

Job Aid: Searching and Browsing for Learning

Core Concepts

Overview of Learning

Learning catalog items are education products provided to customers (both internal and external) for ordering or purchasing. Learning becomes available when the Learning Administrator publishes it to the Learning Catalog.

How do I find a learning item in the catalog?

You can search or browse the learning catalog to find a learning item. The learning catalog contains multiple categories. To find a learning item in a category, click the category link name. This page displays different sub-categories, if any, within the selected category in the form of a search list and an expandable tree view.

To search for a required learning item in the category, enter the search criteria and click the **Find** icon. You can sort the search results and even further narrow your search results by applying one or more filters on the page.

To browse for a learning item, use the category tree navigation in the left-hand pane. Click the name of a category or sub-category to see learning items in it.

What are Categories?

Categories provide a mechanism to group related resources and share them with a specific audience. With categories you can organize resources into a hierarchical structure and specify who can view and contribute to each category. You can share categories with users or groups, as well as mark categories as featured to add visibility.

What are featured categories and courses?

Featured categories are learning categories that are marked as important and appear at the top of the learning catalog in a separate section called **Featured Categories**. Featured courses are important courses that appear in separate section called **Featured Courses**.

How do I browse categories?

You can click the **Browse** icon on the top navigation bar to browse categories in the application. You can click on the category name link to view the learning events associated with it.

What types of courses are supported?

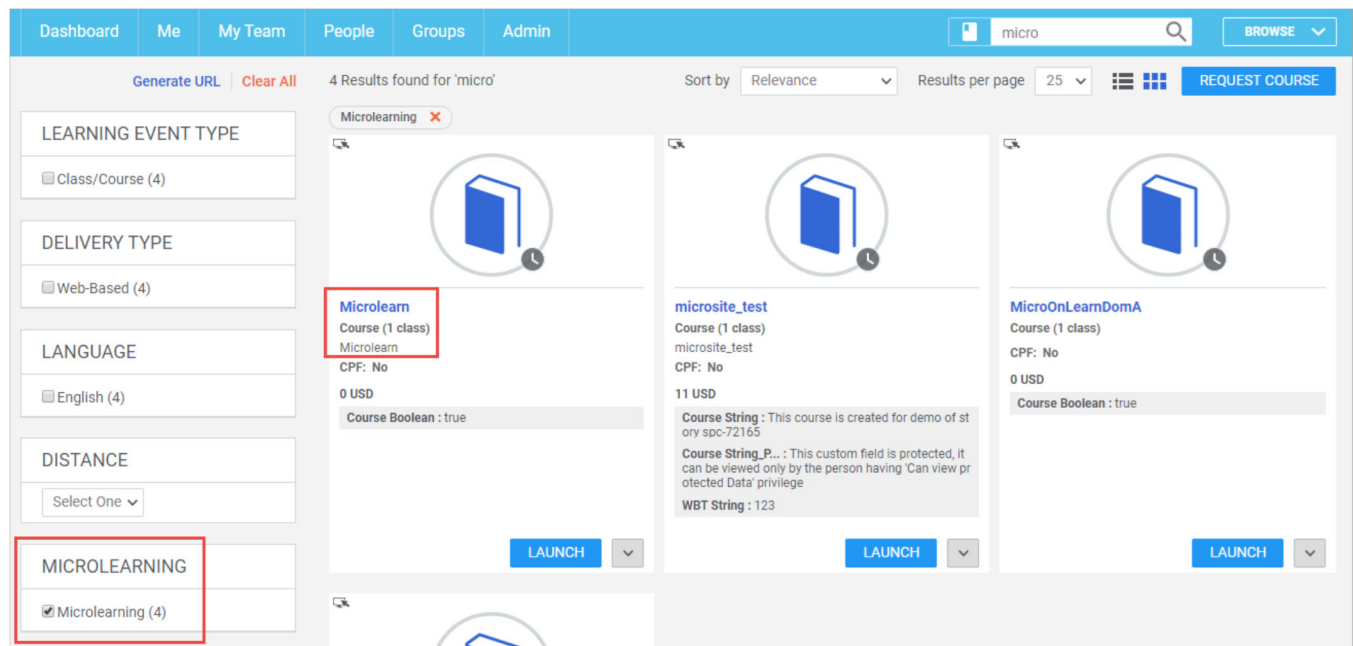
The application supports courses based on the following delivery types:

- Instructor-Led Training (ILT)
- Web-Based Training (WBT)
- Blended Offering
- Virtual Classroom

Can I search for Microlearning classes?

