# LEARNER

# User Guide

**hr.uconn.edu/learningatwork**

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UCONN
LEARNING @ WORK

# Table of Contents

# 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.

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***Learning@Work*** is designed to deliver and track your UConn learning requirements.

- Register for web based and instructor led courses
- Launch and complete online courses assigned to you
- View transcript of completed learning
- Print certificates of completion

# Navigation Overview

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

## Log out Instructions

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

## Navigation Menu

| | | |
|---|---|---|
|  | | |
|  | Home Page | My Learning: Lists courses for which you have self-registered or have been assigned to you. Session dates, times and locations are listed for instructor led sessions.<br><br>Completed Learning: Displays courses recently completed with access to print a certificate of completion. |
|  | My Plan | View Interactive Learner dashboard with filtering options. |
|  | Search Catalog | Search catalog for a specific title (enter full or partial title/keyword to search) or click the magnify glass to view all active courses. |
|  | Filter or Browse Catalog | Browse the catalog by category. Filter content by delivery type, location, date, etc. |

## My Learning Portal

The *My Learning* Portal is located within the Home tab. The list displays up to the first five outstanding courses on your plan. To view all of the active courses in your training plan, click the *View All* link.


1 Navigation to *My Learning*: Home page

2 Courses: Course title is a link – click title for session details.

3 Course Plan Details: Status of registrations and due date.

Registered = Registration Confirmed

In Progress = Registered course has not been completed

Overdue = Assigned course due date has passed

Offered = Seat offered for a waitlisted session (requires user to accept or decline seat for registration)

Pending Registration = Course assigned to user (requires user to select session date)

Launch = WBT ready to launch

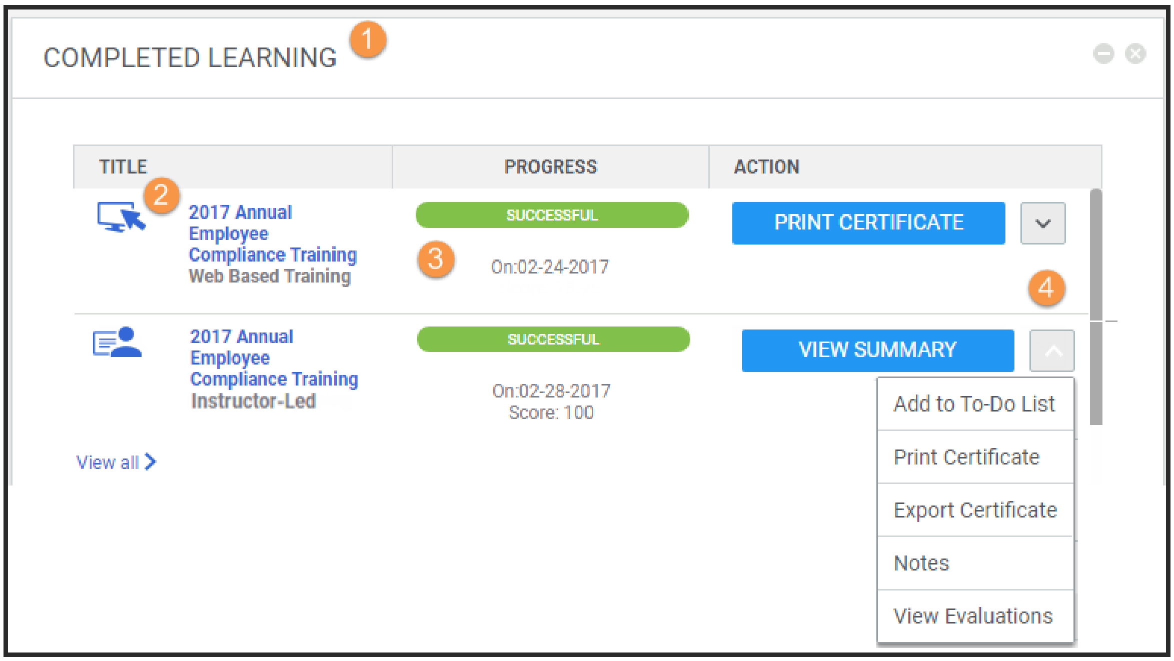
Pending Approval = Registration pending approval (requires approval prior to confirming registration)

Pending Action = Post Course Evaluation pending completion (requires learner to Launch and complete)

4 Action: Actions available for learner, including: Accept/Decline seat offered from waitlist, view summary and available classes for registration, Drop class, etc.

