

Quick Guide - Assigning Class Activities

- Activities may be assigned to all types of Courses and/or Classes.
- You can assign activities to Instructor-led (ILT), Virtual Classes (webinars), Web-based Training and even Blended (mix of delivery types) Classes.
- Activities can include:
 - Videos
 - Tasks
 - Checklists
 - Pre/Post Training Surveys
 - Pre-Post Assessments/Tests
- The availability and expiry of each activity can be scheduled as the “number of days” upon immediate completion or after completion.
- Each Activity can be assigned as either Required or Optional.

Name	Evaluation Status	Evaluation Schedule	Expiration Schedule	Evaluation for
Asynchronous Learning Post-Learning Feedback Form	Published	Launch Evaluation: ☐ Immediately on completion ☒ After days of completion	Expire Evaluation: ☐ No Expiration ☒ After days of availability	☒ Learner ☐ Manager
SAVE CLOSE				

Examples of Activities and Evaluations assigned to a Class.

Web-Based Class Details: demo - Online - Survey,#0000003862,0000006646

Main	Activities	Expenses	Related Info	Policies	Notifications
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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](#)

[See Published Version](#)

Show disabled activities
and allow sequencing ☐

Activities

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

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
		PA Day Training Survey	Training content	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions
		Create Web-based (Asynchronous) Training	Training content	Required	Attempts on Content Allowed: Unlimited Sign Off: Required 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.

[SAVE AND PUBLISH](#)

Resources

Add persons required for this class.

Resources

[Add Resource](#) | [Print](#) | [Export](#) | [Modify Table](#)

Purpose	Resource Type	Quantity	Resource ID	Resource Name	Qualification Level	Rate	Actions
1- Instructor	Person	1	68772	Yvonne Liu, 068772		0 CAD	View/Edit Delete View Calendar

Evaluation

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

Any changes to evaluations are not made available to learner registrations automatically. To make them available, you must publish these changes after you are done.
[Publish Evaluation](#)

Evaluation

[Add Evaluation](#) | [Print](#) | [Export](#)

Module	Content Evaluation Status	Evaluation Schedule	Expiration Schedule	Version	Active	Evaluation for	Actions
Asynchronous Learning	Deprecated	Immediately on completion	No Expiration	1	No	Learner	Evaluation Result Delete
Asynchronous Learning	Deprecated	Immediately on completion	No Expiration	2	No	Learner	Evaluation Result Delete
Asynchronous Learning	Published	Immediately on completion	No Expiration	4	Yes	Learner	Evaluation Result Edit Delete Disable
Asynchronous Learning	Deprecated	Immediately on completion	No Expiration	3	No	Learner	Evaluation Result Delete
Asynchronous Learning Post-Learning Feedback Form	Published	After 2 days of completion	No Expiration	1	Yes	Learner	Evaluation Result Edit Delete Disable

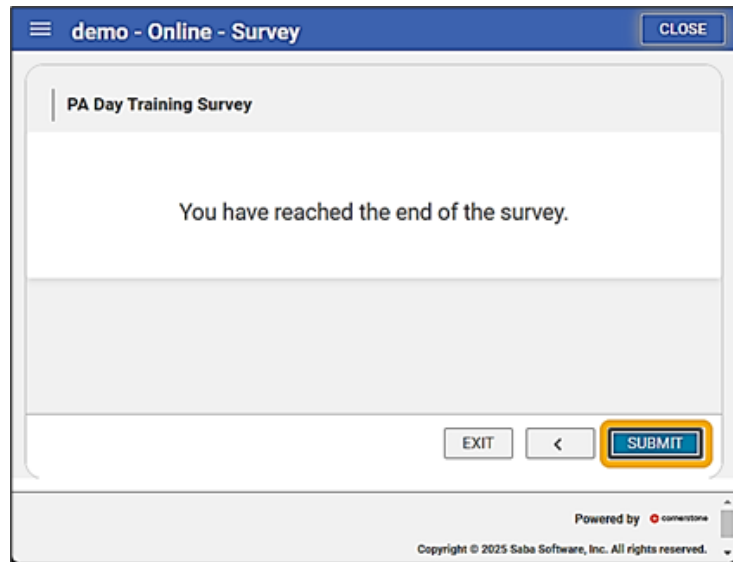
[PUBLISH EVALUATION](#)