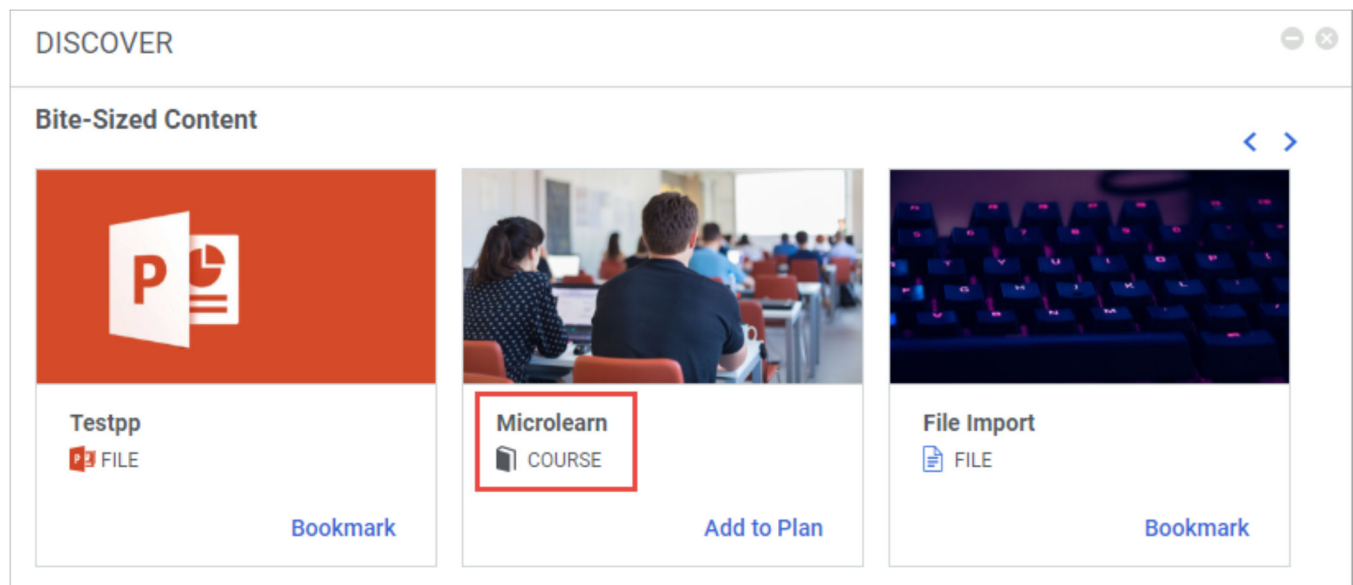
The global search results display Microlearning classes. When results contain Microlearning classes, the search filter pane also displays a **Microlearning** filter. The number displayed besides the

Microlearning checkbox indicates the total number of Microlearning classes found in search results.



The screenshot shows the Saba Cloud search interface. At the top, there's a navigation bar with tabs: Dashboard, Me, My Team, People, Groups, Admin. A search bar contains 'micro' and a 'BROWSE' button. Below the navigation bar, there's a filter section on the left with categories: LEARNING EVENT TYPE (Class/Course (4)), DELIVERY TYPE (Web-Based (4)), LANGUAGE (English (4)), DISTANCE (Select One), and MICROLEARNING (Microlearning (4)). The main content area shows 4 results found for 'micro'. The first result is 'Microlearn' (Course (1 class), Microlearn, CPF: No, 0 USD, Course Boolean: true) and is highlighted with a red box. The second result is 'microsite_test' (Course (1 class), microsite_test, CPF: No, 11 USD) and the third is 'MicroOnLearnDoma' (Course (1 class), MicroOnLearnDoma, CPF: No, 0 USD, Course Boolean: true). Each result has a 'LAUNCH' button.

The **Bite-Sized Content** ribbon in the **Discover** portlet on the user's **Dashboard** page displays even Microlearning courses.



The screenshot shows the 'DISCOVER' portlet on the user's Dashboard page. It features a 'Bite-Sized Content' ribbon with three items: 'Testpp' (FILE), 'Microlearn' (COURSE), and 'File Import' (FILE). The 'Microlearn' item is highlighted with a red box. Below each item is a 'Bookmark' button, and the 'Microlearn' item also has an 'Add to Plan' button.

What are the other learning resource types that I can search for?

In addition to searching for learning, you can search for other learning resources such as people, groups, files, blogs, links and so on, to which you have access. The All drop-down returns all learning resources including learning catalog, people, groups, files, links, and so on.

Can I preview files?

You can preview social files that are uploaded to Saba Cloud.

