A HOW-TO GUIDE FOR FACULTY:
HOW-TO DELAY OR CANCEL A CLASS

This document details the steps required to use the PeopleSoft (Evolve) Class Cancellation functionality.

DOCUMENT INFORMATION

DOCUMENT NAME	A How-to Guide for Faculty: How-to Delay or Cancel a Class
DOCUMENT VERSION NUMBER	3.0
DOCUMENT VERSION DATE	July 25, 2018

REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug 1, 2013	David Baker	N/A
1.1	Aug 11, 2014	David Baker	Yearly updates -Language changes to screenshots descriptions
2.0	Aug 18, 2015	David Baker	Yearly revisions
3.0	July 25, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material

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FREEDOM OF INFORMATION STATEMENT

## Collection, Use and Disclosure of Personal Information

Please take all-necessary precautions in safeguarding student information (unauthorized access and must not be copied or distributed). If you print any document to hard copy, it is **your responsibility** to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

Fleming College's Freedom of Information Statement, as of July 2013:

The collection, use and disclosure of student information is protected by College policies and government legislation. Personal information is primarily used by the College for academic, administrative and statistical purposes. A Student's personal information (even confirming their enrolment at the College) may only be disclosed when a valid consent to release this information is obtained. In addition, there will be instances where the College will disclose personal information to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required or authorized by a court order or other legal document. A student may request access to their personal information and may request corrections, deletions or additions of information that is not accurate, complete or up to date.

Delay or Cancel a Class, Lecture or Seminar

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
3. Click the '**More Applications...**' button
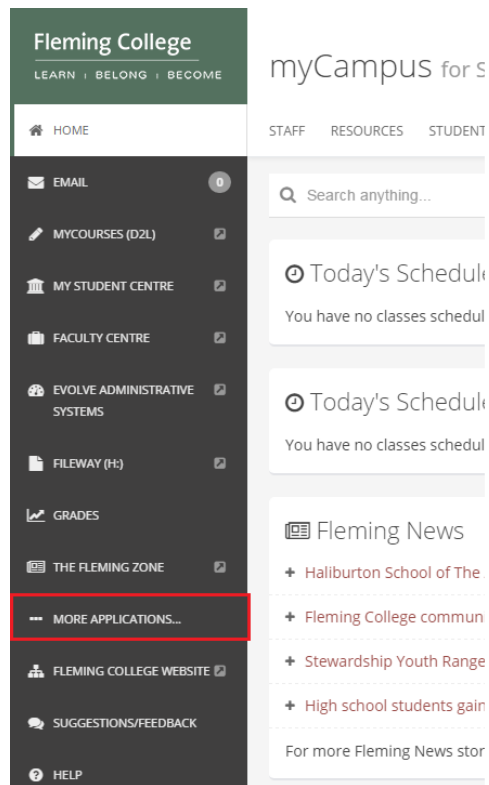
4. Click the '**Cancel/Delay Class**' button
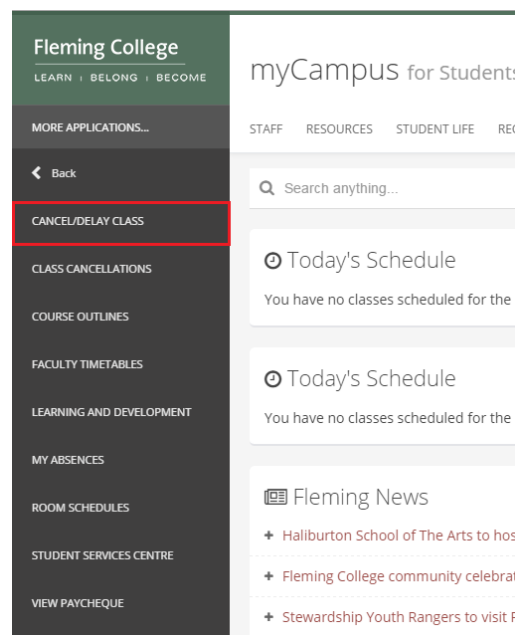
5. **Set the date range** (single day: 07/30/2018 to 07/30/2018) or (entire week: 07/30/2018 to 08/03/2018) to delay or cancel class(es). The default PeopleSoft (Evolve) date range is '**today's date**'

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

! For Combined lectures/seminars/labs, all applicable sections are represented by class section of "All". This gives the user the ability to cancel all sections by one entry.

8. 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).

! Comment(s) made are public as it is displayed on the students' myCampus Portal and myStudent Service Centre (SSC) timetable.

9. Click the 'Update' button to commit the delay/cancellation into the system.

! If multiple classes are affected the user must click the 'Update' button on each line.

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