

Seminar guide for Educators

Educators have extra access within Ko Awatea Learn. Booking staff on to a course on their behalf is part of that access.

Access a course session


- Click on the **name of the session**, e.g. Test course
- Or click on **View all events**

Bookings

To book on a session, please **discuss with your manager** and then follow the below steps to request approval to book on the agreed session date.

- Click '**View all events**'
- Click '**Go to event**' next to the date and time of the session
- Click **Request approval** on the right-hand side of the page
- You will **receive an email** stating if you are approved or declined
- If approved, **accept the calendar invite** in the confirmation email

Note: You are not booked on a session until you receive a confirmation email. **Please do not go to a course if you have not received a booking confirmation email.**



View all events

Add/remove/approve attendees

- Find the **session date** you want to access
- Click on the **three dots** on the far right of the session date
- Click on **Attendees**

Test course

Event
All
Booking
All
Advanced
All

Upcoming events

| District | Event status | Booked | Session times | Rooms | Session status | Actions |
|--------------------------------|--------------------------|--------|--------------------------------|-------------|----------------|-----------------|
| Capital, Coast and Hutt Valley | Upcoming Booking open | 0 / 20 | 7 July 2025, 8:00 AM - 4:30 PM | CTU Room 10 | Upcoming | Go to event ... |

Past events

| District | Event status | Booked | Session times | Rooms | Session status | Actions |
|--------------------------------|--------------|--------|-------------------------------|-------------|----------------|--|
| Capital, Coast and Hutt Valley | Over | 0 / 20 | 6 May 2025, 8:00 AM - 4:30 PM | CTU Room 10 | Session | Event details Attendees Edit event Cancel event Copy event Delete event |

Export attendance
Format
Export to file

- Click on Actions – choose **Add users**

Test course

Event Details Attendees Wait-List Cancellations Take Attendance Message Users

Actions

- Actions
- Add users**
- Add users via file upload
- Add users via list of IDs
- Remove users
- Manage archived users

There are no records in this report

Export as CSV Export

- In the **box next to the Search button** enter the name of the person you want to add to the session
- Click **Search**
- Click on the **person's name** when they appear in the list on the right-hand side, e.g. Belinda Test account – check the name and email address are for the correct district
- Click **Add**

Note: Do not tick Allow scheduling conflicts, this would allow people to be booked on more than one course at the same time.

Select users to add (step 1 of 2)

Users to add

1 potential users

Search results (1)

Belinda Test account, connectme@ccdhb.org.nz

◀ Add

▶ Remove

Search

belinda test Search

Show all

☐ Show only users who declared interest in this activity

☐ Allow scheduling conflicts

Continue Cancel

- Once the person's name is on the left-hand side, repeat the process to add any other users to the session
- **Once all users have been added** on the left-hand side, click **Continue**

Select users to add (step 1 of 2)

Users to add

Belinda Test account, connectme@ccdhub.org.nz

Search

1 potential users

Search results (1)

belinda test

Search

Show all

☐ Show only users who declared interest in this activity

◀ Add

▶ Remove

☐ Allow scheduling conflicts

Continue

Cancel

- Tick **Book users without requiring approval** – this stops an approval email going to the user's manager. If you forget, the user will go into the Approval required tab
- In the **Additional information** box enter any details useful to the course facilitator to know about the user, e.g. user is on crutches so may need a chair for elevation
- Click **Confirm**

Add users (step 2 of 2)

| Name | Work email address (lowercase letters) | ID number |
|----------------------|--|-----------|
| Belinda Test account | connectme@ccdhub.org.nz | |

[Change selected users](#)

[▼ Collapse all](#)

▼ Booking options

☒ Book users without requiring approval

▼ Sign-up fields

The values entered below will be populated for all selected users. To enter different values for each user use the [file import](#)

Additional information On crutches, may need extra seat

Confirm

Cancel

Once added to the session, the user will be listed in the course **Attendees tab**, see screenshot below.

