

Saba University Learner Guide



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Overview of Saba University Training

Saba University has a variety of learning resources ranging from complete Curriculum Tracks to quick step-by-step Job Aids that help you address the full range of your learning needs. Training that you and your team will receive from Saba University is composed of highly interactive, blended, hands-on courses. This section will help you understand and make the best use of our different offerings.

Training Catalog Structure and Delivery Modes

To enable learners to get the training they need when they need it, the Saba University training catalog is organized in the following hierarchy of offerings:

Curriculum Tracks----> Courses-----> Modules

Curriculum Tracks	<p>Curriculum Tracks contain a series of courses that a specific job role needs to complete in order to successfully perform the tasks associated with their role, for example, "System Administrator Track"</p>
Courses	<p>Courses provide training around a set of related tasks/functionality, for example, "160 - Maintaining your Saba System"</p>
Modules	<p>Courses are broken down into Modules which are 30 - 120 minute learning objects designed to help learners quickly get up to speed with a specific task or functionality. For example, the Course "160 - Maintaining your Saba System" is broken down into the following four Modules:</p> <ol style="list-style-type: none"> 1. 160A - Maintaining your Saba System – Module 1 of 4 - Maintaining the Saba System Components 2. 160B - Maintaining your Saba System – Module 2 of 4 – Service Pack Management 3. 160C - Maintaining your Saba System – Module 3 of 4 – Saba System Performance Tuning 4. 160D - Maintaining your Saba System – Module 4 of 4 – Engaging Saba Support

Training is delivered as blended programs using the following three delivery modes:

Instructor-Led Classroom	Saba University courses suited for classroom delivery are conducted by expert instructors at our training facilities around the world. Private classes can be conducted for your organization at a location of your choice.
Instructor-Led Online	<p>Saba University courses suited for online delivery are offered as online classes through a customer- and demand-driven public schedule.</p> <p>Saba University employs Saba Centra Symposium as the delivery platform for all online classes. Online training design and delivery ensure that students experience a rich, classroom-like experience complete with instructor and student interactions. Hands-on practice activities are conducted in each online class thus ensuring a highly-effective learning experience right from the learner's desk.</p>
Self-Paced Online	<p>Much of our curriculum portfolio is offered as self-paced content to enable just-in-time learning. Courses suited for self-paced delivery are typically offered in 30 minute to 1.5 hour modules.</p> <p>To ensure that students develop the requisite knowledge, skills and abilities when taking self-paced training, Saba University offers live instructor support through Instructor Office Hours. In addition, the Saba University Playground is offered to students so they may perform practice activities as they would in an instructor-led class.</p>

On-the-Job Resources/Tools

In addition to training, Saba University also offers the following type of learning resources/tools to help learners on the job:

Job Aids	A complementary offering to hands-on training, Job Aids provide learners with a quick step-by-step procedure for completing a specific task.
Best Practices	Our learning catalog also contains a series of Best Practices developed by experts who have significant experience with Saba products. These Best Practices will help ensure that learners are using/implementing product features as per expert recommendations.
Instructor Office Hours	<p>To ensure that the self-paced training experience is as effective as possible, Saba University provides Instructor Office Hours on a regular schedule. This allows learners to interact directly with a Saba University instructor and get any clarifications or answers to questions about the training.</p> <p>Note: Instructor Office Hours are strictly designed to get answers for training-related questions. For trouble-shooting help or specific advice regarding your system, it is best to contact your Implementation Consultants or Saba Support.</p>

Purchase Options

As an individual learner, you can choose to purchase training from Saba University in one of the following two ways:

Saba University Passport Program Option	Pay-As-You-Go
<p>This is the most cost-effective, simplest option for people who want to take a suite of training, need continuous access to training resources and would like to participate in a learning community of Saba users.</p>	<p>This is an option for people who want to take a limited number of courses. You can use a credit card OR purchase order to pay for individual offerings when you register for them.</p>

Saba University Passport Program

The Saba University Passport program is a subscription-based purchasing program that provides one year, unlimited access to a suite of training offerings and learning content offered by Saba University.

