

UConn HEALTH

Saba @ UConn Health

User Guide for Learners



Prepared by the Department of Human Resources

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User Guide for Learners

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Introduction

Saba @ UConn Health is designed to deliver and track your UConn Health learning requirements.

The primary tasks you will perform as a learner in Saba are:

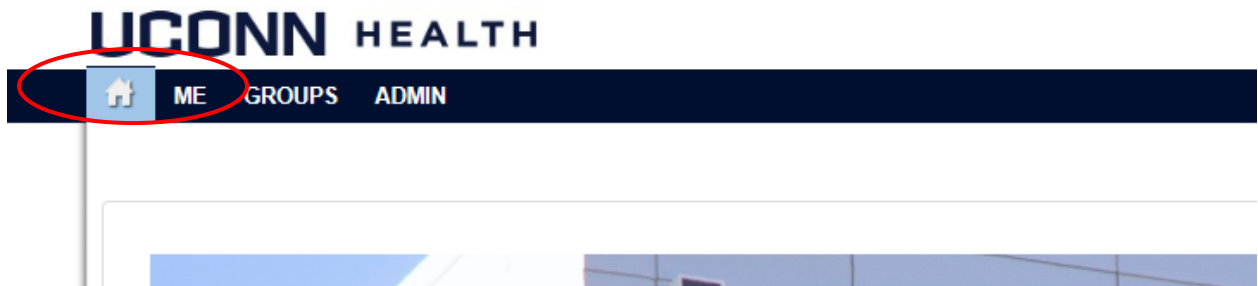
- Complete online courses assigned to you
- Register for web based & instructor lead courses
- Print certificates of completion
- Print transcript of completed learning

Home

When you log in to the learning management system (LMS) you will be brought to the **Home** section.

The **Home** section has two options on the top navigation bar:

- *Home (icon)*
- *Me*



The Home Dashboard

My Learning

This section shows any courses you have been assigned and need to complete. If the course is web-based you can click on the 'Launch Now' link to begin the course. If the course is instructor led you will see the date of the course listed.

Completed Learning

This section will show any recently completed courses and offer the ability to print a certificate of completion.

The screenshot displays the UCONN HEALTH LMS interface. At the top, the header includes the UCONN HEALTH logo, user name 'Hi, Christopher Desjardins', and navigation links for 'ME' and 'ADMIN'. A search bar and 'Learning Catalog' link are also present. Below the header is a large banner image of the UCONN HEALTH building. The main content area is divided into two sections: 'My Learning' and 'Completed Learning'. The 'My Learning' section lists several courses with their status and due dates, and includes 'Register' or 'Launch' buttons. The 'Completed Learning' section shows a table of completed courses with columns for Title, Progress, and Action, including a 'Print Certificate' button.

Title	Progress	Action
1.1a Universal Initial & Focused Assessment Web Based Training	Completed On:10-AUG-2012 Score: 20	Print Certificate

My Learning Portal

The *My Learning Portal* is located within the Home tab. This is where you can view courses that you currently have outstanding. The box will show the first five outstanding courses. To view them all you need to click the 'View all' link.

- You now have the ability to associate due dates with courses and learning activities. In the *My Learning* portal outstanding courses are sorted by the due date with the most overdue course(s) listed first.
- In the case of a Web Based Training (WBT) you can simply click on the 'Launch' button to view the course content

The screenshot shows a window titled "My Learning" with a close button (X) in the top right corner. The window contains a list of five courses, each with an icon, a title, status, due date, and an action button:

Icon	Course Title	Status	Missed by	Action
	New Employee	Overdue	08-APR-2010	Register
	Test Cert	Overdue	22-APR-2012	Register
	2016 DvM Training Hepatitis C Update	Pending Registration	04-MAR-2016	View classes
	2009 BBP Refresher	Pending Registration	07-MAR-2016	View classes
	Test Compliance Certification	In Progress	08-MAR-2016	Launch






At the bottom right of the window, there is a "View all" link with a right-pointing arrow.

Completed Learning Portal

The *Completed Learning Portal* is located within the Home tab. This is where you can view courses that you have recently completed. The box will show your most recently five completed courses. To view them all you need to click on the 'View all' link.

