

Learner - How to Cancel from a Class

Log into the UHN eLearning Centre at: <http://intranet/education/elearning/> and click on the **Learner Tab** if you are not already on that page.

There are two ways to cancel from a class that you have registered for:

The easiest way to cancel from a class is to look under **To Do** list where you will find all of the classes that you are registered for and your online courses that are in- progress. All Instructor Led courses will have a **chalkboard icon** next to them.

Click the **Instructor Led Course name** in your **To Do** list so that it highlights in blue.

Click the **Other Actions** button, and select **Cancel Registration**.

The screenshot shows a 'To do' list with the following activities:

Activity Name	Code	Action	Assignment Type	Start Date	Priority	Deadline
Airbourne Precautions Video	UHUHIC018W	Start →				
CUSP Test Course	CUSPOT01					
Fecal Occult Blood Testing	PCUHLB001W	Start →				
Hand Hygiene	UHUHIC013W	Start →				
Managing A Diverse Community	UHUHN002W	Start →				
UHN Privacy: An Overview	UHUHPR002W	Start →				

At the bottom of the list, the 'CUSP Test Course' is highlighted in blue. The 'Other actions' dropdown menu is open, showing 'Cancel Registration' as an option.

Click the **Cancel Marked** button to confirm your cancellation.

The screenshot shows the 'Cancellation Confirmation' page with the following information:

Total cancellation cost of the activities below: 0
Total value of refunds: 0

Buttons: **Cancel Marked** (highlighted in red), **Select All**, **Back**

Name	Code	Activity Date	Current Status	Actual Price	Cancellation
✗ Instructor Led Course : <u>CUSP Test Course</u>	CUSPOT01		Registered	0.00 CAD	0.00 CAD

You are also registered for the following related activities. The selected activities will be cancelled.

Name	Code	Activity Date	Current Status	Actual Price	Ca
✗ Instructor Led Class : <u>CUSP Test Class (RK Class)</u>	CUSPOT01		Registered		

The second way to cancel from your class is to go to your **Training Schedule**. You can reach your Training Schedule by expanding the arrow under the **Quick links** box on the left hand panel, and click on **Training Schedule**, or by accessing it from the **Learn** menu on the blue toolbar.

The screenshot shows the 'Quick links' menu with the following options:

- Manage training
 - Training Transcript
 - Training Schedule** (highlighted in red)
 - Training Analysis

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On the Training Schedule page you will notice that there are two instances of your registration, one for the Instructor Led Course and one for the Instructor Led Class.

You will need to **check the box** next to both the course and class and then click the **Go** button. The choice to Cancel Registration should be selected for you by default.

Training Schedule
This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: [Help](#) View:

Task: Records: 7

	Name ^	Code	Region	Start Date	End Date	Status
<input type="checkbox"/>	Online Course: Airbourne Precautions Video	UHUHIC018W				In progress
<input type="checkbox"/>	Online Course: Fecal Occult Blood Testing	PCUHLB001W				In progress
<input type="checkbox"/>	Online Course: Hand Hygiene	UHUHIC013W				In progress
<input checked="" type="checkbox"/>	Instructor Led Course: Hands On Cooking Challenge - Easy to Make Lunch & Snacks for Work	UHUHWN037I				Registered
<input checked="" type="checkbox"/>	Instructor Led Class: Easy to Make Lunch & Snacks for Work-July 15-11	UHUHWN037I		15/07/2011	15/07/2011	Registered

On the Training Schedule page you will notice that there are two instances of your registration, one for the Instructor Led Course and one for the Instructor Led Class.

You will need to **check the box** next to both the course and class and then click the **Go** button. The choice to Cancel Registration should be selected for you by default.

Click the **Cancel Marked** button to confirm your cancellation. You will receive two email notifications confirming your cancellation if your email address is on file in the eLearning Centre.

One is for the cancellation from the Instructor Led Course and the other is for the Instructor Led Class.

You can also check your Messages on the Learner Home Page under the left hand panel to confirm.

From: elearning@uhn.on.ca
To: [redacted]
Cc: [redacted]
Subject: No longer registered for Hands On Cooking Challenge - Easy to Make Lunch & Snacks for Work

Sent: Thu 06/30/2011 11:23

WARNING: This message contains sensitive information.

You are no longer on the roster for the following learning activity.

Activity Name: Hands On Cooking Challenge - Easy to Make Lunch & Snacks for Work
Start date:
End date:

This message was automatically delivered by the UHN eLearning Centre.

From: elearning@uhn.on.ca
To: [redacted]
Cc: [redacted]
Subject: No longer registered for Easy to Make Lunch & Snacks for Work-July 15-11

Sent: Thu 06/30/2011 11:23

WARNING: This message contains sensitive information.

You are no longer on the roster for the following learning activity.

Activity Name: Easy to Make Lunch & Snacks for Work-July 15-11
Start date: 15/07/2011 12:00:00 PM EDT
End date: 15/07/2011 1:00:00 PM EDT
Location: Wellness Centre, 1NU168
Facility: TGH

Click this link to update your Outlook calendar:
http://rod.sumtotalsystems.com/uhn/app/SYS_Login.aspx?lang=en-gb&RU=http%3A%2F%2Frod.sumtotalsystems.com/uhn/app/experience/mail/NIF_PublishAppToOutlook.aspx%3FEmployeeId%3D9001%26ActivityList%3D7513%26AutoClose%3Dfalse%26UserMode%3D0

This message was automatically delivered by the UHN eLearning Centre.