

How do I mark off Course attendance?

Last Modified on 06/12/2023 11:14 am AEDT

As a Course Administrator there are courses which required an instructor or administrator to mark off a participant who has completed (attended) a module so that their progress (attendance) can be recorded.

The modules which appear against a course are inherited from the course template created by a national administrator who define the tasks or sessions that must be completed prior to the completion of a course.

1) To mark "Module Completion" go to Courses > List Courses



2) Click View/Edit under Module Completion for the course

Courses

Course ID	Course Name	Location Name	Start Date	Days Run	Add Pro...	Product ...	Members	Registra...	E01	Stat...	Numbe...	M...	Module Completion
39673	Example Course	Default Venue N...	2016-11-13	TBD	View	Edit Pric...	View Me...	Register	View EOI	✓	23	View / Edit	View / Edit
39674	Start Sailing	Default Venue N...	2016-11-20	TBD	View	Edit Pric...	View Me...	Register	View EOI	✓	1	View / Edit	View / Edit

3) To mark someone's attendance click the blank box for the member under the module name.

Module Completion (Example Course)

Family Name	First Name	Module 1	Module 2	Module 3	Module 4
LYON	Caitlin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4) A box will appear that you can tick to mark the member as having attended the session. Once you tick the box click out of the cell. Once the cell turns from red to green the change is saved.

5) Alternatively to remove someone's attendance click in the box for the session next to the member.

6) A ticked box will appear which you can un-tick and then click out of the cell. Once the cell turns from red to green the change is saved.

Module Completion (Example Course)

Family Name	First Name	Module 1	Module 2	Module 3	Module 4
LYON	Caitlin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once all criteria have been completed the status of the member in the course is updated to completed and any non-restricted qualifications are then awarded to their record.

Note: Some course outcomes are restricted and require review by a governing body before the member is marked as completed.
