

## Cancelling from a course

If you are no longer able to attend a course, you can cancel your booking via My View. From the **Learn** section, go to the **My activities** tab. Find the course and select it by clicking on the course title.

The screenshot shows the 'Learning' section of the University of Worcester portal. The user is John Darcy. The 'Learning' tab is selected in the left sidebar. The 'My activities' tab is selected in the top navigation bar. The 'Learning activities' section displays a search bar with the text 'Searching with neither Start date nor End date will return all activities'. Below the search bar, there are filters for 'Learning activities' (Current) and date pickers for 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)'. A table of learning activities is shown below, with the first row highlighted in red:

Event name	Status	Start date ↓	Failed / Reason	Renewal	Cost
Getting started with SharePoint sites	Booked	26 Feb 2025	No		
Welcome from HR	Booked	25 Feb 2025	No		

Below the table is a '+ Add personal learning' button. The 'Learning evaluations' section shows filters for 'All', 'Current' (selected), 'Requires authorisation', 'Provisional', 'In progress', and 'Completed'. A message at the bottom states 'No learning evaluation details have been added yet'. On the right side, there is a calendar for February 2025 and an 'Add event' button.

[< Back to My activities](#)

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Course booking details

**Getting started with SharePoint sites (IT01)**

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Course information

**Date:** 26 Feb 2025 - 05 Mar 2025  
**Venue:** EE G031 PC  
**Time:** 09:30 - 13:00  
**Tutor:** Gill Slater

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Attendance on all of the dates below is required

26 Feb 2025 - 26 Feb 2025	09:30 - 12:30	EE G031 PC	Gill Slater
04 Mar 2025 - 04 Mar 2025	14:00 - 16:30	EE G031 PC	Gill Slater

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Event booking details

**\*Cancel reason (required)**

Please choose

**Join waiting list**

Overview

This is an entry-level workshop for SharePoint site members. SharePoint at the University of

Add a cancellation reason. If you wish to go on the waiting list for another available event, then check the box **Join waiting list**.

Scroll down to the bottom of the screen and select **Save**.



Objectives

**By the end of the session, participants will have**

- Build confidence storing and sharing business critical data using SharePoint

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Other information

**Origin of request** Departmental request  
**Reason** Position Requirement  
**Mobility constraints** No

You have cancelled from the course, and you will receive an email to confirm this. Don't forget to remove the event from your Outlook calendar. Your manager and your Learning and Development team will also be notified.

You can contact your Learning and Development team at [StaffDevelopment@worc.ac.uk](mailto:StaffDevelopment@worc.ac.uk) if you need any support with your course bookings or learning needs.