

Seminar guide for educators, facilitators and coordinators

This is a generic guide for educators, facilitators and coordinators involved in running education events.

Always ensure you are up to date on local processes. This guide is a support only and may include content not relevant to your role. Please ask if you are unsure.

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What is a seminar?

Seminars are a way to organise face-to-face classroom or virtual (teams) workshops or other events using a course in your learning site.

Seminars allow the coordinator/facilitator/educator of a course to create a place for advertising, booking and recording attendance for workshops, training, study days, meetings etc.

These can be given:

- Date
- Time
- Location
- Duration
- Maximum and minimum number of attendees
- Restrictions around how many sessions attendees can book in on
- ... and many more things

Learners enrol themselves in a course on the learning site and then in that course they sign up for the seminar event they wish to attend.

Seminars manage notifications to attendees via email.

Because seminars are inside a course on the learning site, they also make it easy for attendees to find related information, such as readings or pre-requisites.

Seminar attendance reports are visible to authorised people in the learning site.

How do I find a seminar?

Log into the learning site.

Use **Find Learning** to go to the relevant course page.

Click on the seminar activity in the course page. The icon for the seminar looks like this:



Existing events in the seminar activity are listed as Upcoming events and Past events.

Taking attendance

The easiest way to take attendance is to mark attendance in the seminar activity during the event. You can do this on a computer, laptop, phone, or other device with internet access.

Alternatively, if you don't have access to the internet during the training event, you can download the attendance sheet and ask people to sign a paper copy which you enter attendance into the seminar activity at the end of the event. Please take attendance on the same day as the event for accurate reporting.

On the right of the session click on the three dots and then select Attendees

Event status	Booked	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	3 / 12	4 September 2024, 1:00 PM - 2:00 PM			Go to event ...
Upcoming Booking open	0 / 12	8 October 2024, 1:00 PM - 2:00 PM			Event details Attendees Edit event Cancel event Copy event Delete event

[View all events](#)

If you do need to use the sign in sheet and mark attendance at the end of the event, follow these instructions.

From the **Sign-in sheet** section select your **date** and **format** you want to **download** the sheet in. Access the file and choose 'save as' PDF.

▼ Sign-in sheet

Download sign-in sheet:

Select session ▼

Select file format ▼

Download

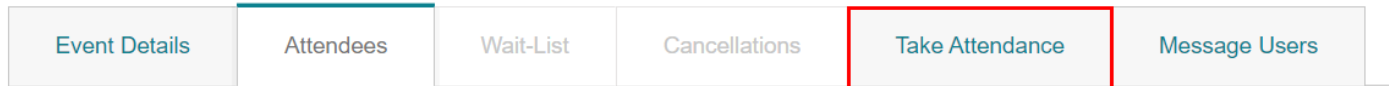
View all events

Select file format
 CSV
 HRIS
 NDHBHRIS
 ODS
 PDF landscape
PDF portrait

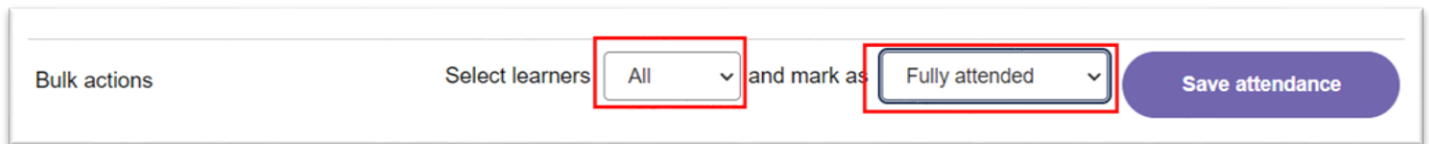
Mark attendance from within the seminar activity after the event **on the same day**

You can mark attendance in bulk, for all attendees listed or those selected with the tick on the left. Alternatively, you can mark attendance one person at a time. Remember to click **Save attendance**.

Click on **Take event attendance**



To bulk mark all as fully attended, click on the drop down for “select learners” and choose “all” and click on the drop down for “mark as” and choose “fully attended” and click the “save attendance” button.



To mark individuals, use the drop down to the right of their name and set the relevant status for that individual. When ready click the “save attendance” button.

Ensure you have set the attendance status of everyone in the attendee list for accurate reporting. Do not leave any as “not set”.

