

# INSTRUCTOR

## User Guide

[hr.uconn.edu/learningatwork](https://hr.uconn.edu/learningatwork)

Updated: Ú^] c^{ à^!ÁFF, 2018





## Table of Contents

Introduction .....	1
Course and Session Setup .....	1
Navigation and Permissions .....	2
Log in Instructions .....	2
Log out Instructions .....	2
Home Menu Overview .....	2
Instructor's Desk – Dashboard Overview .....	3
Session Administration Menu Overview .....	4
Print Roster .....	4
Add Learner to Session .....	4
Cancel Learner Registration .....	5
Send Ad-Hoc Notifications .....	5
Cancel Session .....	6
Session Changes (room, instructor, dates, times, etc.) .....	7
Record Attendance (Post-Delivery) .....	7
No-Show .....	7
Walk-In .....	7
Successful Completion .....	8
Close Session (Post-delivery and after updating attendance for all) .....	8
Reporting / Analytics .....	9
Run Ad-Hoc Reports .....	9
Schedule Reports Sent via Email .....	9
Help Contact .....	10



## Introduction

**Learning@Work**, using the Saba Learning Management System, is a University-wide system developed in partnership with UConn Health. The system is used to launch, track and manage training and development opportunities for UConn employees through a cloud-based environment accessible anytime, anywhere.

Offering ease and convenience, the online system provides accurate and timely information regarding training requirements. **Learning@Work** is a one-stop-shop for enrolling in courses, tracking completion of learning experiences and fulfilling regulatory compliance requirements in a self-service environment.

---

**Learning@Work** is designed to help you manage your sessions' registrations and completions. The primary tasks you will perform in the system as an instructor are:

- View and manage session registrations
- Run reports through Analytics
- Send Ad-hoc notifications

## Course and Session Setup

As an Instructor and/or session administrator, the system admin will work with you to setup courses, sessions, and load content. Standard notifications, evaluations and printable certificates are configured in the system.

Auto-Notifications to the Learners include:

- Registration confirmations in the form of an Outlook meeting invite (Note: Custom attachments can be sent with the confirmation by course and/or session. If interested, speak with the System Admin for more information and setup.)
- Course Assignment (by system rule or manager)
- Session cancellations
- Session reminders 5 days prior
- Evaluation reminder upon course completion

Auto-Notifications to the Instructors/Session Admins include:

- Confirmation when all session evaluations are complete
- Reminder 1 week post-session for outstanding course completions

## Navigation and Permissions

All users are assigned basic permissions to access their training plan, transcript and UConn courses available for registration. Instructors and Session Administrators have additional access to Instructor and Analytics (if applicable). In addition, managers have access to their team's learning via the *My Team dashboard* (see the *Manager User Guide* for more information).

### Log in Instructions

#### Internal UConn Users:

Log in with NetID and NetID Password at: <https://uconn-storrs.sabacloud.com>

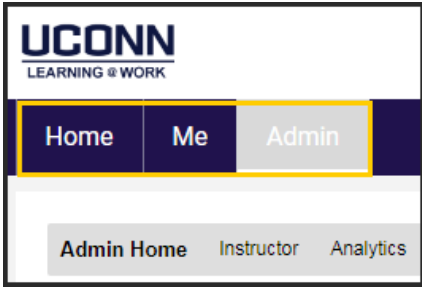
#### Non UConn Users (including Instruction consultants and affiliates):

Contact the System Administrator for log in assistance.

### Log out Instructions

1. Click on the arrow next to your name in the top right corner.
2. Click *Sign out*.

### Home Menu Overview

		
<b>Home</b>	Home Page	Lists courses you are registered for as a learner as well as recent courses you completed as a learner.
<b>ME</b>	My Plan	View Interactive Learner dashboard with filtering options.
<b>ADMIN</b>	Admin	Area divided into sections, which are located on the grey bar: Instructor – Instructor's Desk Analytics – Reporting

# Instructor's Desk – Dashboard Overview











Instructors and session administrators are granted access to the *Instructor's Desk*. The dashboard view provides a summary of classes and people taught, upcoming sessions, completed sessions requiring updates, and quick link to learner registrations.

\* **Note:** If unable to view course sessions via Instructor's Desk, click List View (upper right) and search for session.

