

Selecting the Session Start Date

Session Start Date – this is the date that participants will attend an instructor-led training. All tasks should be completed by learners and raters (when applicable) by the session start date.

****Learners should begin completing tasks well before the Session Start Date.**

Recommendations:

- For Multi-Rater sessions, TRACOM recommends allowing a minimum of 3-4 weeks to gather rater data.
- When the Start Date has passed, the following will happen:
 - Learners may not be added to the session.
 - Invitations (learner and rater) will not be sent from the system.
 - All reports with sufficient data will be scored and closed.
 - Learners in multi-rater sessions WITHOUT Sufficient Data are still open to rater feedback, but when they obtain Sufficient Data, the report will generate immediately.

****If you select an incorrect Session Start Date and activate the Session, you will need to Reschedule your session.**

For further questions, please email support@tracom.com.