

Job Aid: Recording Learner Attendance as an Instructor

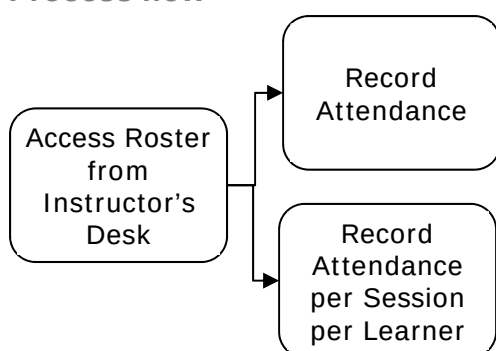
Core Concepts

How do I record attendance?

- You can record the attendance of one or more learners in the roster manually.
- You can record the attendance per session per learner in the roster manually.

Process

Process flow



Process steps

Step	Action
1. Access Roster from Instructor's Desk	• Navigate to: App Menu > Admin > Instructor • Click the required class name link under the Upcoming Sessions pane.
2. Record Attendance	• Select the required learners by clicking the checkboxes besides them. • Click the Results / Attendance icon. 🐾 The Learner Attendance and Results popup page opens. • In the Attendance pane, specify the attendance in hours:minutes format for individual sessions or for all sessions. • Click the Save button. The application updates the attendance accordingly.
3. Record Attendance per Session per Learner	• Select the required learner. • Click the arrow icon besides the Attendance column header. A list of options appear. • Click the required session name under Sessions option. • The column title changes to the selected session name and the field becomes editable for the selected learner. • Specify the time in hours:minutes format.

Step	Action
	Click the Save button. The application updates the attendance accordingly for the learner's selected session.

References

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