status

Session Statuses

1. Navigate to the Scheduling Tool .
2. Select sessions.
3. Use the drop-down menu **Change Selected Status** under the options menu to change the status of all selected sessions. If you cannot see the menu, show the Tool Panel

   .



4. Confirm the update.

Session Status Glossary

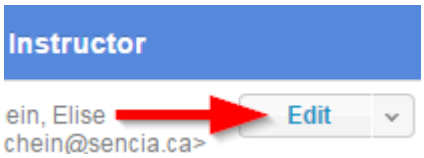
Session statuses can be used to help filter and organize the sessions. The status list shown below is not exhaustive; more statuses may be available on your system.

- **Planned:** This status indicates the session is still being prepared and it not yet ready for enrolments. It will also disable enrolment from catalog & calendar.
- **Confirmed**: This status indicates the session is ready for enrolment. It is also the only status that allows enrolment from catalog & calendar.
- **Cancelled**: This status indicates a once confirmed session that is no longer available. It will also disable enrolment from catalog & calendar.

- **Completed**: This status indicates the session that has ended. It will also disable enrolment from catalog & calendar.

Cancel a Session

1. Open the Scheduling Tool and then select **Edit**.



2. Change the Status to **Cancelled.**

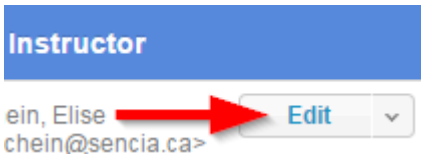


3. **Save**.
4. Optionally email your class to inform them of the cancellation.
5. To cancel mutiple sessions at once, see Session Statuses.

Changing the session to **Cancelled** will remove it from the course calendar and enrolment drop-down menu, but does not remove a user's enrolment to the product.

Reschedule a Session

1. Navigate to the Scheduling Tool page and then select the session's **Edit** button.



2. Change the **Start Date** and **Time** for your session.
3. **Save**.
4. Remember to update any file attachments, especially an ICS file, if applicable.
5. Optionally email your class to inform them of the change.