Saba Quest LMS
User/Learner Manual

Research Education & Outreach Team
Office of Sponsored Programs
Contact us with any questions: training@osp.gatech.edu

Table of Contents

Learner Job Aids:

- How to Search and Browse for Learning

- How to Enroll in a Class

- How to Cancel an Enrollment

- How to Access My Plan Page

- How to Register for a Certification

- How to Attend a Virtual Class

- How to Complete an Evaluation

- How to Edit my Profile

- How to Print Certificates of Completion

- How to Print your Training Transcript

Job Aid: Searching and Browsing for Learning

Core Concepts

Overview of Learning

Learning catalog items are education products provided to customers (both internal and external) for ordering or purchasing. Learning becomes available when the Learning Administrator publishes it to the Learning Catalog.

How do I find a learning item in the catalog?

You can search or browse the learning catalog to find a learning item. The learning catalog contains multiple categories. To find a learning item in a category, click the category link name. This page displays different sub-categories, if any, within the selected category in the form of a search list and an expandable tree view.

To search for a required learning item in the category, enter the search criteria and click the **Find** icon. You can sort the search results and even further narrow your search results by applying one or more filters on the page.

To browse for a learning item, use the category tree navigation in the left-hand pane. Click the name of a category or sub-category to see learning items in it.

What are Categories?

Categories provide a mechanism to group related resources and share them with a specific audience. With categories you can organize resources into a hierarchical structure and specify who can view and contribute to each category. You can share categories with users or groups, as well as mark categories as featured to add visibility.

What are featured categories and courses?

Featured categories are learning categories that are marked as important and appear at the top of the learning catalog in a separate section called **Featured Categories**. Featured courses are important courses that appear in separate section called **Featured Courses**.

How do I browse categories?

You can click the **Browse** icon on the top navigation bar to browse categories in the application. You can click on the category name link to view the learning events associated with it.

What types of courses are supported?

The application supports courses based on the following delivery types:
* Instructor-Led Training (ILT)
* Web-Based Training (WBT)
* Blended Offering
* Virtual Classroom

Can I search for Microlearning classes?

The global search results display Microlearning classes. When results contain Microlearning classes, the search filter pane also displays a **Microlearning** filter. The number displayed besides the

Microlearning checkbox indicates the total number of Microlearning classes found in search results.
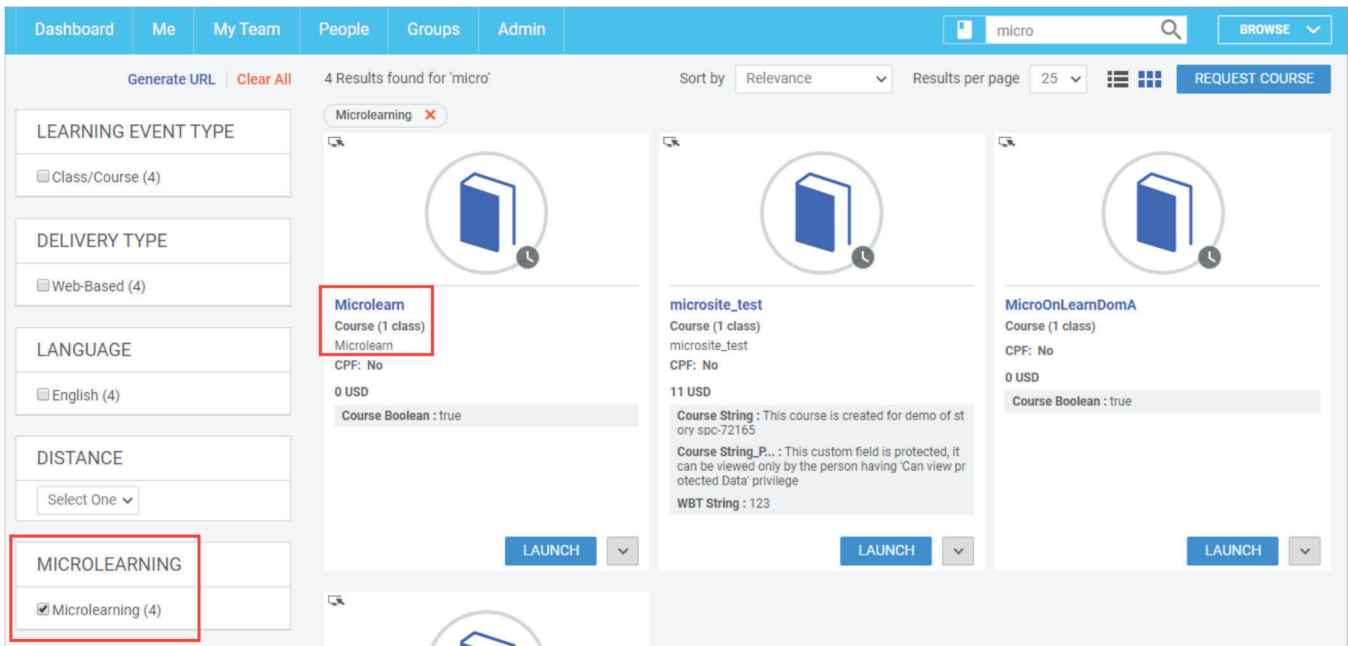
The **Bite-Sized Content** ribbon in the **Discover** portlet on the user's **Dashboard** page displays even Microlearning courses.
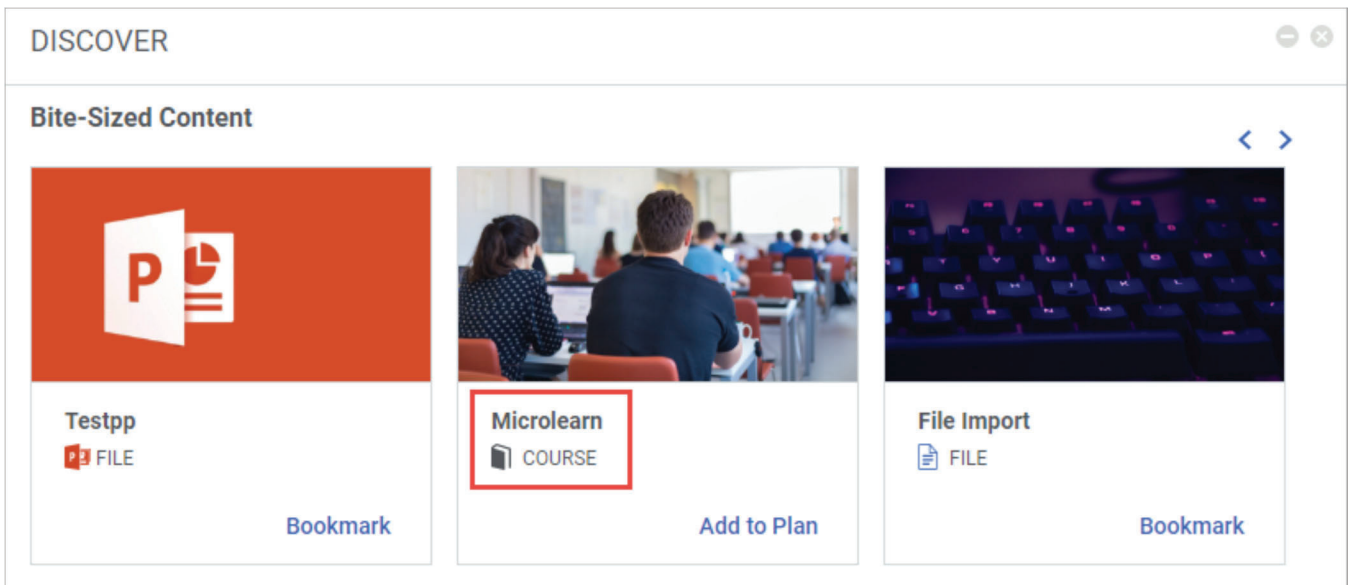
What are the other learning resource types that I can search for?

