

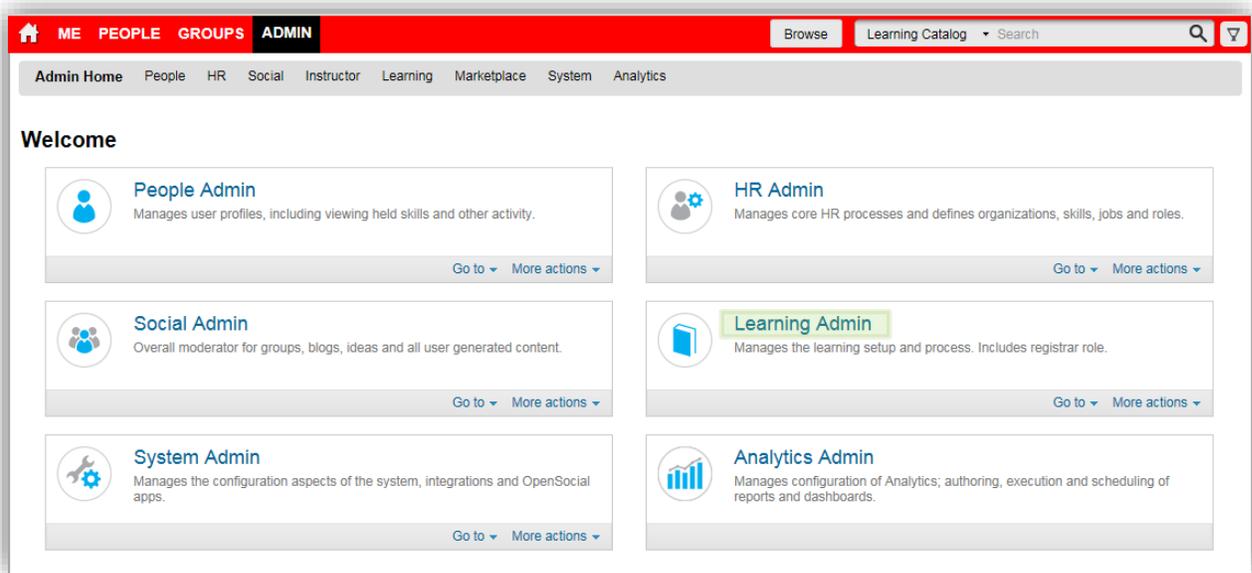
Process for Adding Content, Creating a course and Attaching Content

Please use the link bellow and follow along.

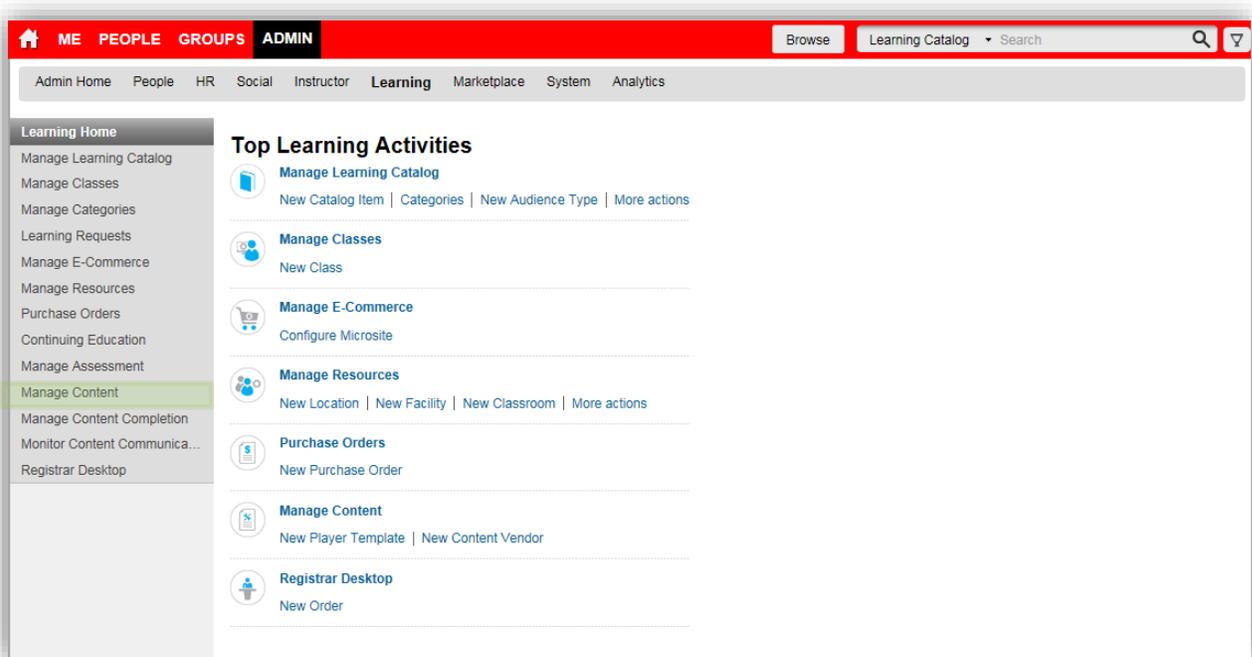
Exampleo Link:sabacloud.com/



Click on the “ADMIN” tab.



Click on the “**Learning Admin**” button.



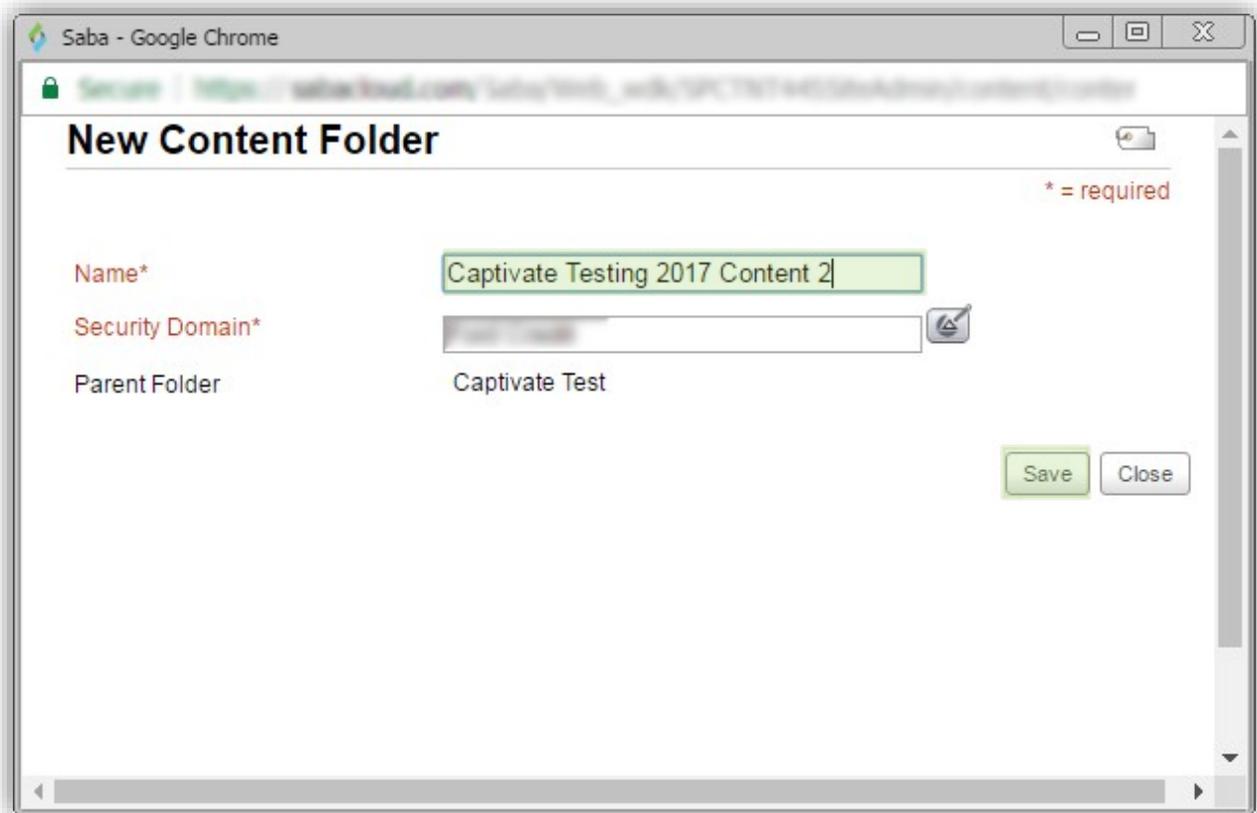
Click on “**Manage Content**” on the left hand side of the screen. Manage **Content** is highlighted

The screenshot displays the 'Content Library' interface. At the top, there is a navigation bar with 'ME PEOPLE GROUPS ADMIN' and 'Browse Learning Catalog'. Below this is a secondary navigation bar with 'Admin Home People HR Social Instructor Learning Marketplace System Analytics'. On the left, a sidebar menu lists various administrative tasks, with 'Content Library' selected under 'Manage Content'. The main area is titled 'Content Library' and features a 'Browse Search' bar. The 'Production Repository' section shows a list of folders: 'Production', '002019', '25583-2', 'Assessments', 'DEVELOPMENT', 'EVALUATIONS', 'FLD', 'PACIS', 'Assessments', 'CAPAC', and 'Captivate Test' (highlighted in green). A right-hand panel provides actions: 'New Sub Folder', 'Edit Folder', and 'Remove From Interest List | My Interest List'. Below these actions, a 'Contents' section shows 'No items found'.