## Completed Learning Portal

The *Completed Learning* Portal is located within the Home tab. The list displays up to five of the most recent learning activities completed. To view all of your completed courses, click the *View All* link.




1 Navigation to *My Learning*: Home Home Page

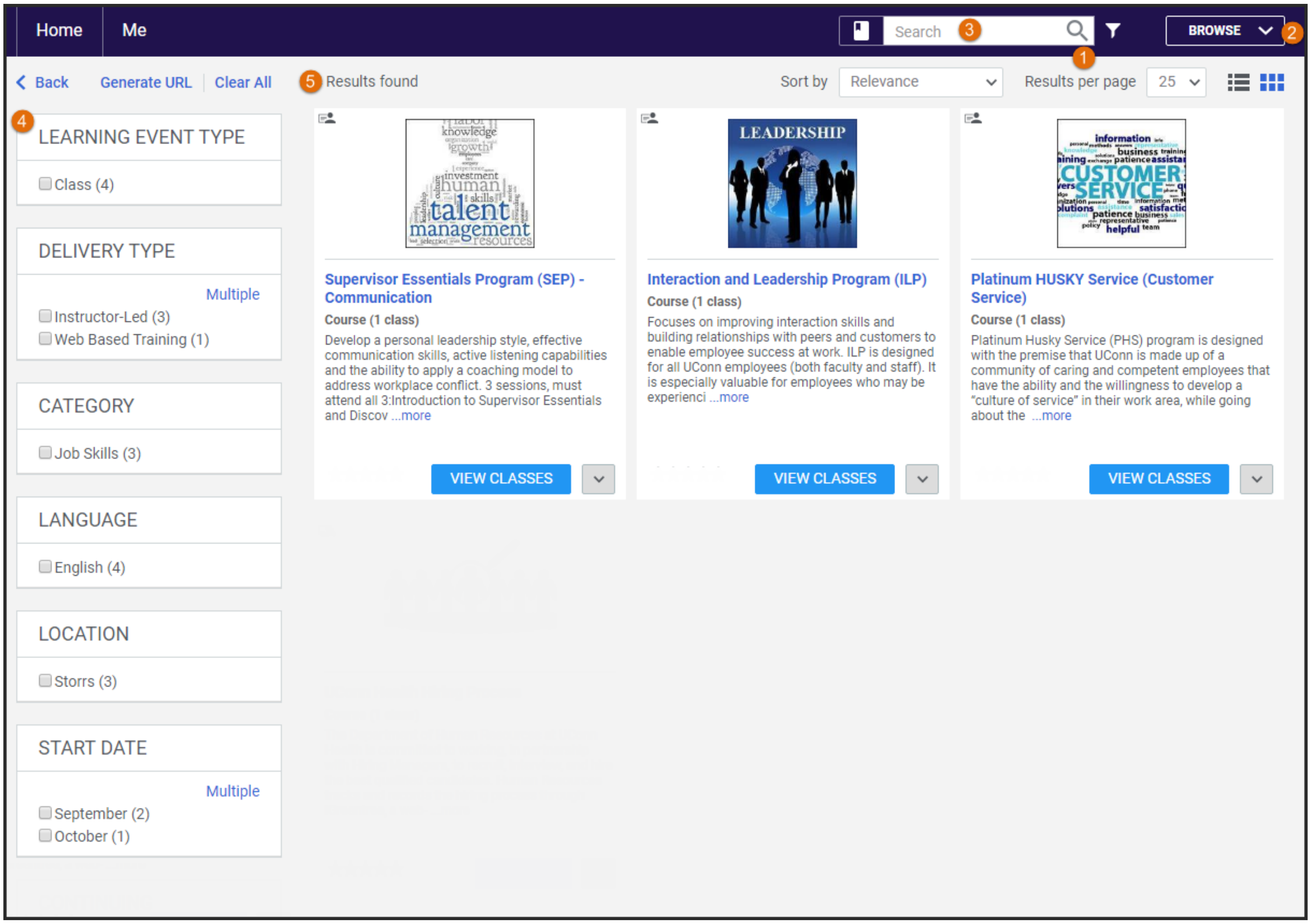
2 Courses: Course title is a link – click title for class session details.