In addition to searching for learning, you can search for other learning resources such as people, groups, files, blogs, links and so on, to which you have access. The All drop-down returns all learning resources including learning catalog, people, groups, files, links, and so on.

Can I preview files?

You can preview social files that are uploaded to Saba Cloud.

The following file formats are supported for preview:
- *WORD - ".doc", ".docx"*
- *PPT - ".ppt", ".pptx"*
- *PDF - ".pdf"*
- *EXCEL - ".xls", ".xlsx"*
- *All images with MIME type "image". For example, some commonly used image file formats such as GIF, JPG, JPEG, and PNG support preview.*
  For BMP and TIFF image file formats, browsers display the Download action instead.

The underlying Document Conversion Server converts these file types to the specified format such as HTML to facilitate the preview.

What information does the Calendar provide?

The internal calendar is a feature available to all Saba users directly from their home page. It provides three key features relating to learning:

- Allows users to view public scheduled classes in a calendar view by day, week, or month. Classes can be registered for directly from the calendar view.
- Enables users to view their current scheduled classes and other learning items along with due date information. This includes learning items they are registered for or assigned to as well as events they are assigned as the instructor for.
- Allows users to search for scheduled classes using filters. These filters help to isolate desired classes. Filters include any, or combination of:
  - *Blended*
  - *Instructor-Led*
  - *Virtual*

Where are Field of Study (FOS) credits displayed?

Saba Cloud displays the Field of Study (FOS) credits on the class details pages of learners. If a Field of Study has zero credits, then the zero credit value is displayed as well.

The following information is displayed for FOS credits:
- *View Credits link on the class/course details page*
- *Available credits*
- *Held credits*
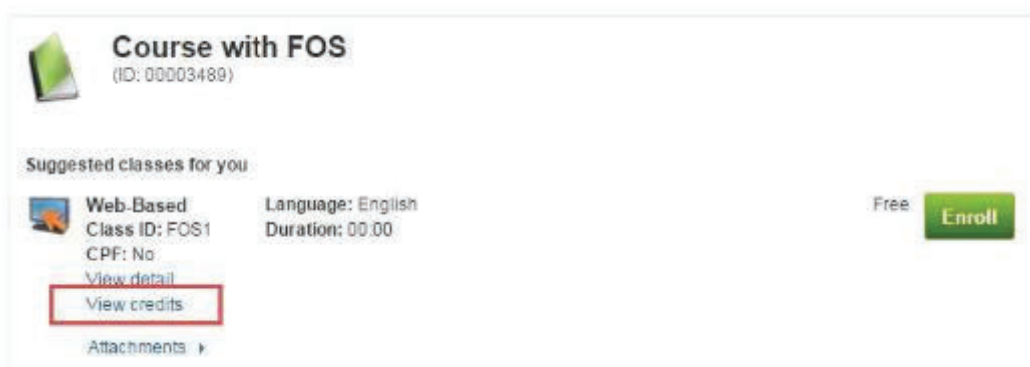
⮩ *Note: The FOS credits are displayed for a learner only if the Continuing Education Credits and Field of Study services must be enabled on the learner's domain.*

How does Global Search work?

Global search within Saba Cloud works in two modes, Auto Suggest and Regular Search.

Auto Suggest

This is the behavior when you type your search text without typing enter and wait for the results to pop up. In this mode number of results are limited to 10.
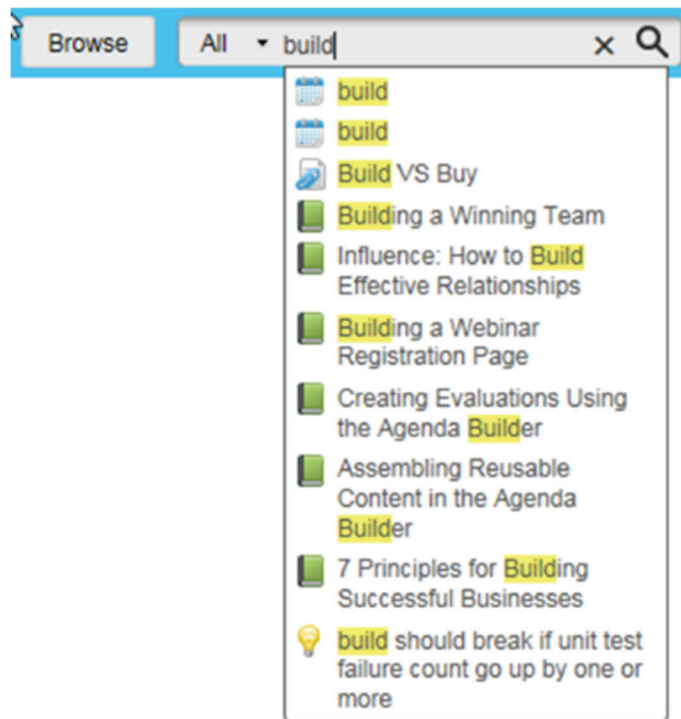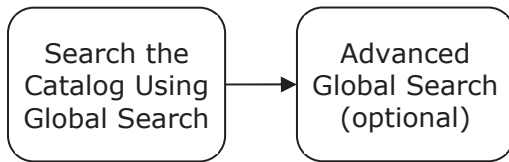

Regular Search

This is the behavior when you type your search text and press enter to land on search result page, where there is more flexibility to filter the search results.

How do I search for me:time Learning Paths?
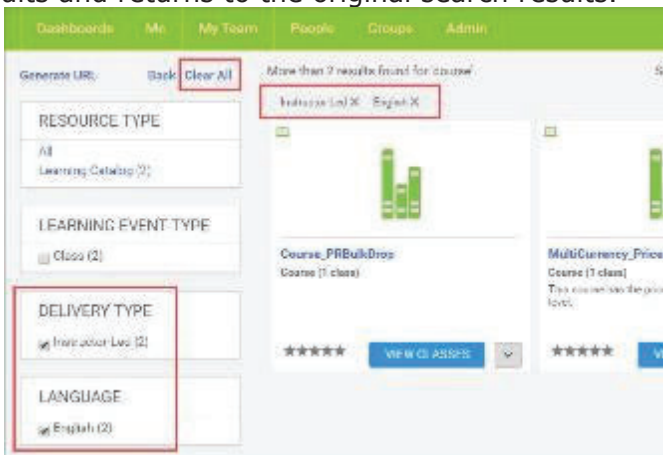
Saba Cloud allows you to search for me:time learning paths directly from global search. The global search results display learning paths irrespective of your domain or audience type. See the Saba Cloud Job Aid: *Searching for me:time Learning Paths*
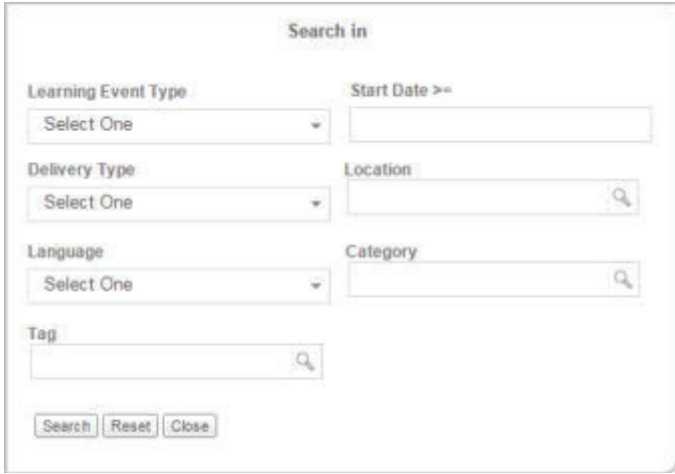
Process

