

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** button to save the session update you made.

Manage Sessions

Search for Learning Event Sessions

Search for Venue and Location including name, state, postcode, or suburb

Start date (after) Start date (before)

Search Reset Search

Published (7) Completed (7) Setup (0) Cancelled (0)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
11/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(13), Did Not Attend(0)	[Edit] [Pencil] [3]
10/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(21), Did Not Attend(0)	[Edit] [Pencil]
9/12/2024 10:00 AM	Online/Internet/VC [Online/Internet/VC]	Navigating Your Path to Success	DPS Navigating Your Path to Success	Attended(0), Attending(45), Did Not Attend(0)	[Edit] [Pencil]

The session will be visible to you if you have been assigned as Session Support Officer.

Select the edit/pencil icon once you have located relevant session to edit.

Edit Learning Event Session: DPS Navigating Your Path to Success

For Learning Event Navigating Your Path to Success

Status: Published

Name*: DPS Navigating Your Path to Success

Identifier*: 202400034462

Time Zone*: (UTC+10:00) Canberra, Melbourne, Sydney

Start Date*: 11/12/2024 10:00 AM

End Date (please specify)*: 11/12/2024 12:00 PM

Session Scheduler

Venue (please specify)*: Online/Internet/VC [Online/Internet/VC]

Show Map

Update the Start Date, End Date as required.



▼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 

5

Save Learning Event Session or Cancel

▶Recent activities

