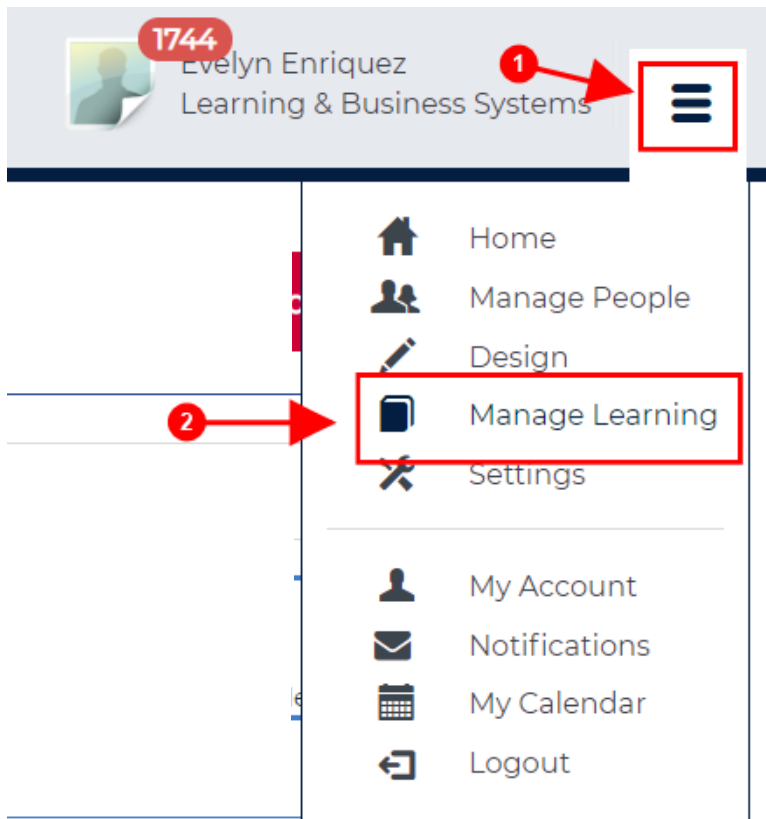


## Cancel a session

This reference guide outlines the steps for cancelling a session:







**Step 1:** Go to the hamburger menu (top right corner of your MyPL screen).

**Step 2:** Select Manage Learning form the hamburger menu.

- Manage Learning
  - Manage Catalogue
  - Manage Learning Assets
  - Enrolments
  - Manage Sessions**
  - Add Learning
  - Assign Learning

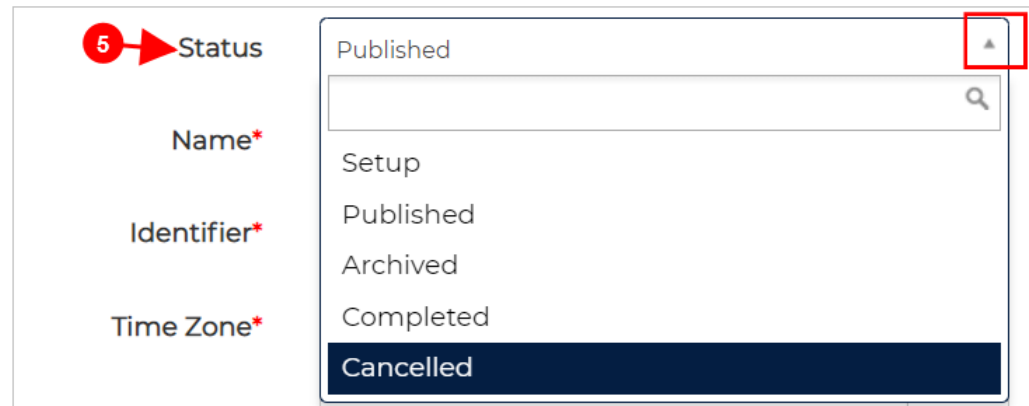
**Step 3: Manage Sessions** (left side of your MyPL screen).

**Step 4: Select the edit/pencil icon for the relevant session.**

Published (49)	Completed (1266)	Setup (6)			
Start date and time ▼	Location	Learning Event Name	Session Name	Attendees	Actions
27/07/2020 9:00 AM	State Office - Darlinghurst - Oxford Street [State Office - Darlinghurst - Oxford Street]	Windows 10	Windows 10 1	Attended(0), Attending(0), Did Not Attend(0)	   

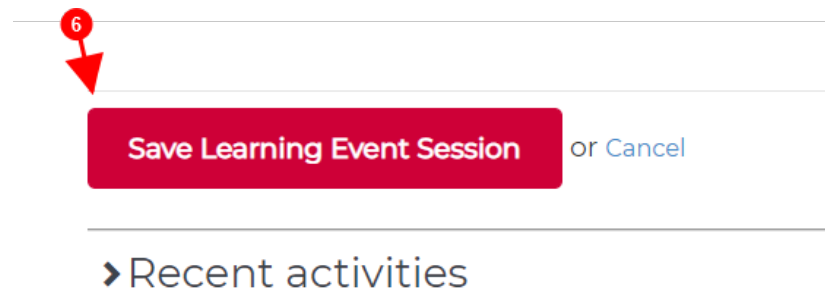


**Step 5:** Select **Cancelled** from the Status drop down menu.



A screenshot of a web form. On the left, there are four labels: 'Status', 'Name\*', 'Identifier\*', and 'Time Zone\*'. The 'Status' label has a red circle with the number '5' and a red arrow pointing to it. To the right of the labels is a dropdown menu. The dropdown menu is open, showing a list of options: 'Published', 'Setup', 'Published', 'Archived', 'Completed', and 'Cancelled'. The 'Cancelled' option is highlighted in a dark blue bar. A red box highlights the dropdown arrow icon in the top right corner of the menu.

**Step 6:** Select the **Save Learning Event Session** button.



A screenshot of a web form. A red circle with the number '6' and a red arrow points to a red button labeled 'Save Learning Event Session'. To the right of the button is the text 'or Cancel'. Below the button is a section header '› Recent activities'.

The MyPL system will automatically send an email to all enrolled participants informing them the session has been cancelled. An example email is shown below:

Dear Dominic,

The following session has been cancelled and you have been placed on the waiting list for other sessions:

**Name:** Windows 10

**Time:** Monday July 27 2020 from 9:00 AM to 10:00 AM (Canberra, Melbourne, Sydney UTC+10)

**Venue:** State Office - Darlinghurst - Oxford Street, State Office - Darlinghurst - Oxford Street, 1 Oxford Street, DARLINGHURST, NSW, 2010, Australia

Regards  
System Admin.