Create a folder for your content. First navigate to where you want your folder to be located. In the example above, the **“Captivate Test”** folder is selected.

The screenshot shows a web application interface for a Learning Management System (LMS). At the top, there is a red navigation bar with tabs for 'ME', 'PEOPLE', 'GROUPS', and 'ADMIN'. Below this is a secondary navigation bar with links for 'Admin Home', 'People', 'HR', 'Social', 'Instructor', 'Learning', 'Marketplace', 'System', and 'Analytics'. The main content area is titled 'Content Library' and features a search bar with 'Browse' and 'Search' buttons. On the left side, there is a vertical navigation menu with various options, including 'Content Library' which is currently selected. The main area displays a 'Production Repository' with a table of items. The table has two columns: 'Item' and 'Actions'. The items listed include 'Production', '002019', '25583-2', 'Assessments', 'DEVELOPMENT', 'EVALUATIONS', 'FLD', 'PRACTICE', 'Assessments', 'CAPAC', and 'Captivate Test'. A 'New Sub Folder' button is highlighted in green at the top right of the repository list. Below the repository list, there is a 'Contents' section with an 'Import' button and a table with columns for 'Name', 'Version', 'Format', and 'Actions'.

Click on the “**New Sub Folder**” button.



Fill in the "Name" field. You can create the name you want..

In the example above, "**Captivate Testing 2017 Content 2**" was chosen for the folder name. Click on the "Save" button.

ME PEOPLE GROUPS ADMIN Browse Learning Catalog

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
 Manage Learning Catalog
 Manage Classes
 Manage Categories
 Learning Requests
 Manage E-Commerce
 Manage Resources
 Purchase Orders
 Continuing Education
 Manage Assessment
Manage Content
Content Library
 Content Player
 Content Vendors
 Saba Publisher
 Manage Content Completion
 Monitor Content Communic...
 Registrar Desktop

Content Library

Browse Search

Production Repository

Item	Actions
Production	
..... 002019	
..... 25583-2	
..... Assessments	
..... DEVELOPMENT	
..... EVALUATIONS	
..... FLD	
.....	
..... Assessments	
..... CAPAC	
..... Captivate Test	
..... Captivate 2017 Testing 1 18 2017	
..... Captivate Testing 2017	
..... Captivate Testing 2017 Content 2	
.....	
.....	

New Sub Folder
 Edit Folder
 Add To Interest List | My Interest List

Contents Import

Name	Version	Format	Actions

Click on the "Captivate Testing 2017 Content 2" Folder.

ME PEOPLE GROUPS ADMIN Browse Learning Catalog

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
Manage Classes
Manage Categories
Learning Requests
Manage E-Commerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Content Library
Content Player
Content Vendors
Saba Publisher
Manage Content Completion
Monitor Content Communic...
Registrar Desktop

Content Library

Browse Search

Production Repository

Item	Actions
Production	
..... 002019	
..... 25583-2	
..... Assessments	
..... DEVELOPMENT	
..... EVALUATIONS	
..... FLD	
.....	
..... Assessments	
..... CAPAC	
..... Captivate Test	
..... Captivate Testing 2017 Content 1	
..... Captivate Testing 2017	
..... Captivate Testing 2017 Content 2	
.....	

New Sub Folder
Edit Folder
Add To Interest List | My Interest List

Contents **Import**

No items found

Click on the **“Import”** button.

ME PEOPLE GROUPS ADMIN Browse Le

Admin Home People HR Social Instructor Learning Ecommerce Marketplace System Analytics

Learning Home
Manage Learning Catalog
Manage Classes
Manage Categories
Learning Requests
Manage Ecommerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Content Library
Content Player
Content Vendors
Saba Publisher
Manage Content Completion
Monitor Content Communica...
Registrar Desktop

Import Content

1.Content Details ...> 2.Import Content

Name* Captivate Deployed Testing Import Cor

Security Domain* 

Content Format* Deployed SCORM

Player Template* 

Mobile Device Compatibility Not Compatible

Content Type Learning Objects

Version Number

Expiration Date 

Parent Folder Captivate Testing 2017 Content 2

Use as Evaluation

Next>> Cancel

Fill in the:

- **Name:** Captivate Deployed Testing Import Content 2
- **Security Domain:**
- **Content Format:** Deployed SCORM
- **Player Template:** Captivate(S:1134x710) or FMCC Flash (S:1024x725)
- **Content Type:** Learning Objects

Click **“Next”** to continue.

The screenshot shows the LMS Admin interface. At the top, there is a navigation bar with tabs for ME, PEOPLE, GROUPS, and ADMIN. Below this is a secondary navigation bar with links for Admin Home, People, HR, Social, Instructor, Learning, Ecommerce, Marketplace, System, and Analytics. A left sidebar contains a menu with options like Learning Home, Manage Learning Catalog, Manage Classes, Manage Categories, Learning Requests, Manage Ecommerce, Manage Resources, Purchase Orders, Continuing Education, Manage Assessment, Manage Content, Content Library, Content Player, Content Vendors, Saba Publisher, Manage Content Completion, Monitor Content Communica..., and Registrar Desktop. The main content area is titled "Import Content: Captivate Deployed Testing Import Content 2 (Deployed SCORM)". It features a progress indicator showing "1.Content Details" and "2.Import Content". The "2.Import Content" step is active. There are three radio buttons: "Manifest File URL", "Manifest Access URL", and "Browse Manifest File". The "Browse Manifest File" option is selected. Below the radio buttons are three input fields: "Manifest Access URL" with the value "http://", "Browse" with a file selection button showing "imsmanifest.xml", and "Deployed SCORM URL(http/https)". There are also "<<Previous" and "Import" buttons at the bottom right. A red asterisk and "required" text are visible on the right side of the form.

Select the radio button “Browse Manifest File”

Browse for your **imsmanifest.xml** file and select it.

Enter your link into the Deployed SCORM URL (http/https) field:

This will only be used when you are creating courses in QA. You do not do this in Production. The files for Proction will uploaded to the Ford SABA server.

Click “**Import**”

Firefox - Firefox address bar: https://lms.saba.com/...
ool tax exemptions calculat Imported From IE

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor **Learning** Ecommerce Marketplace System Analytics

Learning Home
Manage Learning Catalog
Manage Classes
Manage Categories
Learning Requests
Manage Ecommerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Content Library
Content Player
Content Vendors
Saba Publisher
Manage Content Completion
Monitor Content Communica...
Registrar Desktop

Import Content: Captivate Deployed Testing Import Content 2 (Deployed SCORM)

The content has been imported successfully.