The screenshot displays the Instructor's Desk dashboard. At the top, there is a navigation bar with 'Home', 'Me', and 'Admin' tabs, a search bar, and a 'BROWSE' dropdown. Below the navigation bar is a 'BACK' button and a breadcrumb trail: 'Admin Home > Instructor > Analytics'. The main heading is 'Instructor's desk', with a view selector showing 'Assessor's desk', 'Instructor's desk', 'Calendar view', and 'List view'. A note states: 'All class times are seen in the time zone of the Instructor.' The dashboard is divided into several sections: 1. 'QUALIFIED CLASSES' (empty). 2. 'CLASSES TAUGHT' showing '3 This Month / 9 Hours'. 3. 'PEOPLE TAUGHT' showing '30 This Month'. 4. 'UPCOMING SESSIONS' (3 items) with a table of sessions including 'Supervisor Esse...' and 'Platinum HUSKY ...' with dates and 'EXPORT TO CALENDAR' buttons. 5. 'ACTION REQUIRED' (5 items) with a table showing 'Platinum HUSKY ...' with an end date and a 'MARK DELIVERED' button. 6. 'QUICK LINKS' (6 items) with a link to 'Learner Registrations'.

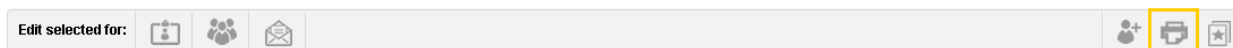
- 1 Navigation to *Instructor's Desk*: Admin > Instructor
- 2 Views: Change dashboard view to *List* or *Calendar* for access to all assigned courses.
- 3 Upcoming Sessions: List of future sessions.
- 4 Session Link: Session links to access registration lists, send ad hoc notifications, update completions, etc.
- 5 Action Required: Sessions needing to be closed (post-course task).
- 6 Learners: Use to see a list, sorted by learner, of registrations for that person.

## Session Administration Menu Overview

Edit selected for:     		
	Registration – Update Status	Update the registration status for learners (one or many): <ul style="list-style-type: none"> <li>• Drop this registration for these learners</li> <li>• Move to No Show</li> <li>• Mark as Walk In</li> </ul>
	Results / Attendance	Update attendance hours and session results to Successful for learners (one or many).
	Send Notification	Send Ad Hoc notifications.
	Add Learners	Add learners manually by selecting people in the system or upload a CSV file for bulk registrations.
	Print/Export	Create PDF sign in sheet for ILT sessions.

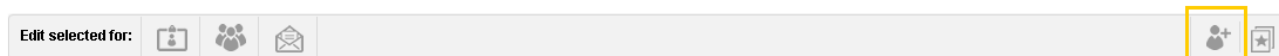
### Print Roster

1. Navigate to Admin > Instructor
2. Click on the class name link under Upcoming Sessions.
3. Click the Print/Export icon on the gray edit bar.



### Add Learner to Session

1. Navigate to Admin > Instructor
2. Click on the class name link under *Upcoming Sessions*.
3. Click *Add Learner* icon on the gray edit bar.



4. Search for the learner using the finder.
5. Click the *Select* button next to the learner's name.
6. Click the *Add* button.
7. Learner will display on the roster with the status of registered (or waitlist if seats are full).



## Cancel Learner Registration

**NOTE:** Learners have access to *Drop* a session when the learner self-registered. Learners cannot self-drop a session assigned to them.

1. Navigate to Admin > Instructor
2. Click on the class name link.
3. Scroll to the applicable learner, and click the status value link under *Registration Status* column.
4. Select the option to drop learner.
5. Click the *Save* button.

## Send Ad-Hoc Notifications

1. Navigate to Admin > Instructor
2. Click on the class name link.
3. Scroll to the applicable learner(s), and click the checkbox next to each name (or click Check All).
4. Click *Send Notification* icon.  
Note: Learners' emails populate in the *To\** field.
5. Enter Subject\* (Merge Keywords using the drop down above the field).
6. Enter Text in the Message\* field (Use merge keywords using the drop down above the field).

Note: The basic message formatting tools display. Click the Advanced Options icon for bullets, numbering, indents, links, pictures, etc. (Attachments cannot be uploaded.)

The screenshot shows a web browser window titled "Saba - Google Chrome" with the URL <https://uconnsb.sabacloud.com/Saba/Web/NA1TNB0103Admin/learning/learningoffering/notific>. The page is titled "Send Notification". A red asterisk indicates required fields. The form has the following fields and controls:

- To\***: A text input field with an "Add" button.
- Subject Keywords**: A dropdown menu with "@Offering\_CSRName@" and an "Add" button.
- Subject\***: A text input field.
- Message Keywords**: A dropdown menu with "@Offering\_CSRName@" and an "Add" button.
- Message\***: A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link (S), Bulleted List, Numbered List, Indent, and Outdent. A yellow arrow points to the "Advanced Options" icon (a small square with a grid).
- Below the text area, it shows "p" and "Words: 0".
- At the bottom right, there are "Send" and "Close" buttons.

