The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

LTD Local Training
and Development

Annotating an Event as Canceled

- **Click on Manage**
- **Click on Training**
- **Type in the course number in the Manage Content box**
- **Click on Sections**
- **Click on the Section**
- **In the Event Title, type (Canceled)**
- **Click Save**
- **Access How to Close a Roster Script and provide Class Cancelled to All learners on the roster**