

How to finalise attendance – for assigned Session Support Officers

1. Go to the hamburger menu.
2. Select **Manage Learning**.
3. Select **Manage Sessions**.
4. Select the **Mark Session** icon.
5. Select the relevant attendance status.
6. Select the **Submit** button to save the selected attendance status.

Education

Manage Sessions

Add Learning Event Add

Search for Learning Event Sessions

Restore your previous search

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

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
19/10/2021 2:30 PM	Glenfield Public School [Glenfield Public School]	Using the EAL/D Learning progression	For Glenfield Public School only	Attended(0), Attending(29), Did Not Attend(0)	View Edit Mark Session

20 items per page 1 - 1 of 1 items

Update each user's attendance status one at a time - this is handy if you want to action participants as they satisfy all course deliverables.

Attending (Not marked) ▾

Attending (Not marked) ▾

Attending (Not marked) ▾

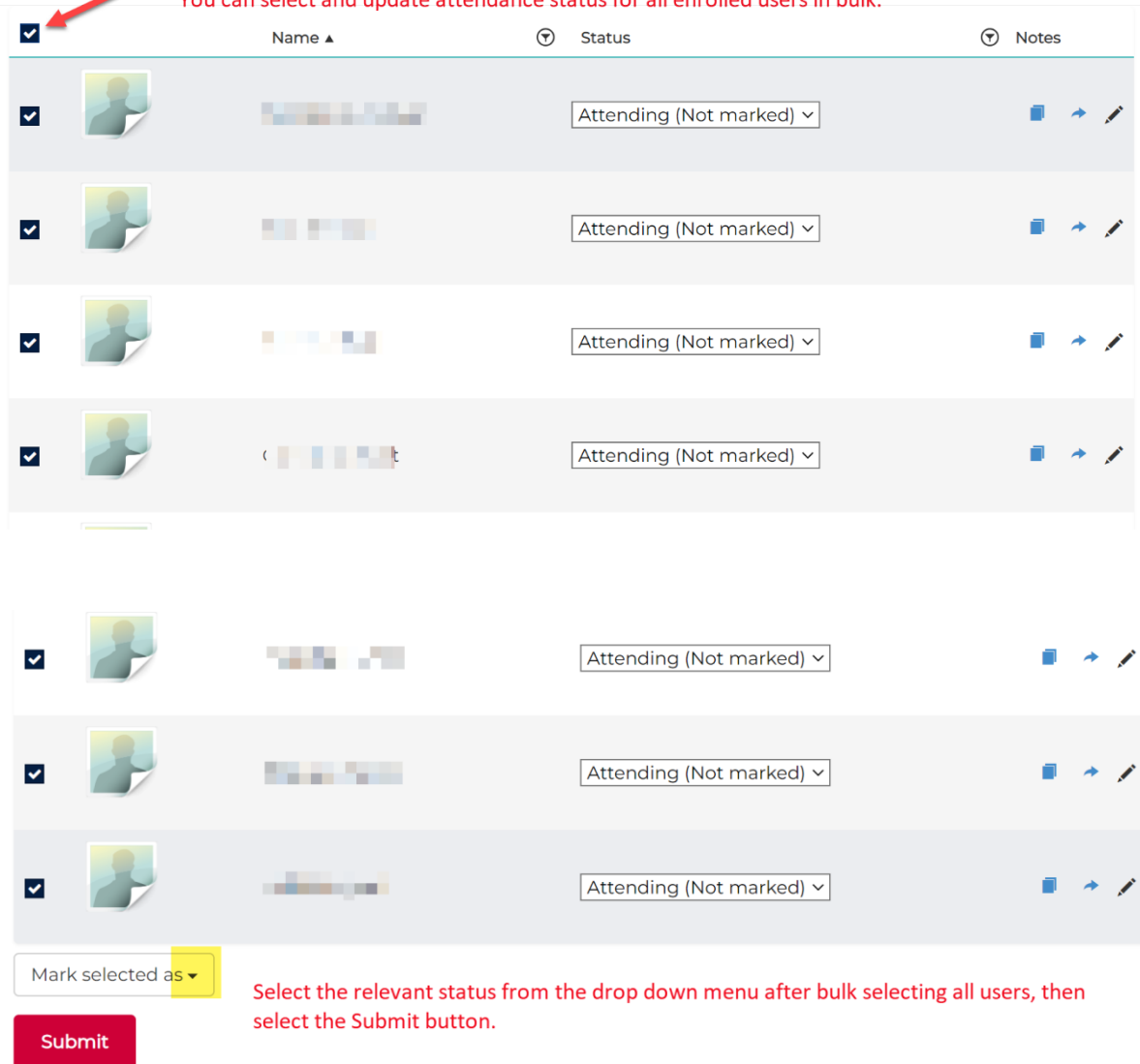
Mark selected as ▾

Submit

Select the **Submit** button to update the attendance status.



You can select and update attendance status for all enrolled users in bulk.



<input checked="" type="checkbox"/>	Name ▲	Status	Notes
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]
<input checked="" type="checkbox"/>	[Profile Icon]	Attending (Not marked) ▾	[Add] [Refresh] [Edit]

Mark selected as ▾

Submit

Select the relevant status from the drop down menu after bulk selecting all users, then select the Submit button.

