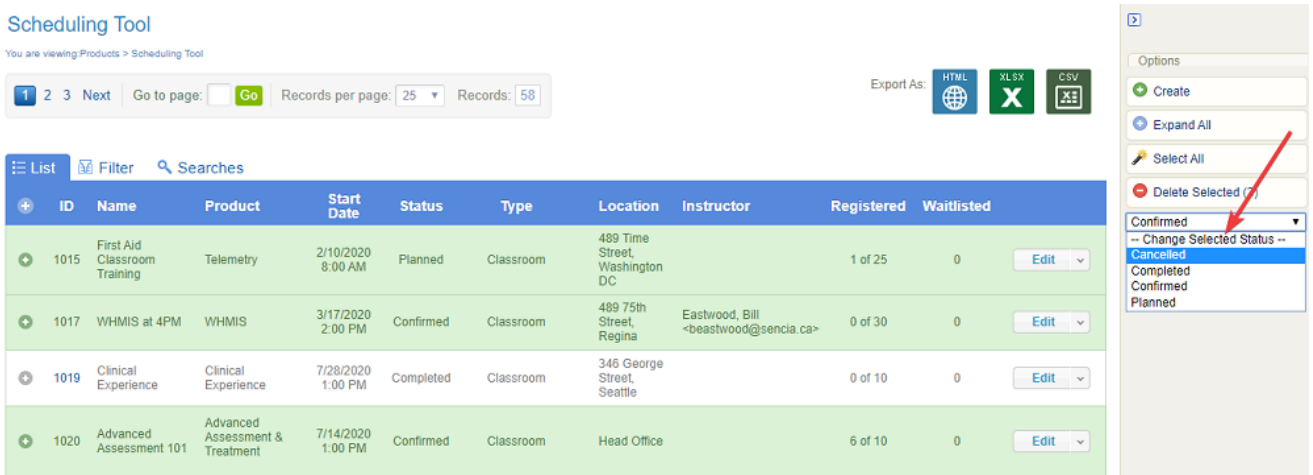


Change Session Status

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 sidebar with a 'Tools' section containing 'Options', 'Create', 'Expand All', 'Select All', and 'Delete Selected (0)'. A dropdown menu is open under 'Options', showing '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

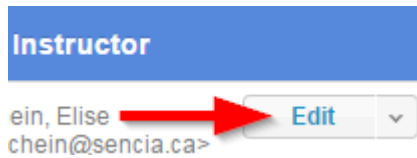
Session statuses can be used to help filter and organize the sessions. The status list shown below is not exhaustive; more statuses may be available on your system.

- **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.

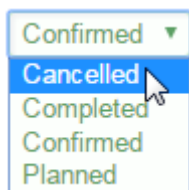
- **Completed:** This status indicates the session that has ended. It will also disable enrolment from catalog & calendar.

Cancel a Session

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



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



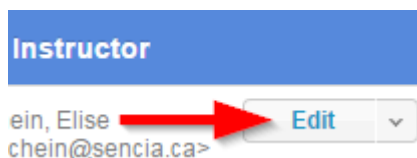
3. **Save.**
4. Optionally [email your class](#) to inform them of the cancellation.
5. To cancel multiple sessions at once, see [Session Statuses](#).



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.