

Administrators managing classroom trainings

Edit a delivery

Deliveries can only be edited while they are active - once the gradings have been completed and the delivery status thereby automatically switches to complete, editing will no longer be allowed. Also, once the delivery has been cancelled, no further edit actions can be performed for it.

Cancel a delivery

You can cancel a delivery by clicking on Edit > in the edit form you will notice a button for cancellation. **Note:** such an action will trigger an email notification to all participants and trainers involved. Also, all resources that were bound in the cancelled delivery (trainers, rooms) will now become available again for booking in the time interval previously locked by this delivery.

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Change dates (registration dates for delivery, appointment dates)

You can update the registration dates, but remember: you can only offer a registration period (the "until" date) to one day before the first appointment in a delivery occurs. If you need to extend the period beyond that, you will also need to edit the appointment dates in the future to accommodate.

You can edit the appointment dates also - but no further back than one day after the registration period ends. Also, for changing the dates of appointments you can select whether to send an update email to the participant list or not. For more information, see the section [Mail notifications Event Manager](#).

Add / remove participants to a delivery

Participants can book themselves the deliveries they want in a course, but you can also do the same thing in the administrative interface. Bookings are always done on level delivery, so search for the intended delivery, go to the Participants tab and there you can search for the participants you wish to add. Then you can either slide them over to the right hand side individually or in a bulk action (see the 2 arrowed buttons on the left) and then save. Upon saving the change, the participants will be notified via email about their enrollment.

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Removing participants is done on the same level, by moving the intended persons from the right-hand side list to the left-hand side container back again. But please remember - this action will only remove the participants from this delivery! This action will not affect the assignment of persons in the SLH course!

Note: while participants are free to book a delivery, they can't remove themselves from one. This is the reason why the responsible person's email, which must be an administrator, is mentioned on the learner delivery page, so that the person can be contacted in case such a removal becomes necessary.

Grade participants in a delivery

Grading can be done by trainers, but there is also an option for the administrator to do it in the administrative interface - again, on delivery level. The grading options & mechanism (individual or bulk) are of course the same as for trainers, all done in the tab Participants of the delivery.

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Please keep in mind - adding / removing & grading of participants need to be done in synch with the classroom training being included as a learning object in a SLH course. These actions will only offer the intended results when the pre-requisite action of assigning learners to the SLH course has been done, as described [here](#)