

# Job Aid: Accessing a Class Roster as an Instructor

## Core Concepts

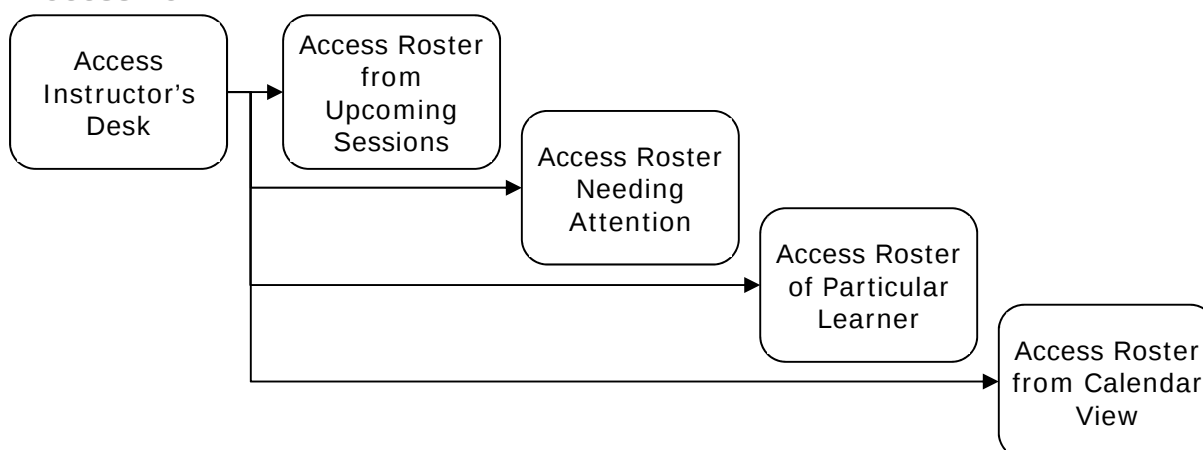
### How do I access the class roster?

You can easily access the roster of a class where you are the designated instructor by using any one of the three available views under the Instructor tab from:

- Instructor's desk view
- Calendar view
- List view

## Process

### Process flow



### Process steps

| Step                                     | Action                                                                                                                                                                                                                                        |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Access Instructor's Desk              | <ul style="list-style-type: none"> <li>• Navigate to: <b>App Menu &gt; Admin &gt; Instructor</b></li> </ul>                                                                                                                                   |
| 2a. Access Roster from Upcoming Sessions | <ul style="list-style-type: none"> <li>• Click the required class name link under the <b>Upcoming Sessions</b> pane.</li> </ul>                                                                                                               |
| 2b. Access Roster Needing Attention      | <ul style="list-style-type: none"> <li>• Click the required class name link under the <b>Action Required</b> pane.</li> </ul>                                                                                                                 |
| 2c. Access Roster of Particular Learner  | <ul style="list-style-type: none"> <li>• Click the <b>Learner Registrations</b> link under <b>Quick Links</b>. Search for the required internal or external learner and then click the required class name link in search results.</li> </ul> |
| 2d. Access Roster from Calendar View     | <ul style="list-style-type: none"> <li>• Click <b>Calendar view</b> and then click the required class name link on a particular day of the month. You can even change the calendar month to view classes in upcoming months.</li> </ul>       |

## Additional Information

### *Can I search a class roster for learners?*

Saba Cloud displays the following search filters when instructors and learning administrators search for learners in a class roster:

- **First Name**
- **Last Name**
- **Person ID**
- **Registration date on or after**
- **Registration date on or before**
- **Order no**
- **Status**
- **Email**
- **Person Legal ID**

You can use the fields individually or in combination with one another to search for learners in the roster.

To view the search filters in the class roster:

- **Click Admin > Instructor > Edit a class > Show filters**
- **Click Admin > Learning > Manage Classes > Search and edit a class > Roster > Show filters**

### *What if there is an issue with the Registration Status indicated on the roster?*

When learners are added to the Roster and order is payable or when the external learner cannot complete the payment for a class having price, the order is created with the **Payment Initiated** state. When the catalog admin and instructor admin look at the Roster, there is an indication that the payment is pending for registration even though the registration status is shown as Registered.

The **Registration status** column in the Roster will display warning icons indicating the current status. On hovering the icon, it will show the exact registration status of the learner.

## 1001 Ways to Take Initiative at Work



Class ID: 21818847  
 Start date: 03/24/2016  
 Language: English  
 Status: Open - Normal

Delivery type: ILT  
 End Date: 03/24/2016  
 Location: Location1  
 Duration: 01:00  
 Domain: world

Confirmed Waitlisted  
**4/5 0/0**

Description and Activities

View Attachments

Grant Credit and Mark Delivered

Manage Ad Hoc Completions

Show Filters

| Edit selected for:    |            |                                                                                              |                   |       |       |            |                   |                            |    |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------|-------------------|-------|-------|------------|-------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <input type="checkbox"/> Name                                                                                                                                                                                                                                            | Attenda... | Registration stat...                                                                         | Completion status | Score | Grade | Order no - | Registration Date | Actions                    |                                                                                                                                                                                                                                                             |  |  |
| <input type="checkbox"/> ZFNAM/E20180229/12350432...<br>ID: 00201852                                                                                                                                                                                                     | 00:00      | Cancelled                                                                                    | Suspended         | 0     |       | 00208572   | 02/29/2016        | <a href="#">View notes</a> |                                                                                                                                                                                                                                                             |  |  |
| <input type="checkbox"/> Registered User<br>ID: 00201268                                                                                                                                                                                                                 | 00:00      | Registered                                                                                   | Not Evaluated     | 0     |       | 00208632   | 03/11/2016        | <a href="#">Edit</a>       |                                                                                                                                                                                                                                                             |  |  |
| <input type="checkbox"/> Manager approval Pending<br>ID: 00201267                                                                                                                                                                                                        | 00:00      | Registered  | Not Evaluated     | 0     |       | 00208633   | 03/11/2016        | <a href="#">View notes</a> |                                                                                                                                                                                                                                                             |  |  |
| <input type="checkbox"/> Payment Pending<br>ID: 00201250                                                                                                                                                                                                                 | 00:00      | Registered  | Not Evaluated     | 0     |       | 00208634   | 03/11/2016        | <a href="#">View notes</a> |                                                                                                                                                                                                                                                             |  |  |
| <input type="checkbox"/> Approval pending Payme...<br>ID: 00201249                                                                                                                                                                                                       | 00:00      | Registered  | Not Evaluated     | 0     |       | 00208635   | 03/11/2016        | <a href="#">View notes</a> |                                                                                                                                                                                                                                                             |  |  |

The indications to the Registration status column are:

- **View Approval Status:** Appears only when the manager approval is pending. The warning icon is clickable and will show the approval chain.
- **Payment pending:** Appears only when the payment is pending. The warning icon is not clickable.
- **Payment pending, click to view approval status:** Appears when approval and payment is pending. The warning icon is clickable and will show the current approval status.

## References

- Saba Online Help
- [http://sabacloud.com/support/index.php/Main\\_Page](http://sabacloud.com/support/index.php/Main_Page)