

The logo for LearnConnect is centered within a large, white, stylized cloud shape. The word "Learn" is in a black, sans-serif font, and "Connect" is in a yellow, cursive font. The background is a teal color with various light blue and white cloud graphics scattered throughout.

*Learn*Connect

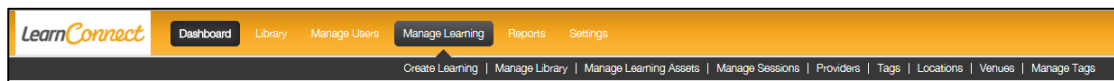
HOW TO PRINT A SESSION ATTENDANCE LIST

Hello and welcome to LearnConnect Help. I'm going to show you how to print a session attendance list.

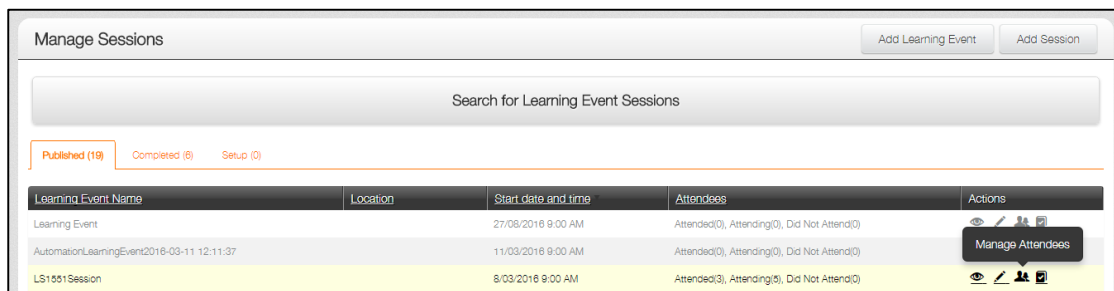
An attendance list will allow you to physically keep a record of people who have attended the learning event session. When you're back at a computer, you can then mark off attendance using the physical list as a reference.

Session attendance list export

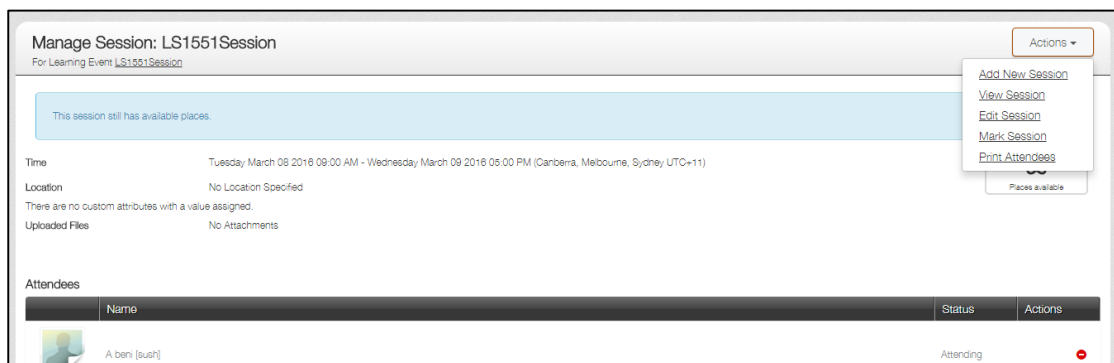
Now we'll have a look at how to export a session attendance list for an event. Let's begin by selecting the "Manage Sessions" tab under "Manage Learning" in the top menu.



All of your Learning Event Sessions will be shown. Locate the session that you want the attendance list for and select the "Manage Attendees" icon.



Select the "Actions" drop down list and select "Print Attendees".



The Print Preview box appears. Select the "Print" button.

Page Users | Manage Learning | Reports | Settings

Print Preview Print Cancel

Learning Event LS1551Session
Start Date 8/03/2016 9:00 AM
End Date 9/03/2016 5:00 PM

#	Full Name	Comments	Status
1	James Christie [chrjm]		Attended
2	Lillian Li [chuli]		Attended

You are then able to choose your printer and print the attendance list.