Session Participant Report

This reference guide outlines the steps for generating a Session Participant Report. The report can be exported into Excel format displaying the following details:

- Enrolled participants
- Participant’s enrolment status
- Participant’s school
- Course details
- Participant’s email address
- Session details

Step 1: Select Manage Learning from the hamburger menu.
Step 2: Select Manage Sessions.

Step 3: Select the Manage Attendees icon.

Note: If the relevant session is not visible to you in the Published tab, or the Completed tab, you may not have been assigned as Session Support Officer to the session. Please contact MyPL for assistance: mypl@det.nsw.edu.au.
Step 4: Select the Session Participant report from the Actions drop down menu.
Select the **Export** button if you require an Excel output – this will allow you to manipulate the report e.g. sort, copy and paste easily.

<table>
<thead>
<tr>
<th>Org Unit</th>
<th>School Code</th>
<th>Participant Name</th>
<th>Email Address</th>
<th>DnE UserID</th>
<th>Enrolment Status</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Session Fee</th>
<th>Session Start Date</th>
<th>Session End Date</th>
<th>Provider / Administrative Centre</th>
<th>Facilitators</th>
<th>Venue Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlingford West Public School</td>
<td>4363</td>
<td>Laura McCarran</td>
<td><a href="mailto:lmccarran@nsw.edu.au">lmccarran@nsw.edu.au</a></td>
<td>60379753241</td>
<td>Not Attempted</td>
<td>NR25671</td>
<td>CCC Twilight - New Teacher Tribe</td>
<td>d</td>
<td>2016-06-28T15:00:00</td>
<td>2016-06-28T18:00:00</td>
<td>School Services Norquay Park</td>
<td>Sand Beesley</td>
<td>Carlingford West Public School</td>
</tr>
<tr>
<td>Ginnaneen Public School</td>
<td>1988</td>
<td>Simon Brennan</td>
<td><a href="mailto:sim.brennan@nsw.edu.au">sim.brennan@nsw.edu.au</a></td>
<td>3220640266047</td>
<td>Not Attempted</td>
<td>NR25671</td>
<td>CCC Twilight - New Teacher Tribe</td>
<td>d</td>
<td>2016-06-28T15:00:00</td>
<td>2016-06-28T18:00:00</td>
<td>School Services Norquay Park</td>
<td>Sam Alessandri</td>
<td>Carlingford West Public School</td>
</tr>
</tbody>
</table>