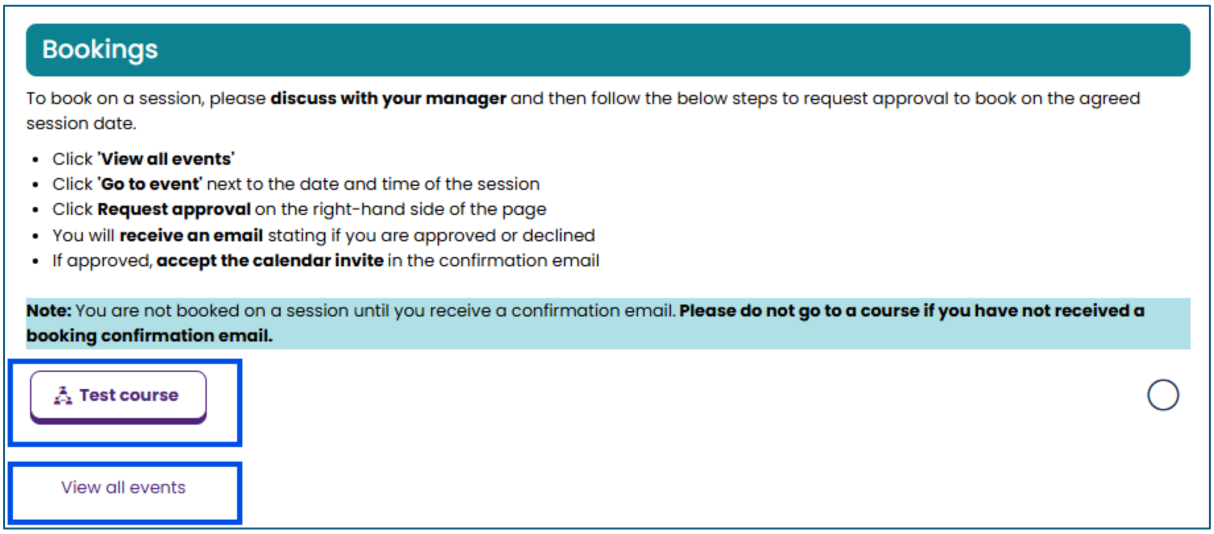
Seminar guide for Educators

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

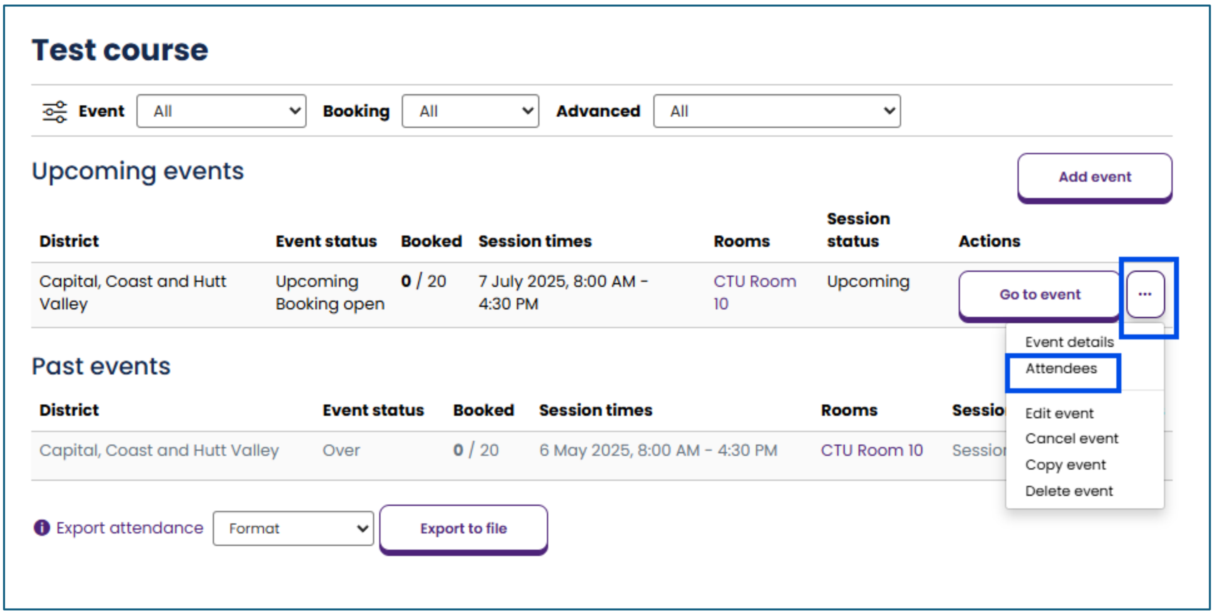
Access a course session

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

