

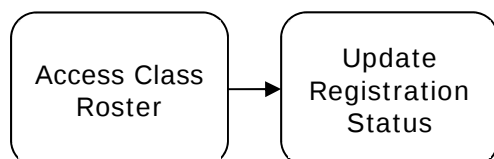
Job Aid: Updating Learner Registration Status - Instructor

Core Concepts

Instructors can update learner's class registration such as cancelling, waitlisting or marking them as *Walk in* by changing their registration status.

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. Update Registration Status	- Select the required learners by clicking the checkboxes besides them. - Click the Registration icon . The Update Registration for popup page opens. - Select one of the following statuses from the Update status dropdown list: Move to the waitlist with priority - Note: Optional. If selected, specify the priority number using the up and down arrows. Move to the waitlist and never automatically promote to the class Drop this registration for these learners Drop this registration without late charge Move to No Show Mark as Walk in - In the Reason field, you may enter a reason for changing the status of a learner. 7. Click Save.

References

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