

Job Aid: Viewing In-Progress Learning Activities

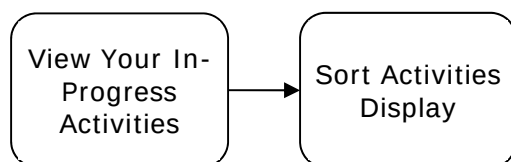
Core Concepts

What learning activities display in the In-Progress Learning window?

You can view learning items such as certifications, curricula, courses, and classes that you have registered for or were assigned to you by your manager, local learning registrar or based on your role. Depending on the learning item type, you can view the progress, view details, register, drop or reschedule classes from this page.

Process

Process flow



Process steps

Step	Action
View Your In-Progress Activities	• Navigate to: Menu > Me • The My Plan page displays. • <i>Note: By default, Saba displays your In-Progress learning activities.</i>
Sort Activities Display	• To view learning activities based on other sort criteria, Show Filters select the desired option from the drop-down lists. There are five options: - o Type: Select to view learning activities based on type such as Curriculum, Courses, All - o Status: Select to view learning activities based on the status such as in process. - o By Due Date: Select to view learning activities based on their due date or past due. - o By Due Date: Select to view learning activities based on their due date or due in the future.

References

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