

How to edit the max number of participants in a 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. Narrow down your search by using a keyword from the Learning Event Name.
4. Select the **Search** button.
5. Select the edit/pencil icon once you have located the relevant session.
6. Update the **Max Attendance** field e.g. increase or decrease.
7. Select the **Save Learning Event Session** to save the session update you made.

The screenshot shows the 'Manage Sessions' interface. On the left is a sidebar with 'Manage Sessions' highlighted. On the right is a hamburger menu with 'Manage Learning' highlighted. The main area has a search bar with 'empowering' entered. Below the search bar is a table with columns: Start date and time, Location, Learning Event Name, Session Name, Attendees, and Actions. The first row is highlighted in yellow. A red arrow points to the pencil icon in the Actions column of this row. Red callouts 1-5 are placed around the interface: 1 points to the hamburger menu, 2 to the Manage Sessions sidebar item, 3 to the search input field, 4 to the Search button, and 5 to the pencil icon. Red text annotations include: 'Narrow down your search by using a keyword from the Learning Event Name.' and 'The session will be visible to you if you have been assigned as Session Support Officer.' and 'Select the edit/pencil icon once you have located the relevant session to be cancelled from the Published tab.'

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

| Start date and time | Location | Learning Event Name | Session Name | Attendees | Actions |
|---------------------|--|--|---|---|---------|
| 5/07/2024 10:00 AM | Online/Internet/VC (Online/Internet/VC) | Empowering SLSOs - Motivational Speaker Series | ESLSO Term 2 - Positive Partnerships & Brave People Solutions | Attended(0), Attending(45), Did Not Attend(0) | |

1-1 of 1 items

- Manage Learning
- Manage Catalogue
- Manage Learning Assets**
- Enrolments
- Manage Sessions
- Add Learning
- Assign Learning
- Approve Learning
- Marking
- Assignment Submission
- Customisable Reports
- Recently Viewed

Edit Learning Event Session: ESLSO Term 2 - Positive Partnerships & Brave People Solutions

For Learning Event: Empowering SLSDs - Motivational Speaker Series

| | |
|----------------------------|---|
| Status | Published |
| Name* | ESLSO Term 2 - Positive Partnerships & Brave People Solutions |
| Identifier* | 202400036102 |
| Time Zone* | (UTC+10:00) Canberra, Melbourne, Sydney |
| Start Date* | 5/07/2024 10:00 AM |
| End Date (please specify)* | 5/07/2024 12:00 PM |
| | Session Scheduler |
| Venue (please specify)* | Online/Internet/VC [Online/Internet/VC] |
| | <input type="checkbox"/> Show Map |
| Presenter | |
| Registration Open* | 14/06/2024 9:00 AM |
| Registration Closed* | 5/07/2024 5:00 PM |
| Duration* | 2h |
| Min Attendance* | 10 |
| Max Attendance* | 400 |

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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 | <input type="text"/> |
| WBS | <input type="text"/> |
| Cost Centre | <input type="text"/> |
| Fund | <input type="text"/> |

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[Save Learning Event Session](#) or [Cancel](#)

Recent activities