Process flow to search using Global Search

Saba
University®

```
┌─────────────────┐       ┌─────────────────┐
│   Search the    │       │    Advanced     │
│ Catalog Using   │──────▶│  Global Search  │
│  Global Search  │       │   (optional)    │
└─────────────────┘       └─────────────────┘
```

Process steps to search using Global Search

Step	Action
1. Search the Catalog Using Global Search	• 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 list. • Enter search criteria. You can search by entering keywords, competency, category, field of study, tags, price, offering temp ID or strings that match the learning titles. ↪ *The filter criteria are displayed on the left of the search results page. You can select the type of learning you want to search. The filter is applied Filters include:* ○ *Resource Type* ○ *Delivery Type* ○ ***Learning** Event Type.* ↪ *Note: When users clear the filter checkbox, the filter is removed from the search results.* Each applied filter condition is displayed on top of the search results listing with a close (x) icon to remove the filter. Clicking the **X** icon for a filter, removes the filter and clears the corresponding filter checkbox in the filters pane. ↪ *Note: Currently, users cannot select multiple filters simultaneously.* Clicking the **Clear All** link clears all filters from search results and returns to the original search results.

Step	Action
2. Advanced Global Search (optional)	An **Advanced Search** functionality is available in Global Search that allows you refine your search by adding more data so that the returned results are accurate. The fields displayed in **Advanced Search** pop-up will differentiate based on the search content. • Click the Filter icon ▽ to the right of the search window. The **Advanced Search** pop-up displays. • Enter desired search elements. ↪ *Note: The fields displayed in **Advanced Search** pop-up will differentiate based on the search content. The **Category** and **Tag** fields appear in the search criteria for all the filters.* • Click the **Search** button. Results are returned based on search elements entered. Example of advance search fields for **Learning Catalog**: Search in Learning Event Type — Select One — Start Date >= Delivery Type — Select One — Location Language — Select One — Category Tag Search Reset Close

Process Flow to Search by Browsing

```
┌─────────────┐      ┌─────────────┐
│  Search by  │─────▶│Browse Visual│
│  Browsing   │      │  Catalog    │
└─────────────┘      └─────────────┘
```
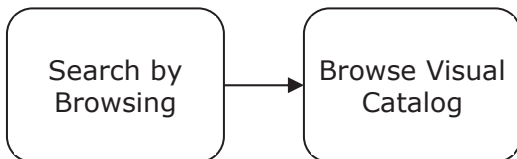
Process Steps to Search by Browsing

Step	Action
1. Search by Browsing	• Ensure that you are on the **Dashboard**. • Click the **Browse** button at the top of your screen. The visual learning catalog **All Category** page displays.

Step	Action
2. Search by Visual Catalog	⮂ Users can toggle between the visual catalog view and the list view of the catalog. • Click on the **Learning Catalog** link. The **Learning Catalog** category page displays. The following sub-categories display: o *Featured Learning* o *New Learning* o *Popular Learning*

Process

Process Flow to Search Using Internal Calendar

Search Using Internal Calendar → View Public Classes
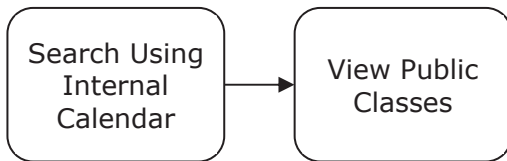
Process Steps to Search Using Internal Calendar

Step	Action
1. Search Using Internal Calendar	• Click the dropdown list arrow besides your username at the top of the browser window. • Click the **Calendar** link. Your calendar page will display. ⮂ *Note: The internal calendar can also be accessed by clicking the **Calendar View** button from the **My Plan** page.*
2. View Public Classes	• Select the **Catalog Calendar** radio button. • Note: Only blended, instructor-led, and virtual classes appear in the catalog calendar view. • Note: Use the **Calendar Legend** to identify the delivery type of the classes. • On the left side, select filter, if desired: o *Blended* o *Instructor-Led* o *Virtual* • Select the desired view scope by clicking **Day, Week,** or **Month.** • Click the left and right arrows to toggle to different days, weeks, and months. • Mouse-over a specific class to view more information about it. • To enroll in a class:

Step	Action
	• Click the desired class from the calendar. The **Class Details** page displays. • Click the **Enroll** button.

Additional Information

If users arrive at the search results page from search, then the search term is not displayed as a filter though. If filters are applied to search results and if you perform a new search directly from the search text field, then all existing applied filters are removed automatically.

When a resource type is selected from **Resource Type** pane, only applicable conditions are displayed in the resulting pane; however, there can be more filter conditions displayed on top of the search results listing if they are already applied.

For Advanced Search

• If you apply new conditions from the Advanced Search filter, then all existing applied filters are removed automatically.
• When FOS service is enabled, and you select FOS from the advanced search filter, then its name is displayed in the top. If you search by the range without selecting FOS from the dropdown, then the range values are displayed with a Credits label.
• When you specify a start date from the advanced search filter, the date is displayed in the user-defined date format with >= operator. For example, if you specify the date as 20th March 2017, the date filter is displayed as **Start Date >= 20/03/2017**.
• The Clear button for clearing custom filters is removed. The **Clear All** link works for removing all filters.

Can Learners add a course or class to their plan from the enhanced course and class details page?

Learners can see the **Add to Plan** action on the enhanced course and class details pages based on their system configuration. They can use this action to add the course to their plan.

In the course header, click the dropdown arrow on the action button and click **Add to Plan**.

In the popup, add the required due date for the course and click Add. Saba Cloud adds the course to your plan.

⮡ *Note: The Add to Plan action is available on the enhanced pages of recurring courses as well. However, Saba Cloud does not allow learners to edit the due date from this workflow if the recurring course is in Recertification Required status.*
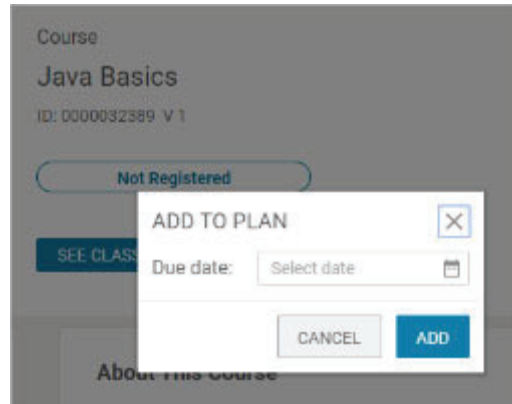
System Administrators can configure the visibility of this action on the enhanced pages using the following new setting:

• Allow learner to add course to plan from their enhanced detail page

When this setting is enabled, learners can see the Add to Plan action on the enhanced course and class details pages only, allowing them to add courses to their plan from these pages.

The setting is domain-aware.

By default, this setting is disabled.

To configure this setting, navigate to **Admin** > **System** > **Configure System** > **Services** > **Learning** > **Learning Beta**.

⮡ *Notes:*
  o *Currently, as the setting name suggests, this setting is applicable only to learners. It is not available to managers, registrars, and other administrator roles.*
  o *The new setting controls the visibility of the **Add to Plan** action only for the enhanced course details pages.*

References

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

Job Aid: Enrolling for a Class

Process

Process flow

```
┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│  Search for  │ ──►  │  Enroll for  │ ──►  │ Launch Class │
│    Class     │      │    Class     │      │              │
└──────────────┘      └──────────────┘      └──────────────┘
```

Process steps

Step	Action

1. Search for Class	• 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.
	  ➲ *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.
	  ➲ *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:*
	  ○ 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	• Locate the desired class. • Click the **Enroll** link. ➲ *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
	• Click the link that is associated with the name of the class.
	• The class now displays in your **In-Progress Learning** page.
	➲ *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.*
	➲ *Note: Overlapping sessions is disabled and there are any conflicts, the* ***Registration Errors and Warnings*** *window will display instead:*
	➲ *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.*
	➲ *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:*
	➲ ***Confirmed***: *No corrective action is needed. You are enrolled.*
	➲ ***Waitlisted***: *When a seat opens up, you will be automatically notified. On accepting the seat, your registration will be confirmed.*
	➲ ***Pending Approval***: *Your manager will be automatically notified to approve your registration request. On receiving approval, your registration will be confirmed.*
3. Launch Class	• Click the course **Launch** button to start the course.

