

iLearn

Edit attendance after session completed

Edit attendance after session completed

Before you can edit attendance after a session is completed you must change the session from 'Completed' to 'Published'.

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 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

cloud

Search for Location or Venue

Start date (after) Start date (before)

Search Reset Search

Published (0) **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


20 items per page 1 - 1 of 1 items

5 Click the 'Completed' tab.

6 Click the action 'Manage' next the to session you wish to update.

Manage Session: Clouds

For Learning Event [Clouds](#)

 This session has been completed. If you need to modify the attendee list please change the s

7 **Actions** ▾

- Add New Session
- View Session
- Edit Session**
- Mark Session

9

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

Edit Learning Event Session:Clouds

Status	Completed ▾	8
Time Zone	<input type="text"/>	
Start Date*	Published	←
End Date	Archived	
Registration Open	Completed	←
	Cancelled	

9

Save Learning Event Session or Cancel

7

Click the 'Actions' drop down menu and select 'Edit Session'.

8

From the 'Status' drop down menu change the status from 'Completed' to 'Published'.

9

Scroll down and click 'Save Learning Event Session'.

Learning Event: Clouds

Add Session

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

0

People on Waitlists

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

Learning Event Sessions

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	31/10/2014 9:00 AM	Published	1 Day	Manage Mark
	21/10/2014 9:00 AM	Cancelled	-	Manage Mark



1 - 2 of 2 items

> Competencies

> Users who have registered interest

> Recent activities

TIP

After you click 'Save Learning Event' you will be returned to the Learning Event homepage and you may now update the attendance records.

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Click 'Mark'.

Mark Session: Clouds



For Learning Event [Clouds](#)

Actions ▾

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

<input type="checkbox"/>	Name ▲	Status	Notes
<input type="checkbox"/>	 Work Unit - DCCSDS: 0.11a Human Resources and Ethical Standards	Lola Citizen 11 Attended ▾	

11 Attended
Attending (Not marked)
Attended
Did not attend

Mark selected as ▾



Submit Marks

TIP

Notes can be added to the User's attendance record by clicking the 'Edit pencil'. Type in the note and then click on the 'Edit pencil' to close.

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Amend the 'Status' as required.

<input checked="" type="checkbox"/>	Name ▲	Status	Notes
<input checked="" type="checkbox"/>	 Work Unit - DCCSDS: 0.11a Human Resources and Ethical Standards	Lola Citizen Attended ▾	

12

Mark selected as ▾

Attended
Did not attend
Cancel

12



You can also change the 'Status' by clicking the check box next to the individual's name and using the 'Mark selected as' drop down box at the bottom of the screen.

Mark Session: Clouds

Actions ▾

For Learning Event [Clouds](#)

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

<input type="checkbox"/>		Name ▲ ▾	Status ▾	Notes
<input type="checkbox"/>		Work Unit - DCCSDS: 0.11a Human Resources and Ethical Standards	Lola Citizen	Did not attend 

Mark selected as ▾

Submit Marks

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▾ Extended Information

Additional information about this Learning Event Session.

There are no custom attributes with a value assigned.

> Recent activities

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Once you have finished making changes click '[Submit Marks](#)' to continue.

Mark Session: Clouds - Janison CLS ✕

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

- Did not attend (1 users)

Yes **No** 14

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A confirmation pop-up box will appear on the screen.

Click **'No'** to return to previous page and make changes; or

Click **'Yes'** to proceed.

Mark Session: Clouds Actions ▾


For Learning Event Clouds

ⓘ This session has been completed. If you need to modify marks below please change the session status to 'Published'. 15

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

Name ▲	Status ▼	Notes
 Work Unit - DCCSDS: 0.11a Human Resources and Ethical Standards Lola Citizen	Did not attend	Late cancellation.

> Extended Information
Additional information about this Learning Event Session.

> Recent activities ←

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The session has now been changed to complete.

TIP

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