

In this Quick Reference Guide

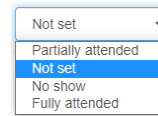
You will find step by step instructions on how to download a sign-in sheet, how to take attendance individually and how to take attendance in bulk.

1. Download a Sign-in Sheet

1. Click **Learning Catalogue**
2. Click and type in the course name box → press enter
3. Click on the course from the list
4. Click **Go to course**
5. Click **View** on the Learning Event tile
6. Click **Attendees** for the session you want the sign-in sheet for
7. Select from the **Download sign-in sheet dropdown** box
8. Click **Download**
9. Click seminars_event_si...pdf 112/112 KB at the bottom of the screen
10. Click the print icon
11. Select the printer from the list
12. Click **Print**

2. Take Attendance Individually

1. Click **Learning Catalogue**
2. Click and type in the course name box → press enter
3. Click on the course from the list
4. Click **Go to course**
5. Click **View** on the Learning Event tile
6. Click **Attendees** for the session you want to take attendance for
Note! the session will appear in the 'Previous events' section when the session finishes
7. Click the **TAKE ATTENDANCE** Tab
8. Click the **Current status** drop down for the first learner → select the relevant option, repeat for all learners
9. Click **Save attendance**



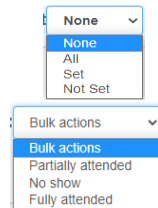
Understanding Status Options



- Partially attended** - for anyone who attended but not for the whole session
- Not set** – This is what displays before an option has been selected
- No Show** - for anyone who booked onto the session but did not turn up
- Fully attended** - for anyone who attended the full session

3. Take Attendance in Bulk

1. Click **Learning Catalogue**
2. Click and type in the course name box → press enter
3. Click on the course from the list
4. Click **Go to course**
5. Click **View** on the Learning Event tile
6. Click **Attendees** for the session you want to take attendance for
Note! the session will appear in the 'Previous events' section when the session finishes
7. Click the **TAKE ATTENDANCE** tab
8. Click the **Select** drop down box, select the relevant option
9. Click the **Mark all selected as** drop down, select an option
10. Click **Save attendance**



Understanding Select Options



- All** - Applies the status to all learners booked on the session
- Set** - Applies the status to all learners booked onto the session who already have a status selected
- Not set** - Applies the status to all learners who do not have a status selected