Sample Web-based Class

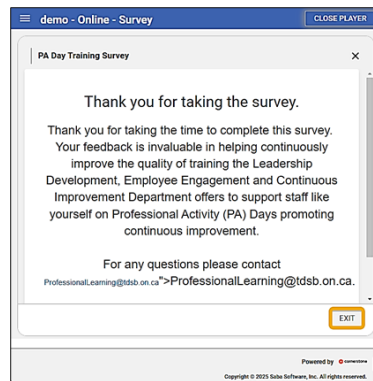
https://tdsb.sabacloud.com/Saba/Web_spf/CA1PRD0033/common/leclassview/dowbt-000006646

A pre-survey (10 questions) opens first. I have set the number of times people can complete the pre-survey to One. Default value is unlimited.

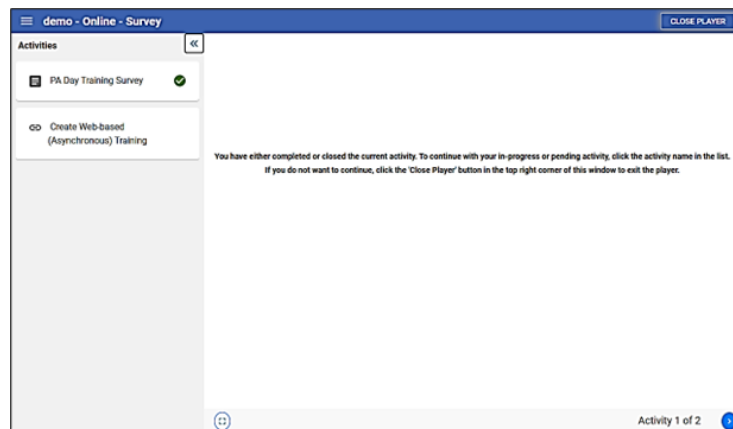
Once all required questions have been answered, staff click on Submit.



Staff click Exit.

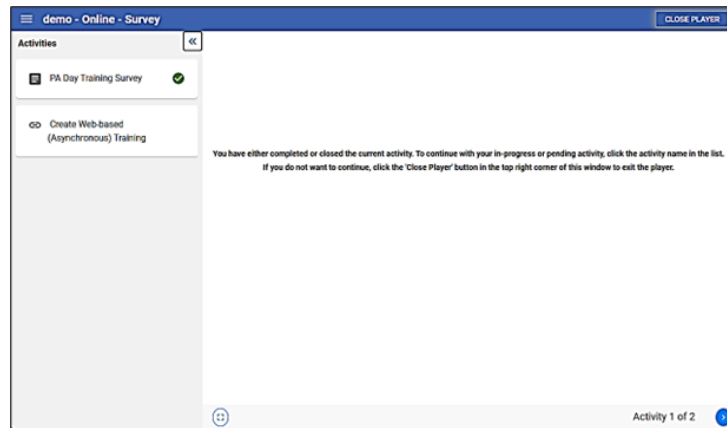


In the Activities list, the pre-survey is denoted with a completed icon.