To view and/or print a copy of your Transcript, click the 'View all' link in the Completed Learning Portal.

Completed Learning ✕

Title	Progress	Action
 1.1a Universal Initial & Focused Assessment Web Based Training	Successful On:21-MAR-2016	Print Certificate ▾
 1.1a Universal Initial & Focused Assessment Web Based Training	Successful On:10-AUG-2012 Score: 20	Print Certificate ▾
 1.2 Respiratory Pre-Test Web Based Training	Successful On:10-AUG-2012 Score: 40	Print Certificate ▾
 1.3 Neuro Assessment Pre-Test Web Based Training	Successful On:10-AUG-2012 Score: 20	Print Certificate ▾
 1.3a Neuro Assessment Web Based Training	Successful On:10-AUG-2012 Score: 40	Print Certificate ▾




[View all ▶](#)

To search for a specific Date Range, select Date Range in the Show box. Enter the “From” and “To” dates then click Search

My Completed Learning

For specific dates, select Date range and enter From and To dates.

Show:
From: To:


Title	Progress	Action
 1.1a Universal Initial & Focused Assessment Web Based Training	Successful On:21-MAR-2016	<input type="button" value="Print Certificate"/> <input type="button" value="v"/>
 2015 BBP Refresher Web Based Training	Successful On:17-JUL-2015 Score: 100	<input type="button" value="Print Certificate"/> <input type="button" value="v"/>
 2015 Care of Dementia Patients Web Based Training	Successful On:16-DEC-2015 Score: 100	<input type="button" value="Print Certificate"/> <input type="button" value="v"/>

To print a copy of your Transcript click the printer icon in the right hand corner of the My Completed Learning screen.

My Completed Learning

To print your Transcript, simply click the printer icon

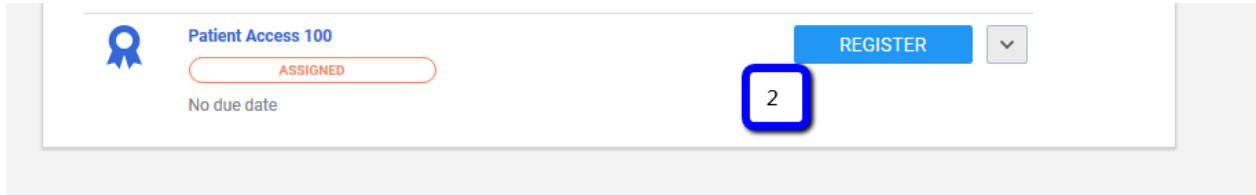
Show:
From: To:

Title	Progress	Action
 1.1a Universal Initial & Focused Assessment Web Based Training	Successful On:21-MAR-2016	<input type="button" value="Print Certificate"/> <input type="button" value="v"/>

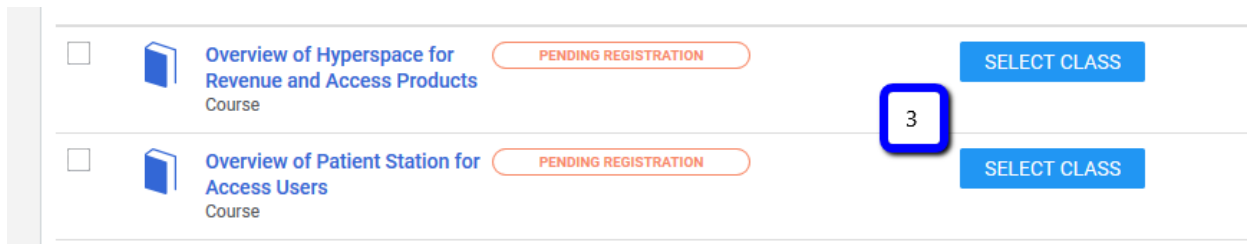
Register for an Online Course as Part of Certification

To enroll yourself into an online course as part of a certification:

1. Log into the system and make sure you are on the *Home* tab.
2. Click the REGISTER button next to the Certification Name



