

**Learning Administrator Training Session One
Instructor-Led/Virtual Training Job Aid**

Creating an Instructor Led Course

Before creating a new course, search for the title in order to ensure another course by that name does not already exist.

Step	Action
1. Log into the Columbia Enterprise Learning Management System Test Environment	<ul style="list-style-type: none"> • Click on the link below or in a chrome browser, enter https://columbiasb.sabacloud.com/ • Enter your uni and Saba password and click 'Sign in'
2. Access Admin options	<ul style="list-style-type: none"> • Click on the waffle icon on the top left of the page and select 'Admin'
3. Access Learning – Manage Learning Catalog	<ul style="list-style-type: none"> • Select 'Learning Admin' and then 'Manage Learning Catalog' (in the menu on the left side of the page)
4. Create a New Course	<ul style="list-style-type: none"> • Click 'New Catalog Item' under the Search button • Click 'New Course' under 'Advanced ...' • Click 'Browse ...' and upload an image (optional) • Enter course title • Select your domain • Enter the course description • Deselect 'Show custom fields during registration' (<i>only if you are not charging for the course</i>) • Deselect 'Show custom fields during cancellation' (<i>only if you are not charging for the course</i>) • Check 'Hide Classmates' • Enter 'Available From' date • Ensure 'Display for Admins' and 'Display for Learner' is checked • Enter 'Min Count', 'Max Count' and 'Waitlist Max' • Enter a Course Contact • Click 'Save'
5. Enter Course Details	<ul style="list-style-type: none"> • Select the 'Related Info' tab

	<ul style="list-style-type: none"> • Scroll down to Category - Select 'Add Category' • Click on 'Search' and select the categories the course should appear under • Click 'Select' • If necessary, scroll down to Keywords - click 'Add Keyword', click 'Create Keywords', enter the keyword and click 'Add' – repeat as necessary • Scroll down to Certificate Template – click 'Add Certificate Template', click on 'Search' and select a Certificate Template
6. Enter information on Policies Tab	<ul style="list-style-type: none"> • Select the 'Policies' tab • Scroll down to 'Recurring Registration', • Select 'Do not allow recurring registration if current registration is' and use the drop down arrow to select 'In-Process and Successfully Completed' • Scroll down and click on 'Save'
7. Review Notifications tab	<ul style="list-style-type: none"> • Review this tab to ensure the notifications you do not want are de-selected and the ones you do want are selected <p>You should confirm with central admin that the notifications you want have been set up!</p>

Creating a Class for the Course

NOTE: IF CREATING A VIRTUAL CLASS, SEE THE VIRTUAL-BASED TRAINING JOB AID. DO NOT FOLLOW STEPS BELOW.

Step	Action
1. Create the New Class	<ul style="list-style-type: none"> • Select 'Manage Classes' (in the menu on the left side of the Admin page) • Click 'New Class' • Click on the magnifying glass next to the 'Based on Course' field, enter the name of the course previously created and then click on 'Search'. Select the course. • Use the drop down arrow to select 'Instructor-Led' in the 'Delivery Type' and then click on 'Next'
2. Enter Class Details	<ul style="list-style-type: none"> • If needed enter the class description – please note the master description gets pulled in from the course • Enter 'Start Date' by clicking on the calendar icon next to the field

	<ul style="list-style-type: none"> • Click on the pencil icon next to 'Session Template', click on 'Search' to see the available templates, select the appropriate session template and click on 'Select and Close' • Click on the magnifying glass next to 'Location', click on 'Search' and select the campus • Click on the magnifying glass next to 'Facility', click on 'Search' and select the building • Click on the magnifying glass next to 'Language', click on 'Search' and select 'English' • Click on 'Finish'
3. Enter Activities	<ul style="list-style-type: none"> • Select the 'Activities' tab • Scroll down to 'Resources' and click 'Add Resource'. Use the drop down arrow to select 'Room'. Use the drop down arrow to select 'Primary Classroom'. Click 'Next'. Click 'Search'. Select your room. Click 'Next'. Click 'Done'. • Click 'Save and Publish'
4. Enter Cancellation (Drop) Policy (optional)	<ul style="list-style-type: none"> • Select the 'Policies' tab • Scroll down to 'Drop Policy' and click 'Add Drop Policy' • Enter 'Drop Charge' • Enter 'Day(s) before event starts' • Click on 'Save' • Scroll down and click on 'Save'
5. Review notifications tab	<ul style="list-style-type: none"> • Review this tab to ensure the notifications you do not want are de-selected and the ones you do want are selected <p>You should confirm with central admin that the notifications you want are set up!</p>

