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.

Manage Learning Manage Catalogue Manage Learning Assets	Manage Ses	ssions			Add Learning Eve	nt Adı	Manage Para Manage La
Enrolments Manage Sessions 3 Add Learning Assign Learning		Search for Learning Event Sessions					
Approve Learning Marking Assignment Submission	Published (1)	Completed (1)	Setup (0) Cano	(0) Cancelled (0)			My Calend
Customisable Reports	Start date and time 🔻	Location	Learning Event Name	Session Name	Attendees	Actions	
Recently Viewed	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)	© ∕ 1	4 . ⊽ 42
Update each	user's attendance	20 v item	is per page e at a time - this	is handy if y	ou	1 - 1 of 1 ite	ems O
Update each want to actic	user's attendanc	20 vitem	e at a time - this / all course deliv Atter	<mark>is handy if</mark> ye erables. Iding (Not ma	ou arked) <mark>> </mark>	1 - 1 of 1 ite	erms 2
Update each want to actic	user's attendanc	20 • item	e at a time - this / all course deliv Atter Select th	is handy if ye erables. Iding (Not ma e relevant st	ou arked) <mark>></mark>	1-loflite	ems 2
Update each want to actio	user's attendanc on participants as	20 item	e at a time - this y all course deliv (Atter Select th down m (Atter	is handy if ye erables. Iding (Not ma e relevant st enu for each Iding (Not ma	ou arked) > atus from the d relevant user. arked) >	1-loflite	ems 2
Update each want to action	user's attendanc on participants as	20 item	e at a time - this y all course deliv Atter Select th down m Atter	is handy if ye erables. Iding (Not ma e relevant st enu for each Iding (Not ma	arked) arked) atus from the d relevant user. arked) arked)	1-loflite	

		You can select and update attendance status for all enrolled users in bulk.					
~		Name 🔺	Status	Notes			
•	-	50000 - 100ar	Attending (Not marked) 🗸	• • /			
	ł		Attending (Not marked) 🗸	• • /			
•	ł	1.11.11.1	Attending (Not marked) 🗸	• • •			
	ł		Attending (Not marked) V	• • /			
•	ł	1000	Attending (Not marked) V	• • /			
	-	10 at 10 at	Attending (Not marked) 🗸	• • /			
	-		Attending (Not marked) 🗸	• • /			
Mar	rk selected a	Select the relevant star select the Submit butte	tus from the drop down menu after bulk sel on.	ecting all users, then			