

*Learn*Connect

HOW TO MANAGE LEARNING EVENT SESSIONS

Hello and welcome to LearnConnect Help. This user guide will explain the steps involved in 'Learning Event' session management, from creation right through to marking completion.

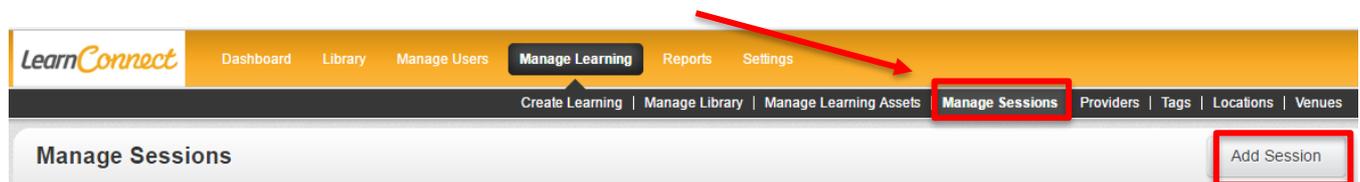
There are 3 main stages in this process:

1. creating your session
2. assigning and managing attendees
3. marking off attendance and completion.

Before we begin managing sessions, it is important to note the 'Learning Event' must exist within the Library. Refer to the 'Creating a new learning event in your LMS' User Guide available in the Help Centre for more information.

Creating your session

Let's begin by selecting 'Manage Sessions' in the 'Manage Learning' menu.



Select 'Add Session' from the top right corner and fill in the following required fields:

New Learning Event Session

Learning Event*	<input type="text" value="None"/>
Status	<input type="text" value="Published"/>
Time Zone	<input type="text" value="(UTC+10:00) Canberra, Melbourne, Sydney"/>
Start Date*	<input type="text" value="1/01/2016 9:00 AM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>
End Date	<input type="text"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>
Registration Open	<input type="text"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>
Registration Closed	<input type="text"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>
Duration*	<input checked="" type="radio"/> Specify Hours <input type="radio"/> Specify Days
Duration Measure	<input type="text"/>
Min Attendance	<input type="text"/>
Max Attendance	<input type="text"/>
Venue	<input type="text" value="None"/> QuickAdd Venue
Show Map	<input type="checkbox"/>
Facilitator:	<input type="text"/> <input style="float: right;" type="button" value="+"/>

- **Learning Event** – select the training event this session is part of
- **Start and End Date** – the date and time the session will begin and finish
- **Duration** – length of session
- **Duration Measure** –duration of the session in hours or days
- Any other optional fields you would like to add

Once you are happy with your session, select 'Save'.

Assigning attendees to your session

Now you have created the session, the next step is to assign it to learners. To do this, select **'Manage Users'** and then **'Assign Learning'**.

Search for the title of the event. This will show you the event, as well as a list of available sessions.

Type	Name
Library Item - Learning Event	Social Media Workshop [social-media-workshop] Library Item - Learning Event
Learning Event Session	Social Media Workshop (20 Jun 2014 09:00) [social-media-workshop] Learning Event Session
Learning Event Session	Social Media Workshop (30 Apr 2014 09:00) [social-media-workshop] Learning Event Session

If you choose the **'Learning Event'** — as opposed to a session — this will enrol the learner in the event but not directly into a session. You can tell it's the **'Learning Event'** — and not a session — because under the event name it will say **'Library Item – Learning Event'**.

This will allow the user to choose which session they would like to attend via their **'Dashboard'** page.

If you choose a specific **'Learning Event'** session, this will add the user directly to the session attendance list. You can tell it's a session, because it will have the date and time in brackets next to the event name and **'Learning Event Session'** under the event name.

Now you can just follow the remaining steps within the **'Assign Learning'** wizard as appropriate. If you are unfamiliar with the **'Assign Learning'** wizard, you may find this [guide](#) or [video](#) helpful.

