

A HOW-TO GUIDE FOR FACULTY: INTRODUCTION TO THE PEOPLESOFT (EVOLVE) DELAY OR CANCEL A CLASS FUNCTIONALITY

This document outlines the steps necessary to utilize the PeopleSoft (Evolve) Class Cancellation functionality.

DOCUMENT INFORMATION

Document name	A How-to Guide for Faculty: Introduction to the PeopleSoft (Evolve) Delay or Cancel A Class Functionality.
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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 screenshot descriptions
2.0	Aug 18, 2015	David Baker	Yearly revisions
3.0	July 25, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material
4.0	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

CANCEL A CLASS1

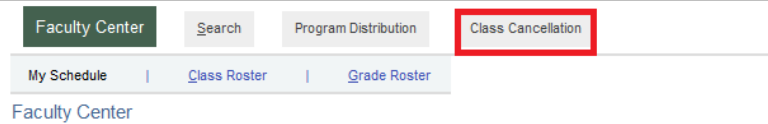
CANCEL A CLASS

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

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

Step 3: Click the **'Faculty Centre'** button.

Step 4: Click the **'Class Cancellation'** button.

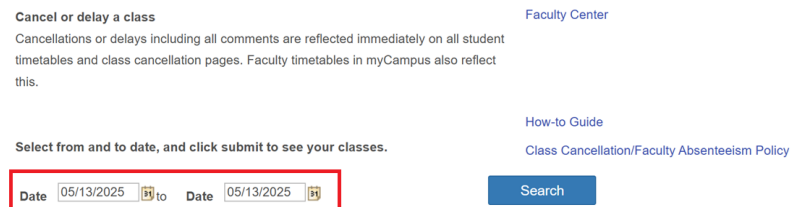


Step 5: **Set the date range** to delay or cancel classes. The default PeopleSoft (Evolve) date range is **'today's date'**

Single day: 07/30/2025 to 07/30/2025

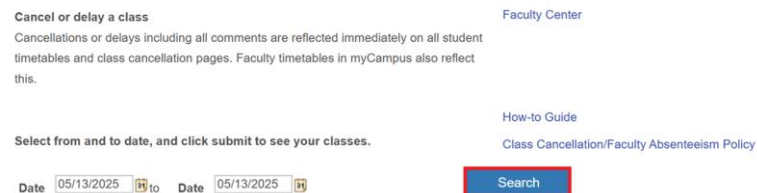
Entire week: 07/30/2025 to 08/03/2025

Cancel or delay a class

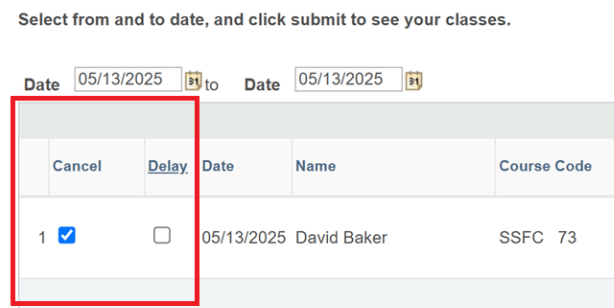


Step 6: Click the **'Submit'** button

Cancel or delay a class



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

CANCEL A CLASS

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).

The screenshot shows a web interface for managing class cancellations. At the top, there are date filters for '05/13/2025' and a 'Search' button. Below this is a table with columns: Cancel, Delay, Date, Name, Course Code, Class Name, Class Section, Room, Start Time, End Time, Comments to Students, and Submit. The first row shows a class scheduled for 05/13/2025 by David Baker, with course code SSFC 73, class name Academic Block Off, section 001, in room BRB3155 from 8:00AM to 2:00PM. The 'Comments to Students' field contains the text 'It is too hot outside today. Take the day off.' and is highlighted with a red rectangle. A 'Submit' button is located to the right of the comment field.

Cancel	Delay	Date	Name	Course Code	Class Name	Class Section	Room	Start Time	End Time	Comments to Students	Submit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/13/2025	David Baker	SSFC 73	Academic Block Off	001	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.

This screenshot is identical to the one above, showing the same class cancellation entry. However, the 'Submit' button at the bottom right of the 'Comments to Students' field is now highlighted with a red rectangle, indicating it is the next step in the process.

Cancel	Delay	Date	Name	Course Code	Class Name	Class Section	Room	Start Time	End Time	Comments to Students	Submit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/13/2025	David Baker	SSFC 73	Academic Block Off	001	BRB3155	8:00AM	2:00PM	It is too hot outside today. Take the day off.	Submit

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