

Editing a Completion Date

1. From the 'Manage Events' page, click the 'Action' dropdown menu and select 'Edit Event.'

➤	Status	Name	Event ID	Origin	Sessions	Registered	Creator	Creation Date
Action ▾	Enabled	eLearning: Florida ESOL Endorsement 23/24	112252	Putnam Schools	9	87	Murph, Ginny	2023-07-28
✎ Edit Event		eLearning: Florida ESOL Endorsement 22/23	105892	Putnam Schools	9	75	Murph, Ginny	2022-07-25
📄 View/Email Registrants		eLearning: Florida ESOL Endorsement 21/22	99489	Putnam Schools	12	59	Murph, Ginny	2021-07-27
⏸ Disable Event		eLearning: Florida ESOL Endorsement 20/21	90458	Putnam Schools	14	42	Murph, Ginny	2020-07-28
✖ Delete Event								

2. Under the 'Sessions Tab' on the Editing Events page, click the 'Action' dropdown menu next to the correct session and select 'Completion Dates.'

➤	Name	Start	Registered	Location
Action ▾	ESOL Endorsement: Methods of Teaching ESOL	2023/05/22 12:28pm	7	Online
Action ▾	ESOL Endorsement: Methods of Teaching ESOL-Hernando-SU23	2023/06/05 12:44pm	20	Online
✎ Edit Session	ESOL Endorsement: Applied Linguistics	2023/08/21 8:02am	6	Online
👤 Register Users	ESOL Endorsement: Testing and Evaluation	2023/09/25 12:28pm	5	Online
👤 Mass-Enroll Users	ESOL Endorsement: Curriculum and Materials	2023/10/23 11:21am	8	Online
🗑 Unenroll Users	ESOL Endorsement: Methods of Teaching ESOL-FA23-Hernando	2023/12/21 7:46am	18	Online
📄 Sign-In Sheet	ESOL Endorsement: Curriculum and Materials-SP24-Hernando	2024/01/16 10:12am	15	Online
✉ Send Email	ESOL Endorsement: Cultural Communication-SP24-Hernando	2024/01/16 10:18am	22	Online
🏆 Award Points	ESOL Endorsement: Testing & Evaluation	2024/01/16 12:28pm	4	Moodle
📅 Completion Dates				
📄 Clone Session				
✖ Delete Session				

3. On the Completion Dates page, follow these steps:
 - A. Select the name(s) of the participants whose completion dates need to be adjusted.
 - B. Enter the new, correct completion date using the month/date/year dropdown boxes.
 - C. Click the 'With selected, set this date:' button. You will see the date change in the 'Completion Date' column (highlighted in screenshot below).
 - D. Click 'Save Changes.'

⚠ Changes on this page don't take effect until you:

Save Changes

Select: ☒ All ☐ None

With selected, set this date: April 14 2023

Select	Name	District	Completion Date
☒	Concepcion, Victoria	Hernando	2023-04-14
☐	Cox, Crystal	Hernando	2023-10-12
☒	Davis, Kerri	Hernando	2023-04-14
☐	Fiorillo, Linda	Hernando	2023-10-12