Tip: Enrolling a user in a session will automatically send them an iCal invitation for the date and time the session is held at and if they accept, it will be inserted in their calendar. If they decline the invite, it will have no impact on the enrolment.

Managing Attendance

To manage attendance of a session return to **'Manage Sessions'** and search for the session via keyword. Alternatively, simply click on any of the column headers to sort results in alphabetical order.

To the right of each **'Learning Event'** name, there is a series of four icons. If you hover your mouse over each icon, you'll see what it does.

-  **'View'** – View the event session details
-  **'Edit'** – Change any of the session details, such as the venue
-  **'Manage Attendees'** – Add or remove learners to the session and also manage the session waitlist
-  **'Mark Attendance'** – Update learners' session status to attended or did not attend (this option is only available for events that occurred in the past)

Let's look at managing attendance. From here, you can add or remove attendees from the session, and also add users from the waitlist to the session.

If the learner advises they can no longer attend the session, you can remove them by clicking on the red minus icon. This will remove them from the **'Attendees'** table and add them to the **'Event Waiting List'**.

Attendees

	Name	Status	Actions
	Daniel Berkovitch [dberkovitch]	Attending	

Tip: If you want to remove a learner from the **'Training Event'** completely, you need to cancel their enrolment via the **'Manage Users' > 'Enrolments'** page.

Waitlisted users

If a learner has expressed interested in attending a session, but there are no available spaces left for the session, they will be automatically placed on the **'Session Waiting List'**. If a learner is enrolled in the **'Training Event'** but no specific session, or has simply expressed interest in attending the event, they will automatically be placed on the **'Event Waiting List'**.

To add a user from the waitlist, click on the green plus sign in the **'Actions'** column.

Waitlisted users

Session Waiting List (0) Event Waiting List (1)

T...	Name	Actions
	Lisa Anderson [lisa.anderson@learningseat.com] User	

Marking session attendance

Once the **'Learning Event'** has occurred, you will be able to mark attendance. To do this, return to **'Manage Sessions'** and search for the session via keyword. Click on the **'Mark Attendance'** icon (). From here,  you'll be able to view a list of all learners registered to attend the session.

From the attendance table, each user will have the status **'Attending (Not Marked)'** by default. As the administrator, you can change each user's status to either **'Attended'** or **'Did Not Attend'** as appropriate.

Mark Session: Social Media Workshop

For Learning Event [Social Media Workshop](#) Actions ▾

Time Saturday September 28 2013 09:00 AM - Sunday September 29 2013 05:00 PM (Canberra, Melbourne, Sydney UTC+10)

Location at Learning Seat - In Touch , [Learning Seat](#)

Event Type Face to face

<input checked="" type="checkbox"/>	Name	Status	Notes
<input checked="" type="checkbox"/>	 Billy Jackson	Attended ▾	
<input checked="" type="checkbox"/>	 Jane Brown	Attended ▾	
<input checked="" type="checkbox"/>	 Jennifer Watson	Did not attend ▾	
Jennifer called in sick and will reschedule for another session			
<input checked="" type="checkbox"/>	 Lisa Hutcheson	Did not attend ▾	
<input checked="" type="checkbox"/>	 Mark James	Attended ▾	

To mark multiple users at once, select the checkbox that appears to the left of the user's name and then select **'Mark Selected As'**, and choose **'Attended'** or **'Did Not Attend'**.

If necessary, you can also add **'Notes'** regarding an individual's attendance. To do this, click on the **'Pencil'** icon in the **'Notes'** column and type in your comments on the user's attendance. Notes can be reported in a **'Learning Event Session Attendance'** report.

Once you have finished marking attendance, select **'Submit Marks'**.

The learners marked as **'Attended'** will have their enrolment updated to **'Completed'**, and learners marked as **'Did Not Attend'** will remain listed as **'Not Attempted'**. For those learners, you can either enroll them in another session or change their enrolment status to **'Cancelled'** if it is no longer relevant.