

HOW TO – OPT-OUT OF EVENTS

TARGET AUDIENCE: LEARNERS

Updated March 19, 2020

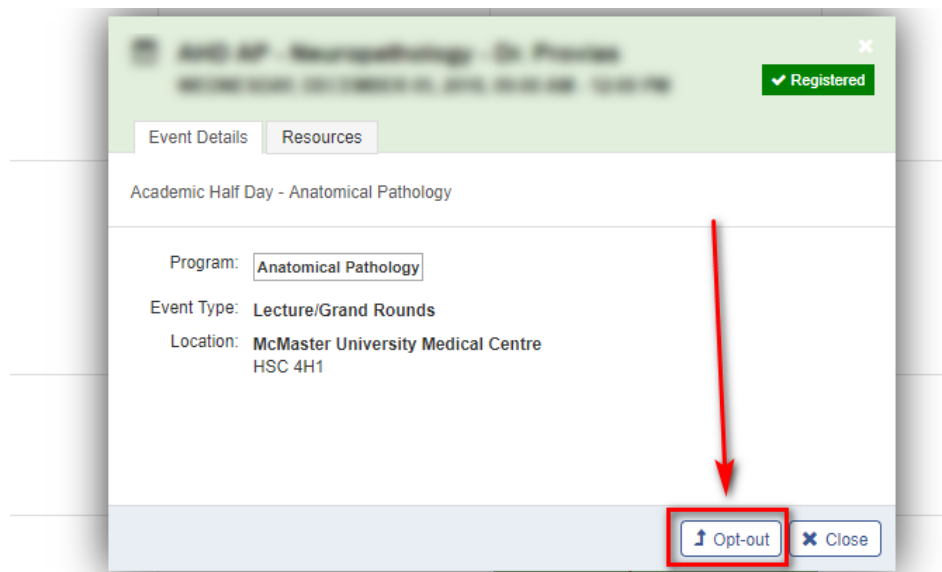
THE EVENT MANAGER

The Academic Half Day Schedule is created by Program Administrators. Learner are added into events and complete event and presenter evaluations.

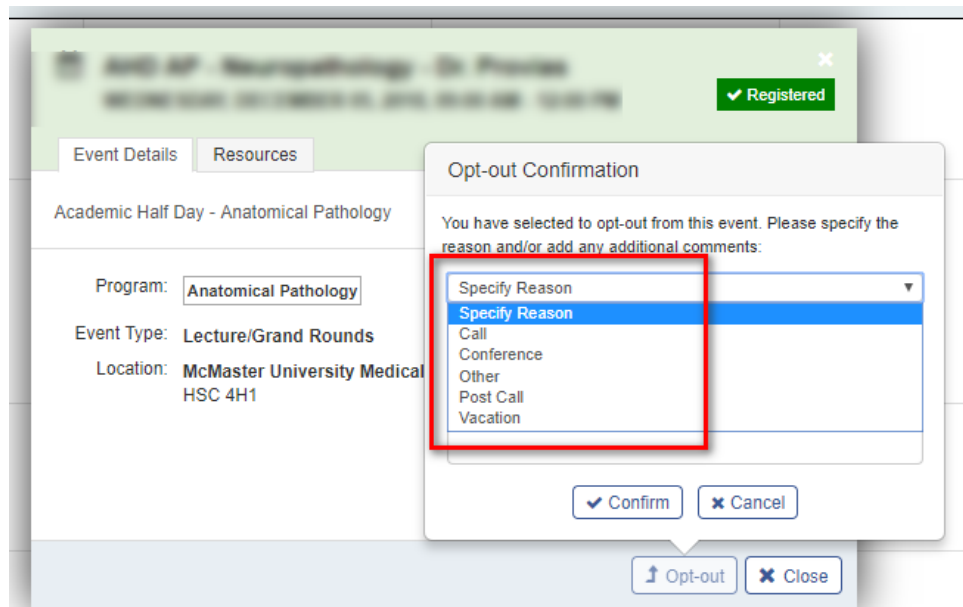
NOTE: Learners have 14 days from the day the event takes place before they expire.

HOW TO OPT-OUT OF AN EVENT

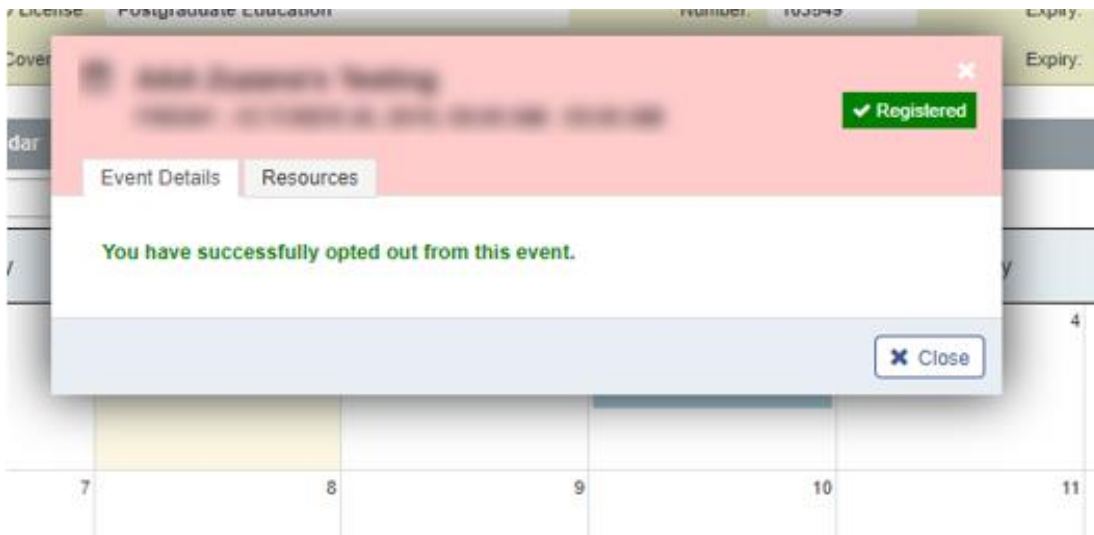
1. Double click on the event you would like to opt-out of attending and choose “Opt-out”:



2. Specify your reasons for opting out along with any additional comments:



3. After submitting, a confirmation will appear that you have successfully opted out of the event:



Once learners have opted out of an event, the associated evaluations will be automatically removed from the evaluation dashboard.

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca