

Job Aid: Managing the Rosters and Class Completion as the Instructor

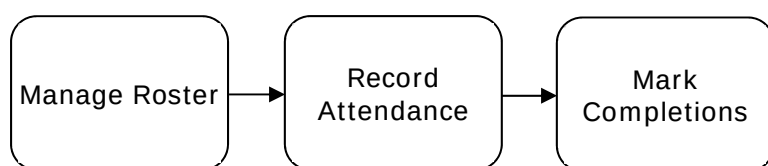
Core Concepts

What is the Instructor's Desk?

The Instructor's desk view provides instructors with quick access to the roster where they can perform single or bulk registrations, send targeted notifications and mark attendance and completions for students in their class.

Process

Process flow



Process steps

Step	Action
1. Manage Roster	- Navigate to: App Menu > Admin > Instructor - Click the desired upcoming class or past class that you want to manage the roster for by clicking the name link. A page displays with detailed class information and student names of who are registered. ➤ <i>Note: By default, the Instructor's Desk view is selected, but you can switch to the Calendar View or List View to locate your class if preferred.</i> - To register new students: - Click the +Add Learners button on the right. The Add Learners page displays. - Search for the desired learner(s) by entering their name information in the Search for people field. ➤ <i>Note: For additional filters click the Show filters button, enter the desired information and click the Apply filters button.</i> - Click the Select button next to each of the desired students. The students are added to the Selected People window on the right. ➤ <i>Note: In the event of a conflict or other restriction, you may receive a warning message with an option to Ignore Warning.</i> - Click the Add button when all the desired students have been selected. The students are added to the roster.

Step	Action
	- To cancel students: - Check the box(es) next to the student(s) to be cancelled. - Click the Registration button. - Select the appropriate drop option from the Update status field. - Enter a reason in the Reason field. ➡ <i>Note: Depending on your auditing rules, you may be prompted to enter additional information.</i> - The student(s) is removed the roster.
2. Record Attendance and Mark Completions	- From the Instructor's Desk page, click the desired class by clicking the name link. A page displays with detailed class information and student names of who are registered. - Check the box(es) next to the student(s) for whom you want to mark attendance. - Click the Results / Attendance button. - In the Attendance window enter the time the student(s) attended each session for using HH:MM format. ➡ <i>Note: By using the Update all sessions field, you can apply the same attendance time across all sessions by entering the time and clicking the down arrow.</i> - In the Results window select the completion status such as Successful. - Click the Save button.
3. Mark Class Delivered or Cancelled	- From the Instructor's Desk page, click the Mark delivered button next to the desired class. A Class Status page displays. - To change the status to delivered: - Click the Delivered radio button. - Enter a delivery date in the Delivery Date field. - If desired, check the Create Learning Request for Waitlisted Learner box to have learning request(s) submitted on their behalf. This will make it easy for a register to register all the waitlisted students into another class. - To change the status to cancelled: - Click the Cancelled radio button. - If desired, check the Create Learning Request for Enrolled Learner box to have learning request(s) submitted on their behalf. This will make it easy for a register to register all the waitlisted students into another class.

Additional Information

Can I search a class roster for learners?

Saba Cloud displays the following search filters when instructors and learning administrators search for learners in a class roster:

- **First Name**
- **Last Name**
- **Person ID**
- **Registration date on or after**
- **Registration date on or before**
- **Order no**
- **Status**
- **Email**
- **Person Legal ID**

You can use the fields individually or in combination with one another to search for learners in the roster.

To view the search filters in the class roster:

- **Click Admin > Instructor > Edit a class > Show filters**
- **Click Admin > Learning > Manage Classes > Search and edit a class > Roster > Show filters**

Can I select learners on the roster in bulk by registration status?

Saba Cloud provides instructors with an option to select multiple learners in a class roster based on their class registration status.

The bulk selection checkbox is enhanced to display a new dropdown list with the following class registration statuses:

- o **Registered**
- o **Waitlist**
- o **Offered**

Saba Cloud does not allow instructors to perform any action on learners in the *Cancelled* status. Therefore, the dropdown list on the bulk selection checkbox does not include the *Cancelled* status.

For Web-based (WBT) classes, the statuses Waitlisted and Offered are not applicable. Therefore, the status dropdown list is not displayed besides the bulk selection checkbox for WBT classes.

To select all learners on a page of a class roster irrespective of their status, instructors can still click the bulk selection checkbox.

Show filters ▸

Edit selected for:   

10 registered learner(s) selected on this page. Select 30 registered learner(s) in this class.

