

iLearn

Marking attendance

Marking attendance

For	Session Manager/Content Administrator
Last Updated	May 2017 (Version 2.0)
Menu	Manage Learning- Manage Sessions
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

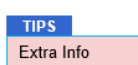
This guide provides a general overview on how to mark attendance on a session.

Note: iLearn is customised for your department and therefore the menu and layout of your site may be slightly different to the images in this guide.

In this guide:

- **Marking attendance - step by step instructions** **Pages 3-9**
- **Marking attendance on a consecutive days session** **Page 10**

Legend:



Marking attendance

1
From the menu button '☰' select 'Manage Learning'.

2
Select 'Manage Sessions' from the left menu.

3
From the Manage Sessions screen, click 'Search for Learning Event Sessions' and enter a keyword or phrase in the search box.

TIP
The more specific you are with your Learning Event Name, the easier it is to find your session.

TIP
You can refine your search by typing in the venue or location e.g. Wacol, and/or selecting the **Start date (after)** and **Start date (before)**.

4
Click 'Search'.

Manage Learning

Manage Sessions

- Enrolments
- Assign Learning
- Approve Learning
- Customisable Reports

Recently Viewed

Manage Sessions

Add Session

Search for Learning Event Sessions

cloud

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

Start date (after)

Start date (before)

Search

Reset Search

Published (1)

Completed (1)

Setup (1)

Start date and time	Location	Learning Event Name	Attendees	Actions
24/02/2015 9:00 AM	111 George Street, Brisba...	Test - Cloud Janison Learning	Attended(0), Attending(2), Did Not Attend(0)	

1 20 items per page

1 - 1 of 1 items

TIPS

The session to be marked will be displayed in the 'Published' tab.

In our example the details are as follows:

- **Start date and time:** 24/02/15
- **Location:** 111 George Street, Brisbane..
- **Learning Event Name:** Test – Cloud Janison Learning
- **Attendees:** Attended(0), Attending(2), Did Not Attend(0)

TIPS

The 'Completed' tab indicates one (1) session marked and closed off.

TIPS

The 'Setup' tab indicates one (1) session in the setup (draft) stage and might be available for future use.

5

In the 'Published' tab, locate the session to be marked and click it's 'Mark Attendance' icon to take you to the Mark Session screen.

Take note of the 'Learning Event Name' to ensure you are selecting your session.



Mark Session: Test – Cloud Janison Learning

Actions ▾

For Learning Event [Test - Cloud Janison Learning](#) **a**

b









Time Tuesday February 24 2015 from 9:00 AM to 5:00 PM (Brisbane UTC+10)

Location at BRISBANE CBD - Level 1 Training Room, 111 George Street , [111 George Street, Brisbane CBD, QLD, 4000](#)

Event Type Face to face

Administrators [Mary *Citizen](#)

c

<input type="checkbox"/>	Name ▲	Status	Notes to Learner
<input type="checkbox"/>	 Learner *Account Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards	Attending (Not marked) ▾	  
<input type="checkbox"/>	 Lola *Citizen Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards	Attending (Not marked) ▾	  

Mark selected as ▾

Submit Marks

Extended Information

Additional information about this Learning Event Session.

There are no custom attributes with a value assigned.

Recent activities

The main components of the screen show:

- The name of the Session and a hyperlink to its Learning Event.
- The details of the Session.
- A list of the Attendees.

Follow steps 6-9 on the next pages to mark attendances.

Mark Session: Test – Cloud Janison Learning

Actions ▾

For Learning Event [Test - Cloud Janison Learning](#)

Time Tuesday February 24 2015 from 9:00 AM to 5:00 PM (Brisbane UTC+10)

Location at BRISBANE CBD - Level 1 Training Room, 111 George Street , 111 George Street, Brisbane CBD, QLD, 4000

Event Type Face to face

Administrators [Mary *Citizen](#)



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Name ▲ ▾ Status ▾ Notes to Learner



Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards

Learner
*Account

Attended ▾



Attended half day.



Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards

Lola *Citizen

Attended ▾
Attending (Not marked)
Attended
Did not attend

7b



Mark selected as ▾

7a

Attended

Did not attend

Cancel

Submit Marks

6

To change the status for a group of people at the same time, click the **tick box** above the line.

7a

Click the **'Mark selected as'** drop-down and select **'Attended'**. All status' will be changed to Attended.

7b

You can now optionally change an individual's status to e.g. **'Did not attend'**, by selecting the drop-down next to their name and selecting it from the list.

TIPS

Mark attendance as:

- **'Attended'** – where user attended the session.
- **'Did not attend'** - where user was a 'no-show' and no communication has been received to indicate that the user wants to attend a future session.
- **'Attending (Not marked)'** – where attendance has not yet been confirmed for some reason or the other.

NOTE

Marking attendance as **'Did not attend'**, will not Cancel the user's enrolment. The user will be placed on the **'Event Waiting List'** and their enrolment Status will be reflected as **'Not Attempted'**. To manage this enrolment:

- The user can be moved from the **'Event Waiting List'** to a future session – refer to **'Manage Attendees'** user guide. OR
- If there will be no further sessions, the enrolment can be Cancelled. The user will then have to re-enrol when a future session finally becomes available. Refer to **'Cancel enrolments'** user guide.

TIPS

Optionally click the **'Edit pencil'** to add notes to the user's attendance record. Click the **'Edit pencil'** to close the field.

Notes are viewable by **Session Managers, Content Administrators** as well as by the learners. Discretion when adding notes is recommended.



Mark Session: Test – Cloud Janison Learning

Actions ▾





For Learning Event [Test - Cloud Janison Learning](#)





Time Tuesday February 24 2015 from 9:00 AM to 5:00 PM (Brisbane UTC+10)

Location at BRISBANE CBD - Level 1 Training Room, 111 George Street , 111 George Street, Brisbane CBD, QLD, 4000

Event Type Face to face

Administrators Mary *Citizen

<input checked="" type="checkbox"/>	Name ▲	Status	Notes to Learner
<input checked="" type="checkbox"/>	 Learner *Account	Attended	  
Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards			

<input checked="" type="checkbox"/>	 Lola *Citizen	<input type="text" value="Attended"/>	  
Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards			

Mark selected as ▾

- Attended
- Did not attend
- Cancel

Submit Marks ⁸


Mark Session: TEST - Workplace Policies - iLearn


Please confirm that you have observed these attendances. The system will audit your confirmation.

- Attended (2 users)

⁹ **Yes** No

TIPS

Optionally click  icon to view the user's answers to the Attendee Question Set if available.

Optionally click  icon to move user to another session if applicable.

TIPS

Click 'Cancel' to collapse the 'Mark selected as' drop-down list.

8

Click 'Submit Marks'.

9

A confirmation pop-up box will appear on the screen. Click 'Yes' to proceed.

Mark Session: Test – Cloud Janison Learning

Actions ▾

For Learning Event [Test - Cloud Janison Learning](#)

This session has been completed. If you need to modify marks below please change the session status to 'Published'.



10

Time Tuesday February 24 2015 from 9:00 AM to 5:00 PM (Brisbane UTC+10)

Location at BRISBANE CBD - Level 1 Training Room, 111 George Street , 111 George Street, Brisbane CBD, QLD, 4000

Event Type Face to face

Administrators [Mary *Citizen](#)

Name ▲	Status	Notes to Learner
 Work Unit - DCCSDS: [DCCSDS] Learner *Account	Attended	Attended half day
 Work Unit - DCCSDS: [DCCSDS1] Lola *Citizen	Attended	

10

An information window will appear advising that 'This session has been completed. If you need to modify marks below please change the session status to 'Published'.

Please refer to the 'Edit attendance after session is marked and completed' user guide for assistance with this.

