Adding a Session Support Officer

This reference guide describes how to assign rights to enable multiple people to manage sessions scheduled in MyPL.
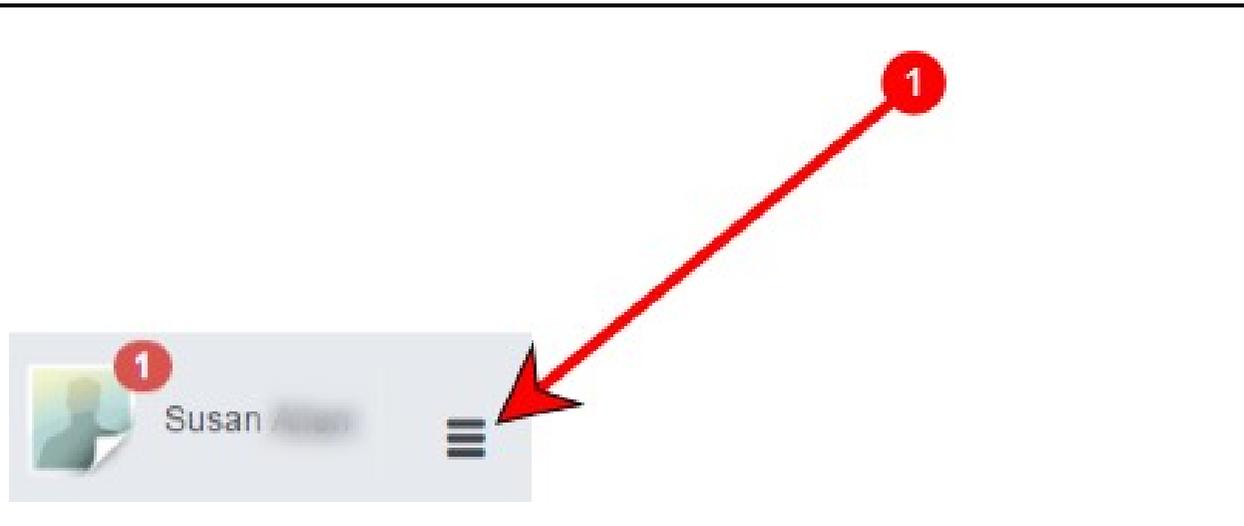
	Step 1: Select the hamburger menu in the top right hand corner.
	Step 2: Select the **Manage Learning** menu item.
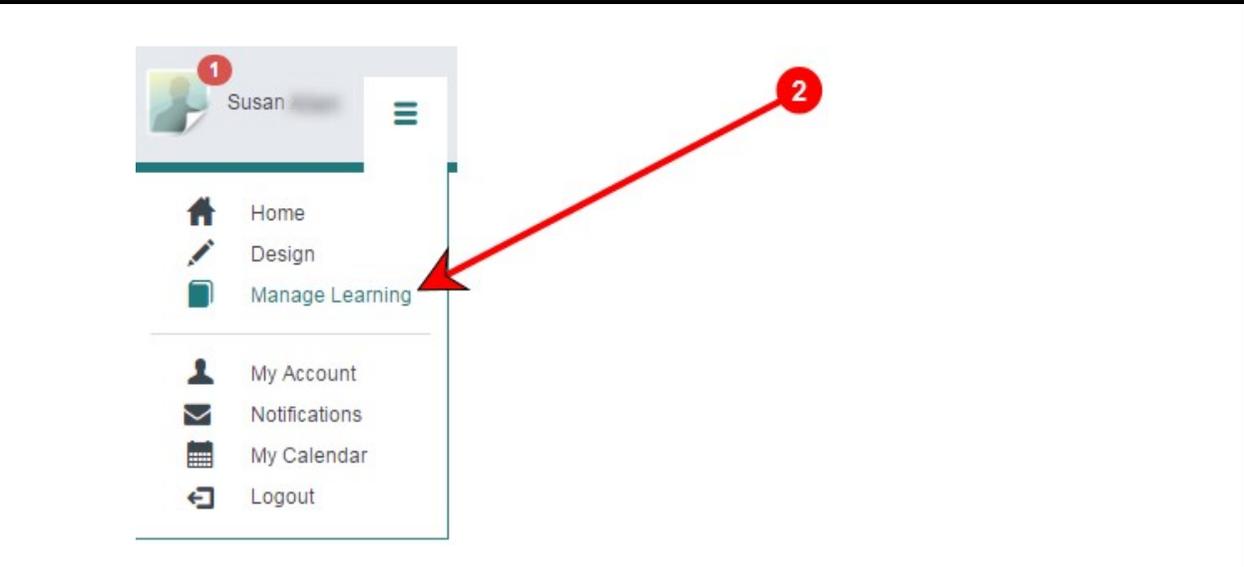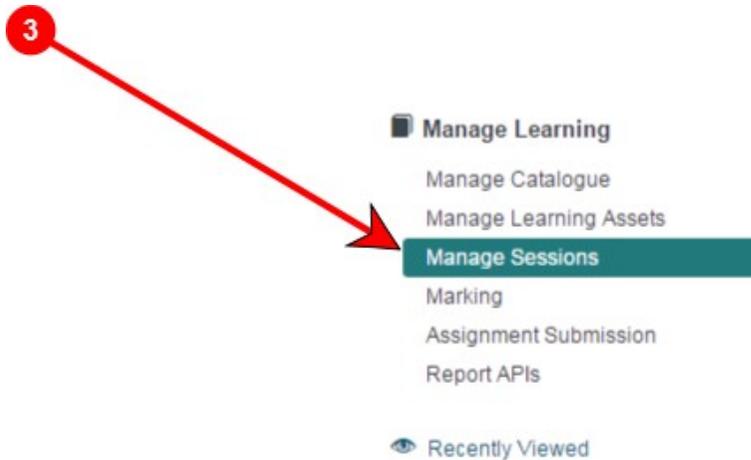
Step 3: Select **Manage Sessions** menu item.