## Cancel Session

**NOTE:** After an offering is cancelled, the status **cannot be changed**.

1. Navigate to the Instructor's Desk: Admin > Instructor
2. Click the session under *Upcoming Sessions*.
3. Click the status *Open – Normal*.

### Supervisor Essentials Program (SEP) - Communication Advanced Edit

Class ID: 00006732      Delivery type: Instructor-Led  
Version: 1.0      End Date: 10-17-2017  
Start date: 09-22-2017      Location: Storrs  
Language: English      Duration: 16:30  
Status: **Open - Normal**      Facility: Student Union  
Domain: Storrs\_Common

**Confirmed**      **Waitlisted**  
**2/24**      **0/4**

Description and Activities

VIEW ATTACHMENTS

Grant Credit and Mark Delivered

Show filters >

Edit selected for:

ID	FIRST NAME	LAST NAME	ATTENDA...	CRE	REGISTRA... STATUS	COMPLETION STATUS	GRADE	ORDER NO	REGISTRA... DATE	ACTIONS
064654	Holly	Audette	00:00	0	Registered	Not Evaluated		00682949	06-02-2017	<a href="#">EDIT</a>
022224	Brandi	Morrell	00:00	0	Registered	Not Evaluated		00684229	06-26-2017	<a href="#">EDIT</a>

4. Select Cancelled (do not select option to create a learning request).

### Class Status \* = required

After an offering has been cancelled or delivered, its status cannot be changed again.

Class: Introduction to Saba - Testing

Current Status: Open - Normal

Change Status to:

Delivered

Delivery Date:

Create Learning Request for Waitlisted Learner

**Cancelled**

Create Learning Request for Enrolled Learner

[Save](#) [Close](#)

5. Click Save.
6. Automatic emails are sent to all registered learners notifying of the cancelled session, and registration status updates to cancelled for each learner.

## Session Changes (room, instructor, dates, times, etc.)

Please contact the System Administrator

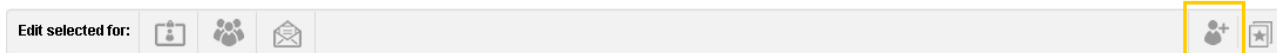
## Record Attendance (Post-Delivery)


### No-Show

1. Navigate to Admin > Instructor
2. Click on the class name link.
3. Scroll to the applicable learner, and click the status value link under *Registration Status* column.
4. Select the option of *No Show*.
5. Click the Save button.

### Walk-In

1. Navigate to Admin > Instructor
2. Click on the class name link under *Upcoming Sessions*.
3. Click *Add Learner* icon on the gray edit bar.

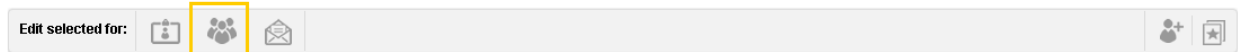


4. Search for the learner using the finder.
5. Click the  (in the Action column) next to the learner's name to add name to *Selected Person* list.
6. Click *OK* for warning message indicating session is not open for enrollment.
7. Click the *Add* button at the bottom of *Selected People* list (bottom right of screen – scroll down to view).
8. Learner will display on the roster with the status of registered.
9. Click status value of *Registered* for learner.
10. Update status to *Mark as Walk-In*.

## Successful Completion

To select specific learners and update completion status:

1. Navigate to Admin > Instructor
2. Click on the class name link.
3. Check the box(es) next to the student(s) for whom you want to mark attendance.
4. Click the *Results/Attendance* button.