Test course

Bulk add attendees success - Successfully added/edited 1 attendees. [View results](#)

Event Details **Attendees** Wait-List Cancellations Take Attendance Message Users

Actions ▼

1 record shown

| Name | User's Email | Time of sign-up | Signup status | Manager Name(s) | Team | Profession | Additional information | Actions |
|----------------------|------------------------|-----------------------|---------------|-----------------------------|------|------------|----------------------------------|---------|
| Belinda Test account | connectme@ccdhb.org.nz | 24 June 2025, 1:02 PM | Booked | - Site admin Belinda Colley | | | On crutches, may need extra seat | |

Export as CSV Export

Emails: When you add a staff member to a session, they are automatically sent an email confirming they are booked on the course, including the session details, e.g. name, date, start and finish time, any details of the session. Their manager will also receive an email advising them their staff member is booked on the course and the same information about the session.

Approve users

The **Approval Required** tab only appears when a person is awaiting approval. To update a request, click on **Approve** or **Decline** then click **Update requests**. Emails are automatically sent to the person approved or declined and their manager when requests are updated.

Note: Ensure that you have permission to approve anyone in this tab, as all staff awaiting approval will appear in the list.

Close observation study day

Event Details Attendees Wait-List Cancellations Take Attendance **Approval Required** Message Users

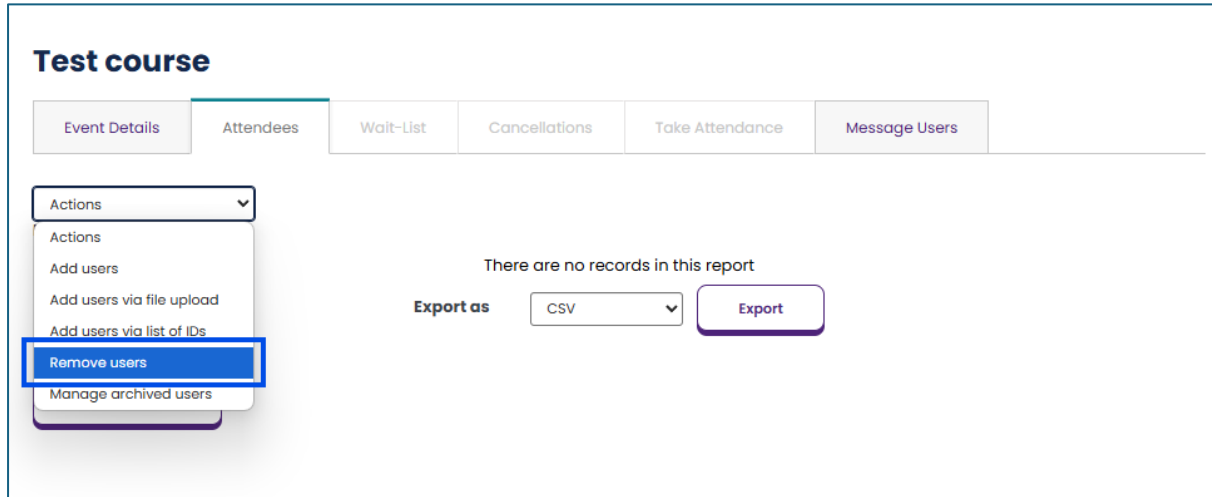
| Name | Time Requested | Attendee's note | Manager's Name | Decide Later | Decline | Approve |
|----------------------|-----------------------|-----------------|---------------------------|-----------------------|-----------------------|----------------------------------|
| Belinda Test account | 27 June 2025, 2:07 PM | | Site admin Belinda Colley | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Update requests

View all events

Remove users

- Go to the session that the user is being removed from
- Click on **Actions** – choose **Remove users**



