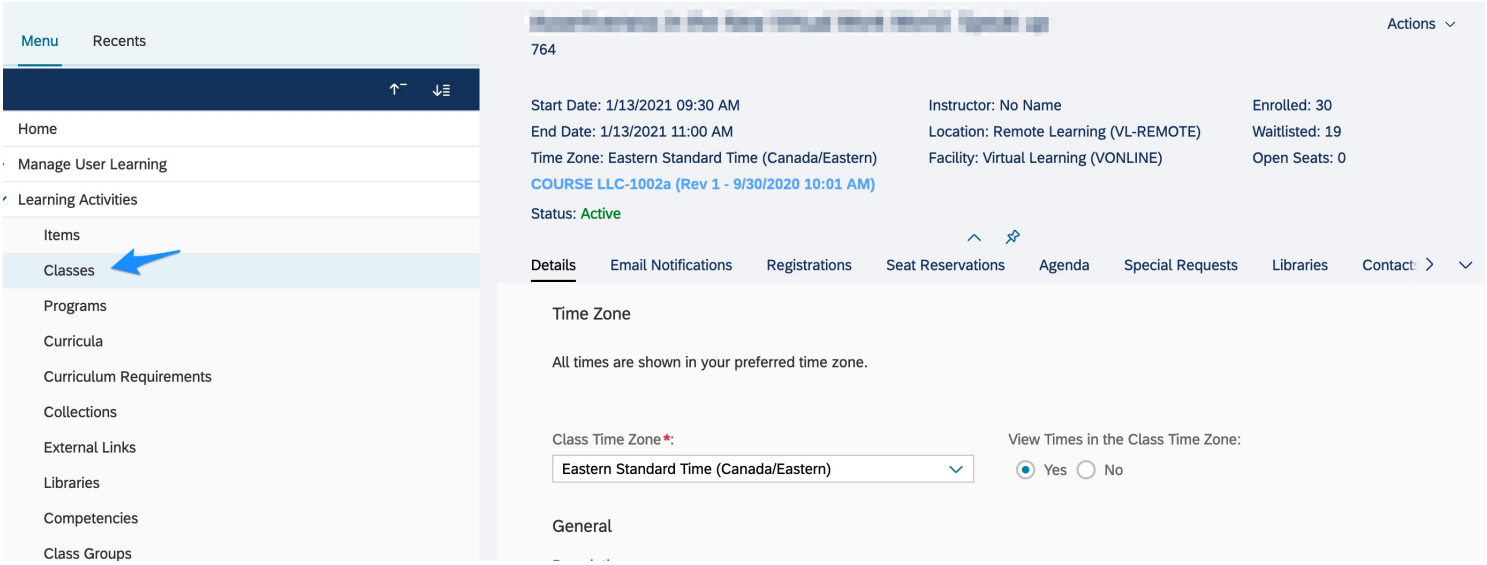
University of Toronto, LLC
SuccessFactors LMS
Cancel a Scheduled Class

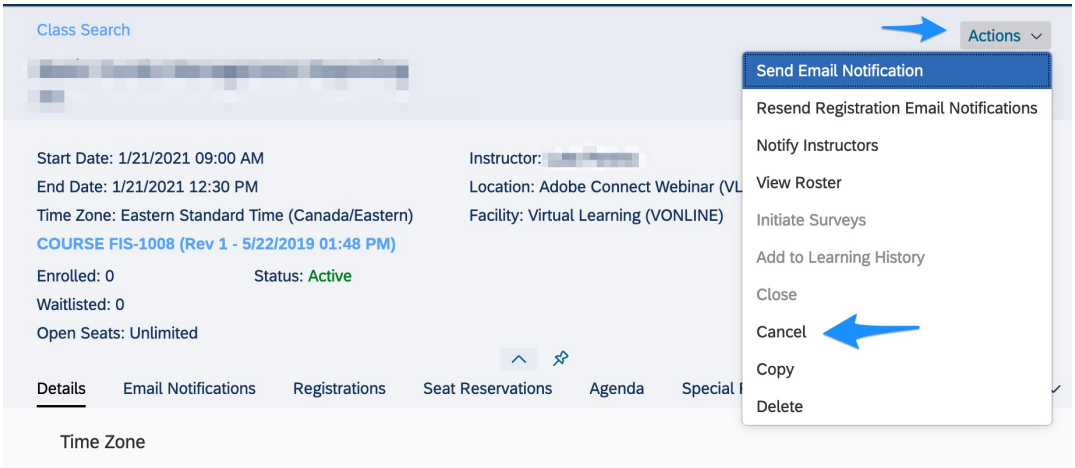
3.1.1 - Job Aid
This job aid allows learning administrators to cancel scheduled classes

