




Modify a Class Session

Common Buttons & Icons

	Calendar icon
	Save button
	Close button

Modify an Existing Class Session

From the Administration Self Service screen:

1. Under Instructor Let Training Management, click **Session Scheduler**.
2. Click the **Calendar** icon.
3. Click the date of the session you want to modify. The session populates the calendar.

Note: You can also use the filters on the left side of the screen to locate a session.

4. Right-click the session; then click **Edit Session**. The Edit Session window displays.
5. Modify information, as needed.

Note: To change a session:

- a. Click the Event drop-down arrow. A list of sessions displays.
 - b. Click the applicable session.
6. Click **Save**. A green banner indicates that the session was created successfully.
 7. Click **Close**. You return to the scheduler.