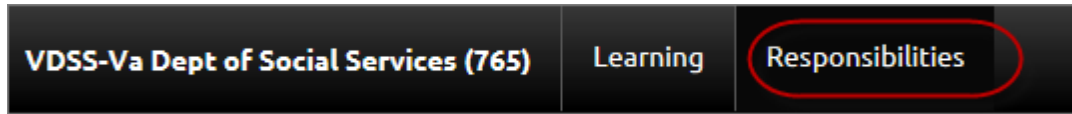




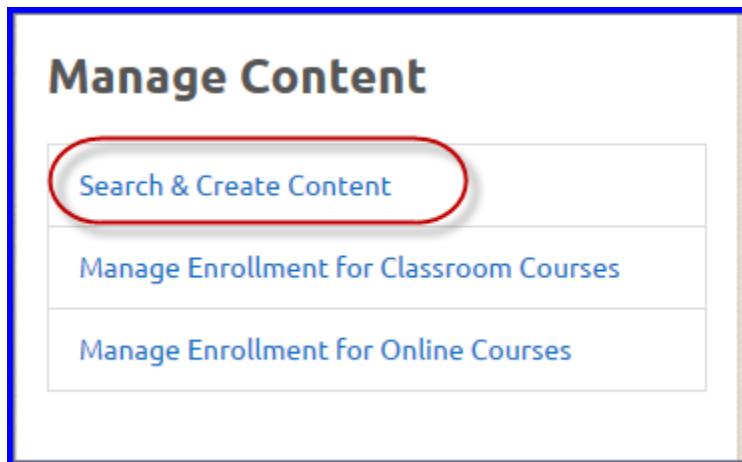
Organizational Development

Virginia Learning Center How to document the cancellation of a classroom event

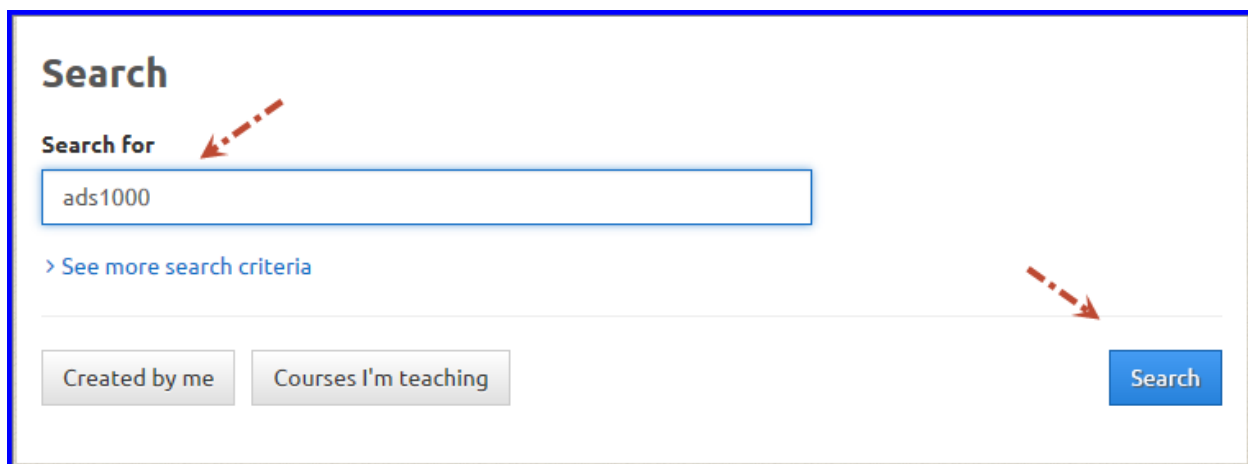
Step 1: Click on Responsibilities



Step 2: Click on Search & Create Content



Step 3: Type in the course number desired in the Search for box and then click Search



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Step 4: Click on the title of the course you desire


Search Results

🔍 You searched for 'ads1000'

35 Items « < Page 1 of 1 > »

VDSS: ADS1000 Handout
Handout for ADS1000
Content Type: **Document** **Checked in** **🔍 More Information**

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training



Step 5: Click on Schedule & Manage Sections

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training **🔍**

Classroom

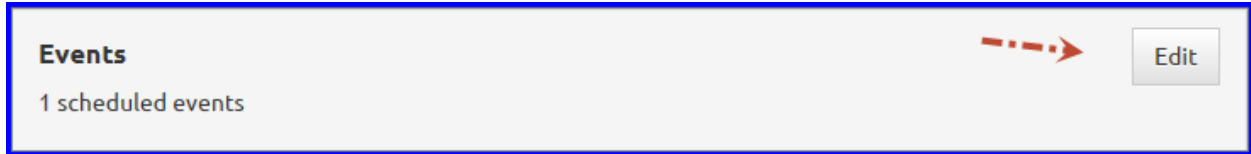
CourseSchedule & Manage Sections

Step 6: Click on the section of your choice

Section Title	Date Range	Activity	Format	Conflicts
+ VDSS - ADS1000: Adult Services/Adult Protecti...	7/11/2017 - 7/13/2017	Active	In-Person	No
+ VDSS - ADS1000: Adult Services/Adult Protecti...	7/18/2017 - 7/20/2017	Active	In-Person	No
+ VDSS - ADS1000: Adult Services/Adult Protecti...	8/1/2017 - 8/3/2017	Active	In-Person	No
+ VDSS - ADS1000: Adult Services/Adult Protecti...	8/7/2017 - 8/9/2017	Active	In-Person	No
+ VDSS - ADS1000: Adult Services/Adult Protecti...	8/23/2017 - 8/25/2017	Active	In-Person	No

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Step 7: Click on the Edit button adjacent to Events in the Events tab



Step 8: Click Edit underneath the action tab

Event Title	Date Range	Instructors	Location	Format	Conflict	Action
<input type="checkbox"/> VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (Abingdon)	7/11/2017 - 7/13/2017	ROBERT HENDERSON	VDSS - Abingdon Computer Lab, VDSS - VDSS Training Center Western (VTCW) (ABINGDON, VA)	In-Person	No	<input type="button" value="Edit"/>

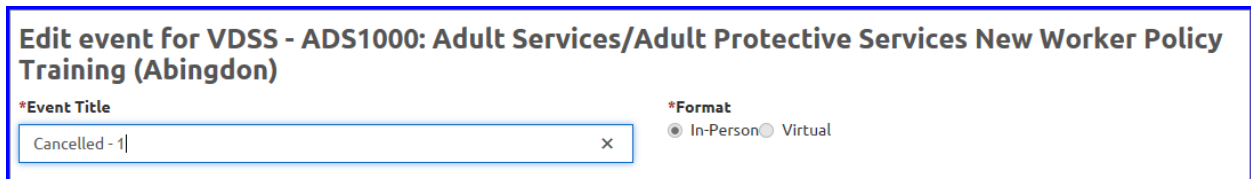
Step 9: Delete the words in the Event Title and put on of the following:

- Cancelled – 1
- Cancelled – 2
- Cancelled – 3

Cancelled -1 equates to cancellation due to low enrollment

Cancelled – 2 equates to cancellation due to trainer issue

Cancelled – 3 equates to cancellation due to a facilities issue (power outage, weather, etc.)

A screenshot of the 'Edit event' form. The title is 'Edit event for VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (Abingdon)'. There are two main sections: '*Event Title' with a text input field containing 'Cancelled - 1' and a close button (x); and '*Format' with two radio buttons: 'In-Person' (which is selected) and 'Virtual'.

Step 10: Click Save