[Preview Content](#)

Name	Captivate Deployed Testing Import Content 2
Security Domain	None (Guest)
Content Format	Deployed SCORM
Content Provider	
Mobile Device Compatibility	Not Compatible
Content Format Version	SCORM 1.2
Parent Folder	Captivate Testing 2017 Content 2
Player Template	None (Default)
External Content ID	
Use as survey, evaluation, or multi-rater assessment.	<input type="checkbox"/>
Manifest Access URL	https://lms.saba.com/.../Captivate_Testing_2

[Preview Content](#)
[View Content Communication Log](#)

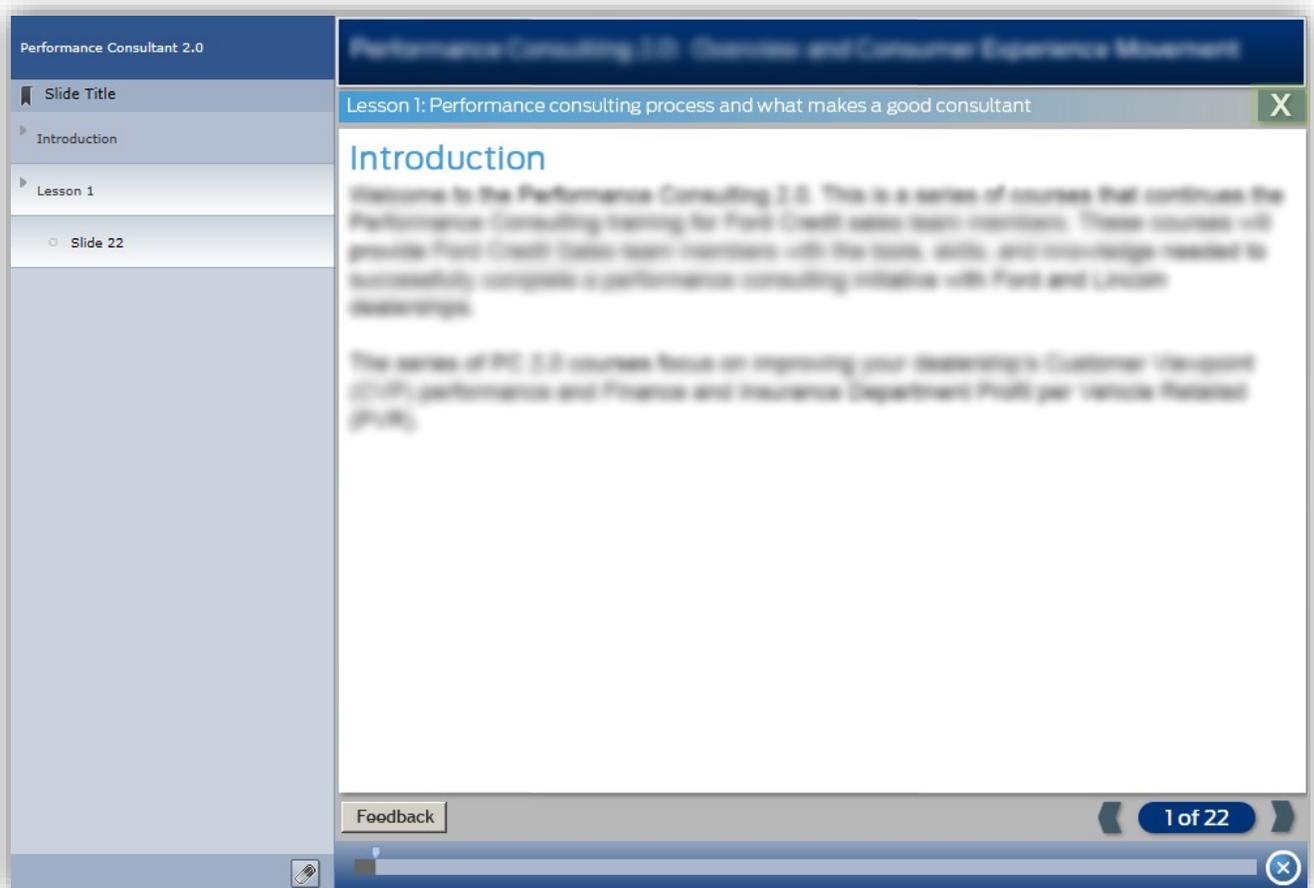
[Edit](#) [Return to Repository](#)

Click **“Preview Content”**



Click on the “OK” button.

Ensure that your content is appropriate and it launches correctly. If not, review your course settings in SABA to ensure your path and launch options are correct.



Exit out of your preview.

[Home](#) | [ME](#) | [PEOPLE](#) | [GROUPS](#) | **ADMIN** | [Browse](#) | [Learning Catalog](#) | [Search](#)

[Admin Home](#) | [People](#) | [HR](#) | [Social](#) | [Instructor](#) | **Learning** | [Ecommerce](#) | [Marketplace](#) | [System](#) | [Analytics](#)

[Learning Home](#)
[Manage Learning Catalog](#)
[Manage Classes](#)
[Manage Categories](#)
[Learning Requests](#)
[Manage Ecommerce](#)
[Manage Resources](#)
[Purchase Orders](#)
[Continuing Education](#)
[Manage Assessment](#)
Manage Content
Content Library
[Content Player](#)
[Content Vendors](#)
[Saba Publisher](#)
[Manage Content Completion](#)
[Monitor Content Communica...](#)
[Registrar Desktop](#)

Import Content: Captivate Deployed Testing Import Content 2 (Deployed SCORM)

+ = required

The content has been imported successfully.

[Preview Content](#)

Name	Captivate Deployed Testing Import Content 2
Security Domain	Full Control
Content Format	Deployed SCORM
Content Provider	
Mobile Device Compatibility	Not Compatible
Content Format Version	SCORM 1.2
Parent Folder	Captivate Testing 2017 Content 2
Player Template	None (Default)
External Content ID	
Use as survey, evaluation, or multi-rater assessment.	<input type="checkbox"/>
Manifest Access URL	https://www.saba.com/learningcatalog/content/11344740

[Preview Content](#)
[View Content Communication Log](#)

[Edit](#) | [Return to Repository](#)

Return to your original content import page, in this case “Content Inventory Details: Captivate Deployed Testing Import Content 2 (Deployed SCORM)” page and click on the “**Return to Repository**” button.

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Ecommerce Marketplace System Analytics

Learning Home
 Manage Learning Catalog
 Manage Classes
 Manage Categories
 Learning Requests
 Manage Ecommerce
 Manage Resources
 Purchase Orders
 Continuing Education
 Manage Assessment
Manage Content
Content Library
 Content Player
 Content Vendors
 Saba Publisher
 Manage Content Completion
 Monitor Content Communica...
 Registrar Desktop

Content Library

Browse Search

Production Repository

Item	Actions
Production	
..... 002019	
..... 25583-2	
..... Assessments	
..... DEVELOPMENT	
..... EVALUATIONS	
..... FLD	
..... [REDACTED]	
..... Assessments	
..... CAPAC	
..... Captivate Test	
..... Captivate Testing 2017	
..... Captivate Testing 2017	
..... Captivate Testing 2017 Content 2	

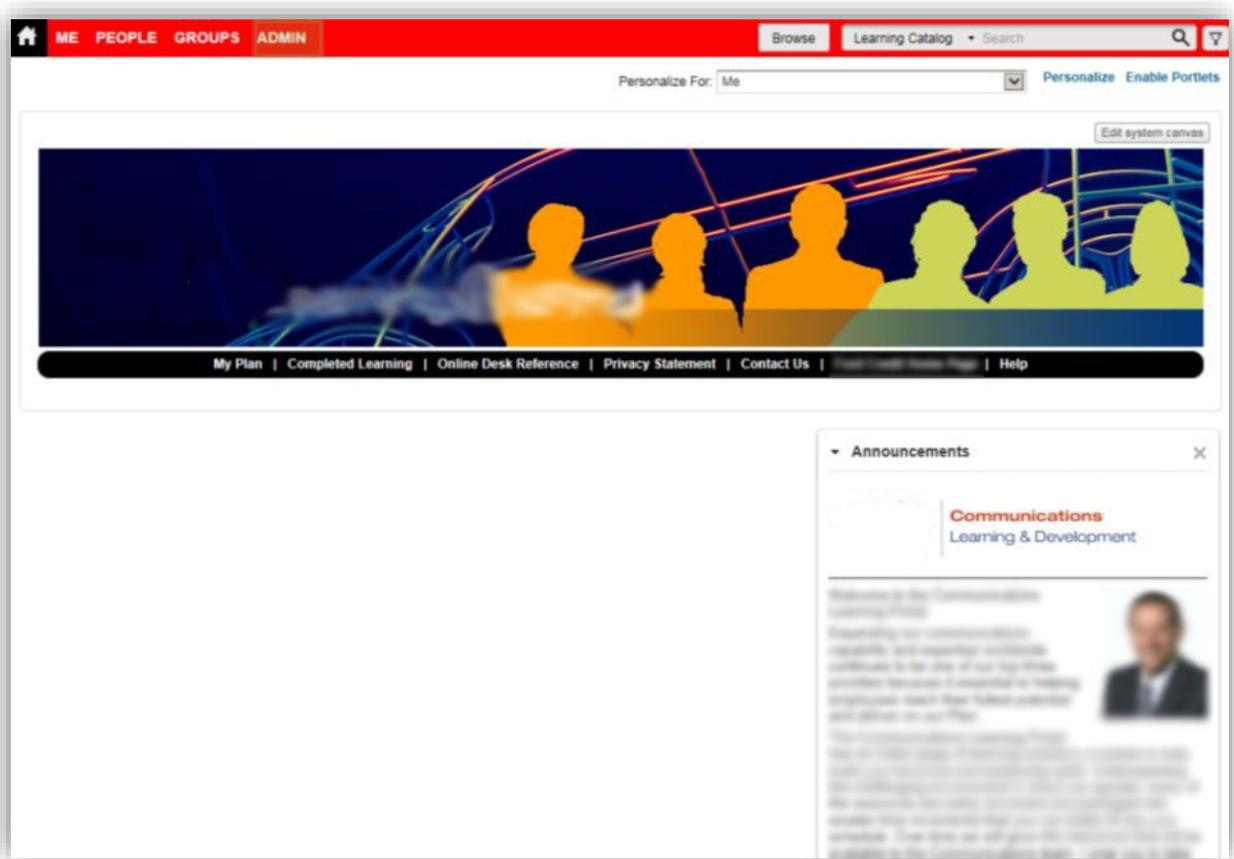
New Sub Folder
 Edit Folder
 Add To Interest List | My Interest List

