

# iLearn

**How to view enrolments on a completed session**

## How to view completed enrolments on a session

You can view a learners completed enrolments and corresponding notes via the 'Manage Learning --> Manage Sessions' menu.

For	Event Facilitator/ Content Administrator
Last Updated	June 2015 (Version 1.1)
Menu	<a href="#">Manage Learning – Manage Sessions</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

The screenshot shows the iLearn user interface. At the top left is the 'iLearn' logo. To its right is a search bar and a user profile icon labeled 'Event Facilitator'. Below the logo is a navigation bar with options: 'My Learning Transcript', 'Browse Learning', 'My ACP', and 'Regional Training Calendar'. On the right side of this bar, there are icons for 'Home', 'Manage Learning' (highlighted with a red box and a red number '1'), and 'iLearn Support'. A red arrow points from the menu icon in the top right corner to the 'Manage Learning' option.

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

The screenshot shows the 'Manage Sessions' page. On the left is a sidebar menu with 'Manage Sessions' highlighted in blue and a red box with a red number '2'. Below it are options like 'Enrolments', 'Assign Learning', 'Approve Learning', and 'Reports'. The main content area has a title 'Manage Sessions' and an 'Add Session' button. Below the title is a search box labeled 'Search for Learning Event Sessions' with a red box and a red number '3'. The search box contains the text 'Cloud'. Below the search box are fields for 'Search for Location or Venue', 'Start date (after)', and 'Start date (before)'. At the bottom of the search area is a 'Search' button and a 'Reset Search' link. Below the search area are three tabs: 'Published (2)', 'Completed (1)' (highlighted with a red box and a red number '4'), and 'Setup (0)'.

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

**3**  
Click 'Search for Learning Event Session' type in word or phrase. Click 'Search'.

**TIPS**  
You can refine your search by typing in Learning Event Name and Location/ Venue, ie Location 'WACOL'.

**4**  
Click the 'Completed' tab.

**Manage Learning**

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

Recently Viewed

## Manage Sessions

Add Session

Search for Learning Event Sessions

Published (2) **Completed (1)** Setup (0)

Learning Event Name	Location	Start date and time	Attendees	Actions
Test - Cloud Janison Learning	100 George Street, Beenle...	26/03/2015 10:00 AM	Attended(2), Attending(0), Did Not Attend(0)	<a href="#">Manage</a> <b>5</b> <a href="#">Mark</a>

1 20 items per page 1 - 1 of 1 items

**5**

Click 'Mark' to display the list of learners who have completed the session and any notes.

## Mark Session: Test - Cloud Janison Learning

[View Session](#)[Edit Session](#)[Manage Session](#)




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'.

**Time** Thursday March 26 2015 from 10:00 AM to 05:00 PM (Brisbane UTC+10)

**Location** at BEENLEIGH - Innovation Room, Level 1, 100 George Street , [100 George Street, Beenleigh, QLD, 4207](#)

There are no custom attributes with a value assigned.

Name ▲	Status	Notes	6
 null Lauren Learner *Account	Did not attend	Late Cancellation	
 null Learner *Account	Attended	Present 2 hours	
 Work Unit - DCCSDS: [DCCSDS] 01.1.1 _Human Resources and Ethical Standards Lola *Citizen	Attended	Present 1 hour	

6

The names, status and notes associated with Learners will be displayed.

### TIPS

Click '[Edit Session](#)' to make changes to the session.

**Note:** The notes column will not be visible on the '[Manage Session](#)' screen.