Test course

Event Details Attendees Wait-List Cancellations Take Attendance Message Users

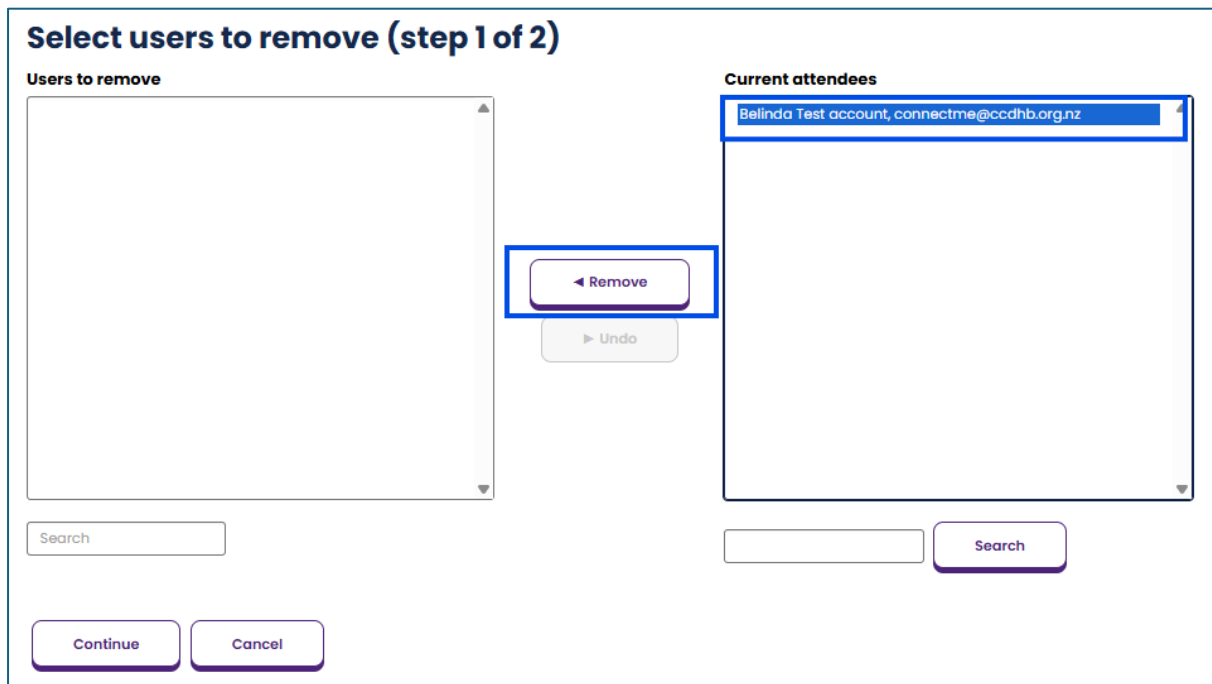
Actions

- Actions
- Add users
- Add users via file upload
- Add users via list of IDs
- Remove users**
- Manage archived users

There are no records in this report

Export as CSV Export

- Click on the **name of the user** you want to remove and click **Remove**



Select users to remove (step 1 of 2)

Users to remove

Current attendees

Belinda Test account, connectme@ccdhb.org.nz

Remove

Undo

Search

Continue Cancel

- Once the name of the user you want to remove is on the left-hand side of the screen, follow the same process for anyone else you want to remove
- Click **Continue** once everyone you want removed is on the left-hand side

Select users to remove (step 1 of 2)

Users to remove

Belinda Test account, connectme@ccdhub.org.nz

Search

Continue

Cancel

Current attendees

Search

Remove

Undo

- Fill in a reason for the cancellation in the **Cancellation note**, e.g. 'Needed on the ward'
- Click **Confirm**

Remove users (step 2 of 2)

1 Removing users from this session also deletes their sign up data.

| Name | Work email address (lowercase letters) | ID number | Sign-up data |
|----------------------|--|-----------|--------------|
| Belinda Test account | connectme@ccdhub.org.nz | | Yes |

Change selected users

▼ Cancellation fields

The values entered below will be populated for all selected users.

Cancellation note

Needed on the ward

Confirm

Cancel

- Once removed the user will no longer be in the **Attendees** list. They will be listed in the **Cancellations** tab, see below screenshot

Bulk remove users success - Successfully removed 1 attendees. [View results](#)

Test course

Event Details
Attendees
Wait-List
Cancellations
Take Attendance
Message Users

Actions

Results - 0 records

There are no records in this report

Export as
CSV
Export

View all events

Cancellations tab - Shows the details of when the user signed up, cancelled and their cancellation reason.

Test course

Event Details
Attendees
Wait-List
Cancellations
Take Attendance
Message Users

1 record shown

| Name | Time of sign-up | Time Cancelled | Cancellation type | Cancellation note | Actions |
|----------------------|-----------------------|------------------------|-------------------|--------------------|---------|
| Belinda Test account | 24 June 2025, 1:02 PM | 25 June 2025, 12:13 PM | User Cancelled | Needed on the ward | |

Export as
CSV
Export

View all events