Contents Import

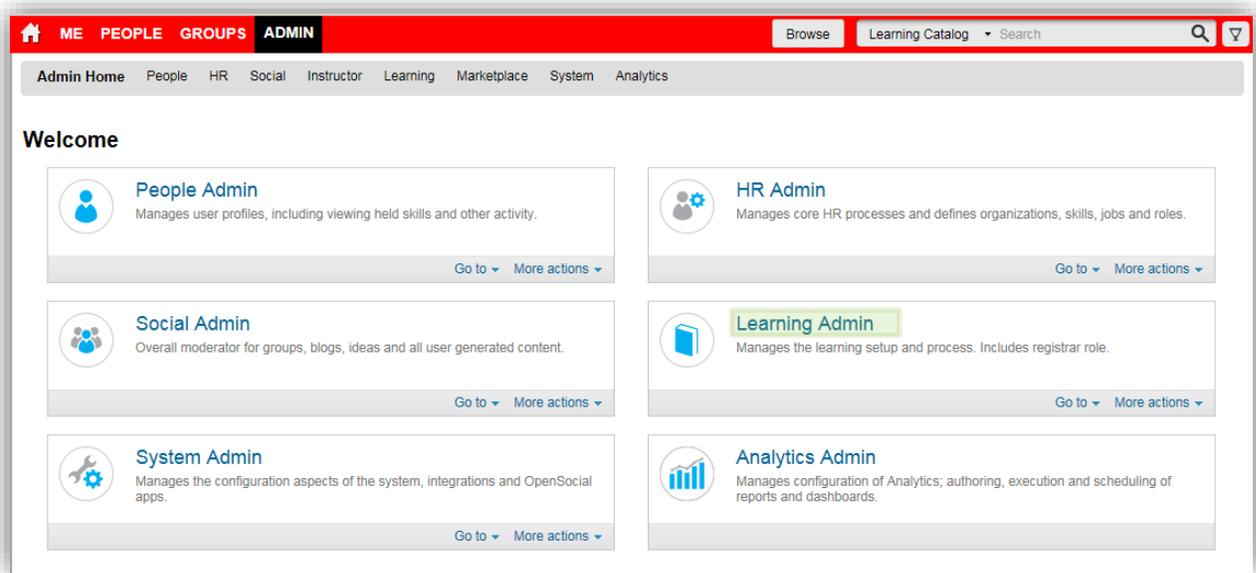
Name	Version	Format	Actions
Captivate Deployed Testing Import Content 2		Deployed SCORM	✗

We have completed importing our content using the URL.

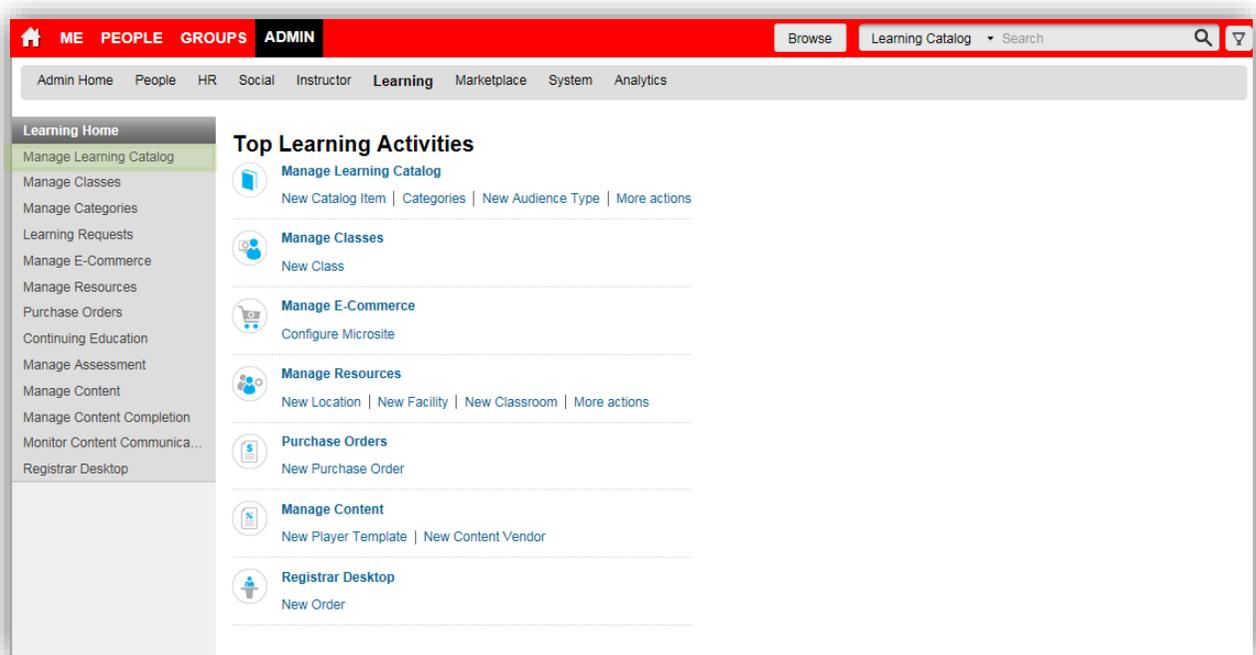
Next, we will add a new course.



Click on the “**ADMIN**” button



Click on the “**Learning Admin**” button.



Click on “**Manage Learning Catalog**” on the left hand side of the screen

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home

Manage Learning Catalog

Learning Catalog

Audience Types

Certificates of Completion

Delivery Types

Price Lists

Session Templates

Tasks

Checklists

Discontinued Course Errors

Manage Classes

Manage Categories

Learning Requests

Manage E-Commerce

Manage Resources

Purchase Orders

Continuing Education

Manage Assessment

Manage Content

Manage Content Completion

Monitor Content Communica...

Registrar Desktop

Learning Catalog

Title Available From <=

Discontinued From >= Version

Id Learning Event Type

You have a saved query.

[Configure](#) | [Save Search Query](#) | [Reset Saved Query](#)

Catalog Search

Click on the “**New Catalog Item**” button.

Home ME PEOPLE GROUPS ADMIN Browse Learning Catalog

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
Learning Catalog
Audience Types
Certificates of Completion
Delivery Types
Price Lists
Session Templates
Tasks
Checklists
Discontinued Course Errors
Manage Classes
Manage Categories
Learning Requests
Manage E-Commerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Manage Content Completion
Monitor Content Communica...
Registrar Desktop

New Catalog Item

 **Quick...**
[Online Course](#) | [Blended Course](#) | [Others](#)

Advanced...
[New Course](#)

 **Learning Path**
[Certifications](#) | [Curricula](#)

Click on the “**New Course**” button.

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
 Learning Catalog
 Audience Types
 Certificates of Completion
 Delivery Types
 Price Lists
 Session Templates
 Tasks
 Checklists
 Discontinued Course Errors
 Manage Classes
 Manage Categories
 Learning Requests
 Manage E-Commerce
 Manage Resources
 Purchase Orders
 Continuing Education
 Manage Assessment
 Manage Content
 Manage Content Completion
 Monitor Content Communica...
 Registrar Desktop

New Course

* = required

Course Image Browse...