Additional Information

Is address information of a scheduled class on the session details display?

Clicking **Session Details** button on the enhanced course and class details pages now displays even the address information of sessions in a scheduled class in a popup page.

The popup page displays the following details about a session:
- o Session name
- o Date
- o Start and End times
- o Instructor names
- o Instructor names are clickable, and on clicking display the profile card of the instructor. Multiple instructors are displayed as a comma-separated list.

- o Room
  Room details are displayed as 'Room Name (Purpose of Room)'. If there are multiple rooms associated with a class, then they are displayed as a comma-separated list.

- o Location
- o Facility
- o Address
  If both, location address and facility address are not available, then the location name is displayed as the address.

- o Playback URL
  The URL is displayed only for Virtual classes where a session is complete and recording is available.

➲ *Note: The address is displayed as follows:*
- o *Location address if Facility is not associated with the class*
- o *Location address if Facility is associated with the class but has no address information*
- o *Facility address if Facility is associated with the class and contains address information.*

References

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

Job Aid: Canceling an Enrollment

Process

Process flow

```
┌─────────────────┐      ┌─────────────────┐
│ View Your In-   │      │                 │
│ Progress        │ ───▶ │ Cancel          │
│ Activities      │      │ Enrollment      │
└─────────────────┘      └─────────────────┘
```

Process steps

Step	Action
1. View Your In-Progress Activities	• Navigate to: **Menu** > **Me** • The **My Plan** page displays. • Click the **Learning and Certifications** link. Your My Plan page displays with your Learning & Certifications.. • Click the name of the desired course.
2. Cancel Enrollment	➲ *Note: Depending on the class settings, you may not be able to cancel the enrollment.* • Click the **Drop** link. The **Drop Registration** for the selected enrollment pop up window displays. • Click the **Drop** button. Confirmation of course drop displays in pop-up window. ➲ *Note: If cancellation penalties apply, the amount will display to confirm.*

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

Job Aid: Accessing My Plan Page

Core Concepts

The My Plan page is a single page that lists activities such as courses or certifications that have been assigned to you or that you have registered for. It can be thought of as an outstanding to-do list. Depending on which modules you have purchased and enabled, there can be up to 4 different sections of the plan including the following:

- Goals & Objectives
- Skills Development
- Learning & Certifications
- Reviews, Meetings, & Interviews

Plan items can be filtered based on criteria like type, status, or list. There is also a **List View** and **Calendar View** option for viewing and managing your activities.

How do I filter my plan items?

If you have a long list of plan items, then you can use the filters on the plan page to easily find the plan items that you are looking for.

1. Click **Me** > **Plan**. The **My Plan** page opens.
2. If you don't see the filters below the plan category, then click **Show filters**. The filters for the selected plan category appear.
3. Specify your filter criteria.
4. Click **Apply filters**. The plan items matching the filter that you have specified are listed.
- ↪ *Note: The criteria on which you can filter you plan items depends on the plan category and items in it.*

Process

Process flow

```
┌─────────────┐     ┌─────────────┐
│ Navigate to │ ──▶ │   Access    │
│ My Plan Page│     │ Activities  │
└─────────────┘     └─────────────┘
```

Process steps

Step	Action
1. Navigate to My Plan Page	• Navigate to: **Menu** > **Me** • The **My Plan** page displays.
2. Access Activities	• Click on the desired section to access activities relating to that section such as **Learning & Certifications.** • Click on the name link for the item or use the **Actions** drop-down to perform the desired action for that item.

Saba® University - Access_My_Plan_Page_[User]_SC_JA_07_20.docx
Reproduction is prohibited in whole or in part without the express written permission of Saba University.

Page 1 of 2

Additional Information

In the Update 47 release (July 2020), there is a new My Plan page that is in Beta. It includes new goal cards and images for goal categories:

- o Company goals – common goals assigned to all users of the organization
- o Personal goals – goals that an employee wants to accomplish
- o Other goals – any other goals

Here is how they look on the new My Plan page:

➲ ***Note:*** *In this update, you are unable to customize the image.*

References

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

Job Aid: Registering for a Certification

Process

Process flow

```
┌─────────────┐    ┌─────────────┐    ┌─────────────┐    ┌─────────────┐
│ Search for  │ →  │ Register for│ →  │ Select Path │ →  │ Register for│
│Certification│    │Certification│    │ (optional)  │    │   Classes   │
└─────────────┘    └─────────────┘    └─────────────┘    └─────────────┘
```

Process steps

Step	Action
1. Search for Certification	• Navigate to: **Menu** > **Me** > **Learning & Certifications** • Click **Add Learning** in the **Actions** drop-down menu. **Result:** Assign Learning window displays. • Click **Add to Plan** • Click **Next**. • Click the **Show Filters** button. • In the **Type** drop-down menu, select **Certification**. • Click the **Apply filters** button.
2. Register for Certification	• Click the **Select** button in the **Actions** column of the desired certification. ➲ *Note: To view certification details before registering, click the certification name link first.* • Click the **Select** date link to select the due date. ➲ *Note: The certification due date is when you need to complete all requirements by. If you do not complete it by this date, your certification status will be changed to "Overdue."* • *Click the **Add to Plan** button.*
3. Select Path (optional)	➲ *Note: This only displays if there is more than one path available.* ➲ *Note: Certifications can be acquired by successfully completing all of the required elements in any one of the available paths.* • Click the To register for a path, click here link. Select path dialog box appears. • Select the checkboxes for the most desirable path and click the **Complete Registration** button.

Step	Action
4. Register for Classes	• Click the **Register** button. • Review the requirements to complete each module and decide which courses you will take. For each course you decide to register for: - Click the **View classes** button. - Click the **Register** button next to the course name use filters if necessary. - Click the **Close** button in the Registration Confirmation box. ⊃ *Note: If the content is WBT the **Register** button will be a **Launch** button.* ⊃ *Note: Depending on the certification details you may be able to select classes at a later time.* ⊃ *Note: If no suitable classes are available, click the **Submit a Request** link.* • Repeat step above for all courses needed to acquire the certification. ⊃ *Note: The courses for which you have not selected a class will have a status of "Pending Schedule." At any time, you can go to your In-Progress Learning page and click the **View Classes** button for the course to select a specific class.* ⊃ *Note: On completing all the required classes within the provided time frame, your certification will be marked "Acquired."*

Additional Information

How do I know if I have completed the certification by equivalent?
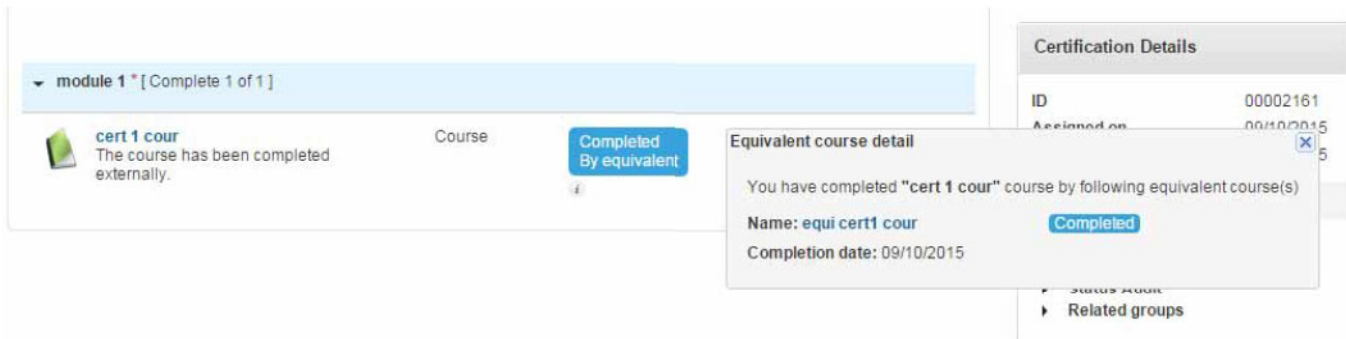
Saba Cloud display information about completion by equivalent on the certification details page for learners.

