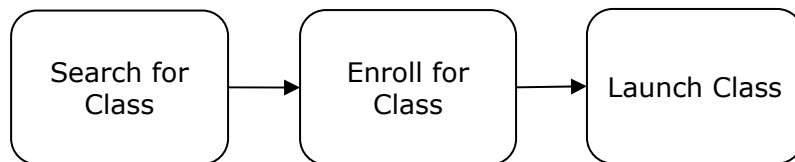


Job Aid: Enrolling for a Class

Process

Process flow



Process steps

Step	Action
1. Search for Class	- Click the Search icon  towards the top of your screen. - Click the All drop-down menu next to the global search field on the upper right portion of the screen. A list of resource types displays. - Select Learning Catalog from the All drop-down menu. - In the Search field, enter the name of the class. ➤ <i>Note: you can also search by Delivery ID, Offering ID and Class ID.</i> - Click the Search icon. - Your results display. To narrow the search results, select additional filter criteria. ➤ <i>Note: The filter criteria are displayed on the left of the search results page. You can select the type of learning you want to search and click the Apply Filter link to find the learning in the learning catalog. Filters include:</i> ○ Resource Type ○ Delivery Type ○ Learning Event Type. ➤ <i>Note: For detailed step-by-step instructions on searching for classes, refer to the Job Aid "Searching and Browsing for Learning."</i> ➤ <i>Note: Alternatively you can click the Browse button to browse through folders to locate the desired class.</i>
2. Enroll for Class	- Locate the desired class. - Click the Enroll link. ➤ <i>Note: If the one-click learning functionality is enabled you may see a Launch link in place of the Enroll link for Web-Based classes.</i> - The Order Confirmation window displays.

Step	Action
	- Click the link that is associated with the name of the class. - The class now displays in your In-Progress Learning page. ☞ <i>If enabled by your System Administrator, Saba Cloud allows learner registration for classes that have overlapping sessions simultaneously. If learners try to register for classes with overlapping sessions, then Saba Cloud displays a message alerting learners of the conflict. Learner can click the class name and see the conflict details. The learner can then decide to continue or cancel the registration.</i> ☞ <i>Note: Overlapping sessions is disabled and there are any conflicts, the Registration Errors and Warnings window will display instead:</i> ☞ <i>If it is an error, read the message and take action as needed to resolve the conflict. Once that is done, you will need to re-register.</i> ☞ <i>If it is a warning, read the message and click Enroll to proceed. Your registration will go through and the registration confirmation window will appear. Check your registration status to determine next steps:</i> ☞ Confirmed: No corrective action is needed. You are enrolled. ☞ Waitlisted: When a seat opens up, you will be automatically notified. On accepting the seat, your registration will be confirmed. ☞ Pending Approval: Your manager will be automatically notified to approve your registration request. On receiving approval, your registration will be confirmed.
3. Launch Class	Click the course Launch button to start the course.

Additional Information

Is address information of a scheduled class on the session details display?

Clicking **Session Details** button on the enhanced course and class details pages now displays even the address information of sessions in a scheduled class in a popup page.

Activities		
 Session 1	Not evaluated	SESSION DETAILS
06/13/2019 9:00 AM-5:00 PM (IST)		
 Session 2	Not evaluated	SESSION DETAILS
06/20/2019 9:00 AM-5:00 PM (IST)		
 Session 3	Not evaluated	SESSION DETAILS
06/27/2019 9:00 AM-5:00 PM (IST)		
 Skat New Details - Complete Details	Not evaluated	VIEW 

The popup page displays the following details about a session:

- Session name
- Date
- Start and End times
- Instructor names
- Instructor names are clickable, and on clicking display the profile card of the instructor. Multiple instructors are displayed as a comma-separated list.
- Room
 - Room details are displayed as 'Room Name (Purpose of Room)'. If there are multiple rooms associated with a class, then they are displayed as a comma-separated list.
- Location
- Facility
- Address
 - If both, location address and facility address are not available, then the location name is displayed as the address.
- Playback URL
 - The URL is displayed only for Virtual classes where a session is complete and recording is available.

➡ **Note:** The address is displayed as follows:

- Location address if Facility is not associated with the class
- Location address if Facility is associated with the class but has no address information
- Facility address if Facility is associated with the class and contains address information.

Session 1

15-JUL-2019 | 8:00 AM-11:00 PM (IST)

Instructor(s): User One, Learning Instructor

Location: Location1

Address: Mumbai

India

Playback URL

<https://saba.com:443/main/.../User/AppletPlayback.html?username=kdavere&s.id=843c0e5795154afab33e7d14b339fd9a&launchinbrowser=true>

CLOSE

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page