INSTRUCTOR

User Guide

hr.uconn.edu/learningatwork
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UCONN
LEARNING @ WORK

LearningAtWork@uconn.edu

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.

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

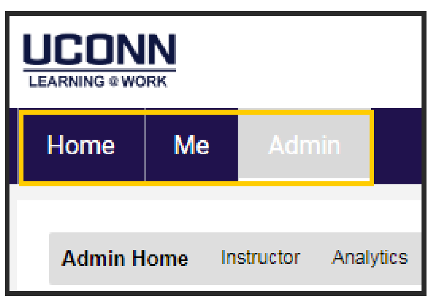
Non UConn Users (including Instruction consultants and affiliates):

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

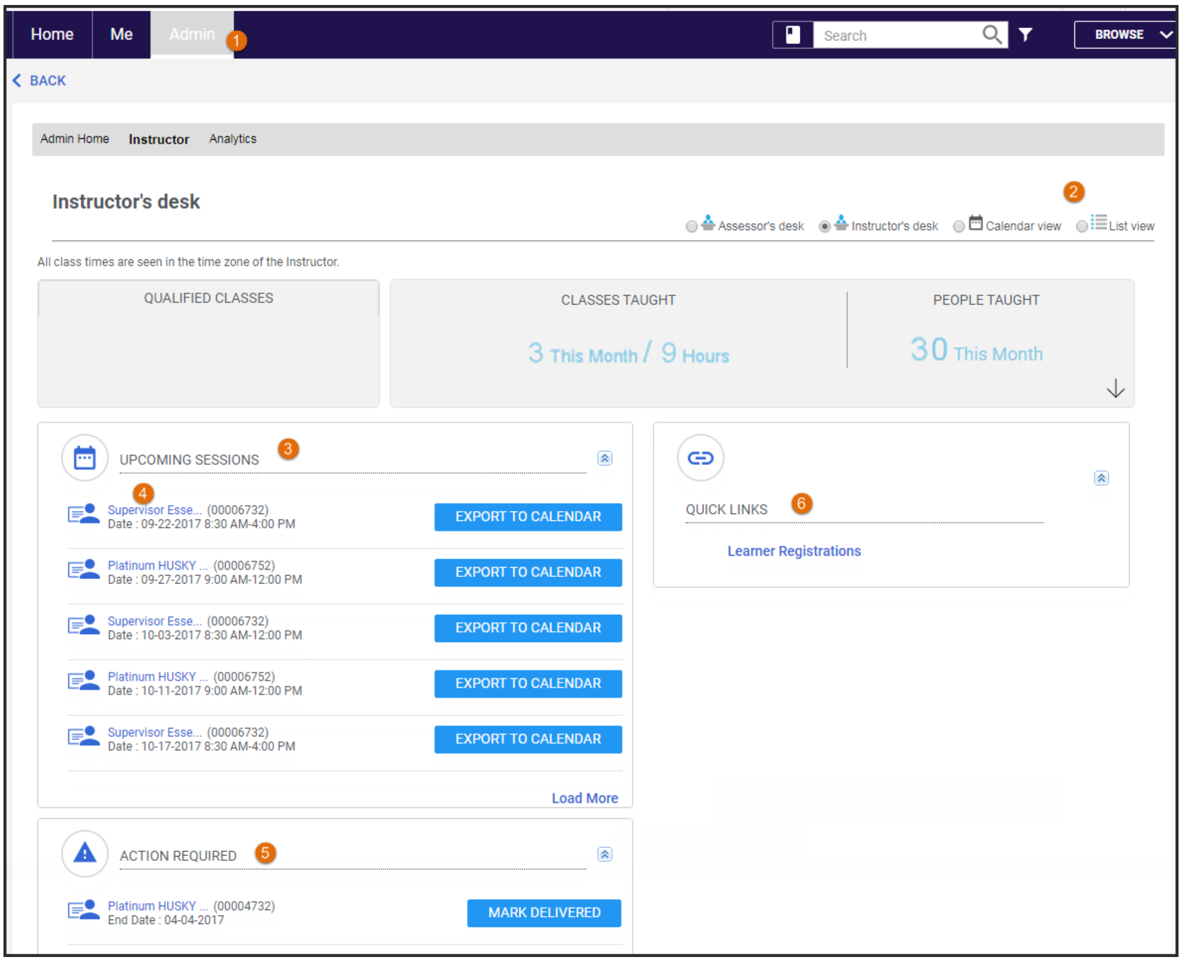


Home	Home Page	Lists courses you are registered for as a learner as well as recent courses you completed as a learner.
ME	My Plan	View Interactive Learner dashboard with filtering options.
ADMIN	Admin	Area divided into sections, which are located on the grey bar: Instructor – Instructor's Desk Analytics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



1 Navigation to *Instructor’s Desk*: Admin > Instructor

2 Views: Change dashboard view to *List* or *Calendar* for access to all assigned courses.

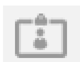
3 Upcoming Sessions: List of future sessions.