The following visual indicators to completion by equivalent information on the certification details page for learners are:
- A background color to the **Completed by equivalent** text on the certification details page.
- The Completed status for the equivalent course in the corresponding tooltip.
- A different background color based on the completion status for the course as follows:
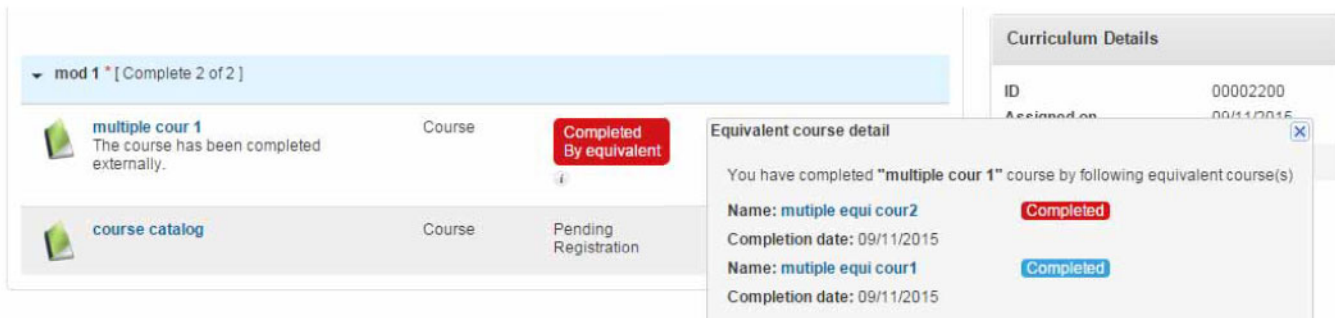
For a "Completed Successfully" course, displays Blue background color
For a "Completed Unsuccessfully" course, displays Red background color

If a course has group equivalent courses associated with it, then the background color displayed is as follows:

- o If all equivalent courses are completed successfully, then it displays Blue color.
- o If one or more equivalent courses are completed unsuccessfully, then it displays Red color.

References

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

Job Aid: Attending a Virtual Class

Core Concepts

What is a virtual class?

A class that is delivered virtually using Saba Meeting (or possibly another 3rd party application) that allows participants to attend remotely from any location. There are many interactive options available in Saba Meeting that simulate behaviors that exist in instructor-led classes like applaud and step-out icons, whiteboards and virtual hands that signal to the instructor that a participant has a question.

Process

Process flow

```
┌─────────────────┐      ┌─────────────────┐
│ Access My Plan  │ ───▶ │ Attend Virtual  │
│ Page            │      │ Class           │
└─────────────────┘      └─────────────────┘
```

Process steps

Step	Action
1. Access My Plan Page	Navigate to: **Menu** > **Me** > • The **My Plan** page displays.
2. Attend Virtual Class	• Locate the class and click the **Summary** button in the **Actions** column. • The class details page displays with one or more sessions listed in the **Activities** section. Click the **Attend** button. The Saba Meeting event launches. ⮑ *Note: The **Attend** option may only appear 15 or 30 minutes before the scheduled class start time, depending on the configuration of the system.* ⮑ *Note: If pop-up blockers are enabled, hold down the **Ctrl** key as you click **Attend** and keep the key held down until the session appears.* ⮑ *Note: Your class may use VoIP or conference call for audio. If the event is using VoIP for the audio, the Audio Wizard displays. Use the wizard to tune and set you speaker and microphone volume.* ⮑ *If the event is using conference call for the audio, a dialog box with the conference call telephone number(s) displays. Once you have started the Saba Meeting event, call the appropriate conference telephone number shown in dialog box.*

Saba® University - Attend_Virtual_Class_Saba_Meeting_[SM_User]_SM_JA_11_19.docx
Reproduction is prohibited in whole or in part without the express written permission of Saba University.

Page 1 of 2

References

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

Saba. University®

Job Aid: Completing an Evaluation

Core Concepts

How do Learners and Managers access evaluations?

Evaluations are taken immediately after a learner completes a course, if configured as such. An evaluation deeplink is placed in the Evaluation Complete notification. When the learner clicks the notification it launches the evaluation. Evaluations are not anonymous.

Process

Process flow

Navigate to Learning & Certifications → Navigate to the Evaluation → Complete the Evaluation

Process steps

Step	Action
1. Navigate to Learning & Certifications	• Navigate to: **Menu** > **Me** > **Learning & Certifications** • The **My Plan** page displays. • Click **the Learning and Certifications** link. **Result:** all your courses display.
2. Navigate to the Evaluation	⮁ **Note:** *If you have received an email notification containing a link to the evaluation, you can skip this step. Simply click the link in the notification. You will be asked to login and then taken directly to the evaluation.* • On the Learning and Certifications window, click the **Show Filters** link if the filters are not showing. (Hidden filters are the default). • In the **Type** filters drop-down, select **Evaluations**. • Click the **Apply Filters** button. The **Evaluations** display.
3. Complete the Evaluation	• Click the **Launch** button for the evaluation you wish to complete. • Follow the instructions and complete the evaluation. • Click the **Submit** button. ⮁ **Note:** *If you wish to complete the evaluation at another time, click **Exit**. You can return at any time to complete the evaluation. If you exit, any part of the evaluation completed so far will not be saved. You will need to begin again when you return.*

Additional Information

Saba Cloud displays the expiration date of evaluations assigned to learners on the **My Plan** page under the **Due** column.

The **Due** column now displays one of the following for an evaluation:

- Actual expiration date of evaluation, if the expiration date has already occurred in the past. This is accompanied with a **Missed by** prefix.
- Number of days for evaluation expiry, if the expiration date is in future
  - ➲ *Note: The number of days are calculated as per server's timezone.*
- "Today", if the expiration date is today
- "No due date", if no expiration date is added to the evaluation

References

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

Job Aid: Viewing or Editing My Profile

Process

Process flow

Navigate to your Profile page	→	View or Edit Profile Information

Process steps

Step	Action
1. Navigate to your Profile page	• Navigate to: **Menu** > **Me** > **Profile**
2. View or Edit Profile Information	To edit your profile snapshot: • Click the **Edit** link. • Enter information as needed. • Click the **Save** button. To view and/or edit profile details: • Click the **Expand All** link at the top to view details of other profile information such as Work History (both internal and external), Education, and Career Interests. • Click the relevant links in each section to view more details or edit the information.

Additional Information

Can I export a profile to PDF?

You can use the export to PDF option on the top right corner of the Profile page to view and print the profile information. When you click on the pdf icon, the profile information of the person you are viewing will launch.

However, the **Show Profile Export** flag should be set to True for everyone to use this option. By default it is set to True.

