MANAGER

User Guide

hr.uconn.edu/learningatwork

Updated: July 2017

UCONN

LEARNING @ WORK

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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 team's training. The primary tasks you will perform in the system as a manager are:

- View your Team Members' course status
- Run reports through Analytics
- Assign trainings to team members' with completion deadlines
- Assign someone as your proxy when you plan to be on vacation or otherwise unavailable

Navigation and Permissions

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

Log in Instructions

Internal UConn Users:

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

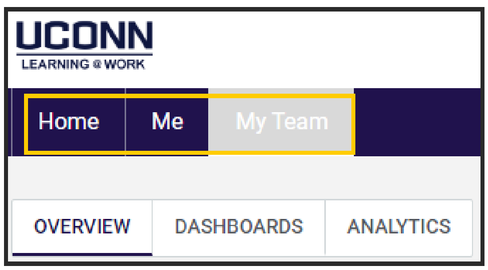
Non UConn Users (including Instruction consultants and affiliates):

Contact hr@uconn.edu 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

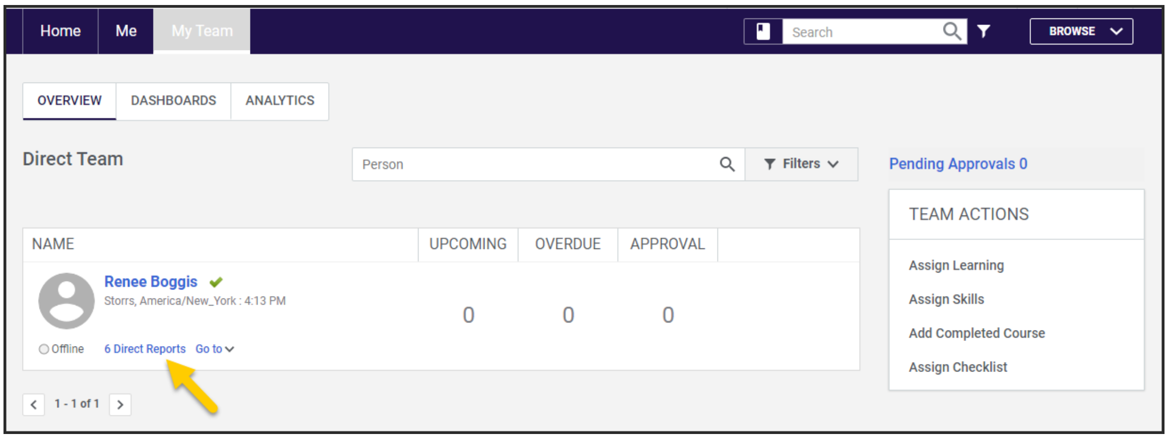


Home	Home Page	Lists courses you are registered for as a learner as well as recent courses you completed as a learner.
ME	My Plan	View Interactive Learner dashboard with filtering options.
MY TEAM	My Team	Area divided into sections, which are located on the grey bar: Team Overview – Listing of all direct reports with training plan summary Analytics – Reporting

My Team – Dashboard Overview

Managers are granted access to the *Team Dashboard*. The dashboard view provides a high level overview of your teams learning information. Team members with up-to-date training plans will display a green checkmark with a note: *On Target*. If a team member has any items outstanding or overdue, you will see a red exclamation mark and note which reads: *Requires your attention*.

Click on the activities to see the specifics (e.g. Upcoming Activities, Overdue Activities, etc.). Unit level managers and above have access to their direct reports as well as the department managers' teams.



Assign Learning

1. Navigate to Admin > My Team
2. Click *Assign learning* under ***Team Actions*** on the right.
3. Click Add to Plan (assign course and allow learner to select date of session). Note: Register will assign a specific session date to the user and the user cannot change the date if there are conflicts.)
4. Search catalog for course name.
5. Click *Select date* under ***Due date*** column (when adding to plan).
6. Click *Select* in the ***Action*** column.
7. Click the *Next* button.
8. Search for learner's name and click the *Select* button.
9. Click the *Next* button.
10. Click *Add to Plan* button.
11. Confirmation will display and an email is sent to the learner.
12. Click the *Close* button.

Assign a Proxy User

Designate someone to act on your behalf. Proxy can be used temporarily (e.g. to cover time out of the office) or remain as a proxy for a longer period of time. Proxies can be added and removed as needed.

1. Navigate to the *Home* page.
2. *Click the arrow to the right of your name (top right corner).*
3. Click *Proxy Settings* in the drop down menu.
4. Click the *Add New Proxy* button.
5. Click the search icon  to search by name.
6. Select the user by clicking the check box next to applicable name.
7. Enter the *Start Date* and *End Date,* or select dates using the calendar lookup icon.
8. Select the roles that the proxy can access.
9. Click the *Save* button.

Reporting / Analytics

Reports are available to run ad-hoc and set schedule via email. *Note:* Reports may be limited at initial Go Live and will build as needed.

Run Ad-Hoc Reports

1. Navigate to My Team > Analytics
2. Click on the name of the report.
3. Enter specific criteria (if applicable).
4. View report on screen or click *Download* in upper right (follow prompts to complete download).
5. Click x in upper right of reports window to close report.

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 or (860) 486-3034.