



Send a Notification

Important Notices:

A number of predefined notifications are enabled at the class level by the Saba National team. The text for these notifications cannot be modified.

Saba does however, allow administrators to send a customized e-mail notification to all registered learners of a class. The process is described in this job aid.

Process Flow:



Process Steps:

Steps	Action
1. Find the Class	1.1 If necessary, reference the job aid - Search for a Class .
2. Create the Notification	2.1 Select the Send Notification button at the bottom of the page. The Send Notification window is displayed. 2.2 Select the Add button to identify the recipients. Select Recipients window is displayed. 2.3 Select List of the Learners in a Class . 2.4 Subject Keywords are pre-defined. 2.5 Enter the Subject for the message. 2.6 Message keywords are pre-defined. 2.7 Enter the text for the message. You may use the text editor to format the message.
3. Send notification	3.1 Select Send . Notification was sent successfully will be displayed.





Reference:

[Saba: ESDC's learning hub!](#)

