

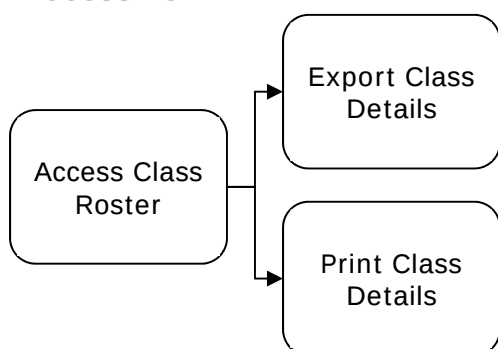
Job Aid: Exporting and Printing Class Details

Core Concepts

You can export class details to a PDF file and then print them for circulation in 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. The class roster displays the class details and a list of learners registered for the class.
2. Export Class Details	- Click the Print/Export icon . The class details PDF opens in a popup window. - Click the Adobe Save document to save the PDF locally for reference or for printing it later.
3. Print Class Details	- Click the Print/Export icon . The class details PDF opens in a popup window. - Click the Adobe Print icon on the PDF to print out the class details.

References

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