

Job Aid: Printing a Class Roster

Core Concepts

Who can access and print the class roster?

The class roster can be accessed from two places in the user interface:

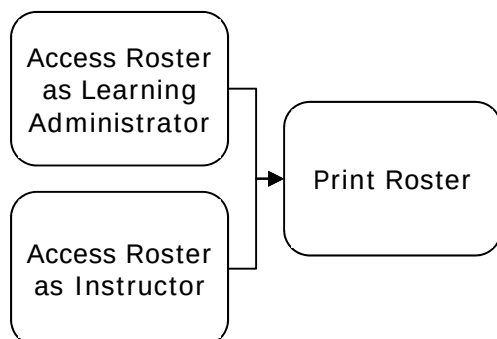
- Learning Administration
- Instructor's Desk

The Learning Administration UI provides access to rosters for all classes in the system. The Instructor's Desk, on the other hand, provides instructors with access to only the rosters for the classes to which they are assigned.

➡ *Note: If you need any of the instructors to be able to access rosters for all classes, not just the ones to which they are assigned, they need to set up as a super instructor in the system.*

Process

Process flow



Process steps

Step	Action
1a. Access Roster as Learning Administrator	• Navigate to: App Menu > Admin > Learning > Manage Classes > Classes ➡ <i>Note: If you do not specify one of these options in the Delivery field, the Roster link will not be available at the search results level. In that case, you will need to click on the class title, scroll to the bottom of the page, and click the Roster button.</i> • Enter search criteria to locate the desired class. • Click the Search button. • Click on the Roster link for the desired class.
1b. Access Roster as Instructor	• Navigate to: App Menu > Admin > Instructor • Access roster using one of the following:

Step	Action
	- o Click the required class name link under the Upcoming Sessions pane. - o Click the required class name link under the Action Required pane. - o Click the Learner Registrations link under Quick Links. Search for the required internal or external learner and then click the required class name link in search results. - o Click Calendar view and then click the required class name link on a particular day of the month. You can change the calendar month to view classes in upcoming months.
2. Print Roster	• Click the Print/Export icon

Additional Information

The company logo displayed in the Roster is the same image that appears in the Saba Cloud site header, whereas the watermark image displayed in the Roster is the same image that is used as the login page background image. System administrators need to first configure the company logo and the watermark image for the site so that they are displayed in the Roster PDF. See the Saba Cloud Job Aid: *Branding with Microsites*.

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	INTPC12340A60	00:00	Registered
☒	PC12340A60	INTPC12340A60	INTPC12340A60	00:00	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.

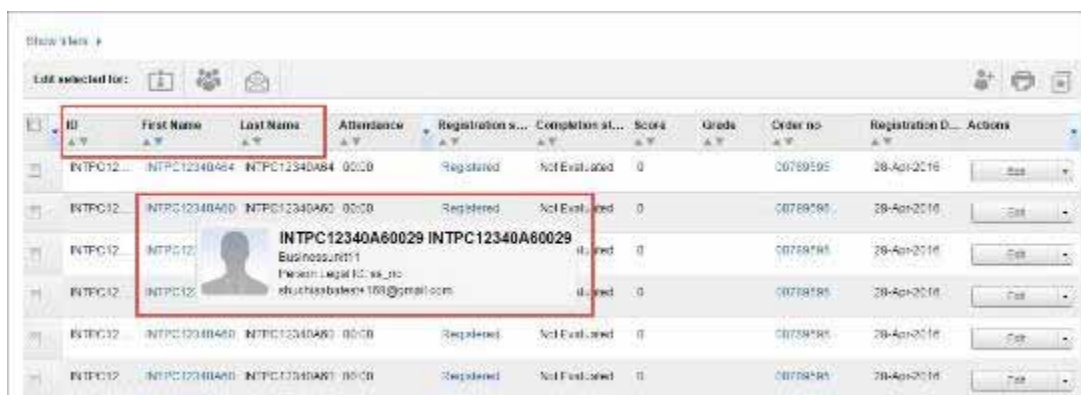
To clear any selection, click the **Clear all** link at the top of the learner table.

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		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...

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



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		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...
INTPC12...	INTPC12340A60	INTPC12340A60	00:00	Registered	Not Evaluated	0		00789595	28-Apr-2016	...

References

- Saba Cloud Information Center
- http://sabacloud.com/support/index.php/Saba_Admin:Home