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).

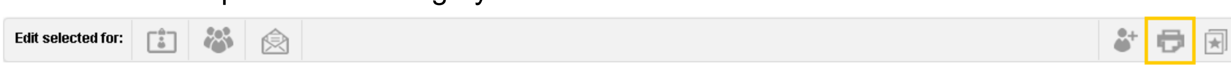
6 Learners: Use to see a list, sorted by learner, of registrations for that person.

Session Administration Menu Overview

	Registration – Update Status	Update the registration status for learners (one or many): • Drop this registration for these leaners • Move to No Show • Mark as Walk In
	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.

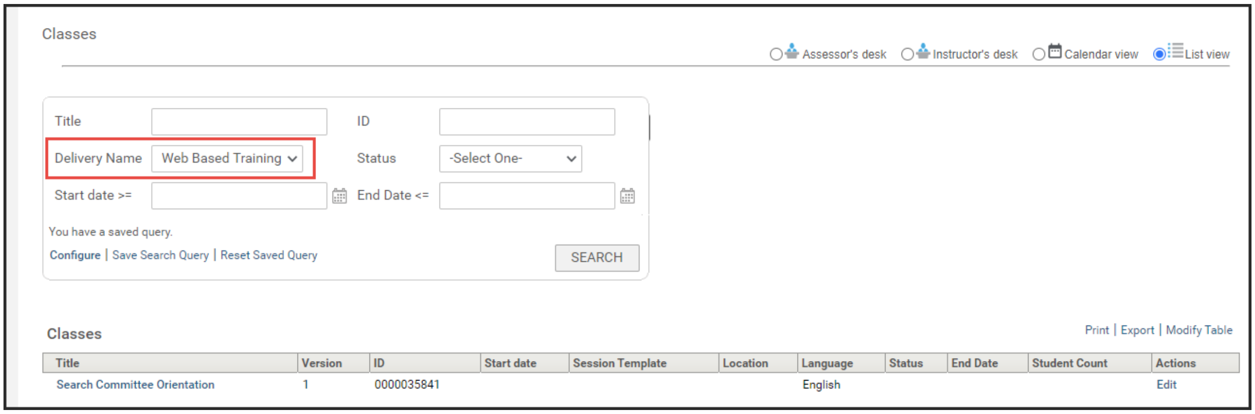


Add Learner to Session

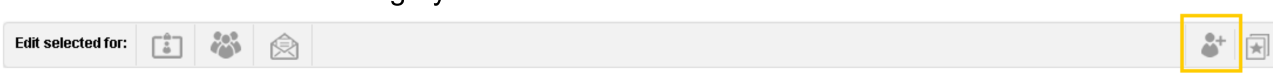
1. Navigate to Admin > Instructor
2. Click on the class name link under *Upcoming Sessions*.

(NOTE: WBT classes will not display in Upcoming Sessions. Click List View and search for Delivery Name: Web Based Training and clear out date fields).