3. Locate the E-Learnings and click the SELECT CLASS button

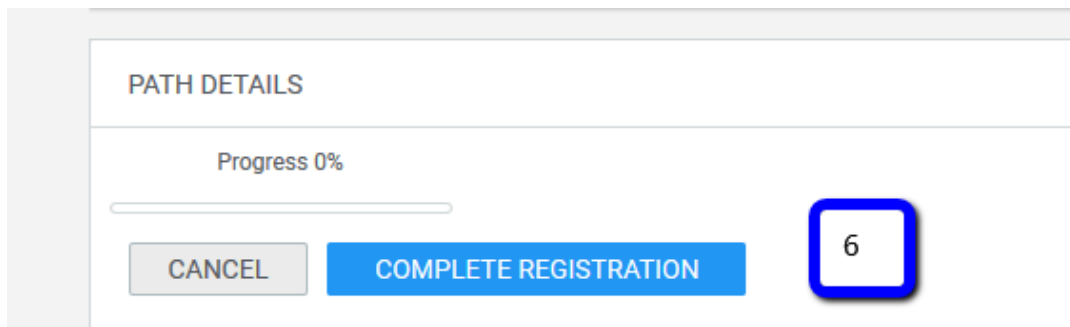


4. Click on SELECT



5. Repeat steps 3 & 4 for each E-Learning course listed

6. Once you have selected a class for each E-Learning, click **COMPLETE REGISTRATION**



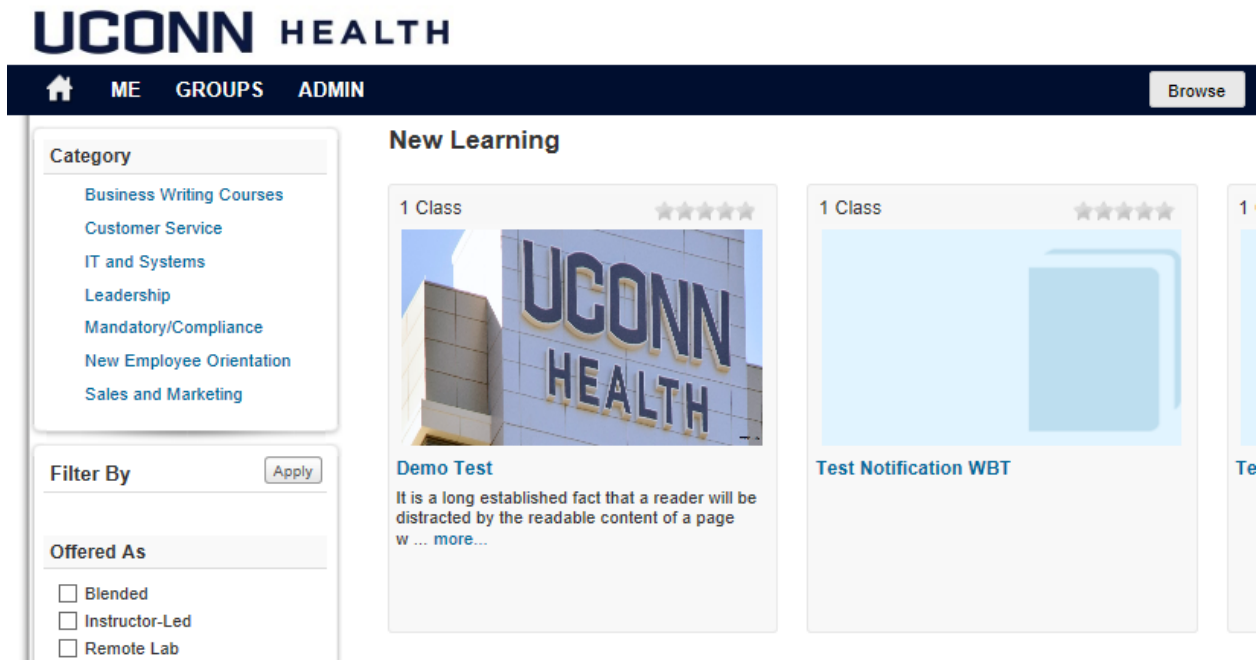
Register for an Online Course (WBT)

To enroll yourself into an online course:

1. Log into the system and make sure you are on the *Home* tab.
2. Click on the 'Browse' button in the top navigation bar.



3. If you are searching for a specific course, type the name of the course into the search box next to the Browse button



Here you will see a short description of the course. For more detailed information click on the course.

