

Job Aid: Marking a Class Schedule Delivered - Instructor

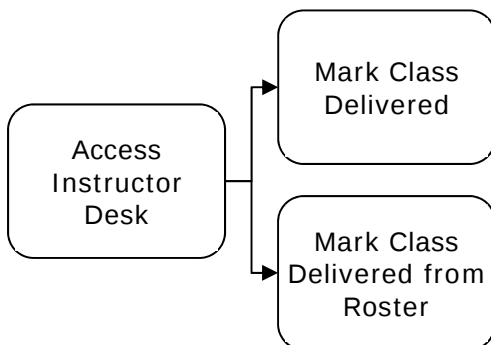
Core Concepts

Marking the class as *Delivered* changes its status in the learning catalog.

- *Note: After marking the class as Delivered, the assessment score will be finalized and learner will not have the option to take the assessment. Also, instructors cannot drop the learner from the class because the class would be delivered.*

Process

Process flow



Process steps

Step	Action
1. Access Instructor Desk	Navigate to: App Menu > Admin > Instructor
2a. Mark Class Delivered	- In the Action Required portlet, click the Grant Credit and Mark delivered button for the required class. The Class Status popup page opens. ➤ <i>Note: A warning pop-up displays "This action will mark the class as delivered and update the completion status for ALL confirmed students to "Successful". This action will no longer allow updating of scores on a learner's transcript. Do you want to proceed?"</i> ➤ <i>Note: After clicking this button, the assessment score will be finalized and learner will not have the option to take the assessment. Also, instructors cannot drop the learner from the class because the class would be delivered.</i> - In the Change Status to field, select the Delivered option. - In the Delivery Date field, specify the date when the class is delivered. - Click the Save button. The class status changes to <i>Delivered - Normal</i>.

Step	Action
2b. Mark Class Delivered from Roster	- Click the required class name link under the Upcoming Sessions or Action Required pane. The class roster displays the class details and a list of learners registered for the class. - Click the Grant Credit and Mark Delivered link. ➤ <i>Note: A warning pop-up displays "This action will mark the class as delivered and update the completion status for ALL confirmed students to "Successful". This action will no longer allow updating of scores on a learner's transcript. Do you want to proceed?"</i> ➤ <i>Note: After clicking this button, the assessment score will be finalized and learner will not have the option to take the assessment. Also, instructors cannot drop the learner from the class because the class would be delivered.</i>

Additional Information

What is the difference between the Acquired On date and the Date Marked Complete date for recurring courses?

The **Acquired On** date for a recurring course is selected as follows:

- If the class completed is a session-based class, then the **End Date** of the class is used.
- If the class completed is not a session-based class, then the **Mark Completed On** date of the registration is used.

Similar behavior is applicable for how the acquired on date is selected and displayed ad hoc transcripts as well.

The class details page displays the following dates:

- Acquired on** - This field displays the acquired on date of the class (end date for schedule classes).
- Date Marked complete** - This field displays the mark complete date of transcript.

The **Acquired On** date for a recurring course is displayed with "Successful" status on the following pages:

- Plan page
- Completed Learning page
- Completed Learning portlet
- To-Do List page
- View Prior Completion popup page

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."

Can managers, alternate managers, and organization managers of learners that have "no showed" be notified?

Class notifications include the following named queries for managers, alternate managers, and organization managers of learners with no show.

Named Queries	Affected Notifications
List managers of all students with no shows	Blended Class Delivered Instructor-led Class Delivered Virtual Classroom Delivered
List alternate managers of all students with no shows	
List organization managers of all students with no shows	

To access these new named queries, navigate to **System > Configure System > Services**, edit the required service, go to the **Notifications** tab, add or edit an event action and click **Add Recipients**.

References

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