

How to edit the Start date or End date of a scheduled session – for assigned Session Support Officers

1. Select the **Manage Learning** tab from the hamburger menu (top right).
2. Select the **Manage Sessions** tab (top left).
3. Select the edit/pencil icon once you have located the relevant session.
4. Update the **Start Date**, **End Date** as required.
5. Select the **Save Learning Event Session** to save the session update you made.

Manage Sessions

Add Learning Event Add Sessions

Search for Learning Event Sessions

Restore your previous search

Published (4) Completed (9) Setup (0) Cancelled (1)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Action
27/11/2024 12:00 PM	Tuggerah Education Office, [Tuggerah Education Office]	Audit Compliance Training	Mooney Mooney - Afternoon Session	Attended(0), Attending(0), Did Not Attend(0)	
27/11/2024 8:30 AM	Tuggerah Education Office, [Tuggerah Education Office]	Audit Compliance Training	Brisbane Water - Morning Session	Attended(0), Attending(0), Did Not Attend(0)	
25/06/2024 3:30 PM	Online/Internet/VC [Online/Internet/VC]	HALT Myths, Legends and Fact	HALT Myths, Legends and Facts	Attended(2), Attending(1), Did Not Attend(4)	
27/02/2024 2:00 PM	Mingara Recreation Club [Mingara Recreation Club]	Psychosocial Hazards - Presentation	Psychosocial Hazards - Presentation	Attended(0), Attending(0), Did Not Attend(0)	

1 - 4 of 4 items

Edit Learning Event Session: Mooney Mooney - Afternoon Session

For Learning Event Audit Compliance Training

Status: Published

Name*: Mooney Mooney - Afternoon Session

Identifier*: 202400036634

Time Zone*: [UTC+10:00] Canberra, Melbourne, Sydney

Start Date*: 27/11/2024 12:00 PM

End Date (please specify)*: 27/11/2024 2:30 PM

Session Scheduler

Venue (please specify)*: Tuggerah Education Office, [Tuggerah Education Office]

Show Map

Presenter

Update the relevant field/s as required.

Start Date: the first day of training.

End Date the last day of training.



› Pricing

▼ Extended Information

Must be filled in completely for the system to recover costs. If not completed no cost recovery will be attempted for this session

GL 

WBS 

Cost Centre 

Fund 

4

Save Learning Event Session or Cancel

› Recent activities