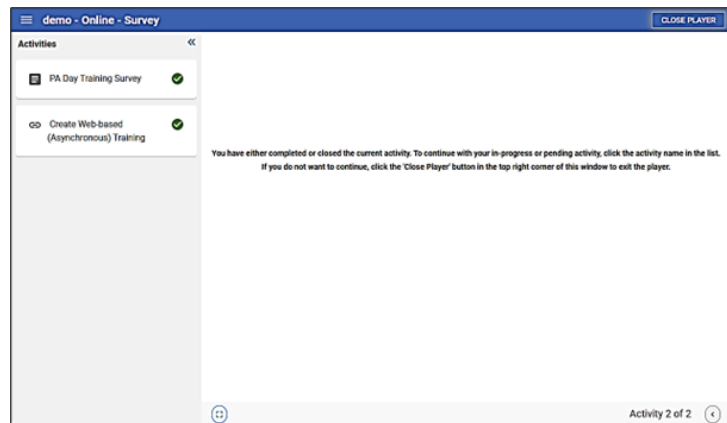


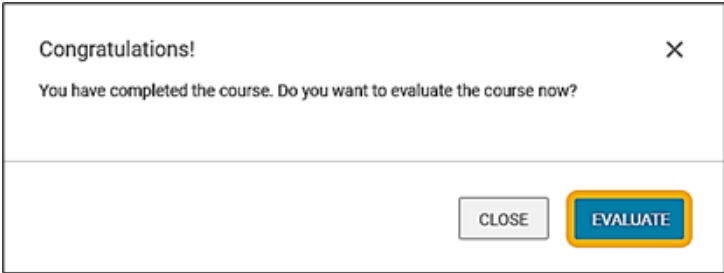
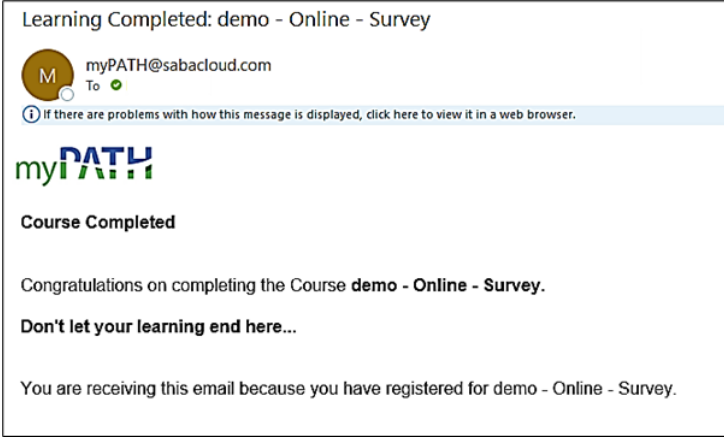
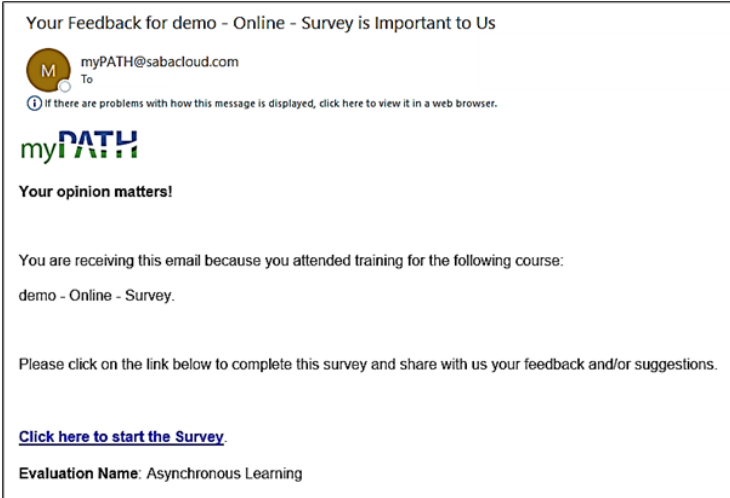
- Learners can launch the second activity by clicking on the Activity name or by clicking on the blue Next button in the bottom right corner.
- The video is presented and learners click on the Play icon to launch it.
- When learners close the video window, they are prompted by a Sign-Off acknowledgement box.
- By clicking Yes, they are considered as having completed the required training activities for the class.

In the Activities list, the pre-survey is denoted with a completed icon.