If the flag is set to False:
- o You can export to PDF your own profile
- o You cannot export to PDF the profile of others when you do a search and look up their names.
- o You cannot export to PDF the profile information of your team from My Team page.
- o If you are an admin, you can export and view the profile from People>Manage People> Full Profile.

References

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

Saba® University - View_Edit_MyProfile_[User]_SC_JA_11_20.docx
Reproduction is prohibited in whole or in part without the express written permission of Saba University.
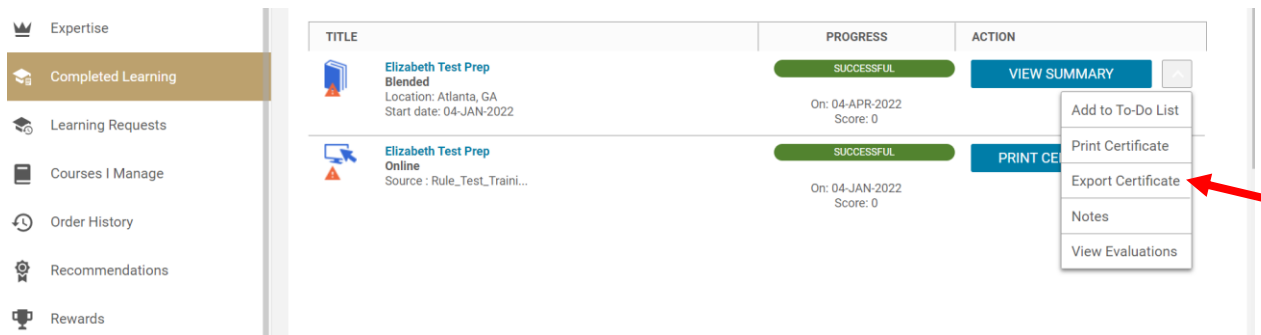
Page 2 of 2

Print your Individual Certificate of Completion

You can print the certification of completion for your completed courses, ad hoc completed courses, certifications and curricula.

To print a certificate of completion:

1. Navigate to **Me > Completed Learning**. The **My Completed Learning** page appears (See below)
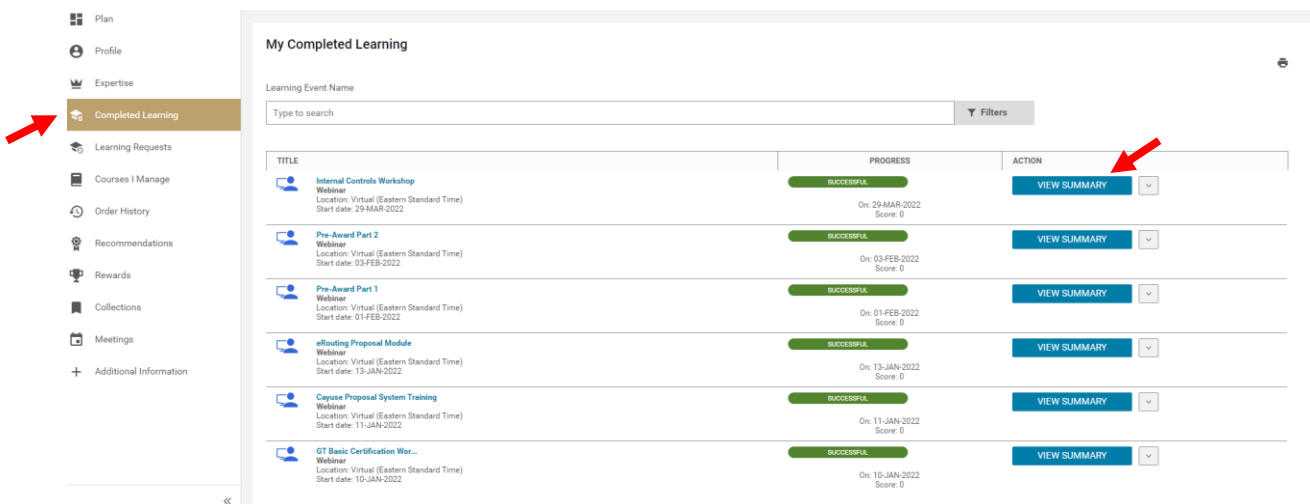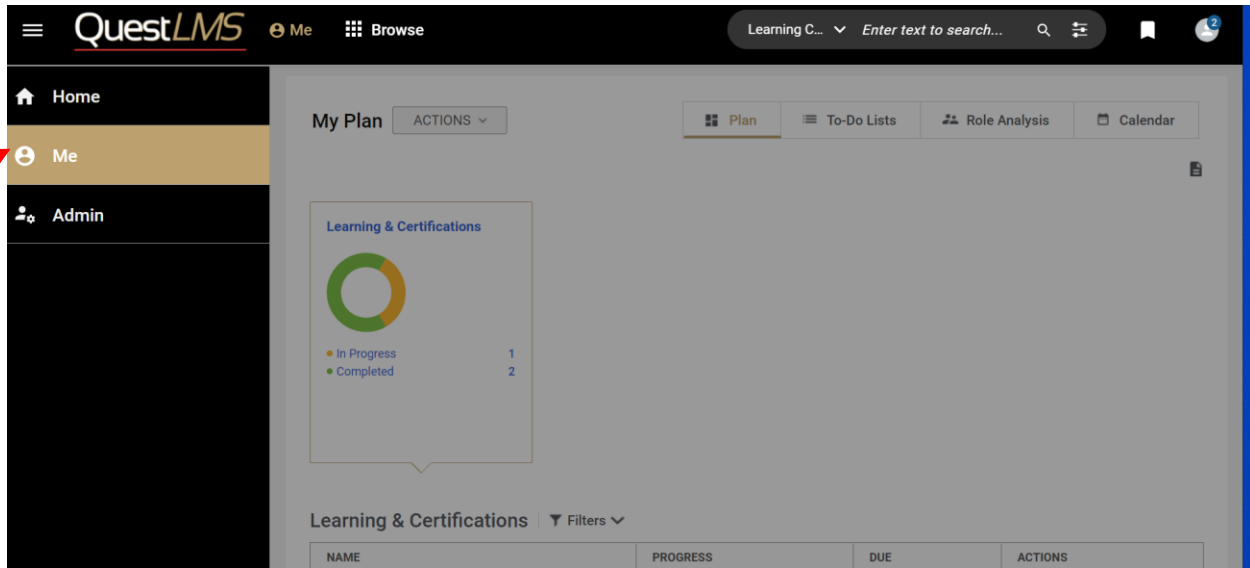
2. There are two ways to access (and print) your certificate of completion.

(a) Click the angle bracket beside the **"View Summary".** Then, click on the **Print Certificate** link in the **Action** column for the course, ad hoc completed course, certification or curriculum that you completed. The printable certificate opens in a popup page. You can preview your certificate and modify the print options.

NOTE: If there are multiple certificates of completion associated with the completed course, ad hoc completed course, certification or curriculum, then select the required certificate first.

(b) You can also print your certificate by clicking the **"View Summary"** tab under the **Action** column as shown below.