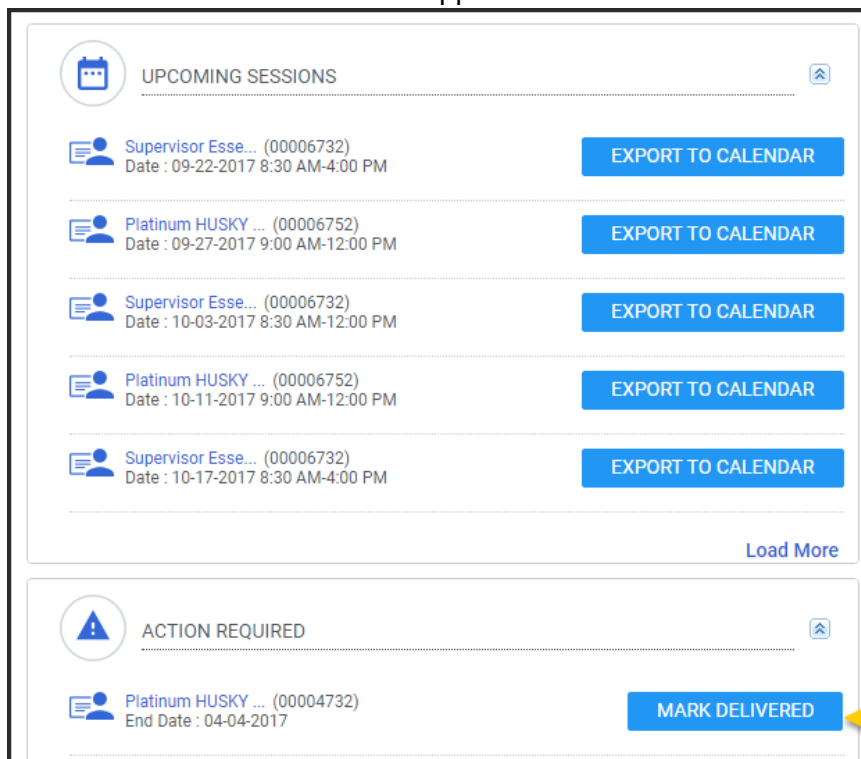
5. Mark the time the student(s) attended each session for using HH:MM format.  
Note: By using the Update all sessions field, you can apply the same attendance time across all sessions by entering the time and clicking the down arrow.
6. Select the completion status (e.g. Successful) in the results window.
7. Click the Save button.

## Close Session (Post-delivery and after updating attendance for all)

**NOTE:** After an offering is marked delivered, the status **cannot be changed**.

To update attendance to no-show, add walk-ins or mark learners successful, please see section: *Record Attendance* (above).

1. Navigate to the Instructor's Desk: Admin > Instructor
2. Navigate to the *Action Required* section.
3. Click *Mark Delivered* for the applicable course.



UPCOMING SESSIONS	
Supervisor Esse... (00006732) Date : 09-22-2017 8:30 AM-4:00 PM	EXPORT TO CALENDAR
Platinum HUSKY ... (00006752) Date : 09-27-2017 9:00 AM-12:00 PM	EXPORT TO CALENDAR
Supervisor Esse... (00006732) Date : 10-03-2017 8:30 AM-12:00 PM	EXPORT TO CALENDAR
Platinum HUSKY ... (00006752) Date : 10-11-2017 9:00 AM-12:00 PM	EXPORT TO CALENDAR
Supervisor Esse... (00006732) Date : 10-17-2017 8:30 AM-4:00 PM	EXPORT TO CALENDAR


ACTION REQUIRED	
Platinum HUSKY ... (00004732) End Date : 04-04-2017	MARK DELIVERED

4. Confirm *Delivered* is selected and click *Save*.

### Class Status

\* = required

After an offering has been cancelled or delivered, its status cannot be changed again.

Class	Management Support
Current Status	Open - Normal
Change Status to	<input checked="" type="radio"/> Delivered
	Delivery Date <input type="text"/> 
	<input type="checkbox"/> Create Learning Request for Waitlisted Learner
	<input type="radio"/> Cancelled
	<input type="checkbox"/> Create Learning Request for Enrolled Learner

## Reporting / Analytics

Reports are available to run ad-hoc and set schedule via email.

### Run Ad-Hoc Reports

1. Navigate to Admin > Analytics
2. Filter by *Category*: Storrs.
3. Click on the name of the report.
4. Enter specific criteria (if applicable).

### Schedule Reports Sent via Email

1. Navigate to Admin > Analytics
2. Filter by *Category*: Storrs and locate report.
3. Click the *Schedule* button.
4. Click *Add New Schedule* in top right corner.
5. Select *Schedule* and *Filters* criteria.
6. Click the *Save* button.

## Help Contact

Additional information is available at: <http://hr.uconn.edu/learningatwork/>

For assistance, contact the HR Customer Service team at [HR@uconn.edu](mailto:HR@uconn.edu) or (860) 486-3034.