

Selecting the Session Start Date and End Date

Session Start Date – this is the date that the training will take place, or the date by which ALL TASKS should be completed by learners and raters (when applicable).

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

Recommendations:

- Choose the **Start Date** as a deadline rather than the start of the profiling process.
- For Multi-Rater sessions, TRACOM recommends allowing at least 3 weeks to gather rater data. This means that the Start Date would be 3 weeks AFTER the admin activates the session.
- 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, you will need to Reschedule your session.

Session End Date – this is typically the same date as the Session Start Date, sessions will be closed to ALL activity 30 days after the Session End Date.

Recommendations:

- For the majority of Sessions, the **End Date** will be the same as the **Start Date**.
- The End Date is NOT the deadline, but indicates the date +30 days that NO ADDITIONAL data can be collected for learners and raters who haven't completed their tasks. For instance, a learner may go in and complete their self-survey within 30 days of the End Date, but not after.

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