Here you can see more information associated with the course. If you wish to enroll click the 'Enroll' button. The course will be added to your list of outstanding courses. You will receive an automated email once you have enrolled.

UConn HEALTH



ME GROUPS ADMIN

E



Demo Test

(ID: 00101064, Version: 1)

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

[...less](#)

Suggested classes for you



Web Based Training

Class ID: DEMO101

[View detail](#)

[Attachments](#) ▶

Language: English

Duration: 00:00

Enroll

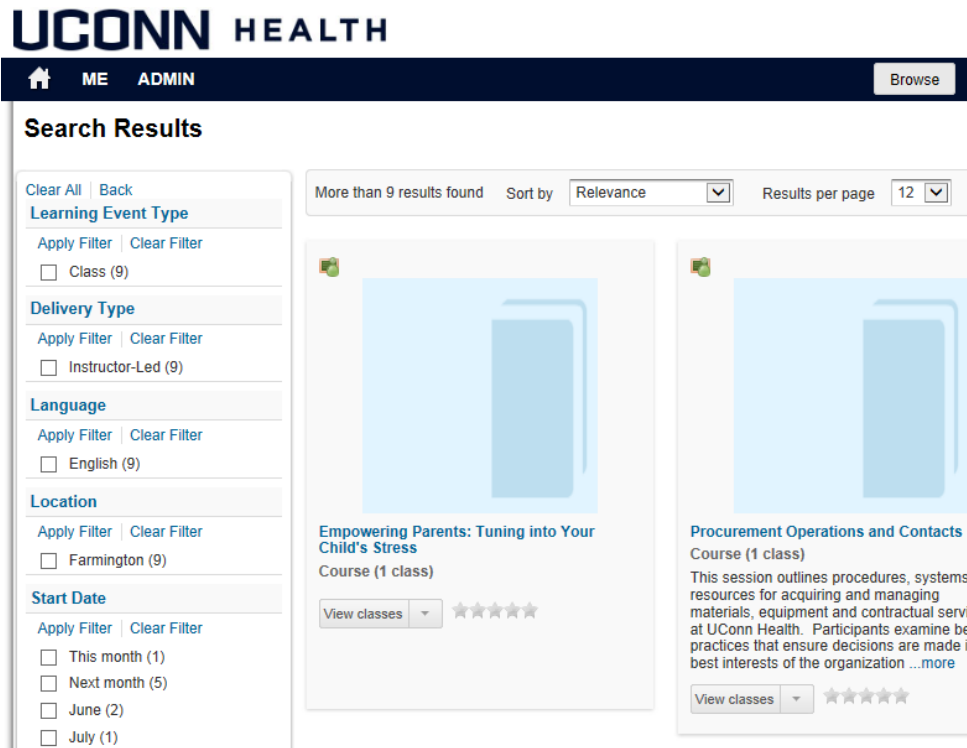
Register for a Live Course (ILT)

To enroll yourself into an Instructor Lead course:

1. Log into the system and make sure you are on the *Home* tab.
2. Click on the 'Browse' button in the top navigation bar.



3. If you are looking for a specific course, type the name of the course into the search box next to the Browse button



Here you can see more information associated with the course. If you wish to enroll click the 'Enroll' button. The course will be added to your list of outstanding courses. You will receive an automated email once you have enrolled.

The screenshot shows the UCONN HEALTH website interface. At the top, there is a dark blue navigation bar with a home icon, 'ME', 'ADMIN', and a 'Browse' button. Below this, the main content area features a course card for 'Empowering Parents: Tuning into Your Child's Stress' (ID: PC205). The card includes a green folder icon and a section titled 'Suggested classes for you'. A single class is listed: 'Instructor-Led' with Class ID: 06-08-16, Farmington location, and a 'View detail' link. To the right, it specifies 'Language: English', 'Duration: 02:00', 'Available seats: 33', and 'Waitlisted: 0'. A prominent green 'Enroll' button is positioned to the right of the class details. Below the class information, there are links for '08-JUN-2016 (9:00 AM - 11:00 AM EDT)' and 'Attachments'. At the bottom of the card, there is a light gray bar with 'Add to Plan', 'Share', 'Tag', and 'Bookmark' options.

