

Managing "discarded" classes in ConEdLink

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:

The screenshot shows the ConEdLink interface with the 'Rosters' tab selected. Under the 'Rosters' tab, the 'Discarded' sub-tab is highlighted with a red circle and a red number '1'. Below the tabs, there is a filter section with a dropdown menu set to 'Current year' and a text indicating '197 classes discarded'. A table lists discarded classes with columns: Class #, Sponsor, Course title, Location, Start, End, Disposition, and an 'Undiscard' link. The first row shows a class with disposition 'RAN NO CE' and an 'Undiscard' link highlighted with a red circle and a red number '2'. The second row shows a class with disposition 'CANCELED' and an 'Undiscard' link.

Class #	Sponsor	Course title	Location	Start	End	Disposition	Undiscard
04-005850-141379	Allegheny General Hospital	AHA - ACLS Provider Course	Allegheny General Hospital	2014-10-29 0800	2014-10-30 1600	RAN NO CE	Undiscard
04-009986-141170	Allegheny General Hospital	Grand Rounds: Case Review-1.5 Hours	Allegheny General Hospital	2014-07-08 0715	2014-07-08 0830	CANCELED	Undiscard

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:

The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the following text: 'Are you sure you want to UNdiscard class # 04-005850-141379, 'AHA - ACLS Provider Course', marked RAN NO CE by sponsor Allegheny General Hospital, held at Allegheny General Hospital from 2014-10-29 0800 to 2014-10-30 1600?'. At the bottom, there are 'OK' and 'Cancel' buttons.

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.

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-- Kevin