The following file formats are supported for preview:

- WORD - ".doc", ".docx"
- PPT - ".ppt", ".pptx"
- PDF - ".pdf"
- EXCEL - ".xls", ".xlsx"
- All images with MIME type "image". For example, some commonly used image file formats such as GIF, JPG, JPEG, and PNG support preview.
For BMP and TIFF image file formats, browsers display the Download action instead.

The underlying Document Conversion Server converts these file types to the specified format such as HTML to facilitate the preview.

What information does the Calendar provide?

The internal calendar is a feature available to all Saba users directly from their home page. It provides three key features relating to learning:

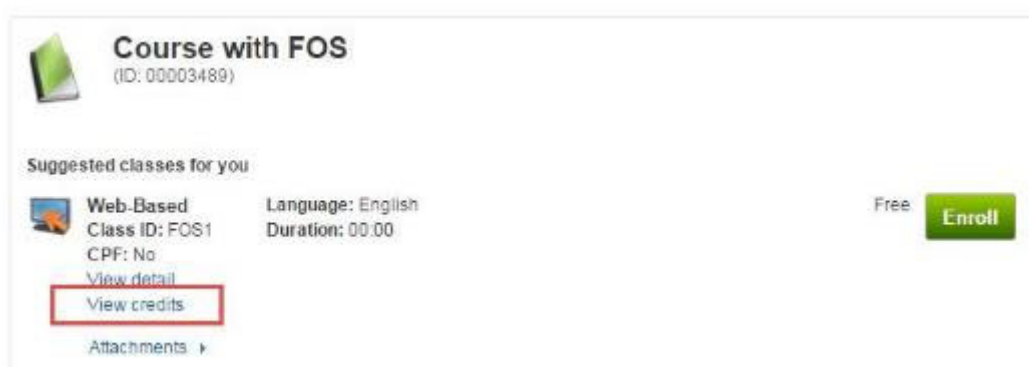
- Allows users to view public scheduled classes in a calendar view by day, week, or month. Classes can be registered for directly from the calendar view.
- Enables users to view their current scheduled classes and other learning items along with due date information. This includes learning items they are registered for or assigned to as well as events they are assigned as the instructor for.
- Allows users to search for scheduled classes using filters. These filters help to isolate desired classes. Filters include any, or combination of:
 - Blended
 - Instructor-Led
 - Virtual

Where are Field of Study (FOS) credits displayed?

Saba Cloud displays the Field of Study (FOS) credits on the class details pages of learners. If a Field of Study has zero credits, then the zero credit value is displayed as well.

The following information is displayed for FOS credits:

- View Credits link on the class/course details page
- Available credits
- Held credits



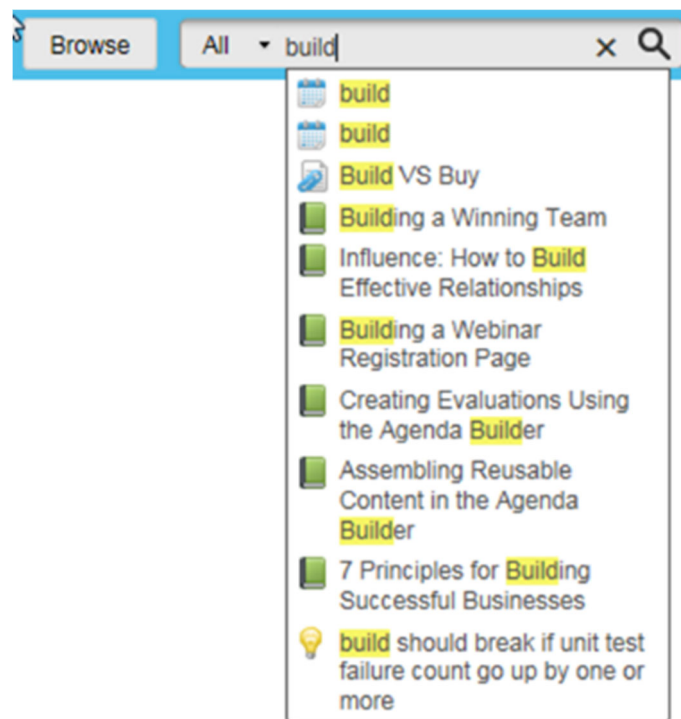
- *Note: The FOS credits are displayed for a learner only if the Continuing Education Credits and Field of Study services must be enabled on the learner's domain.*

How does Global Search work?

Global search within Saba Cloud works in two modes, Auto Suggest and Regular Search.

Auto Suggest

This is the behavior when you type your search text without typing enter and wait for the results to pop up. In this mode number of results are limited to 10.