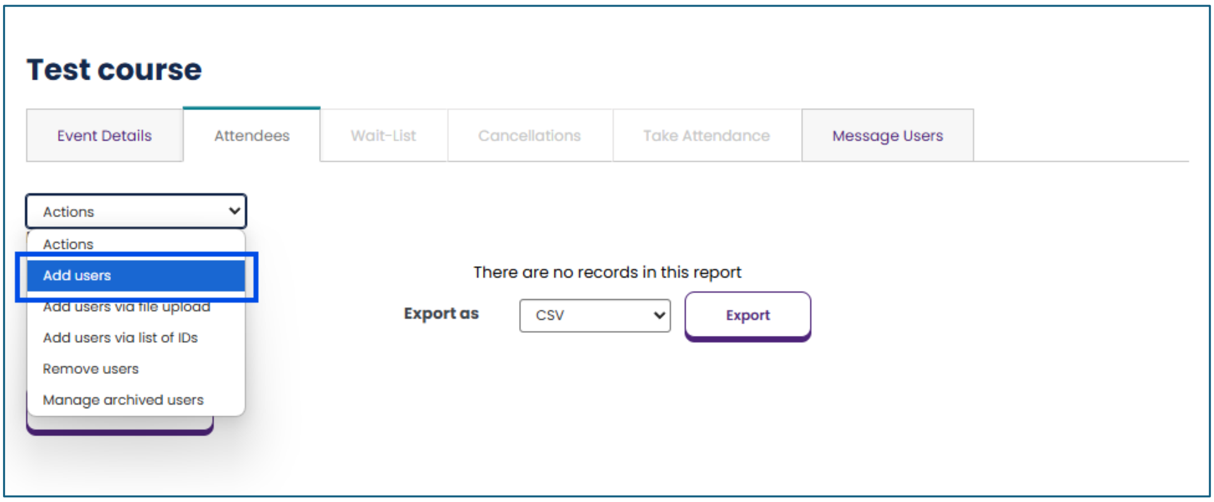


Add/remove/approve attendees

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

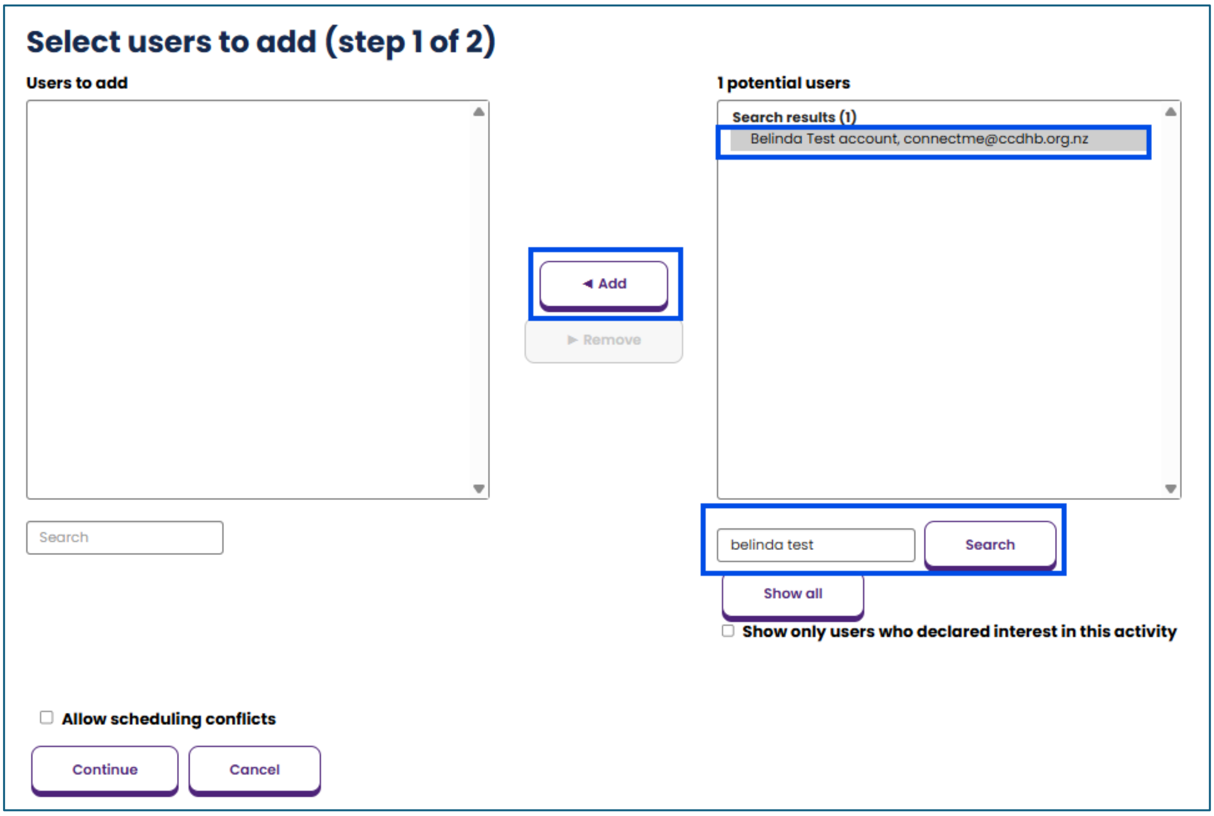


- Click on Actions – choose **Add users**

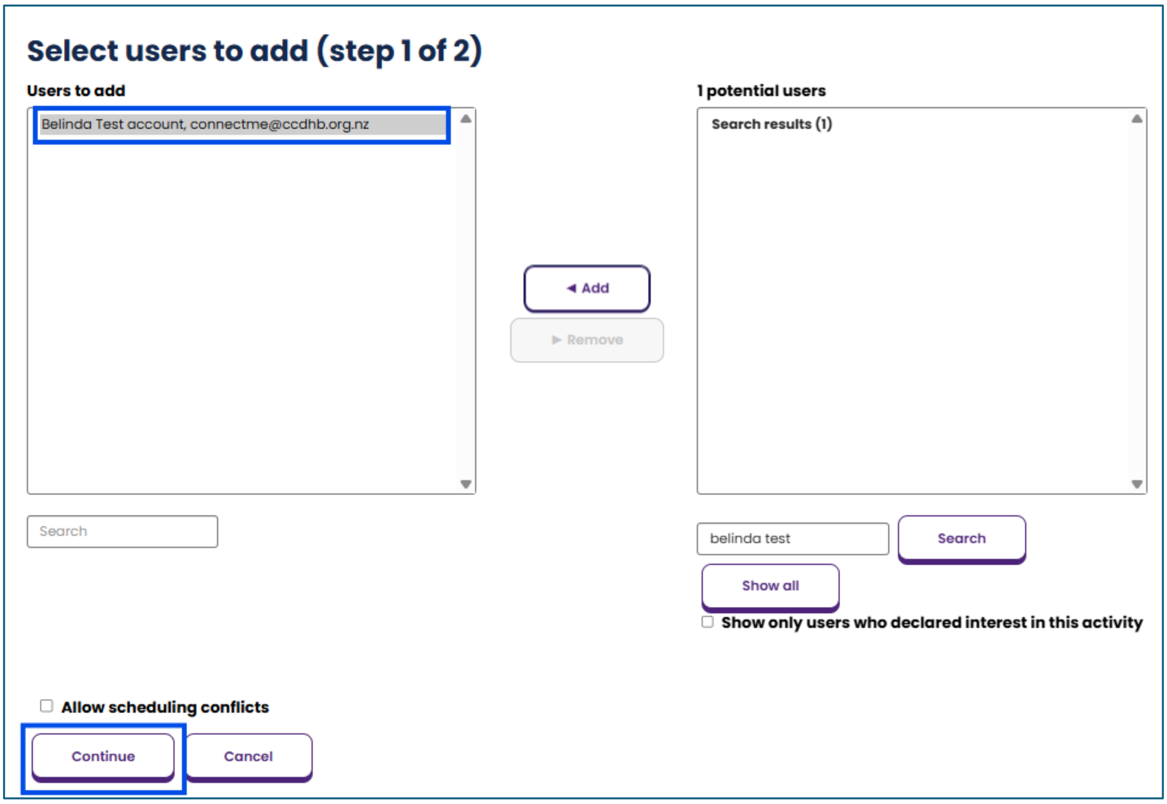


