

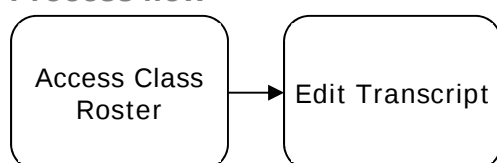
Job Aid: Viewing and Editing the Transcript for a Learner - Instructor

Core Concepts

An instructor can access and modify the transcript for learners in of a class. However, if an instructor is not added as a resource for a class, the instructor cannot view the transcript details of learners for that 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 Upcoming Sessions pane. The class roster displays the class details and a list of learners registered for the class.
2. Edit Transcript	• Click on the Edit link for the learner whose class completion status you want to change. • The Completed Courses (Transcript) Details popup page opens. • Make the required changes to the transcript. • Click the Save button.

References

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