Regular Search

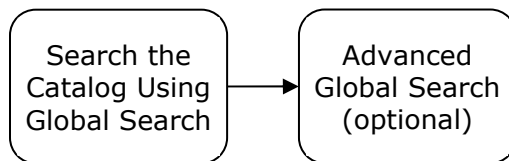
This is the behavior when you type your search text and press enter to land on search result page, where there is more flexibility to filter the search results.

How do I search for me:time Learning Paths?

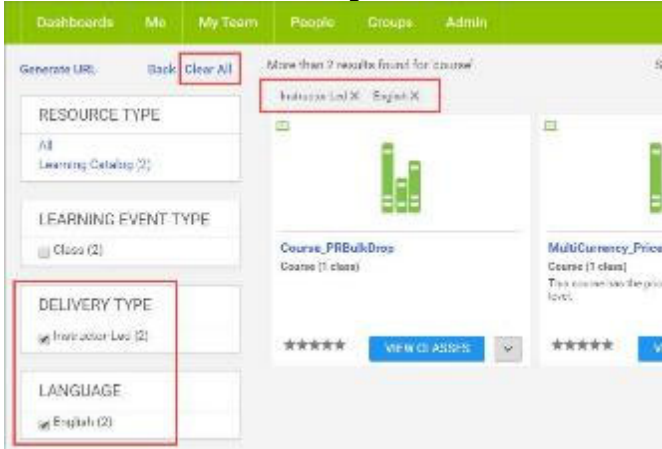
Saba Cloud allows you to search for me:time learning paths directly from global search. The global search results display learning paths irrespective of your domain or audience type. See the Saba Cloud Job Aid: *Searching for me:time Learning Paths*

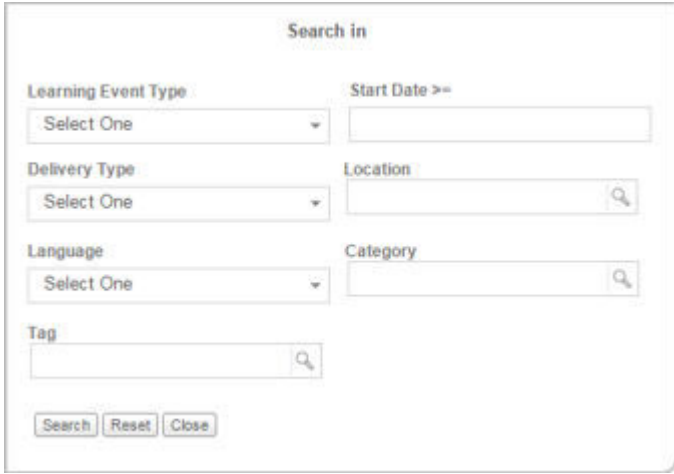
Process

Process flow to search using Global Search

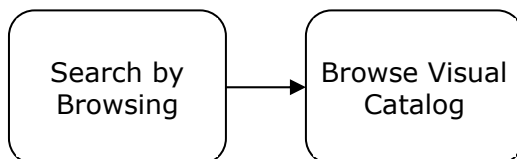


Process steps to search using Global Search

Step	Action
1. Search the Catalog Using Global Search	- 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 list. - Enter search criteria. You can search by entering keywords, competency, category, field of study, tags, price, offering temp ID or strings that match the learning titles. ➤ <i>The filter criteria are displayed on the left of the search results page. You can select the type of learning you want to search. The filter is applied. Filters include:</i> ○ Resource Type ○ Delivery Type ○ Learning Event Type. ➤ <i>Note: When users clear the filter checkbox, the filter is removed from the search results.</i> Each applied filter condition is displayed on top of the search results listing with a close (x) icon to remove the filter. Clicking the X icon for a filter, removes the filter and clears the corresponding filter checkbox in the filters pane. ➤ <i>Note: Currently, users cannot select multiple filters simultaneously.</i> Clicking the Clear All link clears all filters from search results and returns to the original search results. 

Step	Action
2. Advanced Global Search (optional)	An Advanced Search functionality is available in Global Search that allows you refine your search by adding more data so that the returned results are accurate. The fields displayed in Advanced Search pop-up will differentiate based on the search content. - Click the Filter icon  to the right of the search window. The Advanced Search pop-up displays. - Enter desired search elements. - Note: The fields displayed in Advanced Search pop-up will differentiate based on the search content. The Category and Tag fields appear in the search criteria for all the filters. - Click the Search button. Results are returned based on search elements entered. Example of advance search fields for Learning Catalog: 

Process Flow to Search by Browsing



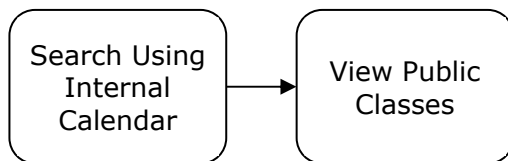
Process Steps to Search by Browsing

Step	Action
1. Search by Browsing	- Ensure that you are on the Dashboard. - Click the Browse button at the top of your screen. The visual learning catalog All Category page displays.

