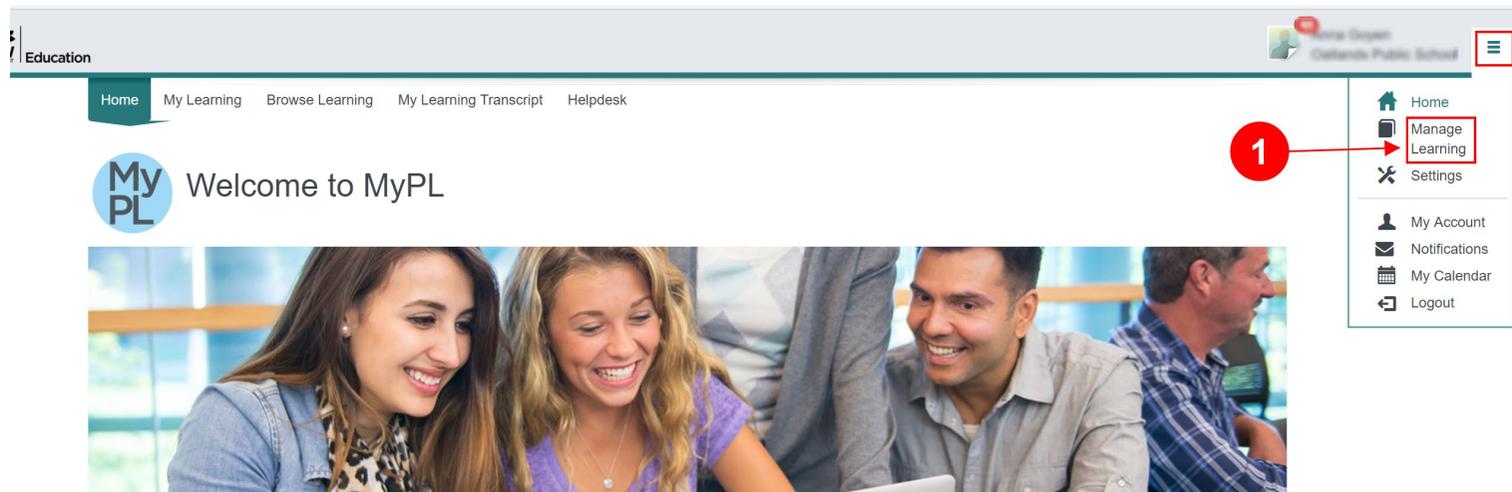


Session Participant Report

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.

- Manage Learning
- Manage Catalogue
- Manage Learning Assets
- Manage Sessions
- Assign Learning
- Marking
- Assignment Submission
- Recently Viewed

Manage Sessions

Add Learning Event
Add Session

Search for Learning Event Sessions

Restore your previous search

Published (3)
Completed (2)
Setup (0)

Start date and time	Location	Learning Event Name	Session Name	Attendees	Actions
28/08/2019 3:30 PM	Carlingford West Public S...	CCC Twilight - New Teacher Tribe	CCC Twilight - New Teacher Tribe	Attended(0), Attending(17), Did Not Attend(0)	
22/08/2019 3:30 PM	Carlingford West Public S...	CCC Twilight - Outdoor Learning - Forest Play	CCC Twilight - Outdoor Education - Forest Play	Attended(0), Attending(40), Did Not Attend(0)	
1/08/2019 3:30 PM	Carlingford West Public S...	CCC Twilight: Apple Education - Everyone Can Create	CCC Twilight Apple Education - Everyone Can Create	Attended(22), Attending(12), Did Not Attend(0)	

1

20 items per page

1 - 3 of 3 items

Step 4: Select the **Session Participant report** from the Actions drop down menu.

- Manage Learning
 - Manage Catalogue
 - Manage Learning Assets
 - Manage Sessions**
 - Assign Learning
 - Marking
 - Assignment Submission
- Recently Viewed

Manage Session: CCC Twilight - New Teacher Tribe

For Learning Event CCC Twilight - New Teacher Tribe

This session still has available places.

Time Wednesday August 28 2019 from 3:30 PM to 6:30 PM (Canberra, Melbourne, Sydney UTC+10)
Location at Carlingford West Public School , Carlingford West Public School
Event Type Face to face
Administrators Saral Somaiya, Gillian Bennett, Anna Goyen, Gae Bromwich

Description

This workshop is for mentors to support beginning teachers by providing comprehensive school-based programs crucial for successful transition into professional practice. It is all about the journey from graduate standards to proficient. Together we will explore best practice in induction and support of preservice and beginning teachers. This session will talk about structured mentoring programs centred on the needs of beginning teachers and the standards of proficient.

Actions ▾

- Add New Session
- View Session
- Edit Session
- Mark Session
- Email attendees
- Create Sticky Note
- Session Print Options
- Special Requirements
- Namecards
- Attendees Sign In Sheet
- Session Participant report**

4 →



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.

Print Preview

[Export](#) [Print](#) [cancel](#)

CCC Twilight - New Teacher Tribe

Session Start 28/08/2019 3:30 PM
 Session End 28/08/2019 6:30 PM

Carlingford West Public School

20 Attendees

Org Unit	School Code	Participant Name	Email Address	DoE UserID	Enrolment Status	Course Code	Course Title	Session Fee	Session Start Date	Session End Date	Provider / Administrative Centre	Facilitators	Venue Name
Carlingford West Public School	4393	Laura McLennan [16271028-8826-4474-8989- fe37e7753241]	laura.mclennan@det.nsw.edu.au	Laura.McLennan	Not Attempted	NR25871	CCC Twilight - New Teacher Tribe	0	2019-08-28T15:30:00	2019-08-28T18:30:00	School Services Macquarie Park	Sarah Somerville, Gillian Bennett, Anne Goyen, Gae Bromwich	Carlingford West Public School
Girraween Public School	1988	Kim Brennan [16271028-8826-4474-8989- 322ab4d5b5d1]	kim.brennan-culling@det.nsw.edu.au	Kim.Brennan-culling	Not Attempted	NR25871	CCC Twilight - New Teacher Tribe	0	2019-08-28T15:30:00	2019-08-28T18:30:00	School Services Macquarie Park	Sarah Somerville, Gillian Bennett, Anne Goyen, Gae Bromwich	Carlingford West Public School