Saba University Passport holders receive a variety of benefits including:

- Just-in-time, relevant, modular training
- Access to best practices and job aids
- Learning convenience
- Reduced travel costs
- Participation in a learning community
- Access to a live instructor
- Access to practice software (Saba Playground)

Type of Passports

Saba University offers two passports that are designed to fit the current needs of your organization.

Saba University Passport	
Corporate	Provides unlimited, 1 year access to the Saba University Learning Portal for everyone in your organization.
Individual	Provides unlimited, 1 year access to the Saba University Learning Portal for a specific named user.

Purchasing a Passport

Each Individual Saba University Passport is for a named user. Passports are not transferable. To purchase either a Corporate or Individual Saba University Passport please contact sabau@saba.com.

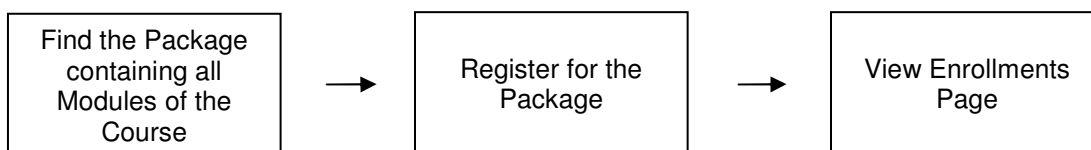
For additional details of the Saba University Passport Program, please refer to the “Saba University Passport Program Guide” available on the Saba University Learning Portal at www.saba.com/education.

Registering for all Modules of a Course (Step-by-Step Instructions)

Purpose

As explained in the “Overview of Saba University Training” section, most Saba University Courses are composed of a series of short online Modules. If you would like to complete an entire course, you need to find and register for the **Package** containing **all** the Modules of the Course. This Job Aid provides step-by-step instructions to register for all the Modules of a Saba University Course.

Flow



Step	Action
1. Find the Package containing all Modules of the Course	<ul style="list-style-type: none"> Go to the Saba University portal www.saba.com/education Click the “Browse Catalog” link. All Saba University courses will be listed. Click on the desired course name. All offerings associated with the course will be displayed Find the Package containing all the Modules of the course
2. Register for the Package	<ul style="list-style-type: none"> Click Register If you are not already logged in, you will be asked to login. Login using your username and password <p>NOTES:</p> <ol style="list-style-type: none"> If you do not have an account with Saba University, you will need to create one using the New User link on the login page. If you are a Saba University Passport holder, an account should have already been created for you. Check for an email from Saba University with the account information. <ul style="list-style-type: none"> Once you login, the “Select the choices for your Package” page comes up. All modules comprising the course are displayed. Review the Type column on this page.

	<p>Note: The delivery type may be different for different modules. Some modules may be instructor-led online courses that will be conducted at a specific time, while some modules may be self-paced online content that you can complete at any time.</p> <p>For each Course Type module, you will need to select the specific date and time of the class you would like to attend:</p> <ul style="list-style-type: none"> ○ Click the Enroll link in the Actions column ○ Click Search to see the list of available offerings ○ Select the desired offering and click Close ○ Repeat the above three steps for each Course Type module in your package <p>For Self-Paced Online Type modules, no action is needed on this page.</p> <ul style="list-style-type: none"> • Click Next. • If no price is associated with the package, the Registration Confirmation page is displayed. Your registration is now confirmed. If a price is associated with the package, complete the following steps to complete the order: <ul style="list-style-type: none"> ○ Review your choices and click Confirm to proceed ○ Provide Payment information and click Place Order • On the Registration Confirmation page, click Go to My Enrollments.
<p>3. View Enrollments</p>	<ul style="list-style-type: none"> • Review your Enrollments. You will see all the modules of the course listed. <p>NOTES:</p> <ul style="list-style-type: none"> • You will not see the package itself on your Enrollments page; only the individual modules will be displayed. • Review the Status column on your Enrollments page. If any module shows a status of Pending Schedule, click the Enroll link in the Actions column. You can then select the specific day and time of class for that module.

Appendix A: Saba University Training Details/Curriculum Tracks

 **Optional Training**