Course Details

Title*

Course ID*

Version

Domain* ↻

NOT shown to learner - Abstract Field

Character Limit : 1000

Who Should Enroll, Description and Objectives*

Character Limit : 5000
 Remaining character count: 4952

Create group Selecting this option will not allow class level group creation.

Is Sensitive

Hide Score Select this checkbox to hide the transcript score on course completion.

Show Web 2.0 functions Select this checkbox to show the Web 2.0 functions. This will only work when the Web 2.0 functionality under the Catalog service is enabled.

Show custom fields during registration Select this checkbox to show custom fields during registration. For learners and managers, this field is applicable only if the corresponding setting under Orders service is enabled by the system administrator. For administrators, the field is independent of the setting.

Show custom fields during cancellation Select this checkbox to show custom fields during cancellation. For learners and managers, this field is applicable only if the corresponding setting under Orders service is

Fill in the:

- Title
- Course ID
- Domain
- Who Should Enroll Description and Objectives: Could be HTML formatted?

Link to new Course ID number naming conventions

Scroll down the page

Show custom fields during cancellation	<input checked="" type="checkbox"/> setting. Select this checkbox to show custom fields during cancellation. For learners and managers, this field is applicable only if the corresponding setting under Orders service is enabled by the system administrator.
Target Days	<input type="text" value="0"/>

Expiration and Re-acquisition	<input type="checkbox"/>
Select this option if the course must expire after a specified duration and learners need to take the course again before expiration.	
Note: This setting cannot be changed once the course is saved. Courses with expiry are not available in E-Commerce.	

Pricing Information	
Currency	<input type="text" value="US Dollars"/> 
Price	<input type="text" value="0.00"/>
Multi-Currency Pricing	<input checked="" type="radio"/> This Course is available only in the currency selected above. <input type="radio"/> This Course is available in the currency selected above and default currency, US Dollars. <input type="radio"/> This Course is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.

Availability Information	
Available From*	<input type="text" value="20-JAN-2017"/> 
Discontinued From Date*	<input type="text" value="01-APR-2020"/> 
Display for Call Center	<input checked="" type="checkbox"/>
Display for Learner	<input checked="" type="checkbox"/>
Consumable only within Certification/Curriculum	<input type="checkbox"/> Selecting this option will prevent the ability for this course to be a recurring course. Also, this will prevent the course from being available in search and assignment/registration of this course will be blocked outside the certificate/curriculum.
Featured	<input type="checkbox"/>

Fill in the:

- Available From
- Discontinued From Date
- Check the box for "Display for Learner"

Scroll down the page

Registration Information	
Min Count*	<input type="text" value="0"/>
Max Count*	<input type="text" value="9999999"/>
Waitlist Max*	<input type="text" value="2"/>
Vendor	<input type="text"/> 
Subject Matter Expert	<input type="text"/> 
L&D Contact	<input type="text"/> 

Other Information	
Curriculum Specialist CDSID*	<input type="text" value="12345678"/>
Owning Skill Team*	<input type="text" value="Team 1234"/> 
Supplier Price	<input type="text"/>
Inst. Payment Category	<input type="text" value="-Select One-"/> 
Curriculum Support Specialist CDSID	<input type="text"/>
Instructional System Designer CDSID	<input type="text"/>
Europe Contact CDSID	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Product Code (required for Saba Billing)	<input type="text"/>
Operations Location (required for Saba Billing)	<input type="text"/>
Department Number (required for Saba Billing)	<input type="text"/>

Fill in the:

- **Min Count*** Min Count: (0)
- **Max Count*** Max Count: (99999)
- **Waitlist Max:** (2)
- **Curriculum Specialist CDSID*** Curriculum Specialist CDSID
- **Owning Skill Team** Let's give them the options for the various global locations here

Click on the **“Save”** button.

Next, we will add a Delivery Type.

The screenshot displays the 'Course Details' page for 'Captivate Testing 2017 Catalog 2'. The 'Delivery Types' tab is active. The 'Course Details' section includes the following fields and options:

- Title***: Captivate Testing 2017 Catalog 2
- Course ID***: [Redacted]
- Version**: [Redacted]
- Domain***: [Redacted]
- NOT shown to learner - Abstract Field**: [Redacted]
- Who Should Enroll, Description and Objectives***: Who wants to learn how to put content into SABA.
- Create group**: Selecting this option will not allow class level group creation.
- Is Sensitive**:
- Hide Score**: Select this checkbox to hide the transcript score on course completion.
- Show Web 2.0**: Select this checkbox to show the Web 2.0 functions. This will only work when the Web 2.0 functionality

Click on the **“Delivery Types”** tab.

The screenshot displays the 'ADMIN' section of an LMS. The top navigation bar includes 'ME', 'PEOPLE', 'GROUPS', and 'ADMIN'. Below this, a secondary navigation bar lists 'Admin Home', 'People', 'HR', 'Social', 'Instructor', 'Learning', 'Marketplace', 'System', and 'Analytics'. The left sidebar contains a 'Manage Learning Catalog' menu with 'Learning Catalog' selected. The main content area is titled 'Course Details: Captivate Testing 2017 Catalog 2'. It features a tabbed interface with 'Delivery Types' selected. The 'Delivery Types' section shows 'No items found' and a green 'Add Delivery Type' button. A legend indicates that an asterisk (*) denotes a required field.

Click on the “Add Delivery Type” button.



Select “**Web Based Training**” and click the “**Next**” button.

Saba - Internet Explorer provided by Ford Motor Company

https://fordtest.sabacloud.com/Saba/Web_wdk/SPCTNT445SiteAdmin/learning/learningoffering/delivery/deliveryModeDetailPopup.rdf

New Web Based Training Delivery Mode : Captivate Testing 2017 Catalog 2, #00121838

* = required

1. Select Delivery Type ...> 2. Define Details

Delivery Mode Information

Title	Captivate Testing 2017 Catalog 2
ID*	<input type="text"/>
Domain*	<input type="text"/> 
Description	<input type="text" value="Captivate Testing 2017 Catalog 2"/>
	Character Limit : 255 Remaining character count: 223
Course Description	Who wants to learn how to put content into SABA.
Duration (HH:MM)*	<input type="text" value="01:00"/>

Fill in the:

- ID
- Domain
- Duration

Scroll down the page

Saba - Internet Explorer provided by Ford Motor Company

https://fordtest.sabacloud.com/Saba/Web_wdk/SPCTNT445SiteAdmin/learning/learningoffering/delivery/deliveryModeDetailPopup.rdf

Pricing Information

Currency 

Base Price 0.00 (Inherited from Course)

Delivery Price

Multi-Currency Pricing

- This Delivery Mode is available only in inherited currencies and currency selected above.
- This Delivery Mode is available in inherited currencies, the currency selected above and default currency, US Dollars.
- This Delivery Mode is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.

Registration Information

Vendor 

Customer Service Representative 

Scroll down the page

Saba - Internet Explorer provided by Ford Motor Company

https://fordtest.sabacloud.com/Saba/Web_wdk/SPCTNT445SiteAdmin/learning/learningoffering/delivery/deliveryModeDetailPopup.rdf

Registration Information

Vendor

Customer Service Representative

Availability Information

Available From 20-JAN-2017

Discontinued From 01-APR-2020

Display for Call Center

Display for Learner

Back Finish Back to Course

Make sure your dates are correct. Let's review the date guidelines in this area. Click on the **"Finish"** button.

Next, we will add a New Class.

The screenshot shows a web application interface for a learning management system. At the top, there is a navigation bar with tabs for 'ME', 'PEOPLE', 'GROUPS', and 'ADMIN'. Below this is a secondary navigation bar with links for 'Admin Home', 'People', 'HR', 'Social', 'Instructor', 'Learning', 'Marketplace', 'System', and 'Analytics'. The main content area is titled 'Course Details: Captivate Testing 2017 Catalog 2'. On the left, there is a sidebar menu with various options, including 'Learning Catalog', 'Audience Types', 'Certificates of Completion', 'Delivery Types', 'Price Lists', 'Session Templates', 'Tasks', 'Checklists', 'Discontinued Course Errors', 'Manage Classes', 'Manage Categories', 'Learning Requests', 'Manage E-Commerce', 'Manage Resources', 'Purchase Orders', 'Continuing Education', 'Manage Assessment', 'Manage Content', 'Manage Content Completion', 'Monitor Content Communica...', and 'Registrar Desktop'. The 'Delivery Types' tab is selected, showing a table with two columns: 'Delivery Types' and 'New Class'. The 'New Class' column contains a button labeled 'New Web Based Training Class' which is highlighted in green. There are also links for 'Add Delivery Type', 'Print', and 'Export'.