Manage Learning

Manage Catalogue
Manage Learning Assets
Manage Sessions
Marking
Assignment Submission
Report APIs

Recently Viewed

Step 4: Select the **pencil icon** to edit the session.

Manage Sessions

[Add Learning Event] [Add Session]

Search for Learning Event Sessions

Published (183) | Completed (0) | Setup (0)

Start date and time ▼	Location	Learning Event Name	Attendees	Actions
30/11/2016 9:00 AM		Online Training Australia: Understanding personalised learning and support	Attended(0), Attending(0), Did Not Attend(0)	👁 ✎ 👥 ☑
30/11/2016 9:00 AM	State Office - Darlinghur...	Online Training Australia: Understanding personalised learning and support	Attended(0), Attending(0), Did Not Attend(0)	👁 ✎ 👥 ☑
30/11/2016 9:00 AM		Online Training Australia: Understanding personalised learning and support	Attended(0), Attending(0), Did Not Attend(0)	👁 ✎ 👥 ☑
23/11/2016 9:00 AM	State Office - Darlinghur...	Online Training Australia: Understanding personalised learning and support	Attended(0), Attending(0), Did Not Attend(0)	👁 ✎ 👥 ☑
1/11/2016 9:00 AM	State Office - Darlinghur...	Online Training Australia: Understanding personalised learning and support	Attended(0), Attending(0), Did Not Attend(0)	👁 ✎ 👥 ☑
27/10/2016 12:00 AM	Bargo Public School	Online Training Australia: Understanding personalised learning and support	Attended(0), Attending(2), Did Not Attend(0)	👁 ✎ 👥 ☑
24/10/2016 12:00 AM	Mount Hunter Public Schoo...	Online Training Australia: Understanding personalised learning and support	Attended(0), Attending(0), Did Not Attend(0)	👁 ✎ 👥 ☑

MyPL

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Session Permissions (0)

User	Role	Actions
Select User	Select Role	Add

Step 5: Expand the section for **Session Permissions.**

Session Permissions (0)

