

# iLearn

## How to reschedule a Session

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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

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 a 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

clouds

Search for Location or Venue

Start date (after) Start date (before)

Search Reset Search

Published (3) Completed (1) Setup (0)

Learning Event Name	Location	Start date and time	Attendees	Actions
Clouds	111 George Street, Brisba...	31/10/2014 9:00 AM	Attended(1), Attending(0), Did Not Attend(0)	Manage Mark
Clouds	111 George Street, Brisba...	19/11/2014 9:00 AM	Attended(0), Attending(0), Did Not Attend(0)	Manage Mark
Clouds	WEBINAR - Online Event	20/11/2014 9:00 AM	Attended(0), Attending(0), Did Not Attend(0)	5 Manage Mark

20 items per page 1 - 3 of 3 items

5 Click 'Manage' on the Learning Event Session you wish to reschedule.

## Manage Session: Clouds

For Learning Event [Clouds](#)



This session still has available places.

6

Actions ▾

Add New Session

View Session

Edit Session

Mark Session

10

Places available

**Time** Thursday November 20 2014 from 09:00 AM to 05:00 PM (Brisbane UTC+10)  
**Location** at WEBINAR - Online Event  
**Event Type** Face to face

## Edit Learning Event Session:Clouds

Status

Published

Time Zone

(UTC+10:00) Brisbane

Start Date\*

20/11/2014 9:00 AM



7

End Date

20/11/2014 5:00 PM



Registration Open



Registration Closed



6

Click 'Actions' from the drop down menu and click 'Edit Session'.

7

Update the fields with the new date and time of the Session.

## Edit Learning Event Session:Clouds

Status

Time Zone 8

Start Date\*

End Date

Registration Open

Registration Closed

Duration\*  Specify Hours  
 Specify Days

**8**

Check that the details are correct, ensuring that you update all fields that were populated in the original set-up.

Send email to 0 learner(s) on the waitlist

### > Extended Information

Additional information about this Learning Event Session.

**9**

or [Cancel](#)

**9**

Click 'Save Learning Event Session' to save your changes.

# Learning Event: Clouds

Add Session

Attendees Waitlisted(1), Attending(0), Attended(3), Interviewed or Rpl(0), Did Not Attend(1) across 2 venues at 1 locations

1  
People on Waitlists

Name Clouds  
Identifier clouds  
Register Interest Option None  
Withdraw Option Add learners to event waitlist  
Active   
Event Type Face to face

10

10

You will then be ported to the main page for the Learning Event.

Summary of enrolments for the Learning Event.

## Learning Event Sessions

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	2/12/2014 9:00 AM	Published	7 Hours	<a href="#">Manage</a> <a href="#">Mark</a>
BRISBANE CBD - Level 1 Training Room, 111 George Street	18/11/2014 9:00 AM	Published	7 Hours	<a href="#">Manage</a> <a href="#">Mark</a>



1 - 2 of 2 items

> Competencies

> Users who have registered interest

> Recent activities

### TIP

If you make changes to the session i.e. date, times or venue the currently enrolled attendees will not be notified of the changes. Please notify them outside of iLearn.