When you create a delivery type you also need to create the class.
Click on the “**New Web Based Training Class**” button.

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
Learning Catalog
Audience Types
Certificates of Completion
Delivery Types
Price Lists
Session Templates
Tasks
Checklists
Discontinued Course Errors
Manage Classes
Manage Categories
Learning Requests
Manage E-Commerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Manage Content Completion
Monitor Content Communica...
Registrar Desktop

New Web-Based Class

1. Select Delivery Type → 2. Define Course * = required

Class Details

Name Captivate Testing 2017 Catalog 2

Course ID 00000000

Class ID 00000000

Domain* 

Description and Objectives
Character Limit : 2000

Create group for class

Course Description Who wants to learn how to put content into SABA.

Delivery Mode Description Captivate Testing 2017 Catalog 2

Scheduling Details

Language* 

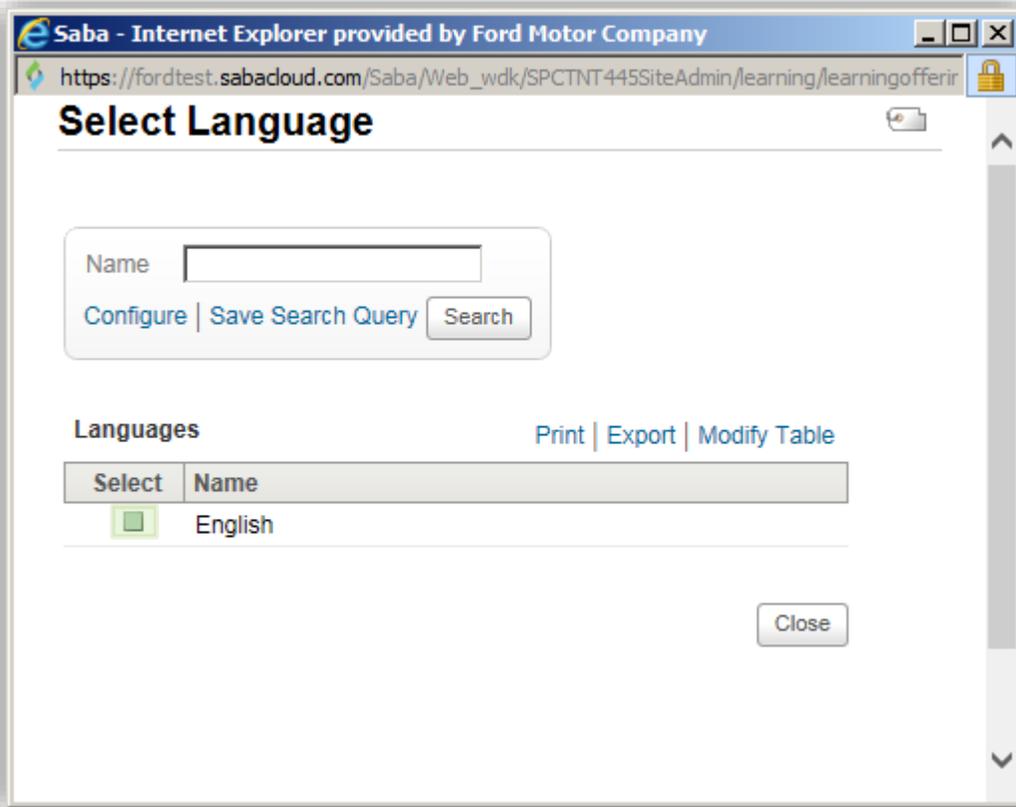
Duration (HH:MM)*

Pricing Information

Base Price 0.00 (Inherited from Course)

Currency 

Fill in the “Language” field by clicking on the Language button on the right side next to the text box.



Select "English"

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
Learning Catalog
Audience Types
Certificates of Completion
Delivery Types
Price Lists
Session Templates
Tasks
Checklists
Discontinued Course Errors
Manage Classes
Manage Categories
Learning Requests
Manage E-Commerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Manage Content Completion
Monitor Content Communica...
Registrar Desktop

New Web-Based Class

1. Select Delivery Type → 2. Define Course * = required

Class Details

Name Captivate Testing 2017 Catalog 2

Course ID [blurred]

Class ID [blurred]

Domain* [text box]

Description and Objectives [text box]

Character Limit : 2000

Create group for class

Course Description Who wants to learn how to put content into SABA.

Delivery Mode Description Captivate Testing 2017 Catalog 2

Scheduling Details

Language* English

Duration (HH:MM)* 01:00

Pricing Information

Base Price 0.00 (Inherited from Course)

Currency US Dollars

Fill in the **Duration** text box: 01:00

Class Price	<input type="text"/>
Multi-Currency Pricing	<input checked="" type="radio"/> This Class is available only in inherited currencies and currency selected above. <input type="radio"/> This Class is available in inherited currencies, the currency selected above and default currency, US Dollars. <input type="radio"/> This Class is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.
Registration Information	
Allow Drop	<input checked="" type="radio"/> Yes, this class can be dropped anytime after registration <input type="radio"/> No, this class cannot be dropped <input type="text"/> hours after registration <input type="radio"/> No, this class cannot be dropped after registration
Availability Information	
Available From*	<input type="text" value="20-JAN-2017"/> 
Discontinued From	<input type="text" value="01-APR-2020"/> 
Display for Call Center	<input checked="" type="checkbox"/>
Display for Learner	<input checked="" type="checkbox"/>
Trigger after Order Date (days)	<input type="text"/>
Trigger after Completion Date (days)	<input type="text"/>
Other Information	
Fin. Product Code	<input type="text"/>
Curriculum Mgr.	<input type="text"/>
<input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

Make sure your dates are correct and click the **“Finish”** buttons

Nest, we will add and Activity.

The screenshot shows a web-based training class details page. The page title is "Web Based Training Class Details: Captivate Testing 2017 Catalog 2". The "Activities" tab is selected. The "Class Details" section includes the following information:

- Name: Captivate Testing 2017 Catalog 2
- Course ID: 00121838
- Class ID: 00200487
- Domain*: [Redacted]
- Description and Objectives: [Redacted]
- Character Limit: 2000
- Create group for class:
- Course Description: Who wants to learn how to put content into SABA.
- Delivery Mode Description: Captivate Testing 2017 Catalog 2
- Course Deeplink URL: [Redacted]
- Class Deeplink URL: [Redacted]
- Registration Deeplink URL: [Redacted]
- Owner: No items found. Add Owner

This Deeplink is for you to provide to the client. This is so they can view the site. Give them the Class Deeplink URL that displays in your Activities tab. Do not send them the link that you have when you use the Deeplink because it will create a different URL address according to your CSID.

Click on the "Activities" tab.

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
Manage Classes
Classes
Manage Categories
Learning Requests
Manage E-Commerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Manage Content Completion
Monitor Content Communica...
Registrar Desktop

Web Based Training Class Details: Captivate Testing 2017 Catalog

2,000121838,00200-007

Main Activities Expenses Related Info Policies Notifications

Activities
Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.

Any changes made to activities are not made available to learner registrations and/or completed courses automatically. To make them available, you must save and publish these changes after you are done.
[Save and Publish](#)

Optional Tasks to Complete

Activities [Add Activities](#) [Change Status](#)

No items found

Activity Sequencing
NOTE: Activity sequencing option is applicable for all existing and new registrations.

- Suggested - learner need not complete previous activity before attempting the next activity in the sequence.
- Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
- Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.

Resources
Add persons required for this class.

Click on the “Add Activities” button.

ME PEOPLE GROUPS ADMIN

Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
Manage Classes
Classes
Manage Categories
Learning Requests
Manage E-Commerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Manage Content Completion
Monitor Content Communication
Registrar Desktop

Web Based Training Class Details: Captivate Testing 2017 Catalog

2, [REDACTED]

Main Activities Expenses Related Info Policies Notifications

Activities
Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.