(c) If you do not see the course you are looking for, you may apply **filters** or change the default date range.
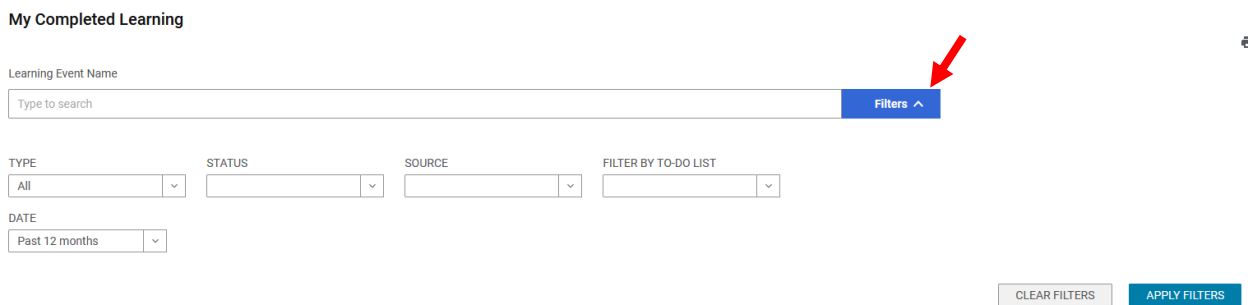
3. In the **Options** for print, clear the **Headers and footers check box** so that your certificate does not include any header and footer.
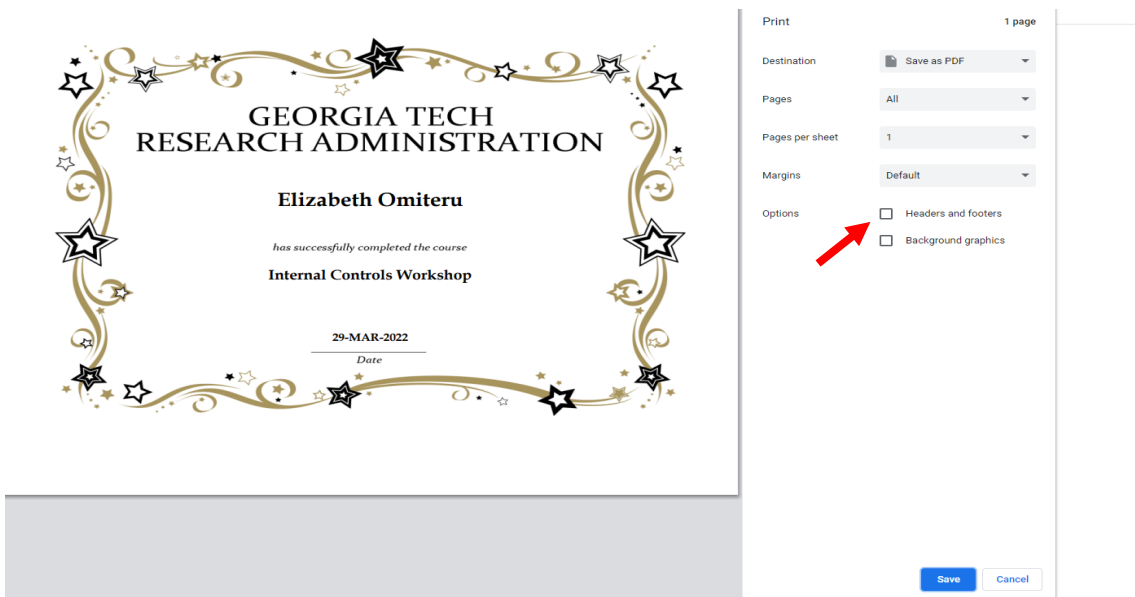
4. Click **Print or Save as PDF**.

Export your Certificate of Completion

You can export the certification of completion to PDF format for your completed courses, ad hoc completed courses, certifications, and curricula. The PDF format provides a uniform choice for printing a certificate of completion.

To export a certificate of completion:

1. Navigate to **Me > Completed Learning**. The **My Completed Learning** page appears (Please review instructions above on how to print individual certificate of completion).
2. Click the **Export Certificate** link in the **Action** column for the course, ad hoc completed course, certification or curriculum that you completed. The application prompts you to save the export certificate file.

NOTE: If there are multiple certificates of completion associated with the completed course, ad hoc completed course, certification or curriculum, then select the required certificate first.

3. Select the required location to save the file.

4. Click **Save**.

IMPORTANT NOTE: The default filter within the Saba LMS currently shows the past 12 months of completed courses, so you will have to edit the filter options in order to access classes taken in an earlier time-frame.

Further Assistance

Check out the relevant Saba Quest LMS Manuals at the Saba Quest LMS Help page or reach out to training@osp.gatech.edu with further questions.

Print your Training Transcript of Completion

You can print the transcript for all of your completed courses, ad hoc completed courses, certifications and curricula in Saba LMS.

To print your transcript:

1. Navigate to **Me > Completed Learning**. The **My Completed Learning** page appears (See below)
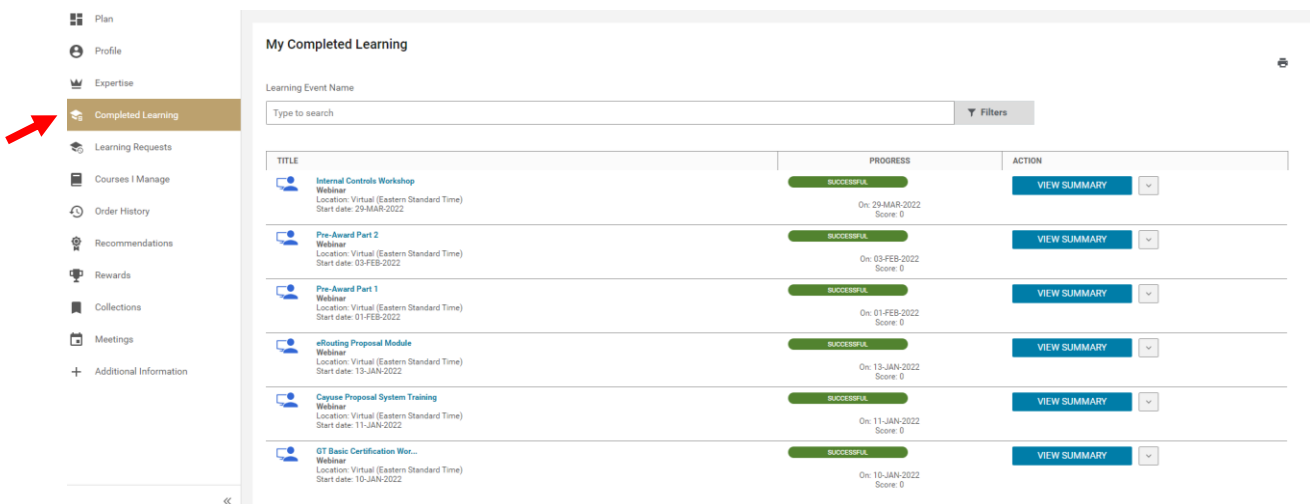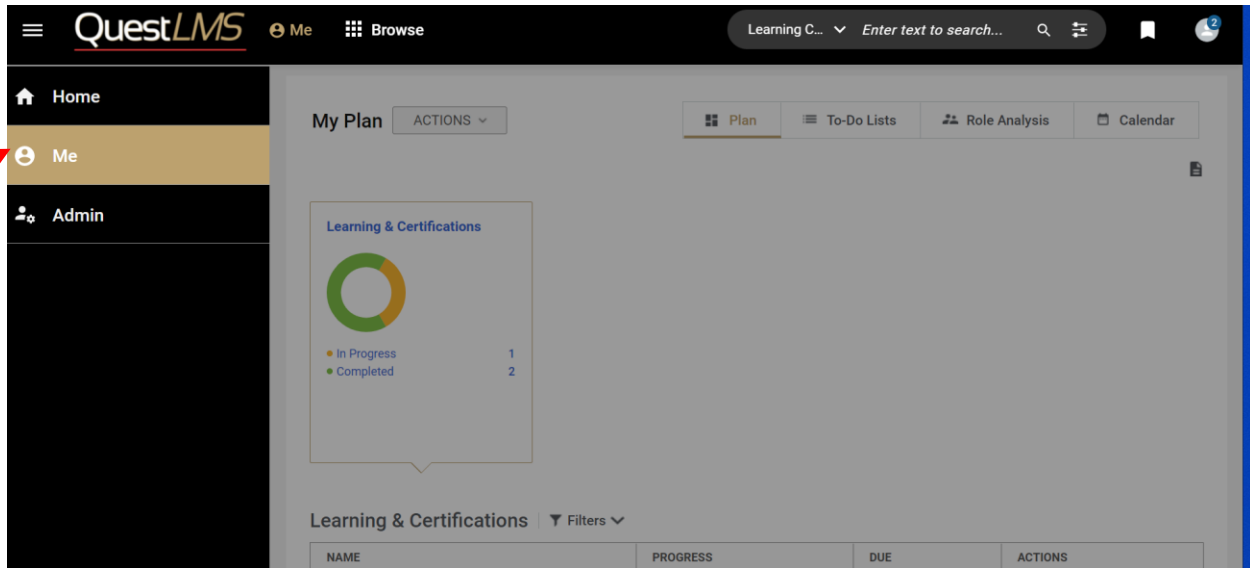
2. The LMS shows a few of the courses you have taken with a date default of the "Past 12 months". If you do not see the course(s) you are looking for, you may apply filters to view the full transcript in its entirety.

