

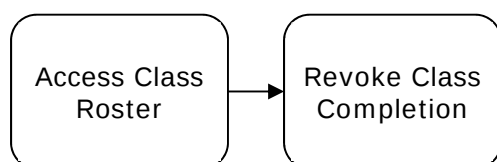
Job Aid: Revoking a Learner's Successful Class Completion - Instructor

Core Concepts

An instructor can revoke successful class completion for a learner. This is useful if you have marked a learner's results as successful by mistake. You can change the status from 'Successful' to 'Unsuccessful' or 'Not Evaluated'. Any credits acquired by the learner, because the learner was marked successful, will not be revoked. You must manually revoke the credits from the learner's profile.

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 Upcoming Sessions pane. The class roster displays the class details and a list of learners registered for the class.
2. Revoke Class Completion	- Click on the Edit link for the learner whose class completion status you want to change. The Completed Courses (Transcript) Details popup page opens. - To change the completion status for a class, change the status to either Unsuccessful or Not Evaluated in the Completion Status dropdown list. - To change the completion status for a class session, go to the Results by Module section at the bottom of the page and change the status to either Unsuccessful or Not Evaluated in the Completion Status dropdown list. - Click the Save button. The instructor must manually revoke all listed credits that were acquired by the learner.

References

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