Use “no show” for attendees who did not turn up and did not contact you. Use “unable to attend” for those who did contact you to advise they cannot attend. Use “partially attended” if the attendee does not meet all your requirements of “fully attended” and needs to come again (such as resit the practical assessment component when that is part of your event).

Event summary: 2 session(s) (0 upcoming; 2 over)

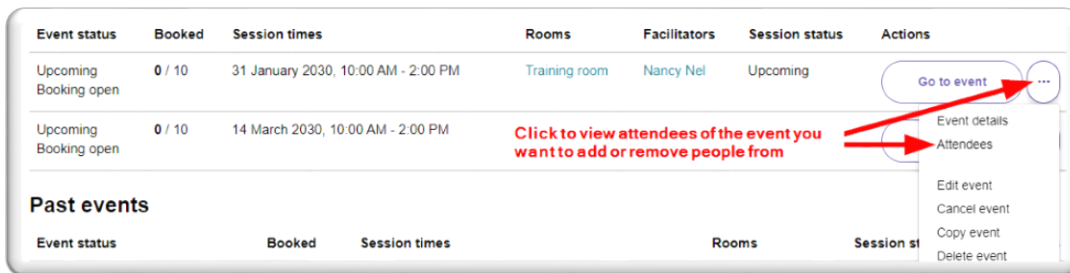
Learner	Fully attended sessions	Partially attended sessions	Unable to attend sessions	No show sessions	Not set sessions	Event Attendance
<input type="checkbox"/> Carolines tester	0	0	0	0	2	<ul style="list-style-type: none"> Fully attended Fully attended Partially attended Unable to attend No show Not set

Remember to save attendance (arrow pointing to Save attendance button)

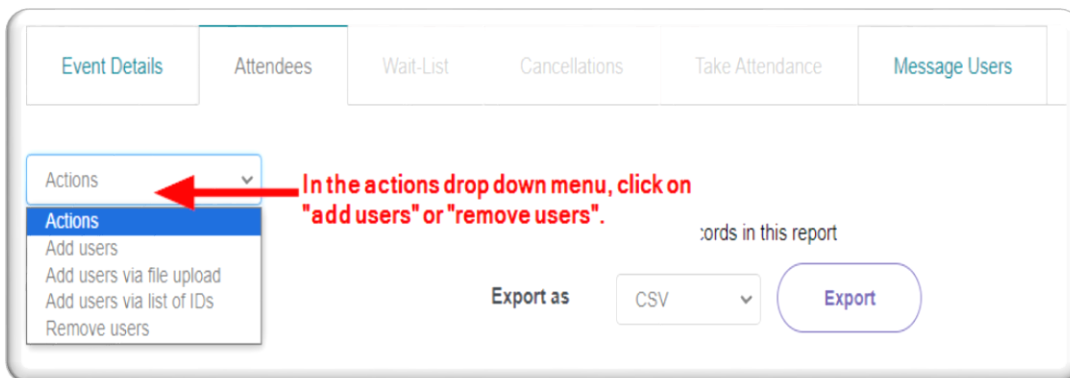
Select attendance per user (arrow pointing to dropdown menu)

Manually adding and removing attendees

Click on the **three dots** to the right of the event. Click on **attendees**.



Click on the **actions dropdown** menu and select **add users** or **remove users** as required.



When adding users, you see people already registered on the left.

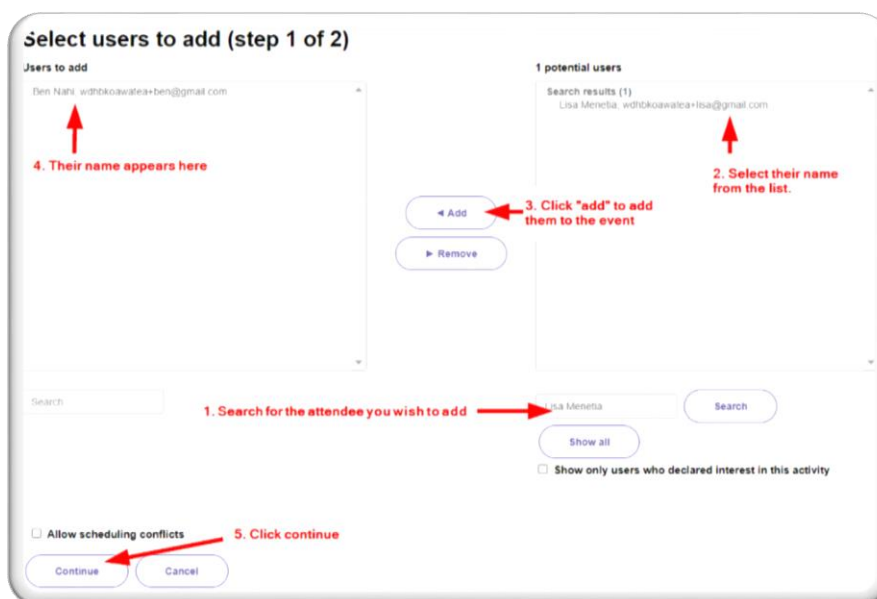
Search for the attendee you wish to add using the **search** field under the box on the right hand side.

