HOW-TO GUIDE FOR THE GLOBAL CLASS CANCELLATION FUNCTION

This document is a guide to assist the those with access to the Global Class Cancellation function. This function is used when a faculty member is unable to cancel or delay his or her class.

DOCUMENT INFORMATION

DOCUMENT NAME	Global Class Cancellation
DOCUMENT VERSION NUMBER	2.0
DOCUMENT VERSION DATE	July 30, 2018

REVISION HISTORY

| VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Feb. 1, 2018	David Baker	Creation of document
2.0	July 30, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material

RELATED DOCUMENT

| DOCUMENT NAME	LOCATION
HOW-TO GUIDE FOR FACULTY: HOW TO DELAY OR CANCEL A CLASS	Academic Training website – Academic Operations

GLOBAL CLASS CANCELLATION

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
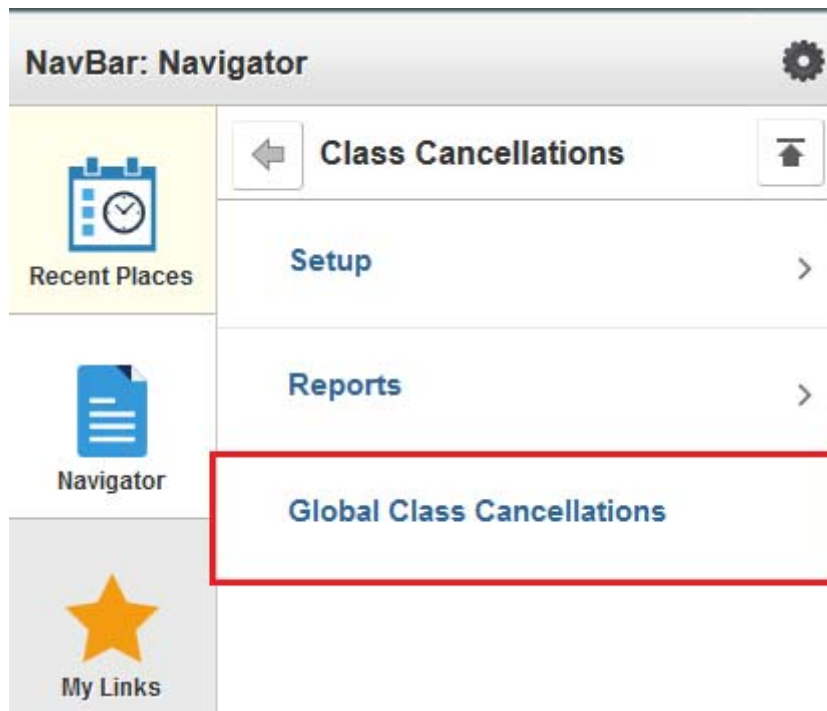3. Click the '**Evolve Administrative System**' button
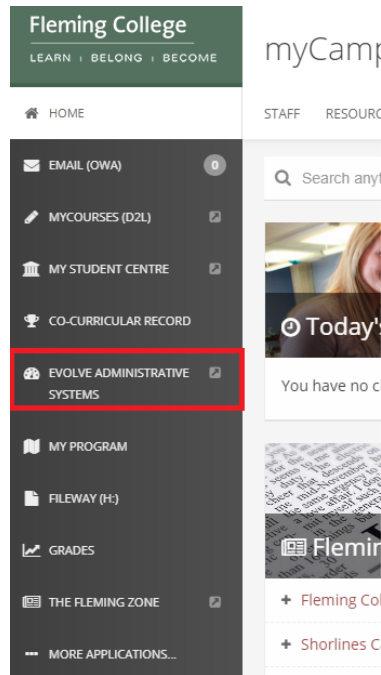
4. Click the '**Navigator**' button
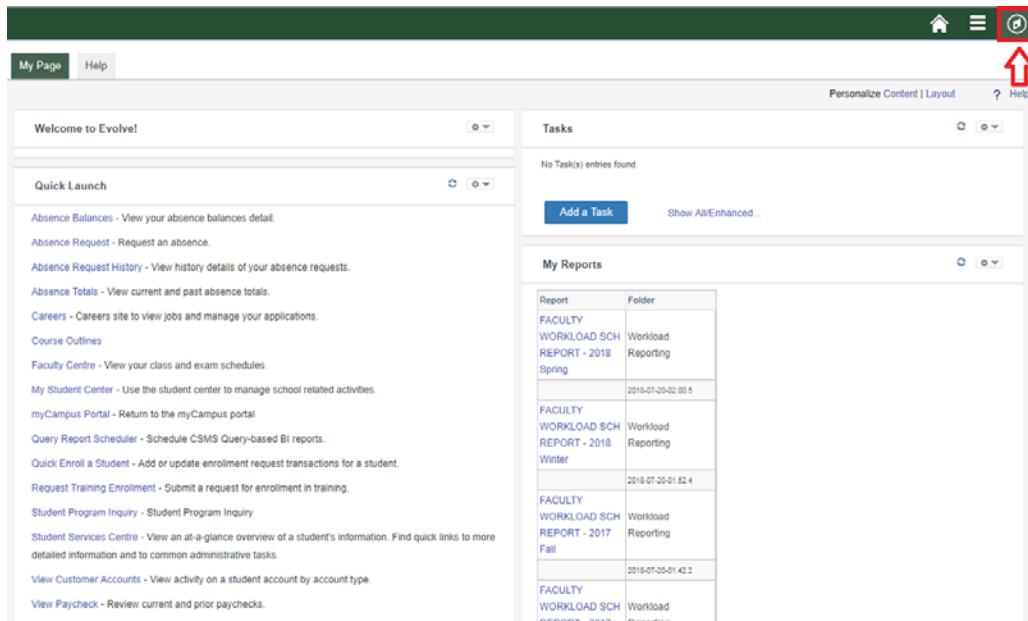
1. Click the 'Class Cancellations' menu option
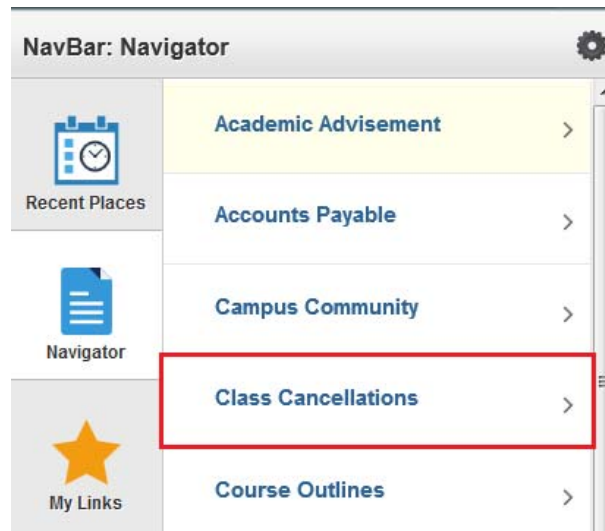
2. Click the 'Global Class Cancellations' menu option

3. Enter the following information into the 'Class Cancellation' page

- Class start date*
- Class end date*
- Faculty member (last name, first name)

*By default the start and end dates are today's date.

4. When all three items are entered click the '**Submit**' button

5. Select the class(es) that will be delayed or cancelled.

6. Click either the '**Cancel**' or '**Delay**' checkbox

	Cancel	Delay	Date	Name	Course ID	Session	Class Name	Class Section
1	☑	☐	07/30/2018	Russell Turner	008864	Back7	Marketing	C01
2	☐	☐	08/02/2018	Russell Turner	008864	Back7	Marketing	S01

7. The '**Comment**' field allows a faculty member to communicate a message to affected students. Generally, the comments include rationale for the delay/cancellation, assigned readings, and/or how the class will be made up. These comments will be displayed in the students' myCampus Portal and their Student Services Centre (SSC).

Class Name	Class Section	Start Time	End Time	Location	Comment
Marketing	C01	8:00AM	11:00AM	BR-B3181 Multimedia Seminar Ro	Sick, read chapter 5 and 6

8. Click the '**Update**' button

Comment	Update	Print
Sick, read chapter 5 and 6	Update	Print

[END OF DOCUMENT]