The Virginia Learning Center

VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

LTD Local Training
and Development

Annotating an Event as Canceled

- **Click on Manage**
- **Click on Training**
- **Type in the course number in the Manage Content box.**
- **Click on Sections: Section Details and Settings**
- **Click on the Section(s)**
- **In the Event Title, type (Canceled) in front of the course name.**
- **For example: (Canceled) VDSS - ADS5031W: Substitute Decision Making (Virtual Instructor Led (VIL))**
- **In Settings, Edit, Section Title, type (Canceled) in front of the course name.**
- **For example: (Canceled) VDSS - ADS5031W: Substitute Decision Making (Virtual Instructor Led (VIL))**
- **Go to Enrollment and click Name(s) and choose Cancel Enrollment to remove all learners from the course.**