

A HOW-TO GUIDE:

INTRODUCTION TO THE PEOPLESOFT (EVOLVE) GLOBAL CANCELLATION FUNCTIONALITY

This document serves as a guide for individuals with access to the Global Class Cancellation function. This function is used when a faculty member is unable to cancel or reschedule their class.

DOCUMENT INFORMATION

Document name	A How-to Guide for Faculty: Introduction to the PeopleSoft (Evolve) Global Cancellation Functionality
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REVISION HISTORY

Version #	Ver. date	Revised by	Description of change
1.0	Feb. 1, 2018	David Baker	Creation of the document
2.0	July 30, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material
3.0	May 12, 2025	David Baker	Revisions -Updated screenshots, removed dated material

RELATED DOCUMENTS

Policy/Operating Procedure	Policy/Operating Procedure Link
College Policy	2-204 Class Cancellation/Faculty Absenteeism
College Operating Procedure	2-205 Class Absence Operating Procedure

CONTENTS

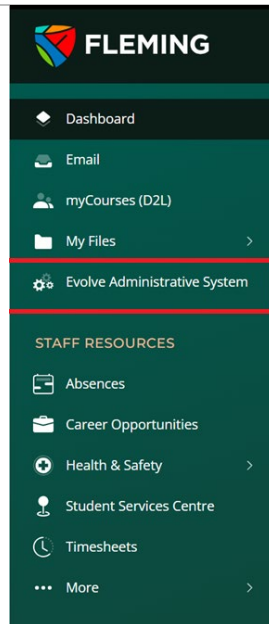
GLOBAL CLASS CANCELLATION..... 1

GLOBAL CLASS CANCELLATION

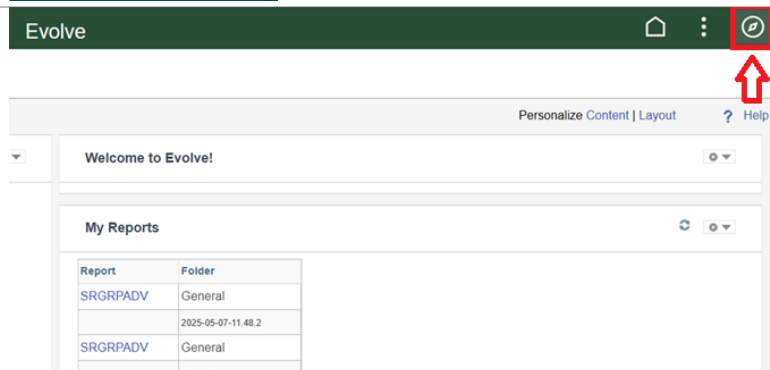
Step 1: Go to **Fleming College's website** (<http://flemingcollege.ca/>).

Step 2: Log in to the **myCampus Portal**.

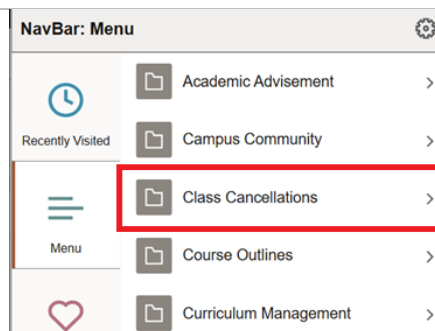
Step 3: Click the '**Evolve Administrative System**' button



Step 4: Click the '**Navigator**' button.

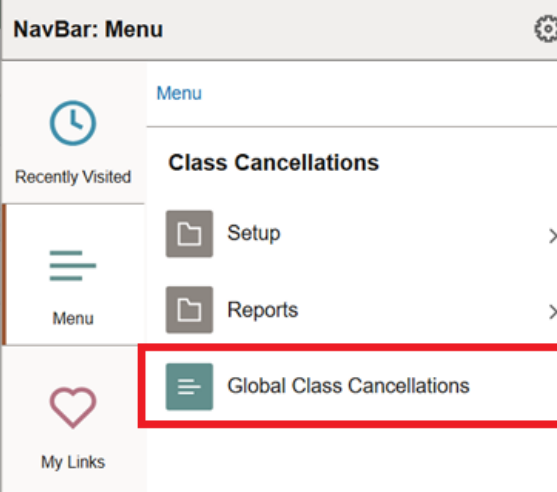


Step 5: Click the '**Class Cancellations**' menu option.



GLOBAL CLASS CANCELLATION

Step 6: Click the '**Global Class Cancellations**' menu option.



Step 7: Enter the following information into the '**Class Cancellation**' page

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

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

Global Class Cancellation

Date to Date Faculty Member

Step 8: When all three items are entered, click the '**Search**' button

Faculty Member

Step 9: Select the class/classes that will be delayed or cancelled.

Click the checkbox in the '**Cancel**' or '**Delay**' column to select the class that is to be cancelled or delayed.

Select from and to date, and click submit to see your classes.

Date to Date

	Cancel	Delay	Date	Name	Course Code
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/13/2025	David Baker	SSFC 73

! For combined lectures, seminars, and labs, all applicable sections are represented by the "All" class section. This allows the user to cancel all sections with a single entry.

GLOBAL CLASS CANCELLATION

Step 8: The **'Comment'** field allows a faculty member to communicate a message to affected students. Generally, the comments include the rationale for the delay or cancellation, assigned readings, and/or information on how the class will be made up. These comments will be displayed in the students' myCampus Portal and their Student Services Centre (SSC).

Date: 05/13/2025 to 05/13/2025 Search

Cancel	Delay	Date	Name	Course Code	Class Name	Class Section	Room	Start Time	End Time	Comments to Students	Submit
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/13/2025 David Baker	SSFC 73	Academic Block Off	O01	BRB3155	8:00AM	2:00PM	It is too hot outside today. Take the day off.	Submit

! Comments made are public, as they are displayed on the students' MyCampus Portal and MyStudent Service Centre (SSC) timetable.

Step 9: Click the **'Update'** button to commit the delay or cancellation to the system.

Date: 05/13/2025 to 05/13/2025 Search

Cancel	Delay	Date	Name	Course Code	Class Name	Class Section	Room	Start Time	End Time	Comments to Students	Submit
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/13/2025 David Baker	SSFC 73	Academic Block Off	O01	BRB3155	8:00AM	2:00PM	It is too hot outside today. Take the day off.	Submit

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