Click on the person to **select** their name from the list on the right.

Click on the **add** button to add the person to the attendees list on the left.

Click **continue**.

Removing attendees is basically the same process.



Add users (step 2 of 2)

Name	Work email address (lowercase letters)	ID number
[user] Manage	example@domain.com	

Shows list of users you have added

Change selected users

▼ 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](#)

Requests for session organiser

You can add a note here, e.g. Added at request of CNM

Click confirm

Confirm Cancel

Once you have the attendees sorted, don't forget to click "**confirm**" at the bottom of that window.

When you click **confirm** the attendees will be emailed to say they have been signed up for the event, or to say that their attendance at the event has been cancelled, accordingly.

What notifications are sent?

Seminar activities include built in notifications that have been pre setup for your course.

Notifications are emailed based on triggers, such as signing up for the event and when the user cancels. Your notifications are pre set to include directions and instructions.

When someone signs up for an event, they get an email confirming that they have signed up, and this email contains an attachment that has the calendar invite. They need to open this attachment and accept the invite for it to be added to their calendar.

When someone is manually added/removed from an event that person is sent an email telling them of this.

When someone comes in and chooses to cancel their attendance at an event, they are sent an email with an attachment that will remove the previous calendar entry from their calendar.

If event details are updated, such as date, time, or location, all participants who are signed up will receive an email telling them that the details have changed.

All attendees are sent a reminder two days before the event start time that they have registered for the event. They are sent the details of the event again.

These notifications reduce your manual administration of your event as they are automated for you.

Event management

The rest of this guide may not be relevant to your role. Please ask if you are unsure.

Always ensure you are up to date on local processes. Before editing, duplicating or cancelling an event, ensure you discuss with the relevant parties responsible for the course and for the rooms.

Duplicate a seminar event

So that you don't have to go through that process of tweaking all the settings every time you want to set up an event, we recommend duplicating an existing event. This makes a new copy that you can then edit, change the date and time and anything else like description, and then save. It's a fast way of making new events within your seminar activity.

Click on the **three dots** to the right of the event, then select **Copy event**

The screenshot shows a web interface for managing events. At the top, there are filters for 'Event', 'Booking', and 'Advanced', all set to 'All'. Below this is a section for 'Upcoming events' with a table. The table has columns for 'Event status', 'Booked', 'Session times', 'Rooms', 'Facilitators', 'Session status', and 'Actions'. Two events are listed: one for 31 January 2030 and another for 14 March 2030. A red text box highlights the 'Copy event' option in the 'Actions' column for the second event. A red arrow points to the three-dot menu icon for that event, and another red arrow points to the 'Copy event' option in the dropdown menu.

Click save at the bottom and then you will have a duplicate of the original event with a new date (and maybe location if that changed).

You can now alter the dates, times and location if necessary

The screenshot shows the 'General' section of a form for specifying session details. It has columns for 'Date and time', 'Rooms', 'Facilitators', and 'Assets'. The 'Date and time' field shows '9 August 2024 9:00 AM - 9 August 2024 10:00 AM Pacific/Auckland'. A red arrow points to a cog icon in the 'Date and time' field. The 'Rooms' field has a 'Select rooms' button. A red arrow points to the 'Select rooms' button. Red text above the 'Rooms' field says 'Click on Select Rooms, Select Facilitator or Select assets to update if necessary'.

Cancelling an event

There are two ways to cancel an event.