- In the **box next to the Search button** enter the name of the person you want to add to the session
- Click **Search**
- Click on the **person's name** when they appear in the list on the right-hand side, e.g. Belinda Test account – check the name and email address are for the correct district
- Click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

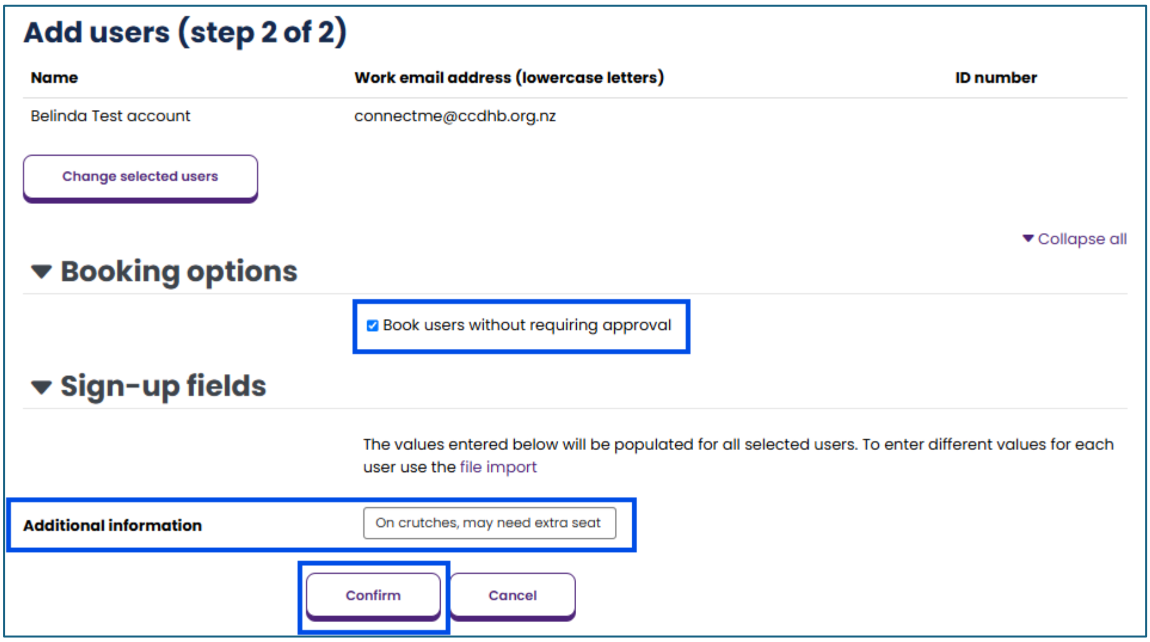
Note: *Do not tick Allow scheduling conflicts, this would allow people to be booked on more than one course at the same time.*



