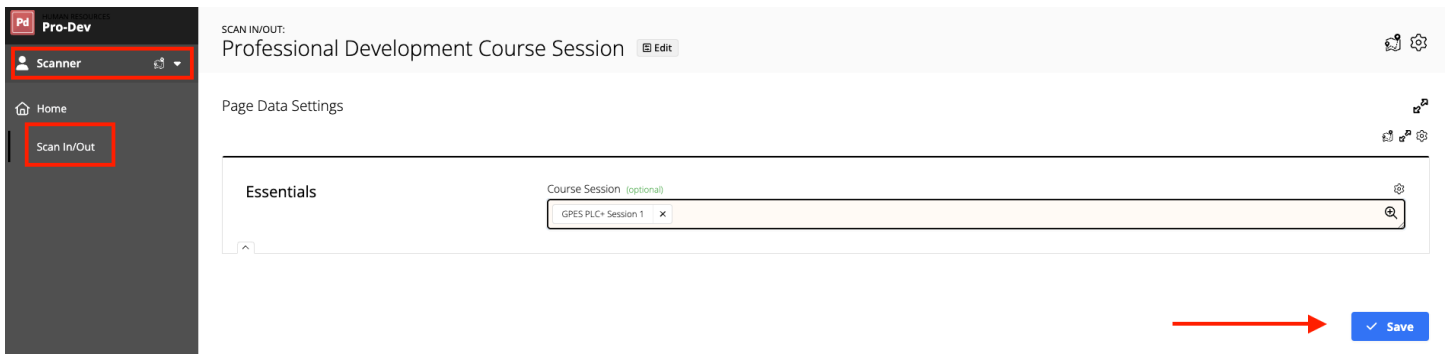
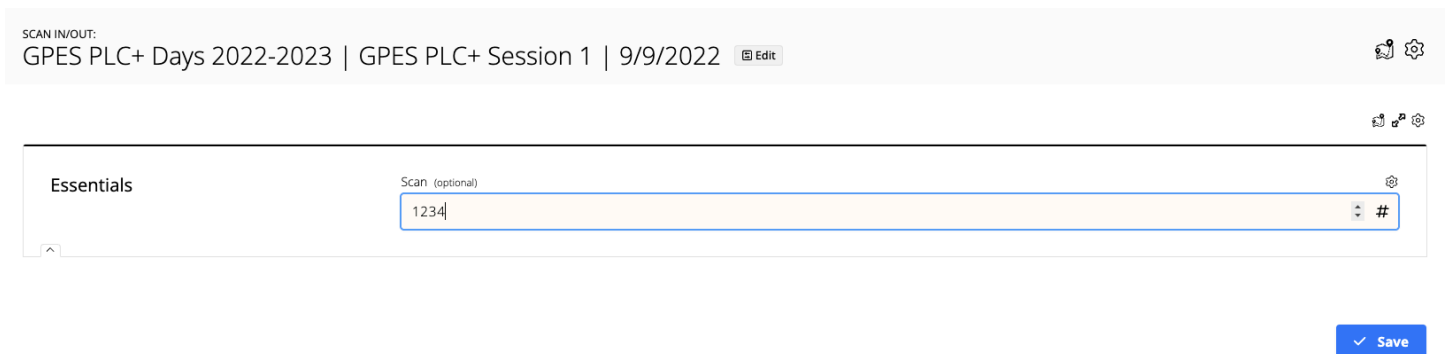


## Scan In/Out Course Session

1. Start under **Scan In/Out** in the left navigation menu.
2. Click the **Course Session** field and click the **checkbox** to the far left of the session.
3. Click **Save**.



4. Fill in the **Scan** field numerically with the learner number.
5. Click **Save**.



6. Click the **Edit Page Settings** button next to the page title to select a different session.



7. Click the **Course Session** field and the **checkbox** to the far left of the new session.