

# iLearn

**Edit an existing Learning Event attached to a program**

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For	Content Administrator
Last Updated	August 2016 (Version 1.2)
Menu	<a href="#">Manage Learning – Manage Learning Assets</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

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

**2** Select 'Manage Learning Assets' from the menu on the left.

**3** Click 'Search for Learning Assets', enter keywords or phrase. Click 'Search'.

**4** Click on the Learning Asset name.

**1 & 2**

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2. Select 'Manage Learning Assets' from the menu on the left.

**3**

Click 'Search for Learning Assets', enter keywords or phrase. Click 'Search'.

**4**

Click on the Learning Asset name.

# Learning Event: NPSR-QPWS Snowboarding

5 [Edit Learning Event](#) [Add Session](#)

✓ Tasks    📄 Notes    📎 Attachments

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

## ▼ Learning Event Sessions

Location	▼ Date ▼	▼ Status	▼ Duration	▼ Actions
ALDERLEY - Level 2, 467 Enoggera Road	6/05/2015 10:00 AM	Completed	6 Hours	<a href="#">Manage</a> <a href="#">Mark</a>

⏪ ◀ 1 ▶ ⏩

1 - 1 of 1 items

➤ Competencies

➤ Users who have registered interest

➤ Recent activities

5 [Click 'Edit Learning Event'.](#)

## Edit Learning Event:Clouds

Name\*

Identifier\*

Description

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

← → Formats ▾ **B** *I* [List icons] [Link icon] [Code icon]

Words: 0

Active

> Learning Event Settings ←

> Who is facilitating this event?

> Your sessions

> Competencies

**7**  or [Cancel](#)

6

Make the required edits.

### TIPS

Click on the headings to expand the editable fields, ie 'Learning Event Settings' and make the necessary changes.

7

Click 'Save Learning Event' to save the changes.