List View Search for WBT Classes



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

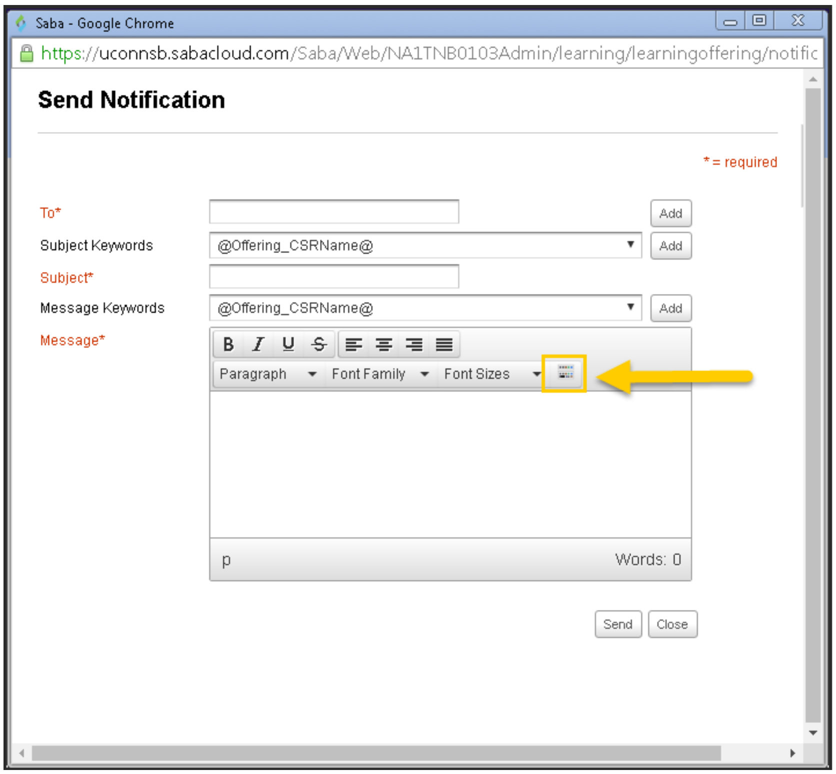
NOTE: Learners have access to *Drop* a session when the learner self-registered. Learners cannot self-drop a session assigned to them.

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).

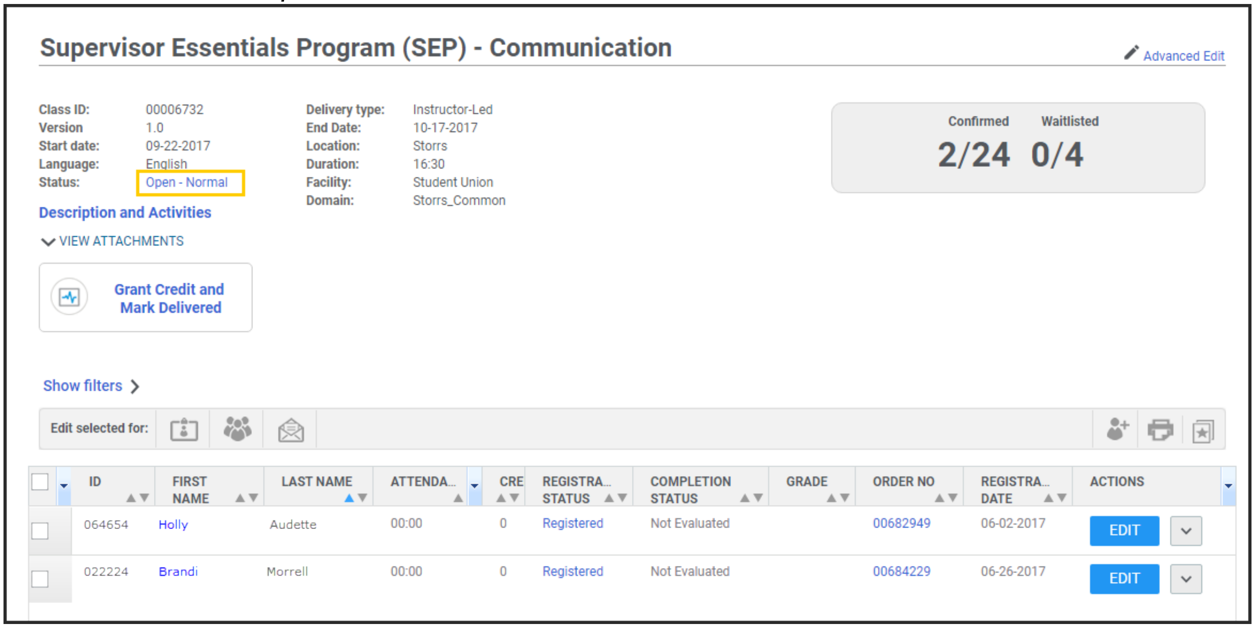
Note: The basic message formatting tools display. Click the Advanced Options icon for bullets, numbering, indents, links, pictures, etc. (Attachments cannot be uploaded.)