User	Role	Actions
Dominic ...	Session Support Officer	Add

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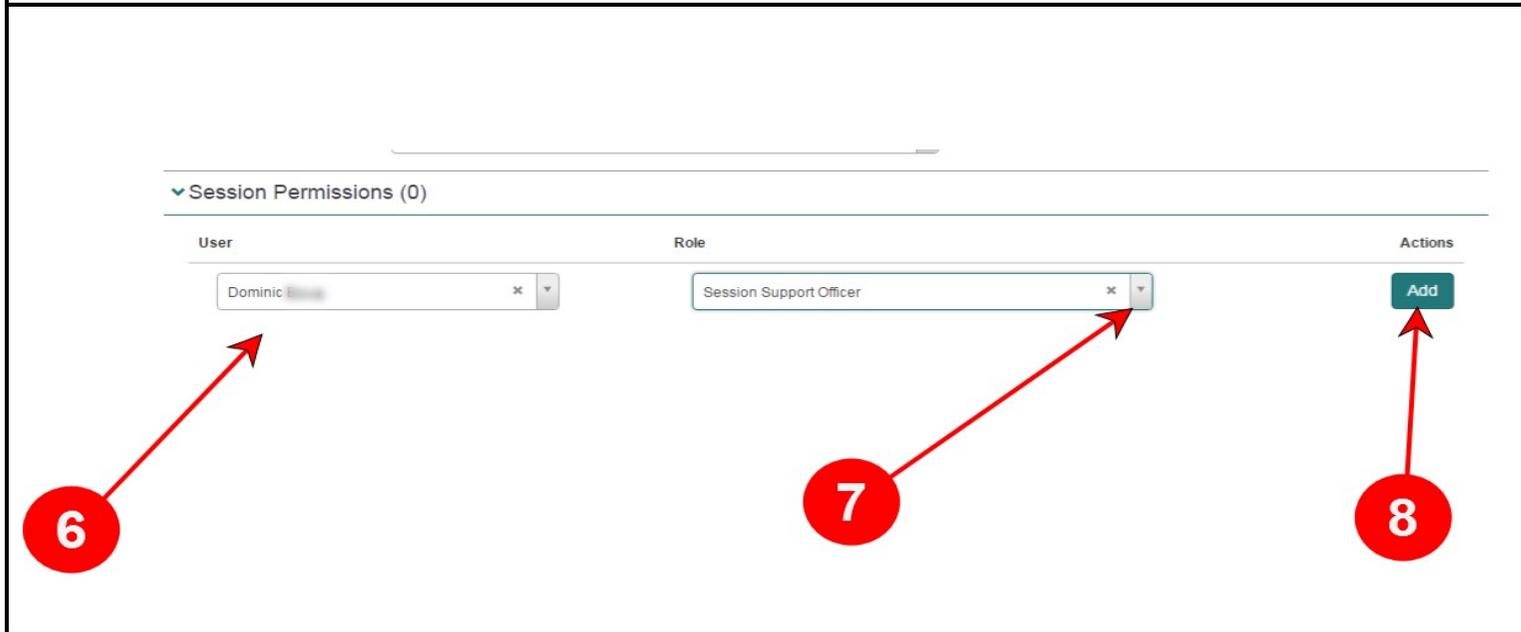
Step 6: Type in the name of the users to be a Session Support Officer.

Step 7: Choose the **Session Support Officer** role in the drop down list.

Note: Type the user's DoE email address to accurately select the relevant Session Support Officer.

