Saba @ UConn Health

User Guide for Managers

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Contents

INTRODUCTION ........................................................................................................3
TEAM HOME ..........................................................................................................4
  MY TEAM ............................................................................................................5
  VIEW AND PRINT REPORTS ...............................................................................6
TEAM TRANSCRIPTS ...............................................................................................7
ASSIGN A PROXY USER .......................................................................................8
ASSIGNING A CERTIFICATION TO TEAM MEMBER .........................................10
REGISTER A TEAM MEMBER FOR A SPECIFIC CLASS SESSION ..............14
Introduction

Saba @ UConn Health is designed to help you manage your team’s training.

The primary tasks you will perform in the system as a manager are:

- Viewing your Direct Report Team Members course status, and the status of their Direct Report(s)
- Assigning Direct Report Team Members Certifications and specific class sessions
- Running reports
- Assigning a Proxy to act in your place when you are out of the office for extended periods of time
Team Home

After you have logged in to the LMS, the first step to managing your team’s learning is to navigate to the My Team section of the web site.

Choose My Team from the navigation bar.

The Team Home area is divided into sections, which are located on the grey bar:

- Overview
- Analytics
The Team Dashboard

Overview

This area contains a high level overview of your teams learning information. It is a good idea to review it often. If one of your team members has any items outstanding or overdue you will see a red exclamation mark and a note that reads “Requires your attention”. Click on the activities to see the specifics.

If they are up-to-date with everything you will see a green checkmark.
Analytics (aka Reports)

Here you will see reports that are available for you to run. Click on the name of the report to begin running it. If you would like to schedule the report to run at a certain time click on the ‘Schedule’ button and follow the prompts.
Under Analytics there is a report called “Team Transcript Report”. This report will return a listing of all completed courses for your team members during the specified date range.
Assign a Proxy User

The system allows you to designate someone to act in your place when you go on vacation or are away from your office. To assign someone as your proxy, follow these instructions.

1. After you have logged into your account, at the top of the screen you will see the following links: My Account, Help, and Log Out.

2. Click on My Account. A new window will pop up.

3. Click on the Proxy Settings tab.

4. Click on the Add Proxy link.
5. Designate who would act as your Proxy and select which role(s) you want them to access. You will need to set a Start and End date for your Proxy.
Assign Certifications to Team Members

1. Log into Saba http://uconn-health.sabacloud.com

2. Click on “My Team”
3. Under TEAM ACTIONS, click “Assign Learning”
4. Select “Add to Plan”
5. Click NEXT

6. Click “Show filters” and under “Type:” select Certification
7. Type in the name of the Certification you are looking for and click the magnifying glass
8. Locate the Certification, **DO NOTHING UNDER DUE DATE.** Click the Arrow under ACTION
9. Click NEXT
10. Select the Team Member(s) you want to add to the chosen Certificate. Leave the default option of **NO** under the MANDATORY column and under ACTION click the Arrow.

11. Click Next

12. Review Your Selections. Ensure the correct number of team members appear under SELECTED PEOPLE, there should be **NOTHING** under MANDATORY USERS, Certification should appear under TYPE, and “No due date” should appear under DUE DATE. When ready click **ADD TO PLAN**
13. Click CLOSE
14. Repeat process for each Certification.
Register for a specific class session

Log into Saba http://uconn-health.sabacloud.com

1. Click on “My Team”
2. Click on learners name
3. Click “View Detail” for the Certification

4. Find the Required Instructor Led Class section and click “View Classes”

5. This will bring up all the sessions the particular class is being offered. Review the “Important Details” and select the class session you want to enroll your learner into by clicking the ENROLL button.

6. Repeat Steps 5 & 6 for each Required Instructor Led Class listed in the Certificate