










Mass History Updates

For an open session for which the roster has not yet been processed

SCENARIO – Session information needs to be changed because the session was shortened due to facilitator illness or inclement weather, so number of hours needs to be reflected on certificates and training histories for session attendees:


- Do a Session Search to locate the session
 - Click on the [Underlined Session Title](#)
 - [Booking & Meeting Times](#)
 - ~ Make any necessary changes to the session information
 - [Notifications](#)
 - ~ Turn off [Learning Completion Notice](#) and [Notify Facilitator of Session Scheduling Change - Facilitator](#)
 - [Notes](#)
 - ~ In the notes field, describe circumstances that necessitated update/changes
 - 
 - If prompted, **check all boxes** to confirm changes:






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 -  (to return to session search results screen)
 - Check the box beside the ☒ [Underlined Session Title](#)
 - [Process the Roster](#)
 - ~ Process the roster as you normally would
 -  (to keep session open)
 -  (to return to the Session Search Results screen)
 - Click on the [Underlined Session Title](#)
 - [Notifications](#)
 - Turn [Learning Completion Notice](#) back ON
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 -  (to return to session search results screen)
- Check the box beside the ☒ [Underlined Session Title](#)
 - [Attendees](#)
 - Check the box beside the ☒ [Underlined Name](#) of each attendee whose record you want to update
 - [Mass History Update](#)
 - Make desired changes to [Status](#) information (Status, Start Date, Completion Date)
 - [Approvals & Scoring](#) tab
 - Click on the magnifying glass icon and do a person search for person who approved changes
 - Make any necessary changes to Licensure Hrs and/or OCWTP Hours
 - Optional: [Notes](#) tab
 - Add any notes that might be helpful if question arises in the future
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For a session for which the roster has been processed

SCENARIO – You notice after closing the session that you assigned an incorrect session end date to all session attendees:

- Do a Session Search to locate the session
- You may want to turn off Learning Completion notifications. If so:
 - Click on the [Underlined Session Title](#)
 - Click on [Notifications](#)
 - ~ Turn off [Learning Completion Notice](#)
 - Click on [Notes](#)
 - ~ In the notes field, describe circumstances that necessitated update/changes
 - 
 - If prompted, ***check all boxes*** to confirm changes:



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-  (to return to session search results screen)
- Check the box beside the ☒ [Underlined Session Title](#)
- Click on [Attendees](#)
- Check the box beside the ☒ [Underlined Name](#) of each attendee whose record you want to update
- Click on [Mass History Update](#)
- Make desired changes to [Status](#) information (Status, Start Date, Completion Date)
- Click on the [Approvals & Scoring](#) tab
- Click on the magnifying glass icon and do a person search for person who approved changes
- Make any necessary changes to Licensure Hrs and/or OCWTP Hours
- Optional: Click on [Notes](#) tab
 - Add any notes that might be helpful if question arises in the future
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