This job aid will allow admins and instructors to be able to cancel a schedule class. The process is straight forward if there is no one enrolled in the class versus registrants enrolled and how to manage them.

Navigate to the Learning Admin Center of the LMS after logging in. Under the Menu, search for your class or item where the classes are scheduled.



Under the classes tab, click Actions to reveal the dropdown and hit Cancel.



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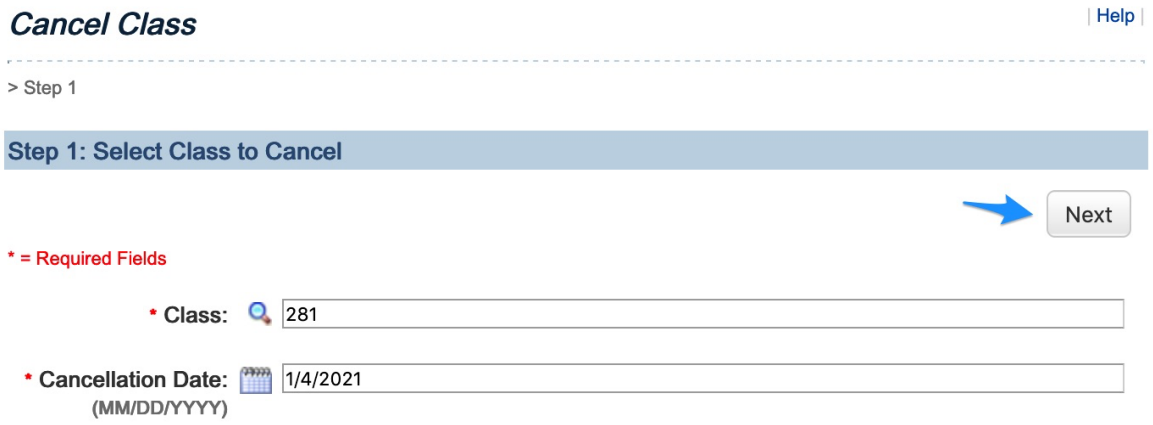
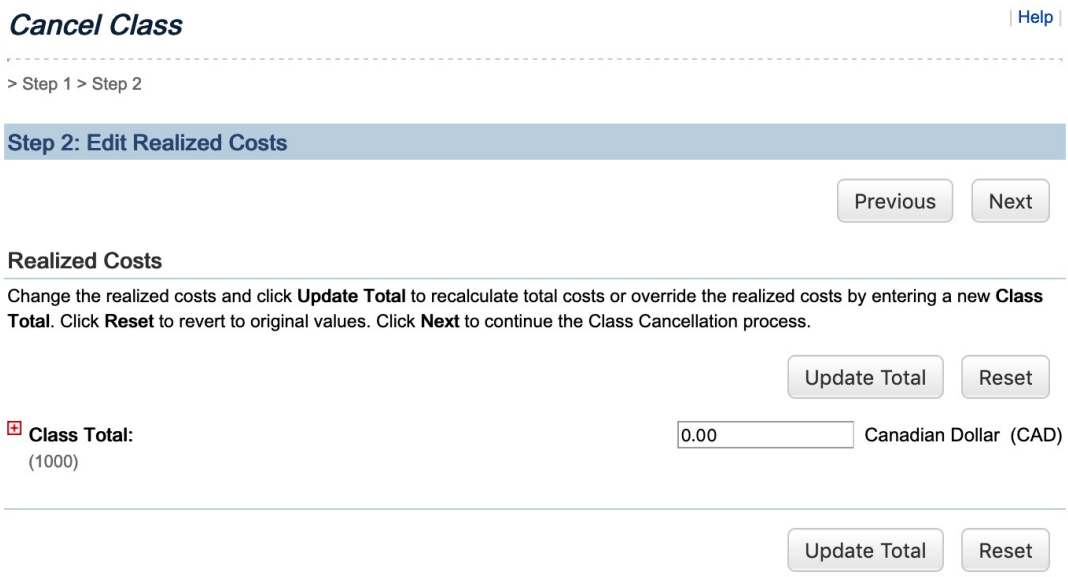
You will be greeted with a few steps. Click Next for Step 1 and Step 2 as shown below. Since there are no costs associated with the sessions, you do not have to process totals.