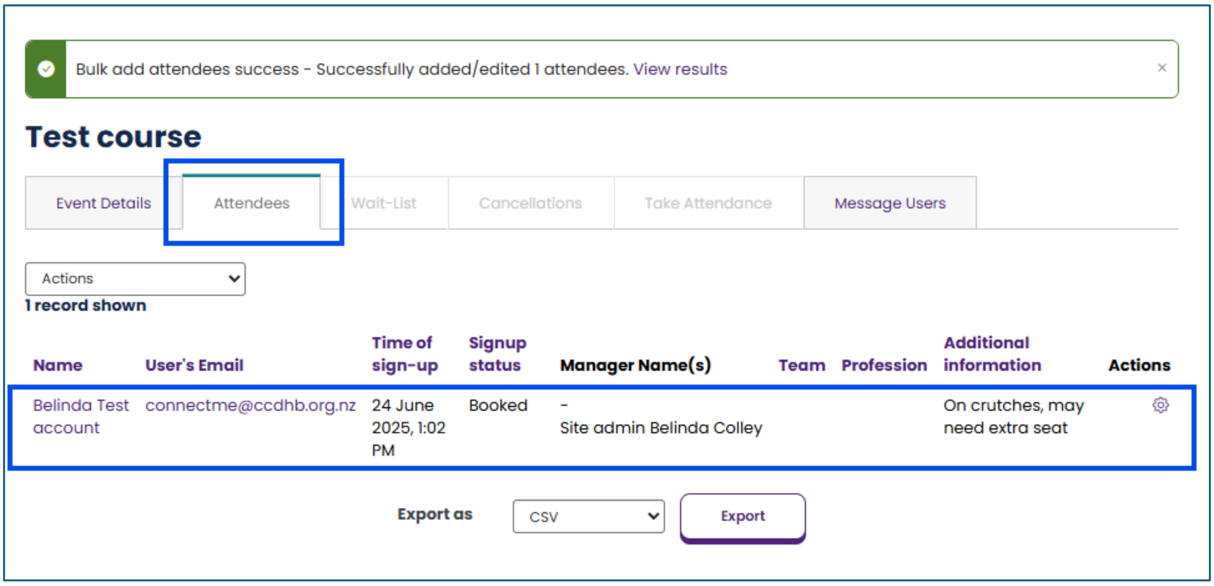
- Once the person's name is on the left-hand side, repeat the process to add any other users to the session
- **Once all users have been added** on the left-hand side, click **Continue**



- 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**



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

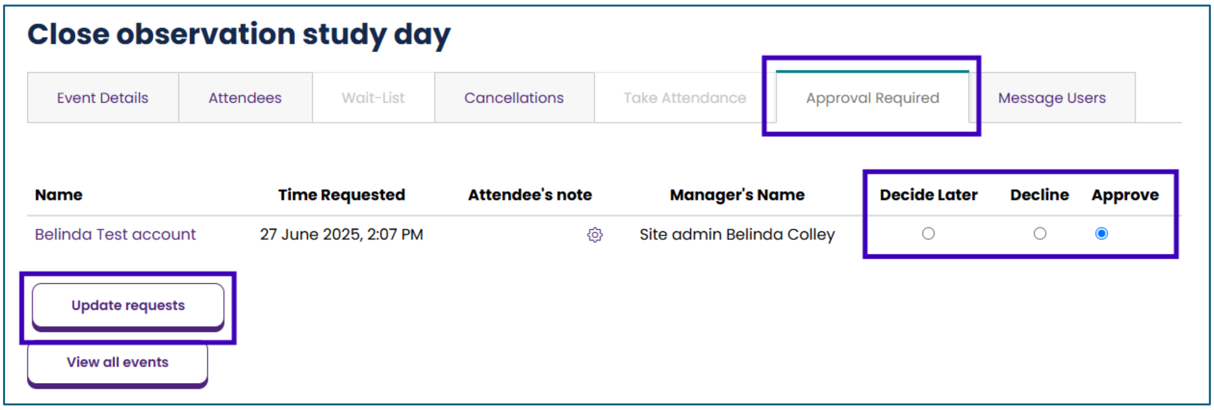


Emails: When you add a staff member to a session, they are automatically sent an email confirming they are booked on the course, including the session details, e.g. name, date, start and finish time, any details of the session. Their manager will also receive an email advising them their staff member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

