

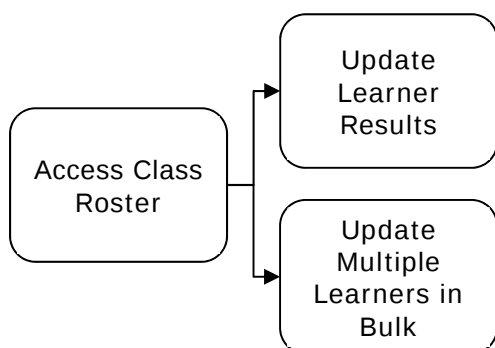
Job Aid: Recording Learner Results - Instructor

Core Concepts

An instructor can record results and grade for individual learners in a class or can mass-grant results to all learners in a scheduled class.

Process

Process flow



Process steps

Step	Action
1. Access Class Roster	- Navigate to: App Menu > Admin > Instructor - Click the required class name link under the Action Required pane. The class roster displays the class details and a list of learners registered for the class.
2a. Update Learner Results	- Select the required learners by clicking the checkboxes besides them. - For each selected learner, select the status from the Completion status dropdown list. - Specify the Score and Grade for each selected learner. - Click the Save button. The Audit Reason pop-up displays. - Specify a reason when you perform this action. - Click Save. The application updates the status of all selected learners accordingly.
2b. Update Multiple Learners in Bulk	- Click the Results / Attendance button . - The Learner Attendance and Results popup page opens. - In the Results pane, select the completion status. - Click the Save button. The application updates the class status of all selected learners accordingly.

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