

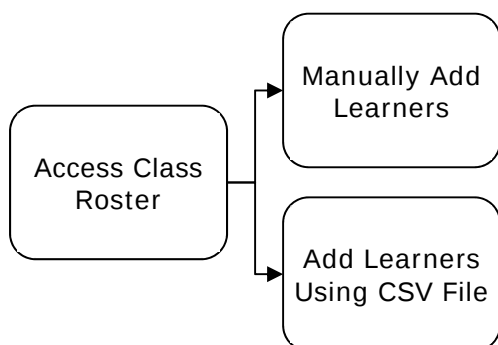
Job Aid: Adding Learners to a Class Schedule - Instructor

Core Concepts

Instructors can directly register learners who have not registered in advance for a scheduled class but want to attend the class. From the roster of any scheduled class, you can add learners to the class.

Process

Process flow

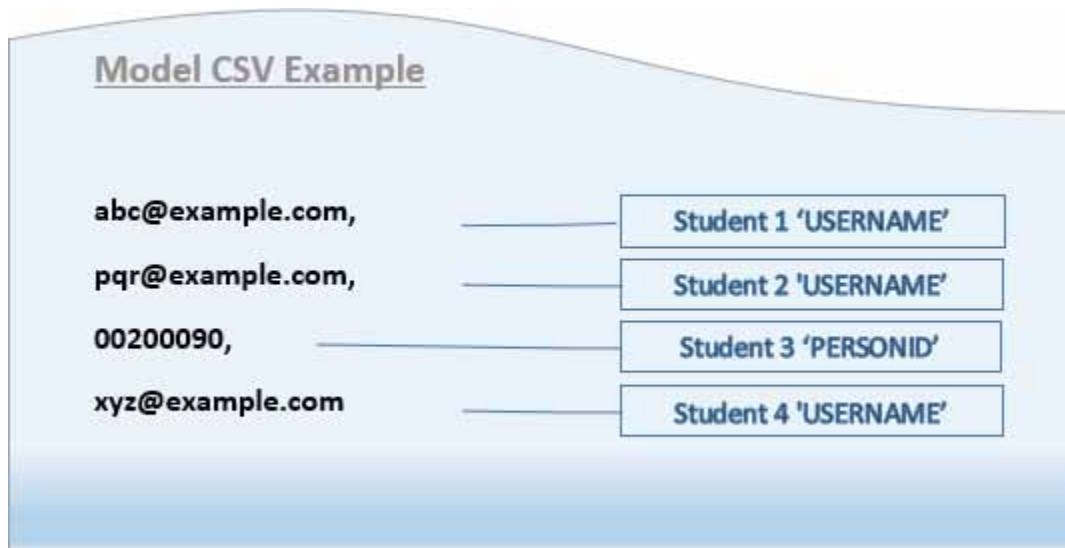


Process steps

Step	Action
1. Access Class Roster	- Navigate to: App Menu > Admin > Instructor - Click the required class name link under the Upcoming Sessions pane. - Click the Add Learners icon . The Add Learners popup wizard opens.
2. Manually Add Learners	- Search for the required learners using the finder. A list of learners matching your criteria is displayed. - Select the required learners by clicking the Select button besides them. The selected learners are added to the Selected People pane. - Note: If the class does not have any open seats, then the application prompts you to either waitlist the learner or cancel their class registration. - Click the Add button. The selected learners are added to the class and displayed on the roster. They can have a registration status of either <i>Registered</i> or <i>Waitlisted</i>.
3. Add Learners Using CSV File	- Click the Upload CSV File option. - Browse for and select the required CSV file. - Note: The CSV file must contain only a list of personIDs without a header.

Step	Action
	Click the Add button. The selected learners are added to the class and displayed on the roster with a registration status of either Registered or Waitlisted.

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