Approve users

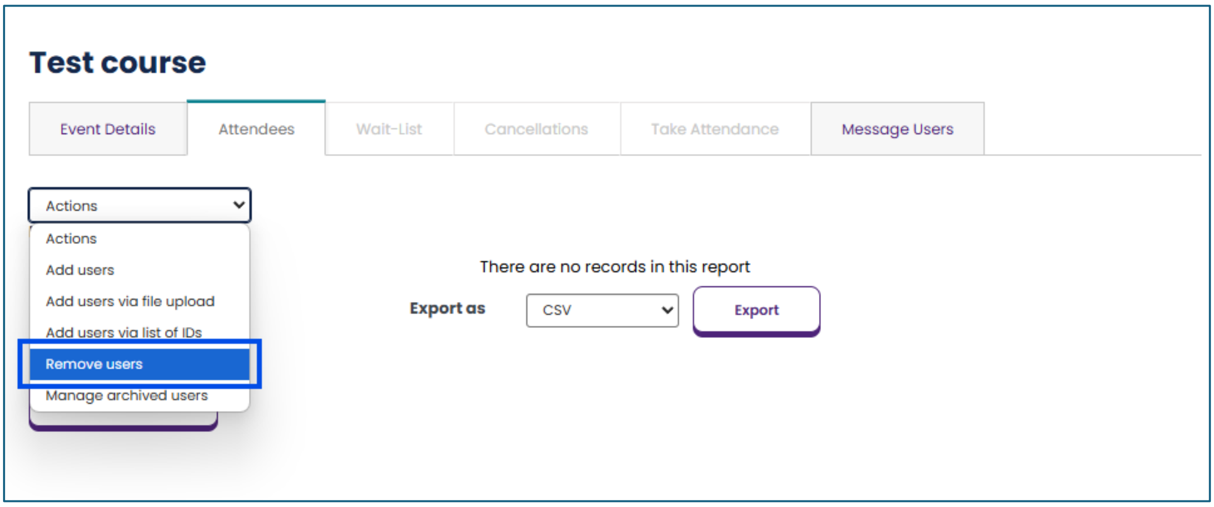
The **Approval Required** tab only appears when a person is awaiting approval. To update a request, click on **Approve** or **Decline** then click **Update requests**. Emails are automatically sent to the person approved or declined and their manager when requests are updated.