Act as a Proxy

If you are NOT the primary KRONOS time approver then you will not have access to the 'My Team' link. The primary KRONOS time approver can designate you as a Proxy within Saba, this will allow you to go into the system and assign learning elements to team members.

Log into Saba

<http://uconn-health.sabacloud.com>



UConn HEALTH

Please login with your UConn Health network username password.

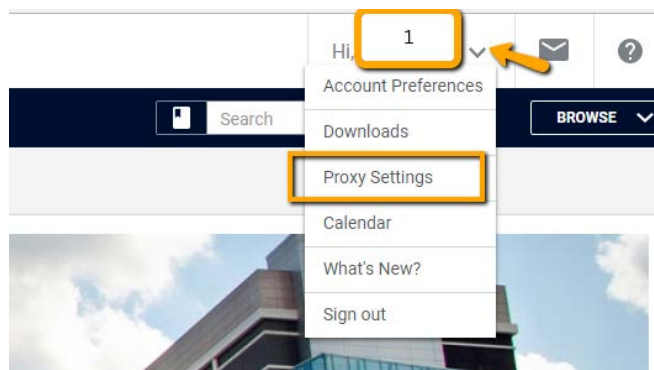
Log in to Health_Saba_Cloud

Username

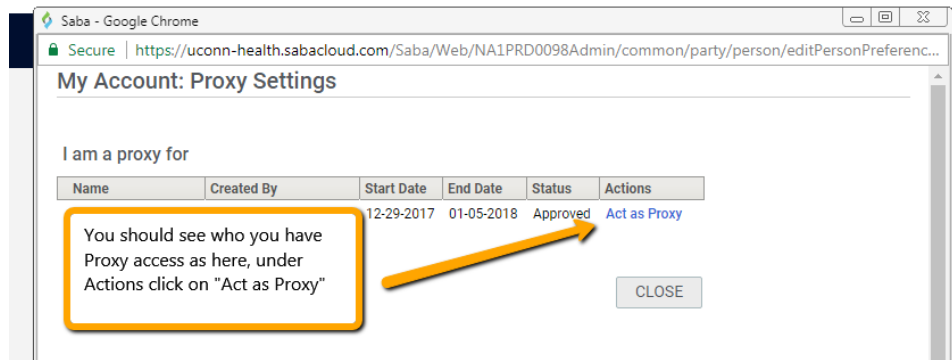
Password

Login

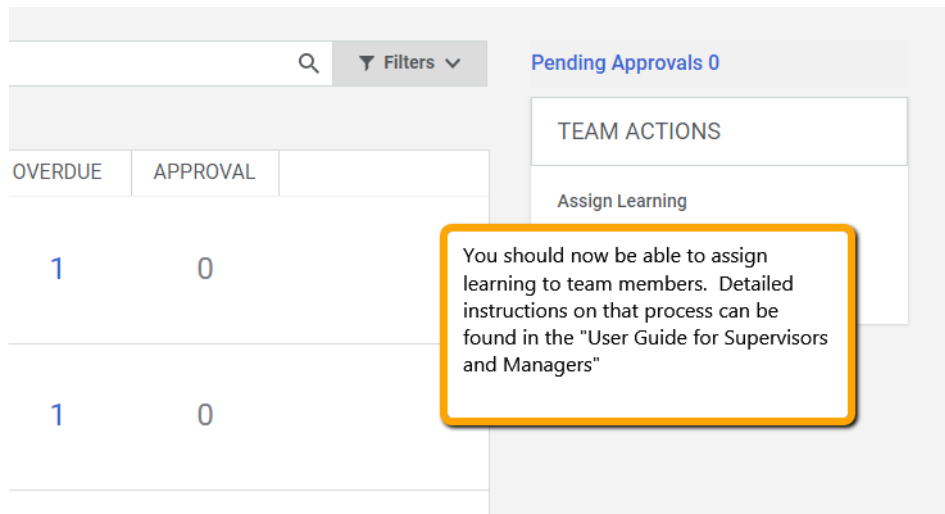
1. Click on the Drop-Down Arrow next to your name and then click on Proxy Settings



2. See who you are permitted to act as a Proxy for here



You can now assigned Certifications/Class sessions to individual team members.



Once you are all done simply exit the Proxy mode.