The way that we **recommend** cancelling an event:

1. Message all the attendees before doing anything else advising them that the event they have signed up for will be cancelled and they will get a system notification. See **Messaging attendees**.
2. Manually remove all the attendees from the event. This will trigger the official notice of cancellation to be emailed to the user by the learning site. See **Manually adding and removing users**.
3. Change the date of the event (edit the event) and location (see Changing an event location, date or time). Dial the date back 100 years and scroll down to write in session title field "CANCELLED on (date)" and put the original event date in the *custom* facilitator field. It would look something like this:

Specify sessions details

Date and time
24 March 1924 10:00 AM - 24 March 1924 2:00 PM

Rooms
TRAINING ROOM x
Select rooms

Facilitators
Select facilitators

Assets
Select assets x

▼ Custom fields

Session title
CANCELLED 11/FEB/24

Facilitator
PLANNED 24/MAR/24

Save changes Cancel

Scroll to the bottom and click "Save changes".

The reason we do this is so that the session now appears in the list of previous events, but it is clearly labelled "CANCELLED" with the details still recorded. This helps us know how often events are cancelled.

Session title	Facilitator	Event status	Booked	Session times	Rooms	Session status	Actions
		Over Take event attendance	3 / 10	20 January 2024, 10:00 AM - 2:00 PM	TRAINING ROOM	Session over	...
CANCELLED 11/FEB/24	PLANNED 24/MAR/24	Over Take event attendance	1 / 10	24 March 1924, 10:00 AM - 2:00 PM	TRAINING ROOM	Session over	...

Export attendance Format Export to file

Moves to end of past events and clearly shows...

Even though it shows 0 attendees, if you click on attendees, you can then go to the "Cancelled" tab and see who was registered on the event before it was cancelled.



This means there's a record kept.

How not to cancel events


The other way is to click the three dots and click delete event next to the session you wish to cancel. **We do not recommend this way** as this completely deletes that event, and all evidence of it ever having existed, as well as all evidence of who had signed up to that event. You might need that information so you can offer the people who planned to attend a different date, and to keep a record of an intended event that has been cancelled.

Upcoming events Add event

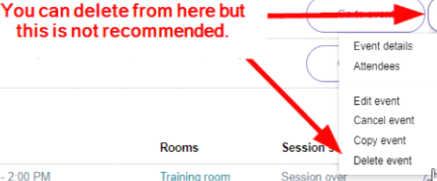
Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 0 days before the event starts.

Event status	Booked	Session times	Rooms	Facilitators	Session status	Actions
Upcoming Booking open	0 / 10	31 January 2030, 10:00 AM - 2:00 PM				
Upcoming Booking open	0 / 10	14 March 2030, 10:00 AM - 2:00 PM				

Past events

Event status	Booked	Session times	Rooms	Session status	Actions
Over Take event attendance	1 / 10	31 January 2024, 10:00 AM - 2:00 PM	Training room	Session over	

You can delete from here but this is not recommended.



Confirm

Deleting this event will remove all of its booking, attendance and grade records. All attendees will be notified.

Delete Cancel

Changing an event

You can change the event location, date or time, and the details included. Be aware that when changing events, any existing attendees who have registered will be immediately notified.

The screenshot shows a user interface for managing events. It features a table of 'Upcoming events' and a section for 'Past events'. The 'Upcoming events' table has columns for 'Event status', 'Booked', 'Session times', 'Rooms', 'Facilitators', 'Session status', and 'Actions'. Two events are listed: one for 31 January 2030 and another for 14 March 2030. The 'Actions' column for the first event shows a 'Go to event' button and a three-dot menu. The three-dot menu is open, showing options: 'Event details', 'Attendees', 'Edit event', 'Cancel event', 'Copy event', and 'Delete event'. Red text annotations and arrows provide instructions: 'Click on the three dots for the event you want to edit.' points to the three-dot menu; 'Click on "edit event".' points to the 'Edit event' option; 'Change the fields as you did for creating the event.' is a general instruction; and 'Click save changes.' is another instruction. A 'Past events' section shows one event for 31 January 2024 with a 'Take event attendance' link.

Don't forget to click "**Save changes**".

NOTE: All participants who have registered for that session will be immediately notified that their event date/time/location has been changed. The email will contain a new calendar invite with the updated details.

