| **Add Completed Learning to Members of your Team** |
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| **DID YOU KNOW:**  **Managers can add a completed learning activity to team members.** |

| **PROCEDURES** | **IMAGES** |
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| **Access My Team Page**  If necessary, reference the job aid – **Manager: View and Update my team in Saba.** |  |
| **Access the Add Completed Course Window**   1. Select **Add Completed Course** from the **Team Actions** menu.   The **Add Completed Course** window will display. |  |
| **Select Learning from the Catalog**   1. Search the catalog by typing the **Title** of the learning activity. 2. Select the check box next to the course title. 3. Select the **Save and Next** button at the bottom of the window.   If the course is not in the catalog, select the button **Add New** button. You will have to capture the course details. |  |
| **Validating/Capturing Course Details**  If a course is selected from the catalog, course detail fields will already be populated.   1. **Course Name**: Validate or capture the name of the course. 2. **Description**: Validate or capture the course description. 3. **Business Owner**: Validate or capture the name of the course owner.     If **Business Line Owner** is unknown, type **N/A** in the **Business Line Owner** field.   1. Scroll down and select the **Additional Details** at the bottom of the window. 2. In the **Additional Details** Options, capture the following information:  * **Delivery type**: Choose from the dropdown menu * **Location**: Indicate where the activity occurred * **Duration**: Capture duration in **HH:MM** format  1. Select the **Save and Next** button at the bottom of the window. |  |
| **Add Learner(s)**   1. Select the **Class End Date**, using the Calendar Icon. 2. Check the check-box next to an employee’s name to add the learning to this employee’s completed learning. 3. Use the **Select Date** next to the employee’s name to identify when the course was completed.   Note: The **Class End Date** identify the last day of the class. The **Completion Date** is the date when the employee completed all the components of the learning activity.     1. Add the **Score** if there is a score for this activity. 2. Select the **Save** button at the bottom of the window. |  |
| **Confirmation**   1. A confirmation window will be displayed confirming the action that has been done. Select the **Close** button to close this window.   The learning activity has been added to the selected members of my team and will appear under their **Completed Learning** in their Saba profile. |  |