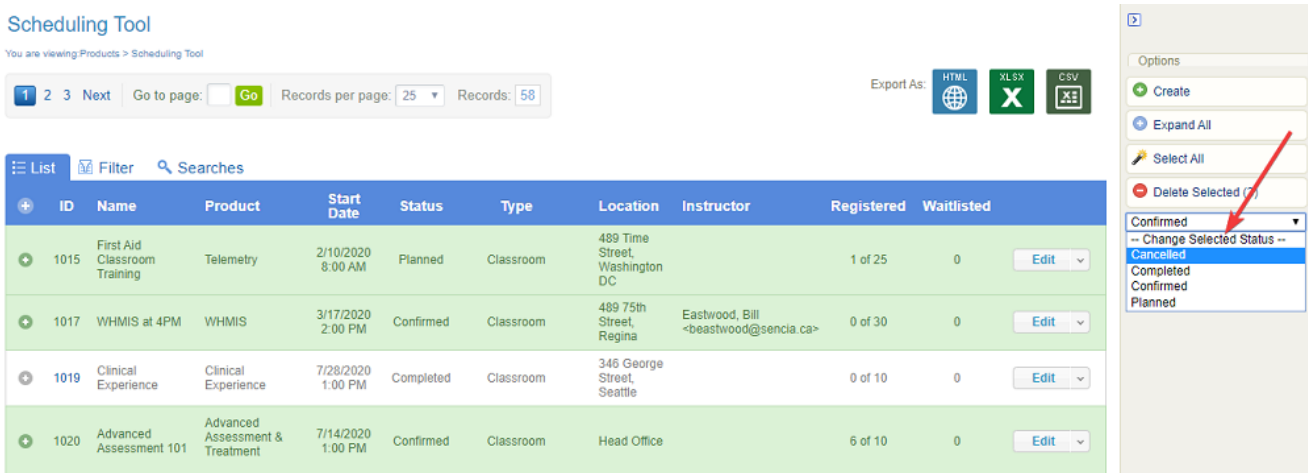


# Change Session Status

## 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](#)

.



The screenshot shows the 'Scheduling Tool' interface. At the top, there's a header 'Scheduling Tool' and a sub-header 'You are viewing Products > Scheduling Tool'. Below this is a navigation bar with '1 2 3 Next', 'Go to page: [Go]', 'Records per page: 25', and 'Records: 58'. To the right are 'Export As:' buttons for HTML, XLSX, and CSV. Below the navigation bar is a table with columns: ID, Name, Product, Start Date, Status, Type, Location, Instructor, Registered, and Waitlisted. The table contains four rows of session data. To the right of the table is a 'Tool Panel' with a dropdown menu open, showing options: 'Confirmed', 'Change Selected Status --', 'Cancelled', 'Completed', 'Confirmed', and 'Planned'. A red arrow points to the 'Change Selected Status --' option.

| ID   | Name                         | Product                         | Start Date        | Status    | Type      | Location                       | Instructor                           | Registered | Waitlisted |
|------|------------------------------|---------------------------------|-------------------|-----------|-----------|--------------------------------|--------------------------------------|------------|------------|
| 1015 | First Aid Classroom Training | Telemetry                       | 2/10/2020 8:00 AM | Planned   | Classroom | 489 Time Street, Washington DC |                                      | 1 of 25    | 0          |
| 1017 | WHMIS at 4PM                 | WHMIS                           | 3/17/2020 2:00 PM | Confirmed | Classroom | 489 75th Street, Regina        | Eastwood, Bill <beastwood@sencia.ca> | 0 of 30    | 0          |
| 1019 | Clinical Experience          | Clinical Experience             | 7/28/2020 1:00 PM | Completed | Classroom | 346 George Street, Seattle     |                                      | 0 of 10    | 0          |
| 1020 | Advanced Assessment 101      | Advanced Assessment & Treatment | 7/14/2020 1:00 PM | Confirmed | Classroom | Head Office                    |                                      | 6 of 10    | 0          |

4. Confirm the update.

## Session Status Glossary

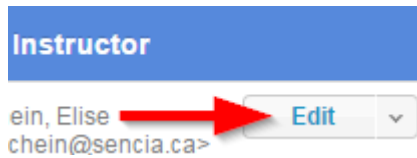
Session statuses can be used to help filter and organize the sessions. The status list shown below is not exhaustive; more statuses may be available on your system.

- **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.

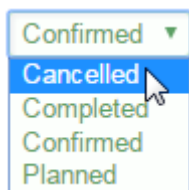
- **Completed:** This status indicates the session that has ended. It will also disable enrolment from catalog & calendar.

## Cancel a Session

1. Open the [Scheduling Tool](#) and then select **Edit**.



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



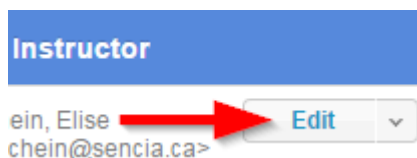
3. **Save.**
4. Optionally [email your class](#) to inform them of the cancellation.
5. To cancel multiple sessions at once, see [Session Statuses](#).



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.