Regional education coordinators, specialists, and reservists,

For quite a while, Con-Ed Sponsors have had the ability in ConEdLink to "discard" a class from their ConEdLink class catalog by marking it CANCELED, RAN_NO_CE, or ALREADY_SUBMITTED. When they discarded a class, ConEdLink removes it from their class catalog and notifies the appropriate regional education coordinators and specialists.

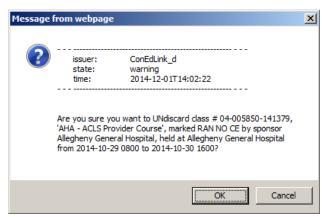
Occasionally, a Con-Ed Sponsor would discard a class by mistake, and I had to get involved to undo the problem. Now ConEdLink gives *you* a way to fix these problems.

You will now see a new "Discarded" tab (1) under the Rosters tab:



By default, ConEdLink will list discarded classes with the most recently discarded ones at the top. You can click any column heading to change the sort, and you can click the "Sort by most recently discarded (default)" button to return to the original sort.

When you have found a class that needs to be UNdiscarded, click the corresponding "UNdiscard" link (2). You'll see a confirmation prompt something like this:



If you click the "OK" button, the class's status in ConEdLink will return to NEEDS_CONED_SPONSOR_FINALIZATION, the class will disappear from your discarded list, it will reappear in the sponsor's class catalog for further work, and ConEdLink will notify the involved parties by email that this has happened.

Also note that by default, the Discarded tab only shows you classes that started, ended, or were discarded in the current calendar year. If you need to go back farther than that, you can change the Filter to "All".

We hope this will help you handle these situations more efficiently.

-- Kevin

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