

Job Aid: Managing Your Class Schedule - Instructor

Core Concepts

How do I add a new appointment?

To add a new class appointment, navigate to Admin > **Instructor** > **Calendar view** and then click the **Add Appointment** link.

How do I add a new task?

To add a new task, navigate to **Instructor** > **Calendar view**. Click the **Add task** link in the **Tasks** pane.

How do I view my class tasks?

You can view your tasks for classes by navigating to **Instructor** > **Calendar view**. The **Tasks** tab by default lists your tasks for a month. To view all your tasks, click the **View all** link. The **Search Tasks** popup page displays all your tasks.

You can use the **View by** dropdown list to view tasks for the next one, three or six months.

How do I view my class appointments?

You can view your appointments for classes or your class schedule by navigating to **Learning** > **Instructor** > **My Classes**. The **Appointments** tab by default lists all your appointments for a month. To view your appointments for the next 3 months or 6 months, click the dropdown list in the **View by field** and choose the appropriate option.

References

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