

Job Aid: Adding Learners to Completed Courses

Core Concepts

Qualified instructors can grant ad hoc course completion credits to learners by adding learners to a class after the class is delivered. Only qualified classes, where the instructor is designated as a qualified instructor, are eligible and displayed in the Qualified Classes portlet of instructors.

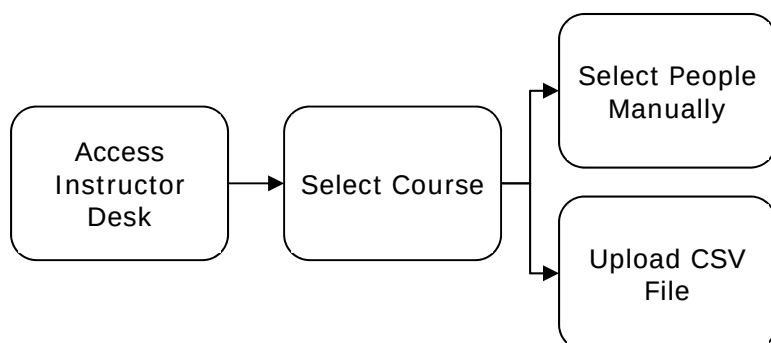
Qualified instructors can add learners to the course either by selecting them manually or by uploading them in bulk using a CSV file.

Use Case

Learner must receive credit for classes they attended even if they were somehow missed in the original class roster finalization and the class was marked delivered.

Process

Process flow



Process steps

Step	Action
1. Access Instructor Desk	Navigate to: App Menu > Admin > Instructor
2. Select Course	- In the Quick Links portlet, click the Add completed qualified courses link. The Add completed course pop-up displays. - Search for course. 🔄 <i>Note: Only courses in which you are a qualified instructor are shown.</i> - Select course and click the Save and Next button. A new screen defaults to the course name, version, delivery type and description of the course clicked. - Modify the Class End Date, if necessary. - Click Additional Details link to add or modify: - o Delivery type - o Location

Step	Action
	- o Duration • Click the Save and Next button.
3a. Select People Manually	• Search for people to add to completed course. Click the Select button associated to the person. The person(s) name moves to the Selected People column. • In the Selected People column, select the date the class was completed from the calendar icon . Click the down arrow  to move the date to the Completion Date column. • Enter a score in the Score window. • Click the down arrow  to move to the Score column. • Click the Save button. A confirmation box will display.
3b. Upload CSV File	• Select the Upload CSV file option. • Navigate to and select CSV file on your computer. - o <i>Note: Model CSV Examples are displayed below the Upload File window. Valid examples include:</i> - o abc@example.com ,20,06/30/2015 - o abc@example.com ,,06/30/2015 - o ABC@EXAMPLE.COM ,20,06/30/2015

Additional Information

When working with bulk registrations, how are error/warning messages handled?

The **Select People** step of the **Assign Learning** wizard does not display the error/warning messages after clicking the select arrow icon in the **Action** column. Instead, the wizard first adds the users to the **Selected People** pane and displays a **Verifying...** message while validating the users.

If there are any errors or warnings for the person, then a **Click to view Error(s) / Warning(s)** link is displayed for the user. Clicking this link opens the Alerts popup page that displays errors and warning associated with the user and **Continue** and **Close** buttons. If there are only errors, then you cannot take any action on them and so Saba Cloud displays only the **Close** button.

You can select or clear any of the warning messages and then click the **Continue** button, which results in to the following:

- Creates internal orders for users with selected warnings
- Removes orders for users whose warnings are not selected, and
- Removes orders for users with errors

Clicking Close just closes the popup page.

The **Selected People** pane also displays a **View all errors and warnings** link. Clicking this link opens the **Alerts** popup page that displays a combined view of all errors and warnings for all selected users. The **Continue** and **Close** buttons work similar to the way it works for individual users.

Saba Cloud make it mandatory to take action on the warnings that are displayed for selected users in the wizard, without which you cannot proceed to the next step of the wizard. So if you are viewing error/warning of individual users, then you must ensure that you take some action on the warnings of each user and then click the **Continue** button in the popup page for each such user. Similarly, if you are viewing at the combined errors/warnings of all selected users, then you must ensure that you take some action on the warnings and then click the **Continue** button.

If any warnings are left unattended, then Saba cloud displays the same combined **Alerts** popup page when you click the **Next** button of the wizard. Take the required action on the warnings and click **Continue** to proceed to the summary step of the wizard.

References

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