

Job Aid: Viewing your Completed Courses

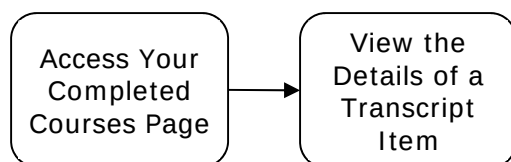
Core Concepts

When do classes move from In-Progress Learning to My Completed Learning?

When a course is marked completed or successful, Saba moves it from your *My In-Progress Learning* to your *My Completed Learning*. The *My Completed Learning* displays the result of each course, listed as a separate item. It can also include items created by your manager or people administrator that you completed externally. The list of completed courses is sometimes referred to as your learning transcript.

Process

Process flow



Process steps

Step	Action
1. Access Your Completed Courses Page	- Navigate to: Menu > Me > Completed Learning - Click the Show: drop down menu change the time period displayed.
2. View Details of a Transcript Item	- In the Title column, click the name of the transcript item. The detailed information of the transcript item display. Completion Statuses are: - Successful (with blue color background) - Unsuccessful (with red color background) ➤ <i>The status displayed is the status of the latest completed registration. For example, if there is a course with two classes Class1 and Class2. If a learner enrolls for Class1 first and completes it successfully, then the course status is Successful. But when the learner enrolls for Class2 and completes it unsuccessfully, the course status changes to Unsuccessful because Class2 registration is the latest completed registration. Now, even if the Class1 registration status changes, it does not affect the overall course completion status.</i>

Additional Information

Learners can view notes from People Administrators for completed courses.

The **Notes** icon is added to the top right corner of the class details page. Alternately, the **Notes** link is available in the following areas in the **Actions** column of the completed course for Learners:

- **Me > Completed Learning**
- **Me > Plan > Learning & Certifications**
- **Dashboard > Completed Learning portlet**

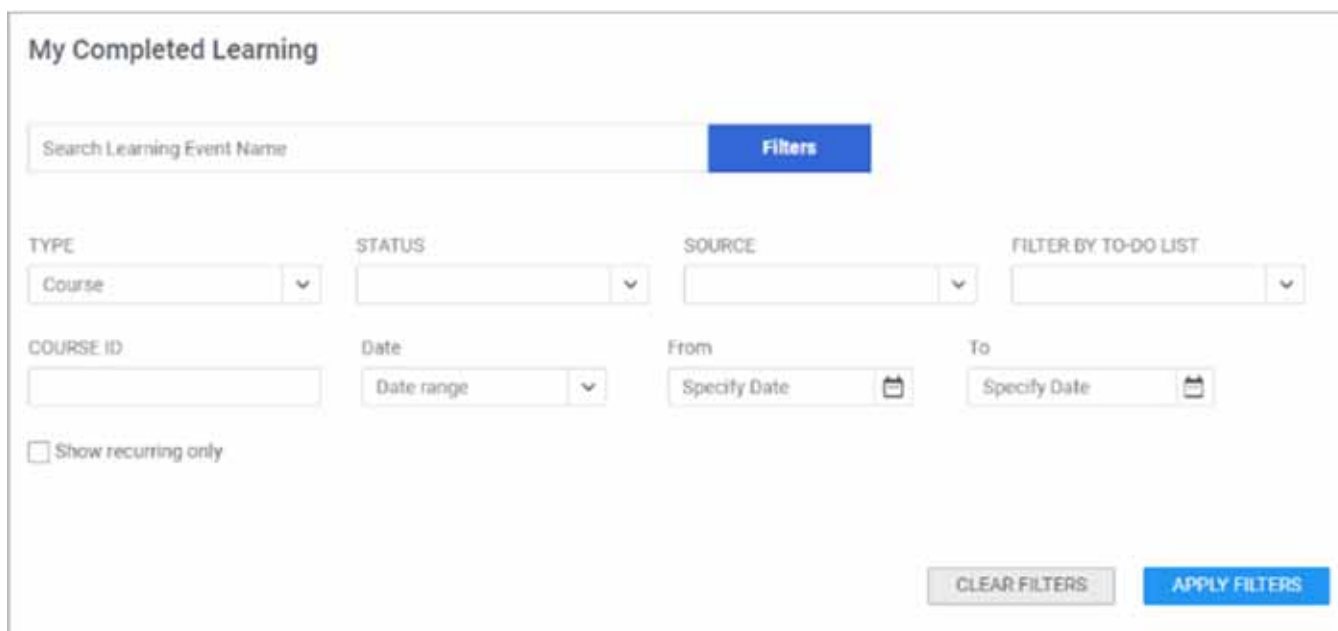
How do I search for learning?

Learners can easily search for their completed learning events on the **Completed Learning** page by adding the following new search filters:

Field Name	Field Description
Learning Event Name	Specify the required event name keyword in this text field.
Learning Event Type	Select the type of event from the dropdown list. You can select from: • All • Curriculum • Course • Certification
Status	Select one or more statuses from this multi-select dropdown list. The status value depends on the selected learning event type. If you select <i>Course</i> , then the dropdown displays: • Successful • Unsuccessful If you select <i>Certification/Curriculum</i> , then the dropdown displays: • Acquired If you select <i>All</i> , then the dropdown displays: • Completed By default, the Learning Event Type is set to <i>All</i> and the Status dropdown displays <i>Completed</i> status.
Source	Select the source of assignment for the event from the dropdown list. You can select from: • Job • Role • Manager • Self • System • Person • Group
To-Do List	Select the To-Do list to which an event belongs from the dropdown list.
Date	Specify a date range for the search results. You can select from: • Past month • Past 3 months • Past 6 months • Past 12 months • All • Date range, where you need to specify From and To dates
Course ID	Specify a course ID in this text field. ➤ <i>Note: This field is available only if the selected learning event type is "Course".</i>

Show recurring only 	Select this checkbox to display only recurring course in the search results. <i>Note: This field is available only if the selected learning event type is "Course".</i>
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To access the search filter, click **Me > Completed Learning** and click the Filters button.



Additional Information

Do recurring courses in “reacquisition required” status display in my Completed Learning?

Recurring courses having reacquisition required status are now displayed in the **Completed Learning** portlet and the **Completed Learning** page for users.

The following status is indicated for recurring courses:

- Reacquisition required

When you select 'Course' from the **Type** dropdown list on the **Completed Learning** page, then this status is displayed in the **Status** filter.

By applying this status, you can view transcripts of all acquired recurring courses in your plan.

My Completed Learning 

Search Learning Event Name

TYPE: Course

COURSE ID:

☐ Show recurring only

STATUS: Reacquisition required

- ☐ Successful
- ☐ Unsuccessful
- ☒ Reacquisition required
- ☐ Waived

SOURCE:

FILTER BY TO-DO LIST:

References

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