

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									
Step 1: Go to Fleming College's									
website (<u>http://flemingcollege.ca/</u>).									
Step 2: Log in to the myCampus									
Portal.									
Step 3: Click the 'Evolve									
Administrative System' button									
	Dashboard								
	🚬 Email								
	myCourses (D2L)								
	My Files >								
	💑 Evolve Administrative System								
	STAFF RESOURCES								
	Career Opportunities								
	Health & Safety >								
	Student Services Centre								
	() Timesheets								
	••• More >								
Step 4: Click the ' Navigator ' button.	Evolve $ heta$: 🧭								
	Û								
	Personalize Content Layout ? Help								
	▼ Welcome to Evolve!								
	My Reports O ov								
	Report Folder								
	SRGRPADV General								
	2025-05-07-11.48.2 SRGRPADV General								
Step 5: Click the 'Class Cancellations'	NavBar: Menu								
menu option.	Academic Advisement >								
	Recently Visited Campus Community >								
	Class Cancellations >								
	Menu Course Outlines >								
	Curriculum Management >								

GLOBAL CLASS CANCELLATION

Step 6: Click the 'Global Class Cancellations' menu option.	NavBar: Menu	0						
	Menu							
	Recently Visited Class Cancellations							
	Setup	>						
	Menu C Reports	>						
	Global Class Cancellations							
	My Links							
Step 7: Enter the following	Global Class Cancellation							
information into the 'Class Cancellation' page	Date 05/13/2025 B to Date 05/13/2025 B Faculty Member David Baker Q Search							
Class start date*								
Class end date*								
 Faculty member (first name, Last name) 								
*By default, the start and end dates								
are today's date.								
Step 8: When all three items are								
entered, click the 'Search' button	Faculty Member David Baker	Search						
Step 9: Select the class/classes that will be delayed or cancelled.	Select from and to date, and click submit to see your classes	5.						
	Date 05/13/2025 B to Date 05/13/2025 B							
Click the checkbox in the 'Cancel' or								
' Delay ' column to select the class that is to be cancelled or delayed.	Cancel <u>Delay</u> Date Name	Course Code						
· · · · · · · · · · · · · · · · · · ·	1 🗹 🗌 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 wi	th a single entry.							

GLOBAL CLASS CANCELLATION

Step 8: The 'Comment' field allows a	Date 05/13/	2025 🕅 to 🛙	ate 05/13/2025 🔀		Search					Personalize Find 🖓 🕎 Fi	st 🕢 1 of 1 🛞 Last
faculty member to communicate a	Cancel	Delay Date	Name	Course Code	Class Name	Class Section	Room	Start Time	End Time	Comments to Students	Submit
message to affected students.	1 🖬	05/13/	2025 David Baker	SSFC 73	Academic Block Of	Y 001	BRB3155	8:00AM	2:00PM	It is too hot outside today. Take the day off.	Submit
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).											
! Comments made are public, as they ar	e disp	layed	on the stu	idents' N	МуCamp	ous P	ortal	and I	MySt	udent Service	Centre
(SSC) timetable.											
Step 9: Click the ' Update ' button to	Date 05/13/	2025 🖲 to D	ate 05/13/2025 🕅		Search				Pe	ersonalize Find 🖾 🔜 First 🖉) 1 of 1 🕑 Last
commit the delay or cancellation to	Cancel	Delay Date	Name	Course Code	Class Name	Class Section	Room S	tart Time E	nd Time Co	omments to Students	Submit
the system.	1 🖬	05/13/2	025 David Baker	SSFC 73	Academic Block Off	O01	BRB3155 8	:00AM 2:		is too hot outside today. Take	Submit

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