Messaging attendees

Using the messaging function within the seminar activity is generally **discouraged** as there is no record of the communication and no context information included in the message. You may choose to still use the message function on the rare occasion an event is being cancelled. If you choose to use this message function, please take care to provide context (name of workshop, date, location etc) and copy and paste the message that you send into an email to yourself to **keep your own records**.

Knitting - Seminar one

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

There are required fields in this form marked *.

Expand all

▼ Recipient Groups

Booked - 3 user(s) **Message users**

▼ Message

Subject* **Make the subject descriptive - include the name of the workshop and the date here**

Body*

In the message body, make sure you write it like a proper email. Confirm which workshop you are messaging about and what your message is. Sign it with your name. Without these details, the recipient will not know which course your message is about.

Send message appears grey until you tick the receipts

Send message Discard message

View all events

WARNING: Reminder that there is no sent items recorded in the learning site. Once you have sent the message, no copy of it is stored anywhere. Keep your own records.

An example of complex courses using seminars

In a course on knitting, I would have multiple topics that I teach over a series of weeks. I create a seminar face activity for each topic:

- Seminar one
 - You will be introduced to the basics of knitting. You will learn casting on, knit stitch, purl stitch, and casting off. You can bring any knitting needles and wool, or we can supply you with some to use on the day.
- Seminar two
 - You will learn how to read a basic knitting pattern, a little about yarn and needle gauge.
- Seminar three
 - You will be introduced to some tools such as stitch markers, row counters and circular needles.
 - You will work on improving technique, getting a consistent tension and how to fix dropped stitches.
- Seminar four
 - You will learn about stitches (stockinette, rib, seed, basket weave) and seams (invisible, mattress).

Within each of these seminar activities, we have assigned **events** that tell the participants when and where we are running workshops on each topic. List of workshops (seminar activities). The learner chooses a date for each seminar activity, so they progress at their own pace.

Knitting - Seminar one

You will be introduced to the basics of knitting. You will learn casting on, knit stitch, purl stitch, and casting off. You can bring any knitting needles and wool, or we can supply you with some to use on the day.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	31 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event
Upcoming Booking open	10	14 March 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event

[View all events](#)

Knitting - Seminar two

You will learn how to read a basic knitting pattern, a little about yarn and needle gauge.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	2 February 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event
Upcoming Booking open	10	12 April 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event

[View all events](#)

Knitting - Seminar three

You will be introduced to some tools such as stitch markers, row counters and circular needles.
You will work on improving technique, getting a consistent tension and how to fix dropped stitches.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	20 February 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event
Upcoming Booking open	10	29 April 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event

[View all events](#)

Knitting - Seminar four

You will learn about stitches (stockinette, rib, seed, basket weave) and seams (invisible, mattress).

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	31 March 2030, 10:00 AM - 2:00 PM	Training room	Stacey Purl	Go to event
Upcoming Booking open	10	16 May 2030, 10:00 AM - 2:00 PM	Training room	Stacey Purl	Go to event

[View all events](#)

An example continues...

Within one of seminar activities, there is a list of upcoming and previous (if there are any) events.

Knitting - Seminar one

You will be introduced to the basics of knitting. You will learn casting on, knit stitch, purl stitch, and casting off. You can bring any knitting needles and wool, or we can supply you with some to use on the day.

Event All Booking All

Upcoming events

Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 0 days before the event starts.

Event status	Seats available	Session times	Rooms	Facilitators	Session status	Actions
Upcoming Booking open	10	31 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Upcoming	Go to event
Upcoming Booking open	10	14 March 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Upcoming	Go to event

Past events

Event status	Seats available	Session times	Rooms	Session status
Over	9	31 January 2024, 10:00 AM - 2:00 PM	Training room	Session over
Over	7	20 January 2024, 10:00 AM - 2:00 PM	Training room	Session over

It is also possible to have one event with multiple sessions in it. This is useful for keeping a cohort of learners together over multiple sessions and signing up for all sessions with one sign up. Note - there is less control for the learner over their calendar this way.

Knitting - Intensive camp

You will learn all content of the four seminars in this intensive week. In signing up for this event you are committing to attending four consecutive days.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	10 February 2024, 9:00 AM - 10:00 AM			Go to event
		7 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	
		8 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	
		9 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	
Upcoming Booking open	10	16 May 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	Go to event

[View all events](#)

Questions?

Discuss with your local leads who are supported by nationallearningmanagement@tewhatauora.govt.nz if they need support answering your questions.