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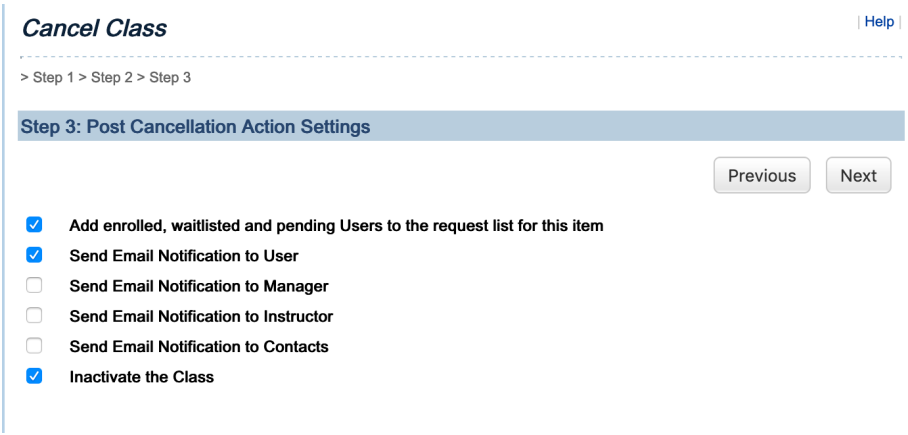
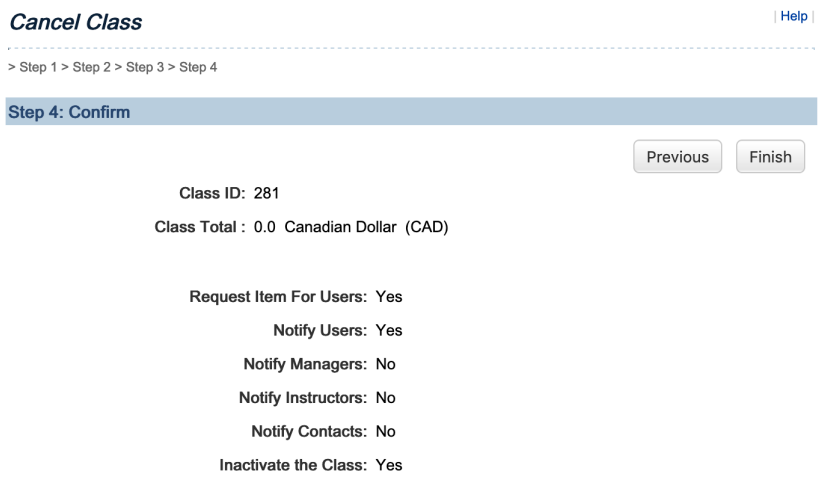
Step 3 would allow you select how you want registrants to receive notifications and how to manage the class if there are registrants. If there are no registrants in your class, you may only need to **select Inactivate the class**.

If there is enrollment, selecting the first 2 options do the following.

Add enrolled, waitlisted and pending users to the request list for this item
The request list is setup up in the details of the ITEM. When you schedule you next CLASS session for the item, you can add users from the request list.

Send Email Notification to Manager
The registrants will receive a cancellation email including a calendar withdrawal invite for the class.



Click Next and then final screen below, click on FINISH.