How to finalise attendance – for assigned Session Support Officers

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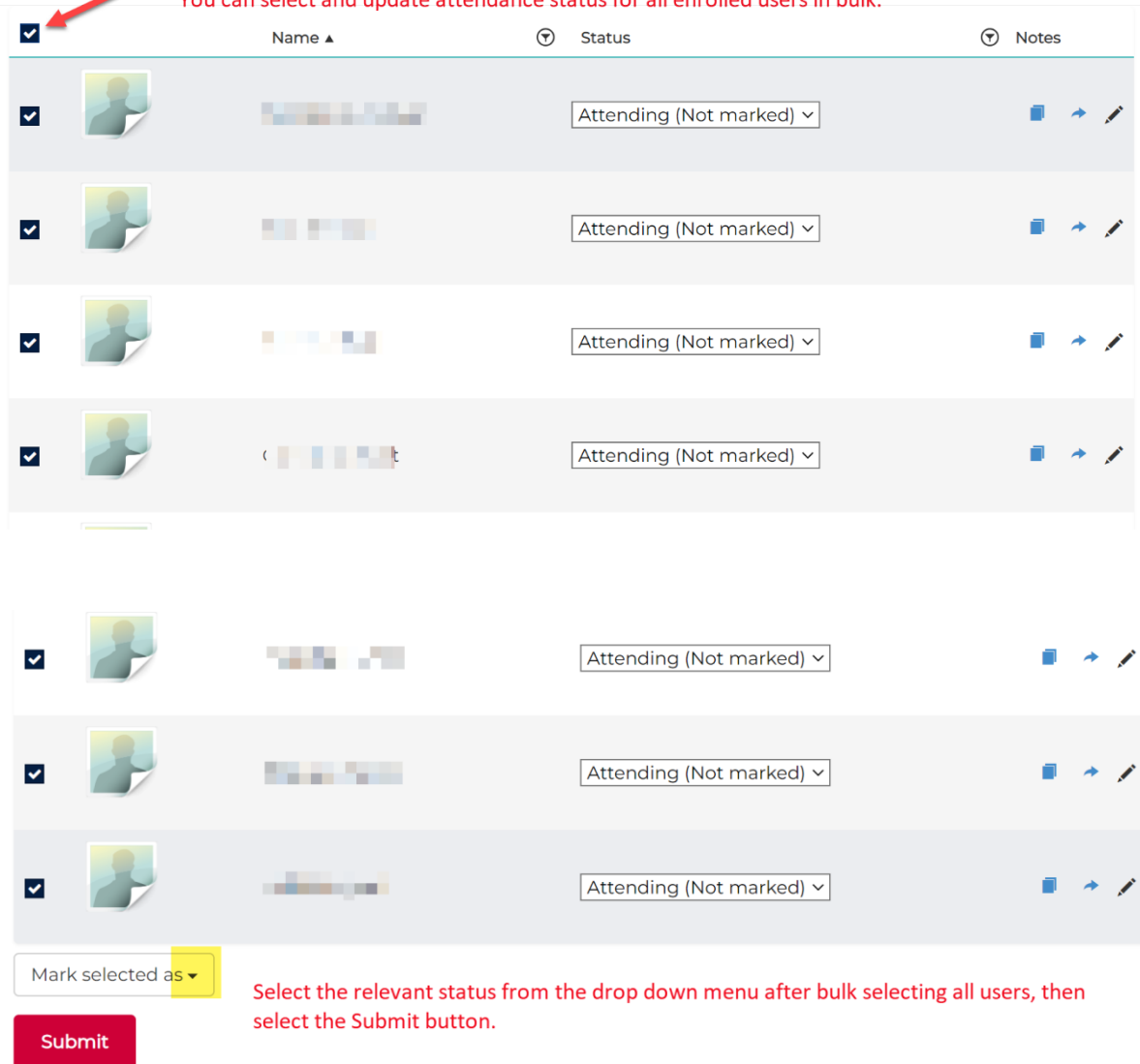4. Select the **Mark Session** icon.
5. Select the relevant attendance status.
6. Select the **Submit** button to save the selected attendance status.

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

	Name ▲	Status	Notes
☑	[redacted]	Attending (Not marked) ⌄	🗐 ➜ ✏
☑	[redacted]	Attending (Not marked) ⌄	🗐 ➜ ✏
☑	[redacted]	Attending (Not marked) ⌄	🗐 ➜ ✏
☑	[redacted]	Attending (Not marked) ⌄	🗐 ➜ ✏
☑	[redacted]	Attending (Not marked) ⌄	🗐 ➜ ✏
☑	[redacted]	Attending (Not marked) ⌄	🗐 ➜ ✏
☑	[redacted]	Attending (Not marked) ⌄	🗐 ➜ ✏

Mark selected as ▾

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

Submit