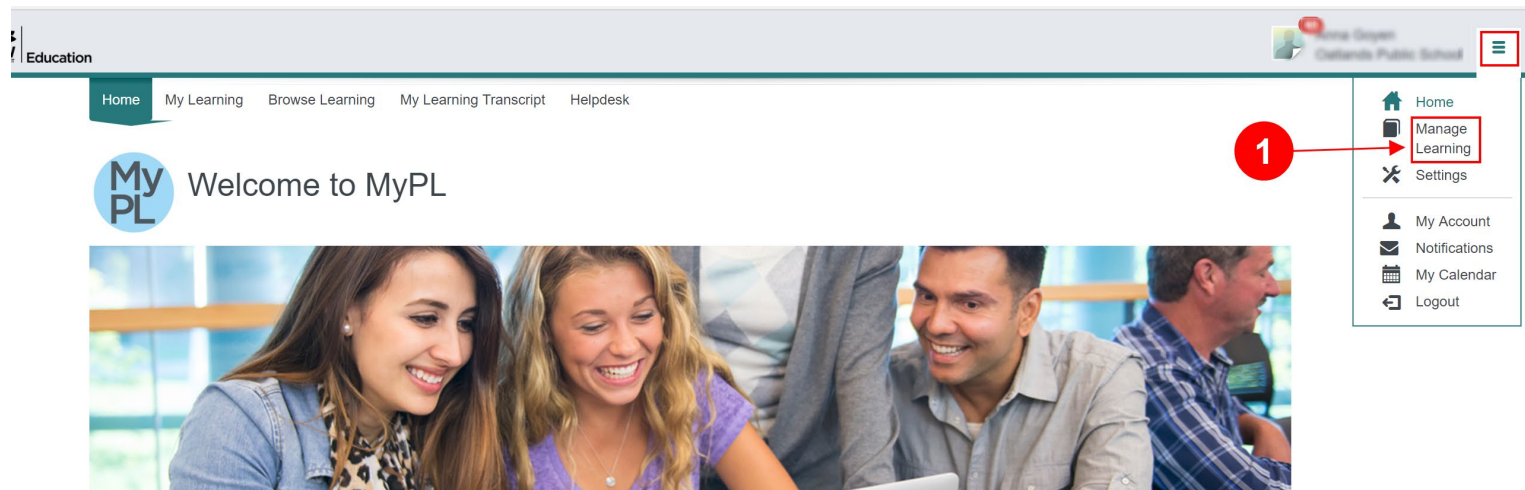


Session Participant Report

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

2

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)	3
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 [Sara 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 [1627753241-885- 4070-885- 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 Gwyn, Gae Bromwich	Carlingford West Public School
Girraween Public School	1988	Kim Brennan [1627753241-885- 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 Gwyn, Gae Bromwich	Carlingford West Public School