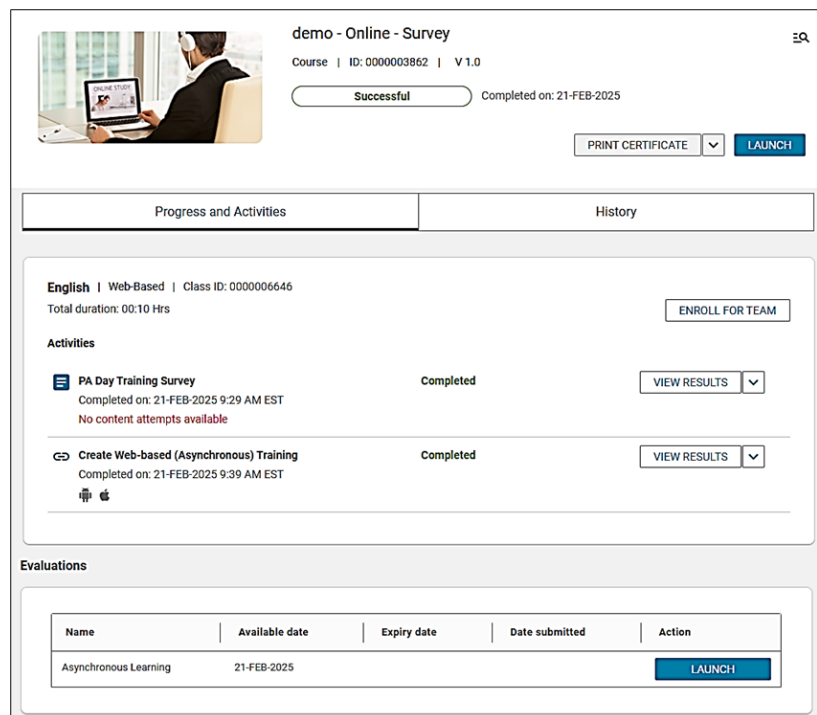
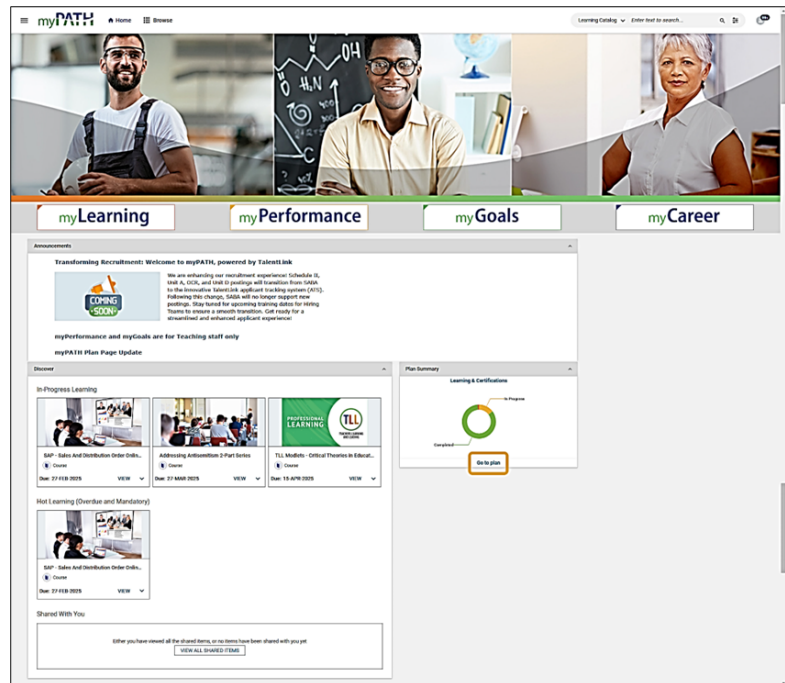


On the next screen, the Activities list shows both items denoted with a completed icon. Learners click on the Close Player box.



They are immediately prompted to launch the Survey within myPATH.	
Concurrently, the learner receives a Course completion email.	
They also immediately receive another email regarding the Survey. They can launch the survey using the link within the email.	

If the Learner does not complete the survey, it will be listed in the “Classic” of the Learning Plan as “Pending Action”.



Review Survey Data Results

Under the Reports tab, search by the word “Survey” to view available reports.

Depending on which report you run, you will need:

1. The name of the Survey / Evaluation or the ID number.
2. The name of the Class / Class ID
3. Set the Date Range of the data you want to report on.

The screenshot shows the myPATH interface with the 'Reports' tab selected. A search bar at the top contains the text 'survey'. Below the search bar, four report cards are displayed, each with a star icon, a report icon, a title, 'Created By: System', and a brief description. The reports are: 'Evaluation Survey Summary Report', 'Question Statistics Report for Surveys', 'Survey Report', and 'Survey Summary Report'. The first report's description is partially visible: 'This report provides an overview of all the responses to the Cornerstone Saba Evaluation Survey and includes a summary c'. The second report's description is: 'The Question statistics report analyzes scores and outcomes from a survey and displays statistics on the results, enabling'. The third report's description is: 'This report allows viewing the course wise (and within the course, survey wise) summary of the learner evaluation respons'. The fourth report's description is: 'This report provides a summary of the chosen survey inclusive of overall and section summaries'. At the bottom right of the report list, there are navigation arrows and the number '1'.