Clear all

☒	ID	First Name	Last Name	Attendance	Registration s...
☒	PC12340A60	INTPC12340A60	00:00	Registered	Registered
☒	PC12340A60	INTPC12340A60	00:00	Registered	Registered
☒	INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered

🔊 Notes:

- When instructors select a status from the status dropdown list, all learners with that status on that page of the roster are selected. Multiple statuses cannot be selected simultaneously. If instructors select another status, then the previously selected status is overridden for a page. This bulk selection by status is applicable only for a page, and not for the entire list of learners in the class roster. Saba Cloud displays a message informing instructors of the selected number of learners on a page for that status, and whether they want to select all such learners for the entire class.
- If learners on the roster span more than one page, then the status dropdown list is displayed on each page of the roster. If instructors select a status say "Registered" in the status dropdown list on one page and then select another status say "Waitlisted" in the status dropdown list on a subsequent page of the roster, then "Waitlisted" learners are selected on this page while the earlier selection of "Registered" learners is retained for the other page. However, if instructors select all learners in a particular status across pages by clicking the link in the message, and then if they navigate to another page of the roster and select another status using the status dropdown list, then the learners in the new status are selected on that page only while retaining the selection of learners in the earlier status as well.
- If search criteria are applied to filter learners in a class, then the status dropdown list works only on the filtered subset of learners, and not on the entire set of learners in the class.

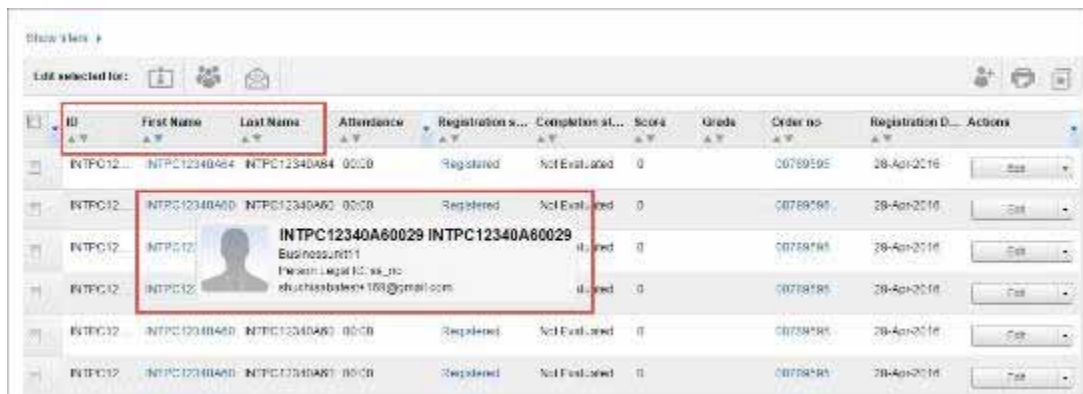
To clear any selection, click the **Clear all** link at the top of the learner table.

Can I sort learners on the roster?

The ability to sort learners by different columns on the roster makes it easier for instructors and enhances the overall usability of the class roster.

- Provides the ability to sort learners on the class roster in ascending or descending order using any column, except the **Actions** column, as follows.
 - The up and down arrow icons are always displayed if a column is sortable.

- o Sorting learners by any column sorts the entire roster and not just the page where the sorting is performed.
- o If learners span multiple pages on a roster, then each time they are sorted, the roster refreshes and returns the instructor to the first page.
- o Any selections, bulk or otherwise, made before the sort are not retained.
- o When any filter is applied in the roster and then sorting is performed, only the filtered records are sorted.
- o While sorting by **Attendance** column, the sorting is performed by the selected session.
- o By default, the learners are sorted by the learner last name in an ascending order.
- Splits the **Name** column into two columns, namely **First Name** and **Last Name** with their own sorting options. For locales where the learner's **Last Name** is followed by the **First Name**, the roster displays the Last Name column before the **First Name** column.
- Displays a separate **ID** column for the person ID.
- For substituting a learner, the learner's First Name is now displayed as a link and clicking that link opens the **Substitute Learner** window.
- The tooltip displaying "ss_no", "email" and person profile picture is now displayed when the instructor hovers the cursor over the learner's First Name link.



ID	First Name	Last Name	Attendance	Registration s...	Completion st...	Score	Grade	Order no	Registration D...	Actions
INTPC12...	INTPC12340A64	INTPC12340A64	00:00	Registered	Not Evaluated	0		00780595	28-Apr-2016	Sub
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00780595	28-Apr-2016	Sub
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00780595	28-Apr-2016	Sub
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00780595	28-Apr-2016	Sub
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INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00780595	28-Apr-2016	Sub

- The option to select columns now appear only by clicking the dropdown icon next to the **Actions** column.



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INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00780595	28-Apr-2016	Sub

What are the display warning messages to an instructor when closing a class?

The following warning messages are displayed in corresponding scenarios:

When Instructor clicks *Grant Credits* and *Marked Delivered* for a class and if:

- There are no Waitlisted/Offered learners
"This action will mark the class as delivered and update the completion status for all confirmed learners to Successful. This action will no longer allow updating of scores on a learner's transcript. Do you want to proceed?"
- There are Waitlisted/Offered learners
"This action will mark the class as delivered and update the completion status for all confirmed learners to Successful. This action will no longer allow updating of scores on a learner's transcript. The registration status for all {x} non-confirmed learners will change to Cancelled. Do you want to proceed?"

When Changing the Status of the Class in the following ways:

- When there are confirmed learners while cancelling a class
"Cancelling this class will move all {x} learners to Cancelled status permanently."
- When some learners are in Waitlisted/Offered state while marking the class as delivered
"Marking this class complete will move all {x} non-confirmed learners to Cancelled status permanently."

References

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