(a) To apply filters, click on the angle bracket beside the **"Filter"**

(b) You can also filter using "**Date**". Because the date filter defaults to the Past 12 months, you can view all the courses you have taken by clicking on **"All"** using the date dropdown button (see below). Next, click on the **"Apply Filters"** tab.

Reference: Job Aid, Saba Online Community

3. Click on the small "**Print" icon** at the top right of the page to print the full transcript.

Reference: Job Aid, Saba Online Community
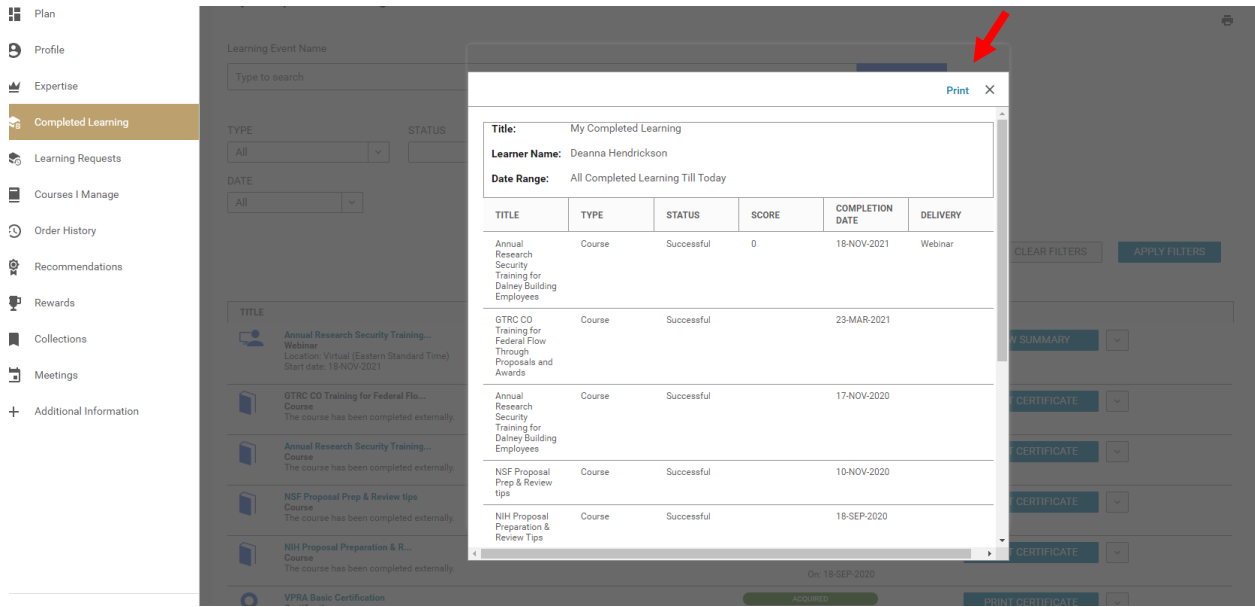
4. In the **Options** for print, clear the **Headers and footers check box** so that your transcript does not include any header and footer. Use the default settings for the **Margin** and **Scale** to make sure that your transcript will print without cutting off any of the courses.
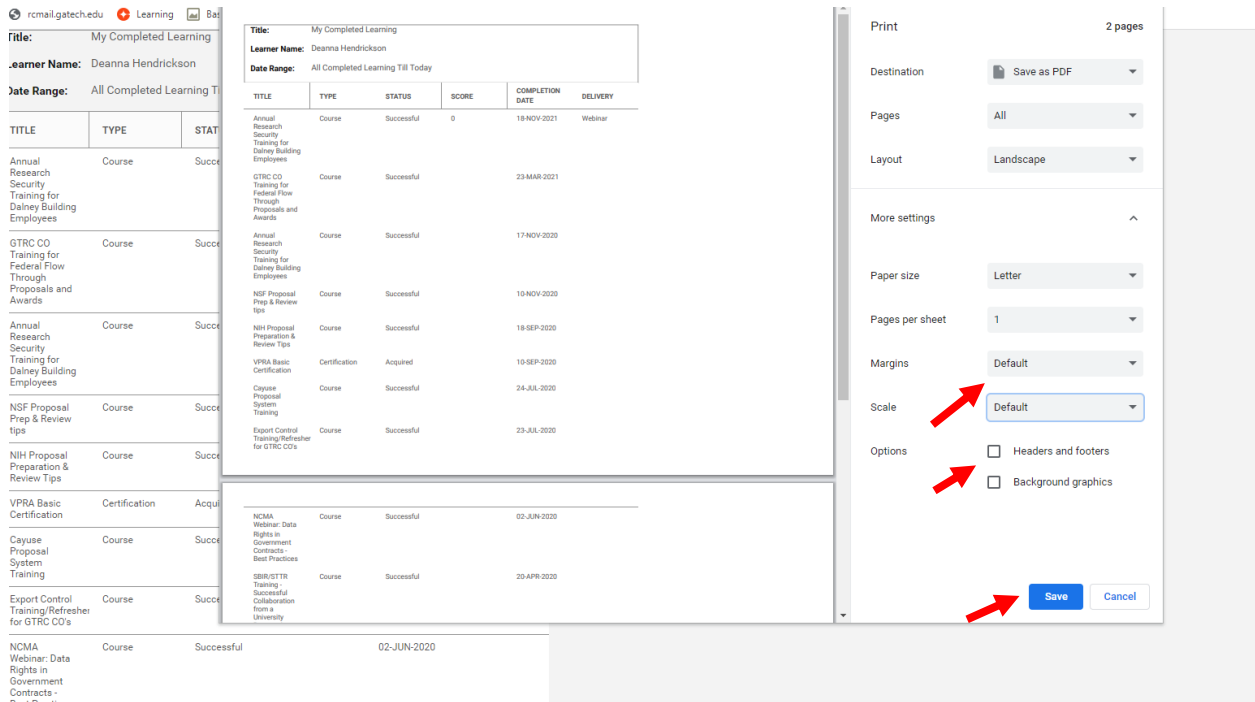
5. Click **Print or Save as PDF**.

Reference: Job Aid, Saba Online Community

IMPORTANT NOTE: The default filter within the Saba LMS currently shows only the past 12 months of completed courses. You can view all your completed courses/certifications by clicking on **"All"** using the dropdown menu under the "**Date"** tab. Depending on the quantity of courses you've taken, you may also need to click on the "**Load More**" option you'll see at the bottom of the list until it reflects all courses taken.

Further Assistance

Check out the relevant Saba Quest LMS Manuals at the Saba Quest LMS Help page or reach out to training@osp.gatech.edu with further questions.