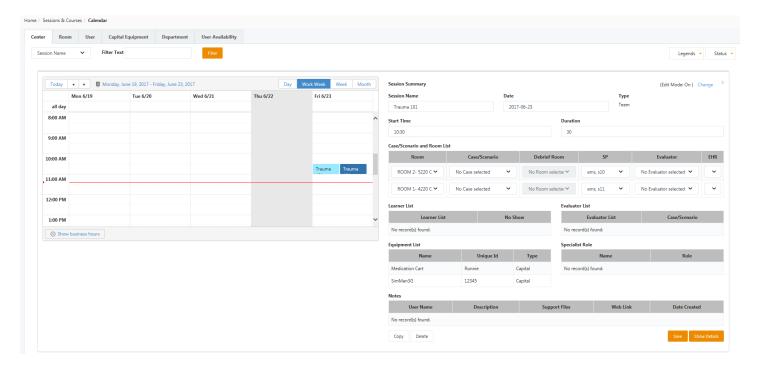




Last minute session changes



Make last minute schedule changes with on-demand assignment of learners to a session and mark learners as No Shows:

Note: If the recording schedule is already started, you cannot make session changes.

- 1. Click Sessions & Courses > Calendar.
- 2. Double-click the session you wish to update. The **Session Summary** appears.
- 3. Click **Change** to turn Edit Mode on to enable last minute changes.
- 4. Edit the session.
- 5. Click **Show Details** to edit the Recording/Paging schedule.
- 6. Emails need to be sent as per the enabled email templates.
- 7. Click Save. Note: Email notifications of the session change(s) will be sent if active in Settings.