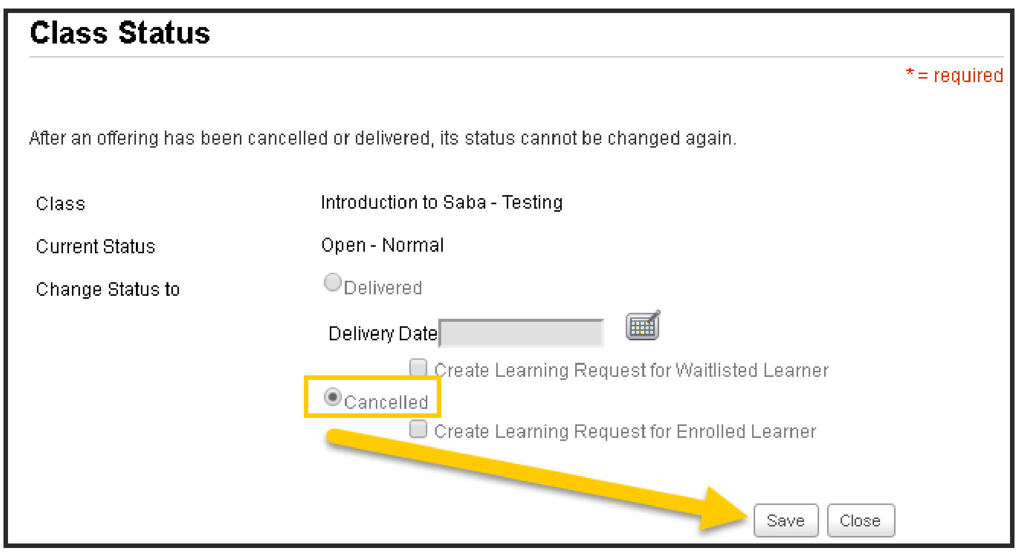
Cancel Session

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.*



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



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 for ILT Sessions (Post-Delivery)

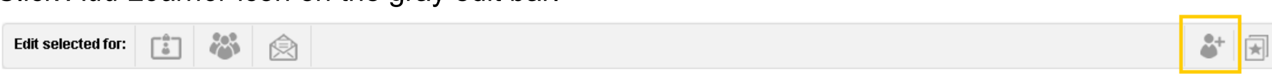
Note: WBT sessions automatically update upon completion

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.

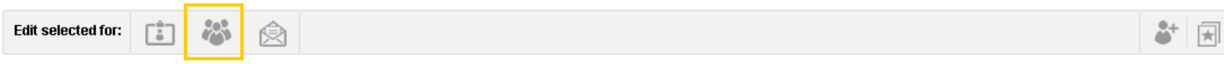


4. Search for the learner using the finder.
5. Click the  (in the Action column) next to the learner’s name to add name to *Selected Person* list.
6. Click *OK* for warning message indicating session is not open for enrollment.
7. Click the *Add* button at the bottom of *Selected People* list (bottom 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 – Update Individual Learners

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.



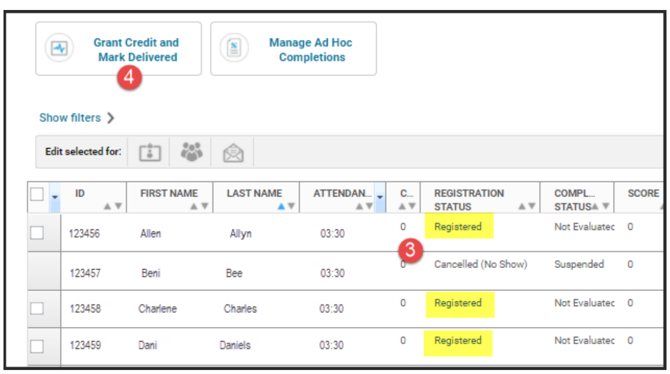
5. Mark the time the student(s) attended each session for using HH:MM format.
   Note: By using the Update all sessions field, you can apply the same attendance time across all sessions by entering the time and clicking the down arrow.
6. Select the completion status (e.g. Successful) in the results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

Mark all "Registered" as Successful and Close Session (Post-delivery)

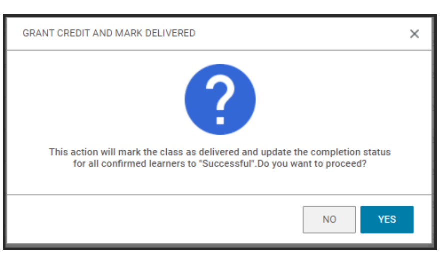
NOTE: After an offering is marked delivered, the status **cannot be changed**.

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. Search for the class and click the class name link
3. Update No-shows and Walk-ins first **(IMPORTANT STEP)** All in *Registered* status will be updated to successful in the next step.



4. Click ***Grant Credit and Mark Delivered*** *(cannot be reversed – double check all registered should be marked as successful)*
5. Confirm by selecting ***Yes***



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, My Reports or Favorites
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 learningatwork@uconn.edu