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

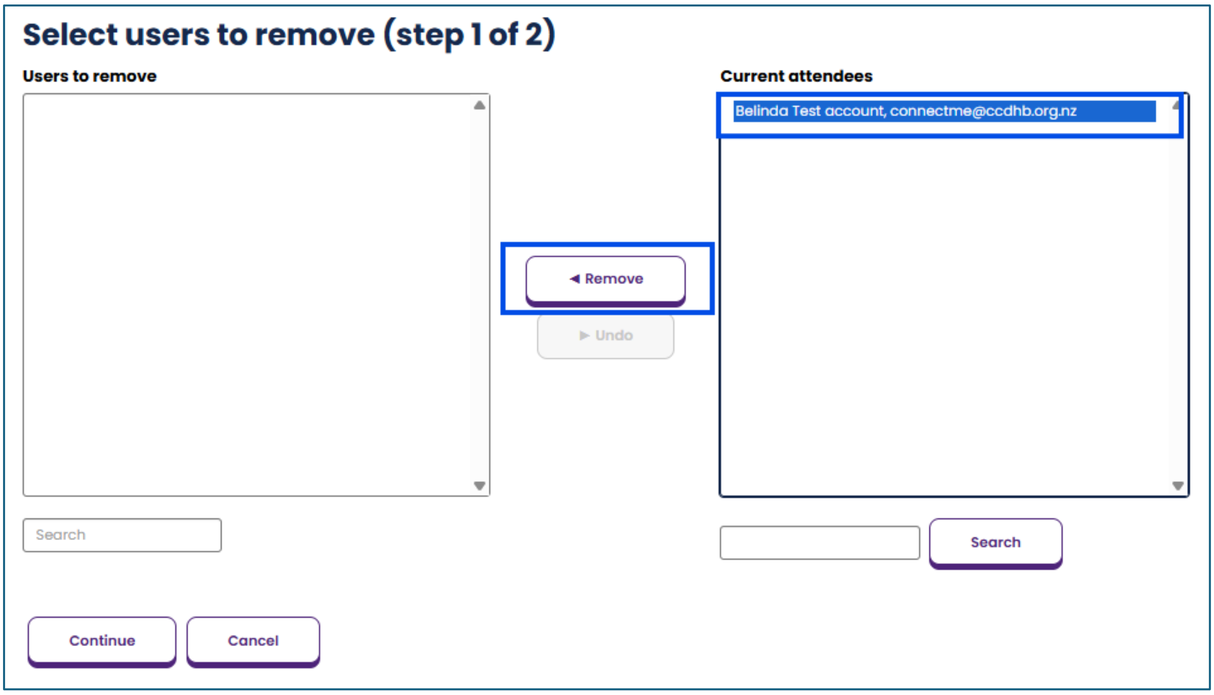


Remove users

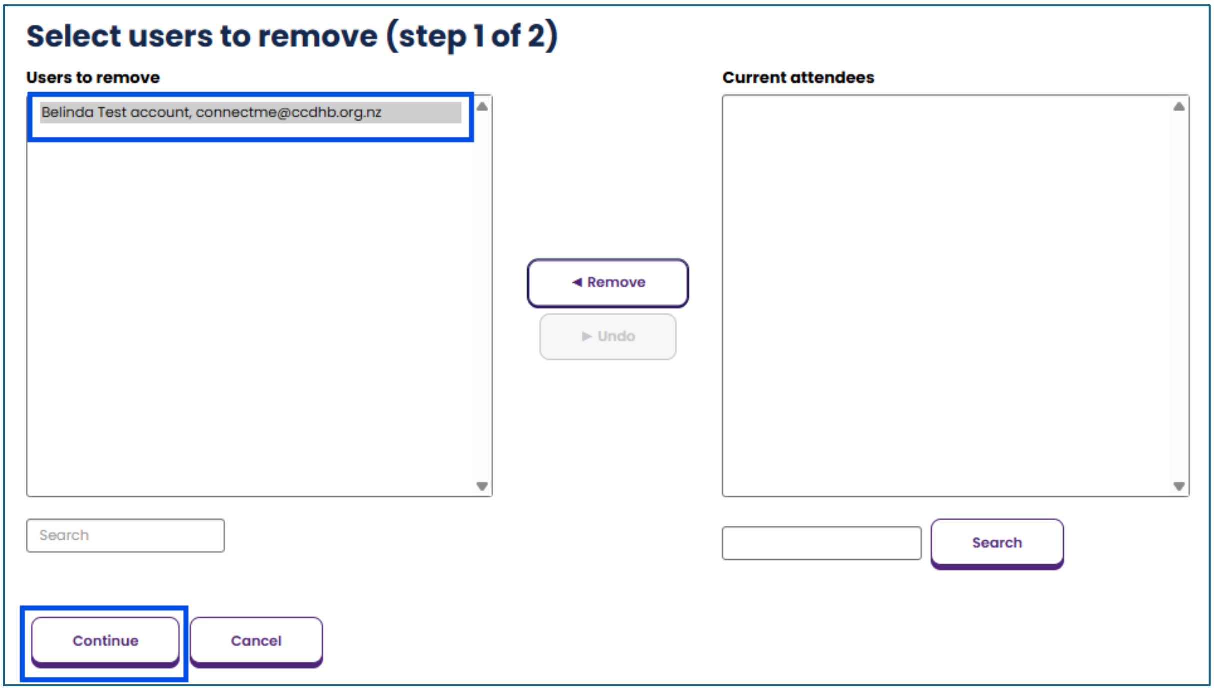
- Go to the session that the user is being removed from
- Click on **Actions** – choose **Remove users**