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[Save and Publish](#)

Optional Tasks to Complete

Activities

No items found

[Add Activities](#) | [Change Status](#)

[Add Activities](#)

[Add Task](#)
[Add Checklist](#)
[Attach Content](#)

Activity Sequencing
NOTE: Activity sequencing option is applicable for all existing and new registrations.

Suggested - learner need not complete previous activity before attempting the next activity in the sequence.
 Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
 Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.

Resources
Add persons required for this class.

Roll over the "Add Activities" and select "Attach Content"

Saba - Internet Explorer provided by Ford Motor Company

Add Activities: Attach Content

1. Select Content Modules ...> 2. Add Activity Details

Formal Content
 Virtual Class Recording

Select content modules to add as activities to Captivate Testing 2017 Catalog 2

Name	<input type="text"/>	Version Number	<input type="text"/>
Content Format	-Select One- <input type="button" value="v"/>	Content Type	-Select One- <input type="button" value="v"/>
Language	<input type="text"/>	Author	<input type="text"/>
Keywords	<input type="text"/>	Folder Name	Captivate Testing 2017 <input type="button" value="x"/>
Available From >=	<input type="text"/>	Available From <=	<input type="text"/>
Last Modified On >=	<input type="text"/>	Last Modified On <=	<input type="text"/>
Used as Survey, Evaluation, or Multi-Rater Assessment	<input type="checkbox"/>	Owner	<input type="text"/>
Content Provider	-Select One- <input type="button" value="v"/>	Delivery Vendor	-Select One- <input type="button" value="v"/>

Contents

In the “**Fold Name**” field type the name you used in the previous steps. In this case, we used “Captivate Testing 2017 Content 2”. Click on the “**Search**” button.

Saba - Internet Explorer provided by Ford Motor Company

1.Select Content Modules ...> 2.Add Activity Details

Formal Content
 Virtual Class Recording

Select content modules to add as activities to Captivate Testing 2017 Catalog 2

Browse Search

Name: [] Version Number: []
Content Format: [-Select One-] Content Type: [-Select One-]
Language: [] Author: []
Keywords: [] Folder Name: Captivate Testing 2017 C
Available From >=: [] Available From <=: []
Last Modified On >=: [] Last Modified On <=: []
Used as Survey, Evaluation, or Multi-Rater Assessment:
Content Provider: [-Select One-] Owner: []
Delivery Vendor: [-Select One-]

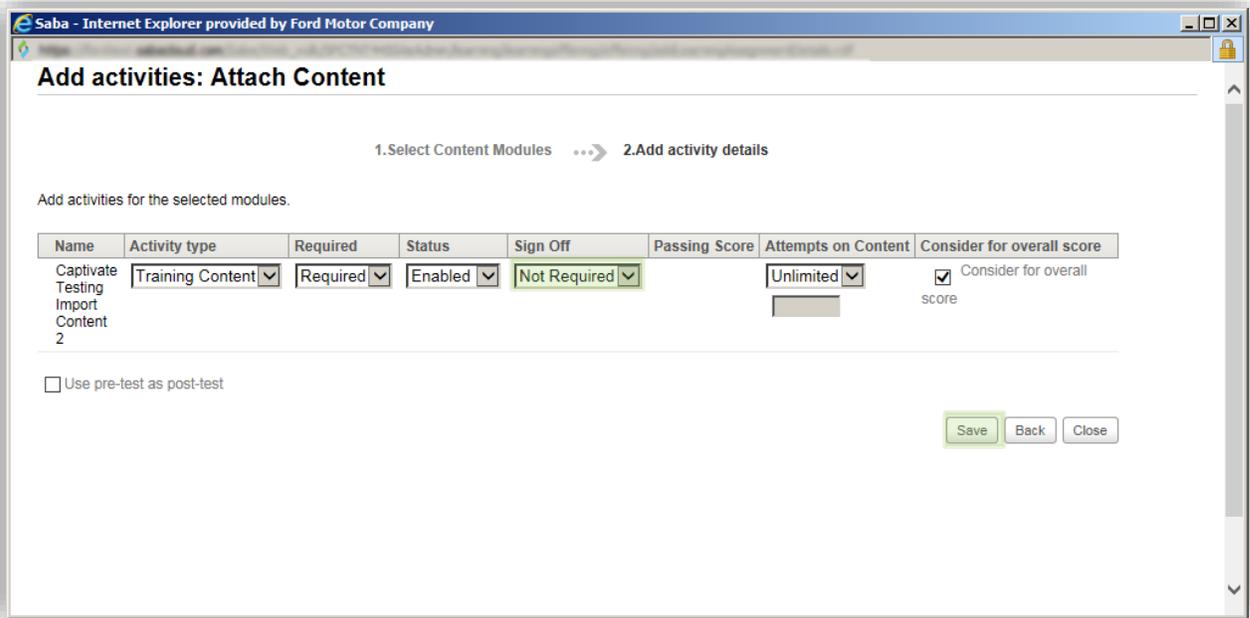
Search

Contents

Select	Name	Version Number	Content Format	Folder Name
<input checked="" type="checkbox"/>	Captivate Testing Import Content 2		URL	Captivate Testing 2017 Content 2

Add Activity Details Close

Check the "Captivate Testing Import Content 2" box



Select the drop down arrow for "Sign off" and select "Not Required". Click "Save".

Next, we will add and Evaluation.

ME PEOPLE GROUPS ADMIN Browse Learning Catalog Search

Admin Home People HR Social Instructor Learning Marketplace System Analytics

Learning Home
Manage Learning Catalog
Manage Classes
Classes
Manage Categories
Learning Requests
Manage E-Commerce
Manage Resources
Purchase Orders
Continuing Education
Manage Assessment
Manage Content
Manage Content Completion
Monitor Content Communica...
Registrar Desktop

Web Based Training Class Details: Captivate Testing 2017 Catalog 2, #00121838,00200487

Main Activities Expenses Related Info Policies Notifications

Activities

Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.

Any changes made to activities are not made available to learner registrations and/or completed courses automatically. To make them available, you must save and publish these changes after you are done.
[Save and Publish](#)

Optional Tasks to Complete

Activities

[Add Activities](#) | [Change Status](#) | [Print](#) | [Export](#) | [Modify Table](#)

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
		Captivate Testing Import Content 2	Training content	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Activity Sequencing

NOTE: Activity sequencing option is applicable for all existing and new registrations.

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- Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
- Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.

Resources

Scroll Down

Common/adminhome

Saba :

Web Slice Gallery Help L&D Shared Computers Cale...

Activities [Add Activities](#) | [Change Status](#) | [Print](#) | [Export](#) | [Modify Table](#)

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
		Captivate Testing Import Content 2	Training content	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Activity Sequencing
NOTE: Activity sequencing option is applicable for all existing and new registrations.

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- Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
- Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.

Resources
Add persons required for this class.

Resources [Add Resource](#)

No items found

Evaluation
Add evaluations that learner/manager can submit after all activities are completed.