Step	Action
2. Search by Visual Catalog	➔ Users can toggle between the visual catalog view and the list view of the catalog. • Click on the Learning Catalog link. The Learning Catalog category page displays. The following sub-categories display: ○ <i>Featured Learning</i> ○ <i>New Learning</i> ○ <i>Popular Learning</i>

Process

Process Flow to Search Using Internal Calendar



Process Steps to Search Using Internal Calendar

Step	Action
1. Search Using Internal Calendar	• Click the dropdown list arrow besides your username at the top of the browser window. • Click the Calendar link. Your calendar page will display. ➔ <i>Note: The internal calendar can also be accessed by clicking the Calendar View button from the My Plan page.</i>
2. View Public Classes	• Select the Catalog Calendar radio button. • Note: Only blended, instructor-led, and virtual classes appear in the catalog calendar view. • Note: Use the Calendar Legend to identify the delivery type of the classes. • On the left side, select filter, if desired: ○ Blended ○ Instructor-Led ○ Virtual • Select the desired view scope by clicking Day, Week, or Month. • Click the left and right arrows to toggle to different days, weeks, and months. • Mouse-over a specific class to view more information about it. • To enroll in a class:

Step	Action
	- Click the desired class from the calendar. The Class Details page displays. - Click the Enroll button.

Additional Information

If users arrive at the search results page from search, then the search term is not displayed as a filter though. If filters are applied to search results and if you perform a new search directly from the search text field, then all existing applied filters are removed automatically.

When a resource type is selected from **Resource Type** pane, only applicable conditions are displayed in the resulting pane; however, there can be more filter conditions displayed on top of the search results listing if they are already applied.

For Advanced Search

- If you apply new conditions from the Advanced Search filter, then all existing applied filters are removed automatically.
- When FOS service is enabled, and you select FOS from the advanced search filter, then its name is displayed in the top. If you search by the range without selecting FOS from the dropdown, then the range values are displayed with a Credits label.
- When you specify a start date from the advanced search filter, the date is displayed in the user-defined date format with $\geq$ operator. For example, if you specify the date as 20th March 2017, the date filter is displayed as **Start Date $\geq$ 20/03/2017**.
- The Clear button for clearing custom filters is removed. The **Clear All** link works for removing all filters.

Can Learners add a course or class to their plan from the enhanced course and class details page?

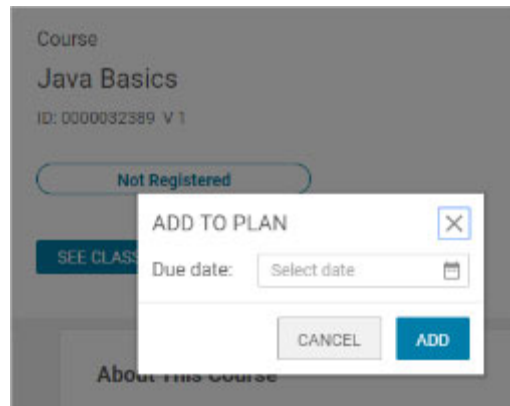
Learners can see the **Add to Plan** action on the enhanced course and class details pages based on their system configuration. They can use this action to add the course to their plan.

In the course header, click the dropdown arrow on the action button and click **Add to Plan**.



In the popup, add the required due date for the course and click Add. Saba Cloud adds the course to your plan.

- *Note: The Add to Plan action is available on the enhanced pages of recurring courses as well. However, Saba Cloud does not allow learners to edit the due date from this workflow if the recurring course is in Recertification Required status.*



System Administrators can configure the visibility of this action on the enhanced pages using the following new setting:

- Allow learner to add course to plan from their enhanced detail page
When this setting is enabled, learners can see the Add to Plan action on the enhanced course and class details pages only, allowing them to add courses to their plan from these pages.

The setting is domain-aware.

By default, this setting is disabled.

To configure this setting, navigate to **Admin > System > Configure System > Services > Learning > Learning Beta**.

➤ *Notes:*

- *Currently, as the setting name suggests, this setting is applicable only to learners. It is not available to managers, registrars, and other administrator roles.*
- *The new setting controls the visibility of the **Add to Plan** action only for the enhanced course details pages.*

References

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