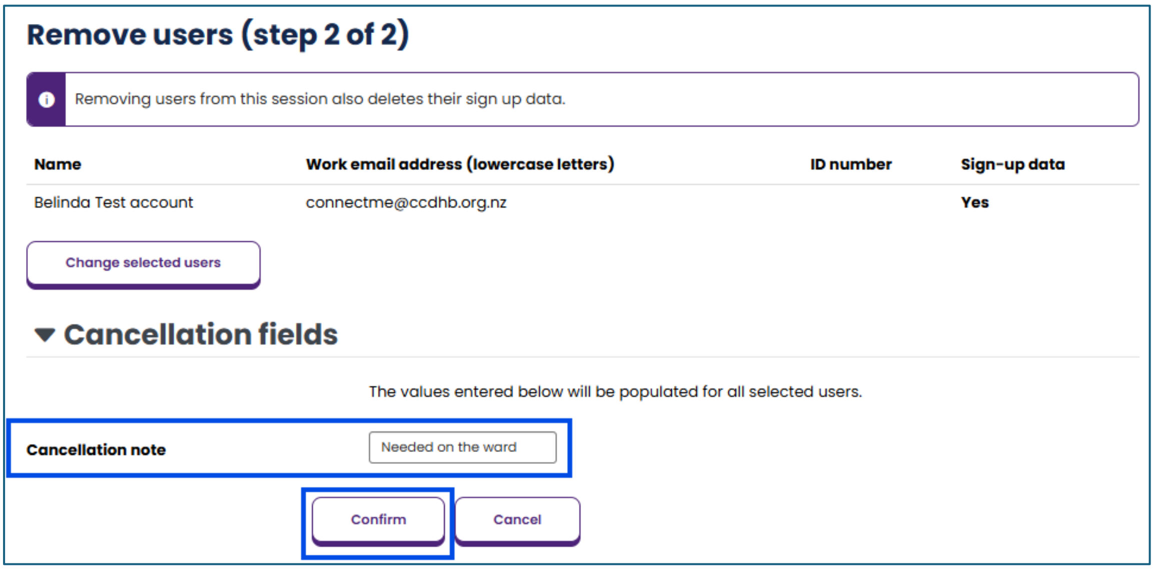
- Click on the **name of the user** you want to remove and click **Remove**



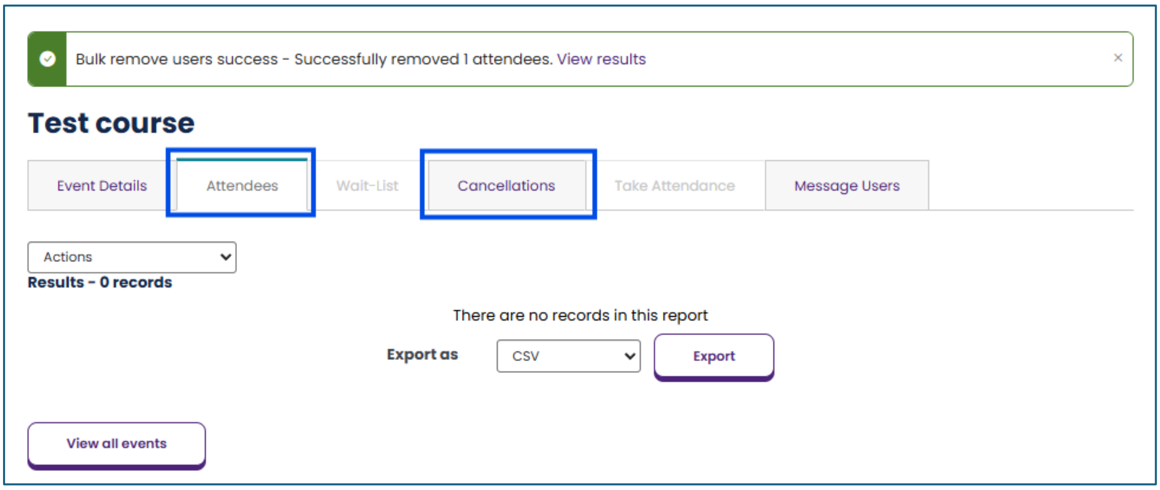
- Once the name of the user you want to remove is on the left-hand side of the screen, follow the same process for anyone else you want to remove
- Click **Continue** once everyone you want removed is on the left-hand side



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



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



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