Step 8: Select the **Add** button

Note: You need to add yourself in this step to be able to manage this session
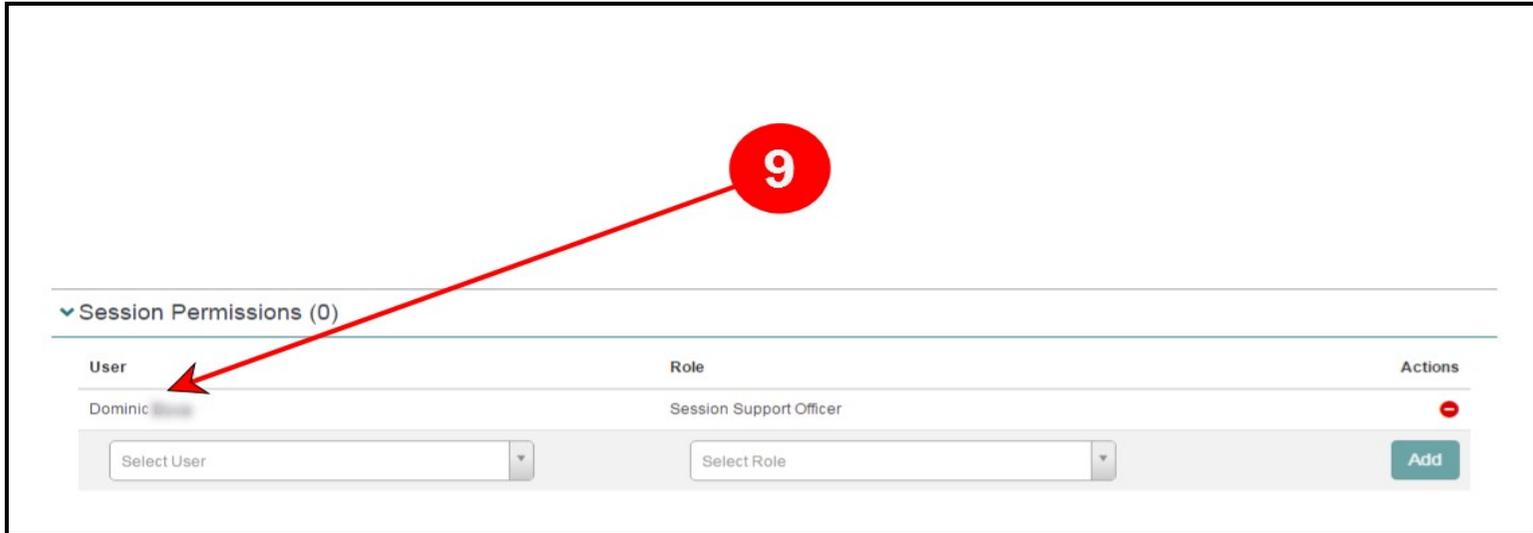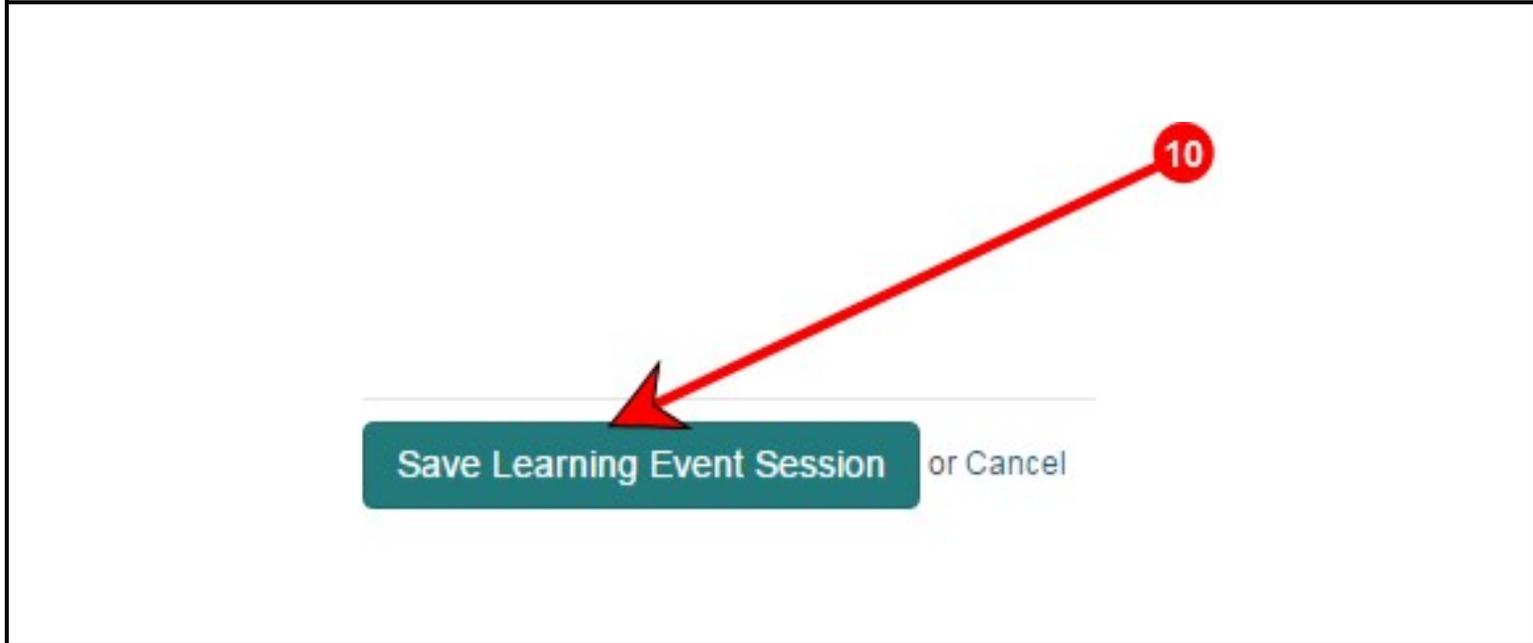
	Step 9: The user selected should appear in the list presented. Repeat the process as many times as required.
	Step 10: Scroll to the bottom of the page and select the **Save Learning Event Session** button.