Note

Marking all attendances on a session as either 'Attended' or 'Did not attend' and then clicking 'Submit marks' will automatically change the session status from 'Published' to 'Completed'.

For future searches on this session you will need to search in the 'Completed' tab under the 'Manage Sessions' menu.

Note, however that if you leave any attendances as 'Attending – (Not marked)', the session will not complete and will remain in the 'Published' tab.

TIP

'Notes to Learner' are only viewable on the 'Mark Session screen' and reportable in the 'Learning Event Session Attendance' Report.

Recent activities

marked attendance by [Session *Manager](#) on Thursday, May 11, 12:09 PM

Hide details

Attended (2 Users), Attending (0 Users), Did Not Attend (0 Users)

edited by [KB *Admin](#) on Tuesday, May 9, 3:48 PM

TIP

'Recent Activities' show who and when changes were made to the session.

Manage Learning

- Manage Sessions
- Enrolments
- Assign Learning
- Approve Learning
- Customisable Reports

Recently Viewed

Manage Session: TEST - Workplace Policies

For Learning Event TEST - Workplace Policies

Attendees

Name	Status	Actions
Learner *Account [learneraccount1]	Attended	
Lola *Citizen [lcitizen]	Attended	

1 - 2 of 2 items

TIP

Once attendance have been marked,

- the user's updated attendance status will reflect on the **Manage Session** screen,

And

- the user's enrolment status will accordingly be updated under the **Enrolments** menu.

TIP

Session Status vs Enrolment Status:

- Attending** on session = **Not Attempted** under Enrolments.
- Did not attend** on session = **Not Attempted** under Enrolments.
- Attended** on session = **Completed** under Enrolments.

Manage Learning

- Manage Sessions
- Enrolments
- Assign Learning
- Approve Learning
- Customisable Reports

Recently Viewed

Enrolments

Name and Username	Catalogue Item	Created	Completed	Status	Attempt
<input type="checkbox"/> Learner *Account learneraccount1	TEST - Workplace Policies	08 May	24 Feb 2015	Completed	
<input type="checkbox"/> Lola *Citizen lcitizen	TEST - Workplace Policies	08 May	24 Feb 2015	Completed	

NOTE

The **Completed** date reflects the actual session date and not the date the attendance was marked.

You have now marked the session attendance.



Marking attendance on a consecutive days session

Mark Session: Test – Cloud Janison Learning

Actions ▾



For Learning Event [Test - Cloud Janison Learning](#)

Time Tuesday February 24 2015 9:00 AM - Thursday February 26 2015 5:00 PM (Brisbane UTC+10)

Location at BRISBANE CBD - Level 1 Training Room, 111 George Street , 111 George Street, Brisbane CBD, QLD, 4000

Event Type Face to face

Administrators Mary *Citizen

<input type="checkbox"/>	Name ▲	Status	Notes to Learner
<input type="checkbox"/>	 Learner *Account Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards	<div style="border: 1px solid black; padding: 2px;"><p>Attended</p><p>Attending (Not marked)</p><p>Attended</p><p>Did not attend</p></div>	<div style="border: 1px solid black; padding: 2px;"><p>Did not attend on 25 Feb'15</p></div>
<input type="checkbox"/>	 Learner *Citizen Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources	<div style="border: 1px solid black; padding: 2px;"><p>Attending (Not marked)</p></div>	

Note

When a session is scheduled over a period of consecutive days, it is not possible to mark each day's attendance separately. A partially attended session will have to be marked as **'Attended'** and a relevant comment included in the **'Notes to Learner'** section.

TIPS

E.g.

This session is scheduled to run across 3 consecutive days i.e. 24th, 25th and 26th February 2015.

A learner attends only 2 out of the 3 days, i.e. the 24th and 26th, with a 'no-show' on the 25th.

The attendance will be recorded as follows:

- **'Attended'**, with
- a **Note** e.g. **'Did not attend on 25 Feb'15'**

To mark attendance, follow steps 1-9 on pages 3-9 taking into account the notes and tips on this page.