3 Progress: Status of Successful will display when all requirements are completed and the date the status was updated. A score displays (if applicable).

4 Action: Actions available include print course completion certificate, view course summary including description and attachments, and the option to retake online courses.

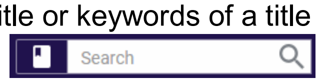
# Learning Catalog

The *Learning Catalog* displays active courses for instructor led and web based training.




1 View Active Courses: Click the magnify glass  to view active courses.

2 Browse: Browse courses by Category, Offering Type, Location, Date, etc.

3 Learning Catalog Search: Enter a title or keywords of a title (e.g. Intro) to search for specific courses. 

4 Filter: Filter search results by selecting criteria from the list provided.

5 Results: View results displayed in the center of page (results are displayed by 25 per page).

# Learner Self-Service Tasks

## Register for Instructor Led Training (ILT)

1. Navigation: Home Page > My Learning
2. Click Browse (top right of page).
3. Scroll through the offerings and click on the applicable title.
4. Click Enroll for the available session date.
5. Check email for confirmation email including an MS Outlook invite and course attachments (if applicable). Note: For classes with multiple sessions, an invite will be sent for each meeting date.
6. Accept the MS Outlook invite to add to calendar (do not send a response).

*Note:* Full sessions will add learners to the waitlist. As seats become available, system generated notifications offering seats are sent to learners.

## View Details of an Upcoming Session

***Note:*** Details including course dates, times and locations are listed in the MS Outlook calendar invite sent via email. Details are also viewable in the *Learning@Work* system.

1. Navigation: Home Page > My Learning
2. Click *View Summary* for the applicable course.
3. Session details display.

## Complete an Evaluation

1. Navigation: Home Page > My Learning
2. Click *Launch* for the Post Course Evaluation pending action.
3. Enter responses and submit.

## Register for Web Based Training (WBT)

1. Navigation: Home Page > My Learning
2. Click Browse (top right of page).
3. Scroll through the offerings and click on the applicable title.
4. Click Enroll.

## Launch Online Training Content

1. Navigation: Home Page > My Learning
2. Click Launch for the applicable title.

***Note:*** If *Launch* does not display in the action column, click course title, then click Launch).

## Retake Online Training Content

1. Navigation: Home Page > Completed Learning
2. Click applicable course title.
3. Select *Retake*.
4. Click OK for new registration and new completion.
5. *Launch* content.

## Cancel / Reschedule Registration

1. Navigation: Home Page > My Learning
2. Click the Action drop down menu.
3. Select Drop.

## Select Session for an Assigned Course

1. Navigation: Home Page > My Learning (or click on link provided in email).
2. Click applicable course title.
3. Select the session and click *Enroll*.
4. Check email for confirmation email including an MS Outlook invite and course attachments (if applicable).
5. Accept MS Outlook invite to add to calendar (do not send a response).

## Accept a Waitlisted Offering

1. Click link in the seat offering email notification.
2. Log into system.
3. Click *Accept* next to the applicable course in *My Learning*.
4. Check email for confirmation email including an MS Outlook invite and course attachments (if applicable).
5. Accept MS Outlook invite to add to calendar (do not send a response).

## View Completed Courses (Transcript)

1. Navigation: Home Page > Me
2. Click *Completed Learning* in the left navigation pane.

## Print Certificate of Completion

1. Navigation: Home Page > Me
2. Click *Completed Learning* in the left navigation pane.
3. Click *Print Certificate* for the applicable WBT course (Web Based Training / Online Course).

   ***Note:*** Instructor led training (ILT) courses display the *View Summary* button. Click drop down arrow to the right of *View Summary* and select *Print Certificate*.

## Print Transcript

1. Navigation: Home Page > Me
2. Click *Completed Learning* in the left navigation pane.
3. Select date range in *Show* filter field.
4. Click the printer icon (upper right).
5. Click Print (upper right).
6. Select printer in popup and print.

## Help Contacts

Additional information including FAQs available at: http://hr.uconn.edu/learningatwork/

For assistance with:

***Browsers and pop-up blockers:*** UITS Help Desk at (860) 486-4357

***Course content and completion inquiries:*** OACE at: (860) 486-4526

***Account access and navigation inquiries:*** HR Customer Service team at HR@uconn.edu or (860) 486-3034