

iLearn

Managing learner's enrolments

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For	Event Facilitator/Content Administrator
Last Updated	June 2015 (Version 1.1)
Menu	Manage Learning- Manage Sessions
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

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

2 Select 'Manage Sessions' from the left menu. This should be the default selection.

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

TIP
You can refine your search by typing in 'Learning Event name' and location/venue ie. Location WACOL.

4 Click 'Search'.

Manage Sessions

Add Session

Search for Learning Event Sessions

Cloud

Search for Location or Venue

Start date (after)

Start date (before)

Search

Reset Search

Published (1)

Completed (0)

Setup (1)

Learning Event Name	Location	Start date and time	Attendees	Actions
Clouds	111 George Street, Brisba...	22/10/2014 9:00 AM	Attended(0), Attending(0), Did Not Attend(0)	5 Manage Mark



20 items per page

1 - 1 of 1 items

5

Click 'Manage'.

Remove an attendee from a session to the waitlist





Mark Session: Clouds
For Learning Event Clouds

Actions ▾

2
Places available

Time Friday October 31 2014 from 09:00 AM to 05:00 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

Attendees

Name ▲	Status	Actions
 Content Administrator	Attending	 Remove User To Waitlist
 Lola Citizen	Attending	

1 - 2 of 2 items

TIP

You may 'Add New Session', 'View Session', 'Edit Session' or 'Mark Session' by clicking on 'Actions'.

Note: By selecting one of the above options you will be taken to a new page any changes made will be saved.

6

Click on the 'red stop' sign to remove the Learner to the session waitlist.

Manage Session: TEST- high risk bananas - Janison CLS [X]

Are you sure you want to remove this attendee?

7 **Yes** **No**

7 Click 'Yes' to proceed.

Waitlisted users

Session Waiting List (1) Event Waiting List (1)

Search

Type	Name	Actions
User	Content Administrator	[+]

1 - 1 of 1 items

Extended Information
Additional information about this Learning Event Session.

There are no custom attributes with a value assigned.

Recent activities

created by [Kylie Ireland](#) on Thursday, October 9, 3:23 PM

3
Places available



TIP
The attendee has now been moved to the waitlist and the places available for the session has been updated.

Add an attendee to a session from a waitlist

Waitlisted users

Session Waiting List (1) | Event Waiting List (1) **8**

Lola **9** ? Search

Type	Name	Actions
	Content Administrator User	10 

1 - 1 of 1 items

Extended Information
Additional information about this Learning Event Session.

There are no custom attributes with a value assigned.

Recent activities

8

Click on the appropriate tab to bring up a list of people in the waiting list.

9

To refine your search, type the name of the person or group in the search box and click 'Search'.

10

Click on the 'green cross' to add a person from the waitlist to the Session.

2



Places available

Time Friday October 31 2014 from 09:00 AM to 05:00 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

Attendees

Name ▲	Status	Actions
 Fox Samayoa (UAT)	Attending	
 Content Administrator	Attending	 11



1 - 2 of 2 items

Waitlisted users

Session Waiting List (1) **Event Waiting List (0)**

 Search 

Type ▼ **Name** **Actions** ▼



No items to display

11

The person is now on the Attendees List with the status of 'Attending'.

TIP

If you would like to add other people from the Waiting List follow Steps 8 to 10.