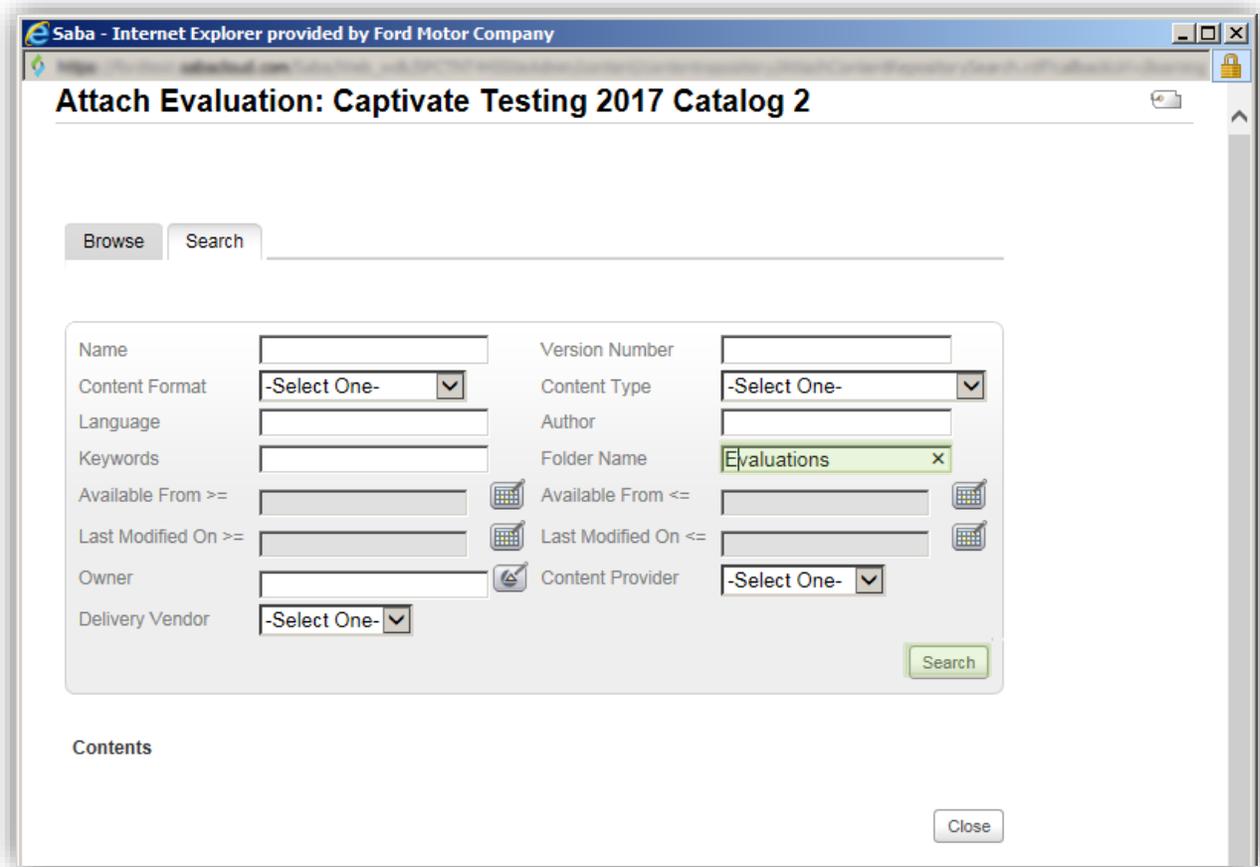
Evaluation [Add Evaluation](#)

No items found

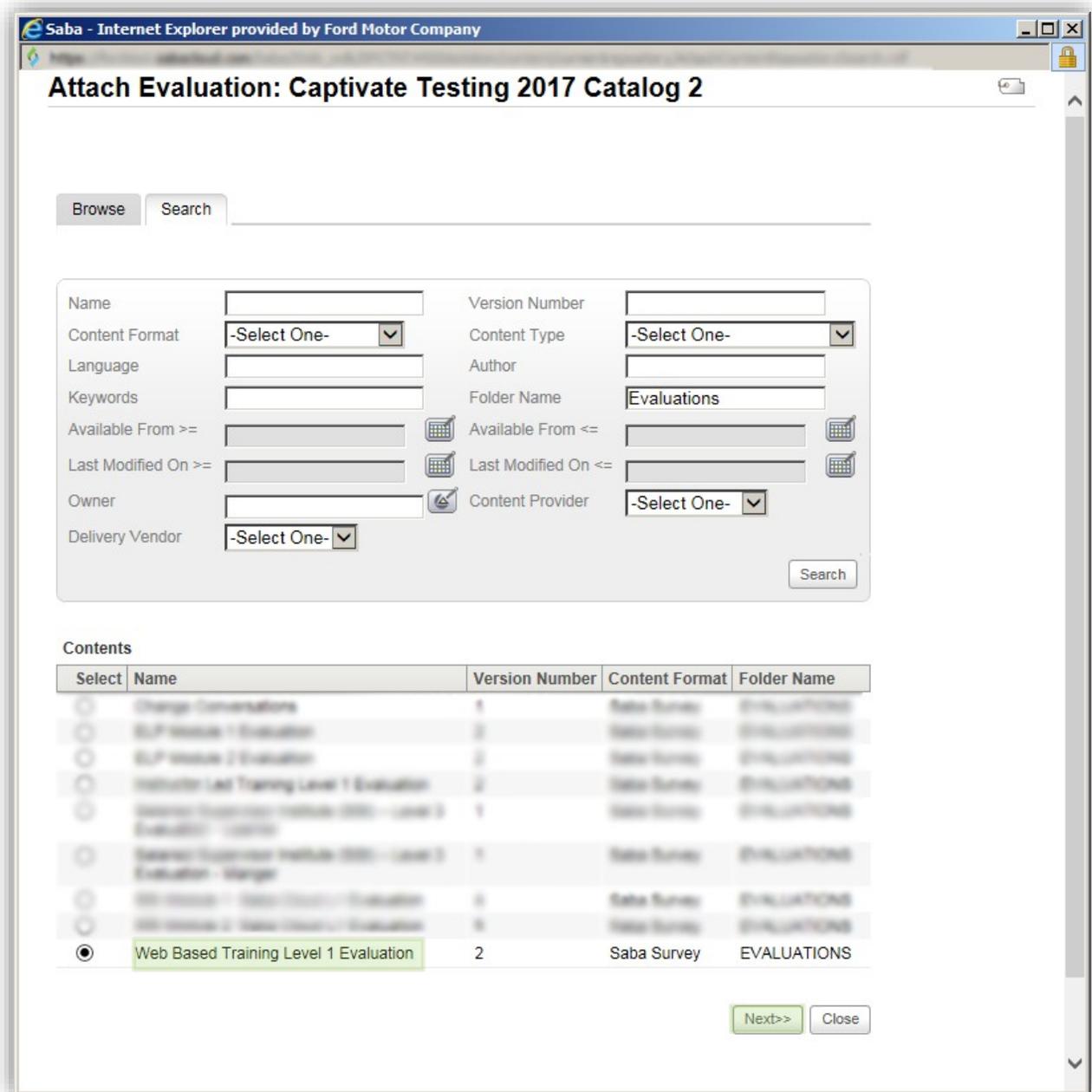
[Save and Publish](#)

powered by
Saba Cloud
Version: Saba Cloud 36.0.0.32

Click on the “Add Evaluation” button.



In the "Folder Name" text field type in "Evaluations" and click on the "Search" button



Select radio button “**Web Based Training Level 1 Evaluation**” and click on the “**Next**” button.

Saba - Internet Explorer provided by Ford Motor Company

Attach Evaluation: Captivate Testing 2017 Catalog 2

Evaluation

Name	Evaluation Status	Evaluation Schedule	Expiration Schedule	Evaluation for
Web Based Training Level 1 Evaluation	Published	Launch Evaluation: <input checked="" type="radio"/> Immediately on completion <input type="radio"/> Immediately on class end date <input type="radio"/> After <input type="text"/> days of completion	Expire Evaluation: <input type="radio"/> No Expiration <input checked="" type="radio"/> After <input type="text" value="3"/> days of availability	<input checked="" type="radio"/> Learner <input type="radio"/> Manager

Save Close

Select the **“Immediately on completion”** radio button. Select **“After”** radio button and type in 3 in the text box.

- Learning Home
- Manage Learning Catalog
- Manage Classes
- Classes
- Manage Categories
- Learning Requests
- Manage E-Commerce
- Manage Resources
- Purchase Orders
- Continuing Education
- Manage Assessment
- Manage Content
- Manage Content Completion
- Monitor Content Communica...
- Registrar Desktop

Web Based Training Class Details: Captivate Testing 2017 Catalog



- Main
- Activities
- Expenses
- Related Info
- Policies
- Notifications

Activities

Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.

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[Save and Publish](#)

Optional Tasks to Complete

Activities

[Add Activities](#) | [Change Status](#) | [Print](#) | [Export](#) | [Modify Table](#)

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
		Captivate Testing Import Content 2	Training content	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Activity Sequencing

NOTE: Activity sequencing option is applicable for all existing and new registrations.

- Suggested - learner need not complete previous activity before attempting the next activity in the sequence.
- Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
- Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.

Resources

Captivate Testing Import Content 2
Training content
Required
Attempts on Content Allowed: Unlimited
Status: Enabled
Actions

Activity Sequencing
 NOTE: Activity sequencing option is applicable for all existing and new registrations.

Suggested - learner need not complete previous activity before attempting the next activity in the sequence.
 Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
 Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.

Resources
 Add persons required for this class.

Resources Add Resource

No items found

Evaluation
 Add evaluations that learner/manager can submit after all activities are completed.

Evaluation Add Evaluation | Print | Export

Module	Evaluation Status	Evaluation Schedule	Expiration Schedule	Evaluation for	Actions
Web Based Training Level 1 Evaluation	Published	Immediately on completion	After 3 days of availability	Learner	Evaluation Result Edit Delete

[Save and Publish](#)

Click the “Save and Publish” button

