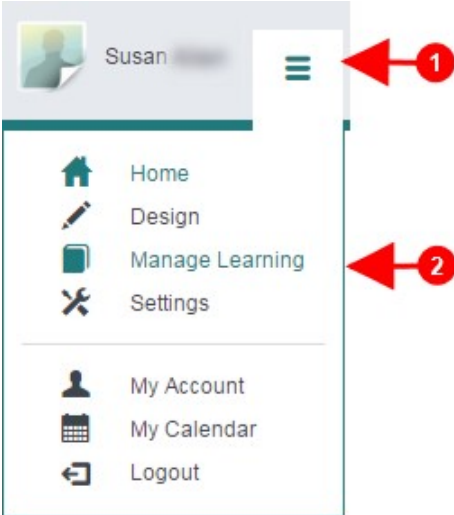
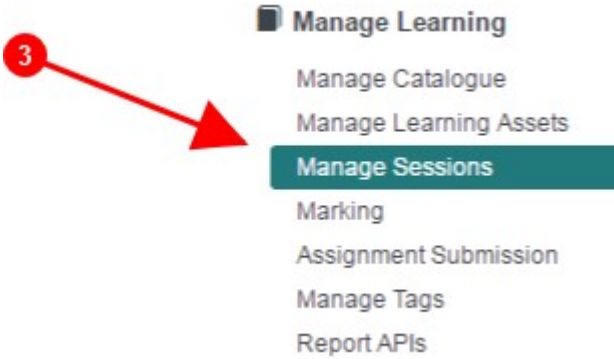


Mark Attendance for a Session

This reference guide describes how to mark attendance for a session of professional development you are responsible for. Please note that the system will automatically generate email notifications, 7, 14 and 21 days after the end date of the event if you have forgotten to complete this very important task. After 28 days this will be escalated to your supervisor via an email notification.

	<p>Step 1: Select the hamburger menu in the top right hand corner of the screen.</p> <p>Step 2: Select the Manage Learning menu item.</p>
	<p>Step 3: Select the Manage Sessions menu item.</p>



The screenshot shows the 'Manage Sessions' page. At the top right, there are buttons for 'Add Learning Event' and 'Add Session'. Below these is a search bar labeled 'Search for Learning Event Sessions' with a 'Restore your previous search' link. Under the search bar, there are filter tabs: 'Published (67)', 'Completed (1)', and 'Setup (0)'. The 'Completed (1)' tab is highlighted with a red box and a red arrow labeled '4'. Below the filters is a table with columns: 'Start date and time', 'Location', 'Learning Event Name', 'Attendees', and 'Actions'. The first row of the table contains: '20/09/2016 8:30 AM', 'Cliffons', 'Online Training Australia tutor training', and 'Attended(1), Attending(18), Did Not Attend(0)'. The 'Actions' column for this row contains icons for visibility, edit, and other actions. The edit icon (a pencil) is highlighted with a red box and a red arrow labeled '5'. At the bottom left of the table, there are pagination controls showing '1' of 1 items per page.

Step 4: If the session is in a **Completed** state, you will need to change it to **Published** in order to make changes.

Step 5: Select the pencil icon to edit the session.

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Edit Learning Event Session: Online Training Australia tutor training

Status

Time Zone

Start Date*

End Date

Step 6: Select the drop down arrow for the **Status** field and choose **Published**.

Criteria Participants

Course Deliverer Audit

Cost Government School

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Step 7: Scroll to the bottom of the screen and select **Save Learning Event Session**.



Notify users of update? ✕

Would you like to notify active users of the changes that were just made to this session?

Reason for notification

You are receiving this message because important information about this learning session has changed

Send notification to 26 waitlisted user(s) Preview

Send notification to 18 attending user(s) Preview

Notify users
Don't notify users

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Step 8: Select the button **Don't notify users**.

Manage Sessions

Add Learning Event
Add Session

Search for Learning Event Sessions

Restore your previous search

Published (67) Completed (0) Setup (0)

Start date and time ▼	Location	Learning Event Name	Attendees	Actions
20/09/2016 8:30 AM	Cliftons	Online Training Australia tutor training	Attended(0), Attending(15), Did Not Attend(0)	👁 ✎ 👤 📌
24/05/2016 1:00 PM	Amcliffe Office	Learning and Support Teacher Network	Attended(47), Attending(6), Did Not Attend(0)	👁 ✎ 👤 📌
27/04/2016 8:00 AM	Amcliffe Office	Positive Partnerships-Supporting school age children on the autism spectrum	Attended(0), Attending(19), Did Not Attend(0)	👁 ✎ 👤 📌
29/02/2016 1:00 PM	Amcliffe Office	Learning and Support Teacher Network	Attended(39), Attending(0), Did Not Attend(0)	👁 ✎ 👤 📌

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Step 9: Locate the session you want to update and select its **Mark Attendance** icon.



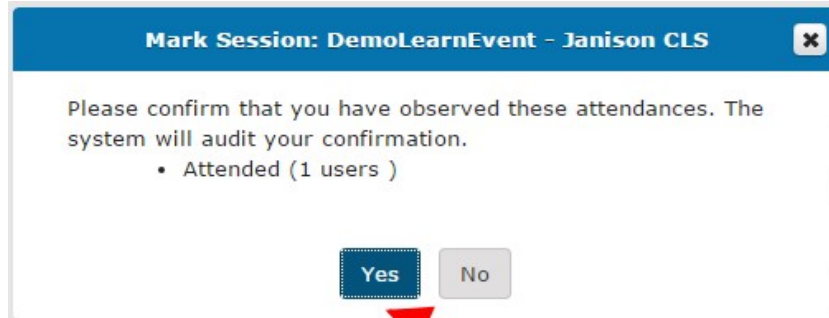
<input type="checkbox"/>	Name ▲	Status	Notes
<input type="checkbox"/>	Alexandra [Avatar]	<div style="border: 1px solid black; padding: 2px;"> Attending (Not marked) ▼ Attending (Not marked) Attended Did not attend </div>	↔ ✎
<input type="checkbox"/>	Anne-maree [Avatar]	Attending (Not marked) ▼	↔ ✎
<input type="checkbox"/>	BEVERLEY [Avatar]	Attending (Not marked) ▼	↔ ✎
<input type="checkbox"/>	Diane [Avatar]	Attending (Not marked) ▼	↔ ✎

Step 10: Select the **Status** drop-down list for each user and choose one of the attendance options.

Step 11: Select the select all checkbox to make changes to everyone enrolled in the session.



Step 12: Select the **Submit** button to save changes.



Step 13: You will be asked to confirm the changes. Select the **Yes** button to confirm any changes you have made.