

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. Select the edit/pencil icon once you have located the relevant session.
4. Update the **Max Attendance** field e.g. increase or decrease.
5. Select the **Save Learning Event Session** button to save the session update you made.

The screenshot displays the 'Manage Sessions' interface. On the left, a sidebar menu includes 'Manage Learning', 'Manage Catalogue', 'Manage Learning Assets', 'Manage Sessions' (highlighted with a red '2'), 'Add Learning', 'Assign Learning', 'Marking', 'Assignment Submission', and 'Recently Viewed'. On the right, a hamburger menu is open, showing 'Home', 'Manage People', 'Manage Learning' (highlighted with a red '1'), 'Settings', 'My Account', 'Notifications', 'My Calendar', and 'Logout'. The main content area features a search bar for 'Learning Event Sessions' and filters for 'Venue and Location' and 'Start date'. Below the filters are 'Search' and 'Reset Search' buttons. A tabbed interface shows 'Published (7)', 'Completed (7)', 'Setup (0)', and 'Cancelled (0)'. A table lists sessions with columns for 'Start date and time', 'Location', 'Learning Event Name', 'Session Name', 'Attendees', and 'Actions'. The first row is highlighted, and its 'Actions' column contains an edit/pencil icon (highlighted with a red '3'). A red note on the right says 'Select the edit/pencil icon once you have located relevant session to edit.' A red note on the left says 'The session will be visible to you if you have been assigned as Session Support Officer.'

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)	
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)	
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)	

Presenter

Registration Open*

6/05/2024 12:00 AM



Registration Closed*

12/12/2024 12:00 AM



Duration* ?

2h

Min Attendance*

20

4

Max Attendance*

60

Upload Files

Select Files

▼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

