


Job Aid: Enrolling for a Class

Process

Process flow



Process steps

Step	Action
1. Search for Class	<ul style="list-style-type: none"> Click the Search icon  towards the top of your screen. Click the All drop-down menu next to the global search field on the upper right portion of the screen. A list of resource types displays. Select Learning Catalog from the All drop-down menu. In the Search field, enter the name of the class. <ul style="list-style-type: none"> ➤ Note: you can also search by Delivery ID, Offering ID and Class ID. Click the Search icon. Your results display. To narrow the search results, select additional filter criteria. <ul style="list-style-type: none"> ➤ Note: The filter criteria are displayed on the left of the search results page. You can select the type of learning you want to search and click the Apply Filter link to find the learning in the learning catalog. Filters include: <ul style="list-style-type: none"> ○ Resource Type ○ Delivery Type ○ Learning Event Type. ➤ Note: For detailed step-by-step instructions on searching for classes, refer to the Job Aid "Searching and Browsing for Learning." ➤ Note: Alternatively you can click the Browse button to browse through folders to locate the desired class.
2. Enroll for Class	<ul style="list-style-type: none"> Locate the desired class. Click the Enroll link. <ul style="list-style-type: none"> ➤ Note: If the one-click learning functionality is enabled you may see a Launch link in place of the Enroll link for Web-Based classes. The Order Confirmation window displays.

Step	Action
	<ul style="list-style-type: none"> Click the link that is associated with the name of the class. The class now displays in your In-Progress Learning page. ➤ <i>If enabled by your System Administrator, Saba Cloud allows learner registration for classes that have overlapping sessions simultaneously. If learners try to register for classes with overlapping sessions, then Saba Cloud displays a message alerting learners of the conflict. Learner can click the class name and see the conflict details. The learner can then decide to continue or cancel the registration.</i> ➤ <i>Note: Overlapping sessions is disabled and there are any conflicts, the Registration Errors and Warnings window will display instead:</i> <ul style="list-style-type: none"> ➤ <i>If it is an error, read the message and take action as needed to resolve the conflict. Once that is done, you will need to re-register.</i> ➤ <i>If it is a warning, read the message and click Enroll to proceed. Your registration will go through and the registration confirmation window will appear. Check your registration status to determine next steps:</i> <ul style="list-style-type: none"> ➤ <i>Confirmed: No corrective action is needed. You are enrolled.</i> ➤ <i>Waitlisted: When a seat opens up, you will be automatically notified. On accepting the seat, your registration will be confirmed.</i> ➤ <i>Pending Approval: Your manager will be automatically notified to approve your registration request. On receiving approval, your registration will be confirmed.</i>
3. Launch Class	<ul style="list-style-type: none"> Click the course Launch button to start the course.

References

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