

Job Aid: Instructor Overview

Core Concepts

How are classes delivered?

The delivery type for a class determines how the class is delivered:

- Scheduled classes are delivered when instructors teach or present the content or materials to the learners registered for the class. For instructor-led and blended classes, the instructors deliver the content or materials to learners in a classroom (either at the instructor's location or remote).
- Self-paced classes are delivered when the registered learner acknowledges receipt of the file or URL that contains the content for the class.

What does class delivery mean?

Delivering a class involves delivery of content or materials for the class and the administrative tasks that are required after class delivery.

What are the post-delivery tasks for an instructor?

After a class has been delivered, instructors need to complete a series of administrative tasks. All of these tasks apply to scheduled classes (instructor-led and blended). Some of the tasks apply to self-paced classes as well.

The post-delivery tasks are described below:

Task	Description	Applies To
Mark the class delivered	Changes the status of the class from Open to Delivered. When you mark a class Delivered, it no longer appears in the Learning Catalog.	Scheduled classes only
Record learner attendance	Records attendance status (In Progress, Complete, Dropped, Incomplete, or No Show) for all learners registered for the class. Updates the transcript of every registered learner with attendance status information. Learners and their managers can view this information.	All learning classes
Record learner performance	Records performance-related information (scores and grades) for all registered students. Updates the transcripts of registered learners with any relevant performance information (scores and grades). Learners and their managers can view this information. ➤ <i>Note: This can be useful in cases where learners are reimbursed for education expenses based on the grade they obtain in a class.</i>	All learning classes

Perform paper based assessments	Collect test papers, scan, and upload them to Saba Cloud using the Paper Based Assessment (PBA) capability. Review the automated scanned results, make corrections if needed, and submit the results. The application computes the test results and calculates the score for the test. ➤ <i>Note: This capability is available only if your system administrator has enabled the Paper based Assessment service under the Advanced Assessment service.</i>	Scheduled classes only
Record actual expenses	Records the actual expenses associated with delivery of a class. The actual expenses can differ from the budgeted expenses defined for the class. Knowing this information can prove useful for future planning. ➤ <i>Note: When a learning class is marked Delivered, the system automatically creates actual expenses based on the costs for any resources associated with the class.</i>	Scheduled classes only

Can I perform post-delivery tasks for a class if I am not assigned as an instructor for the class?

Typically, instructors who are assigned as a resource for the class can perform post-delivery tasks for the class such as recording attendance and learner results.

However, instructors with special privileges of a *super-instructor* can perform instructor-related tasks for classes, even if they are not an assigned resource for a class. If your system administrator has assigned you the security privilege *Is Super Instructor*, then you can manage all classes even if you have not been assigned as an instructor for the class.

You can make changes to class details such as changing the status, sessions or location, and also perform tasks related to the roster, attendance or results.

What views are available for instructors?

The Instructor interface is broadly split into three main views:

- Instructor's desk
- Calendar view
- List view

Instructors can switch between the views by selecting the corresponding view options. All views provide easy access to the class roster.

Instructor's Desk

The Instructor's desk view provides the following capabilities to instructors:

- One-click access to roster

The roster provides the following capabilities:

- o Add learners to the class in bulk
- o Send targeted notifications in bulk either to learners on the roster or to all users
- o Mark complete learners and granting them credits in bulk
- o Record attendance and results of learners in bulk for session-based classes
- o Access Paper Based Assessment (PBA) activities (optional)
- o View class attachments
- One-click access to mark a class as delivered
- Portlets that display quick and useful statistics about Qualified Classes, Classes Taught and People Taught
- Easy access to quicklinks.

Calendar View

The Calendar view provides the following capabilities to instructors:

- One-click access to roster
- Create appointment
- Mark tasks complete

List View

The List view provides the following capabilities to instructors:

- Direct access to roster by clicking the class name
- Default view of only classes that have the "Open - Normal" status and are currently assigned to the logged-in instructor within a range of 30 days before today and 30 days after today.

References

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