

UConn HEALTH

Saba @ UConn Health

User Guide for Managers



Prepared by the Department of Human Resources

Revised: Nov 2017

User Guide for Managers

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:

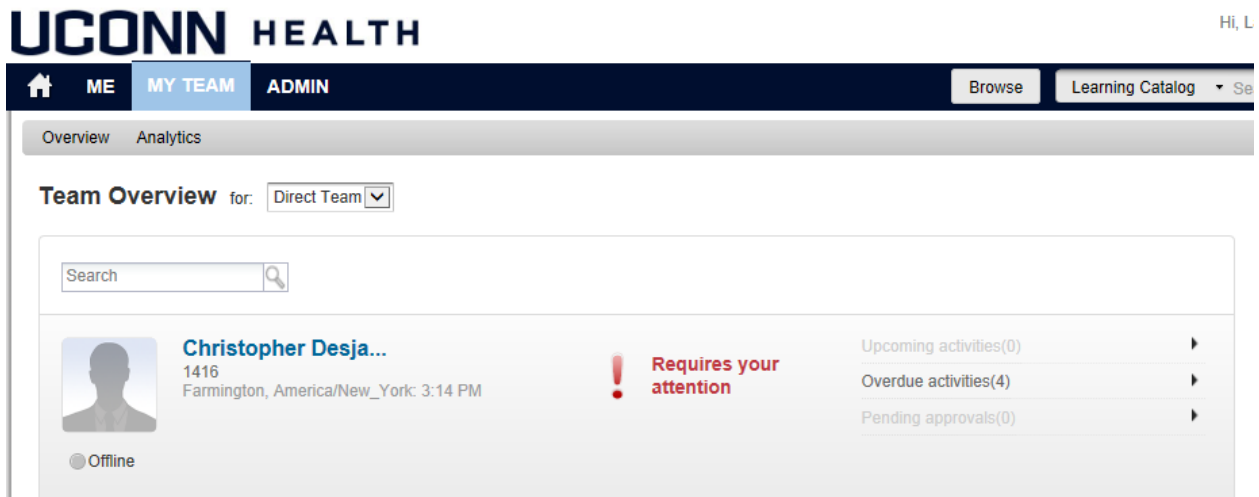
- *Overview*
- *Analytics*



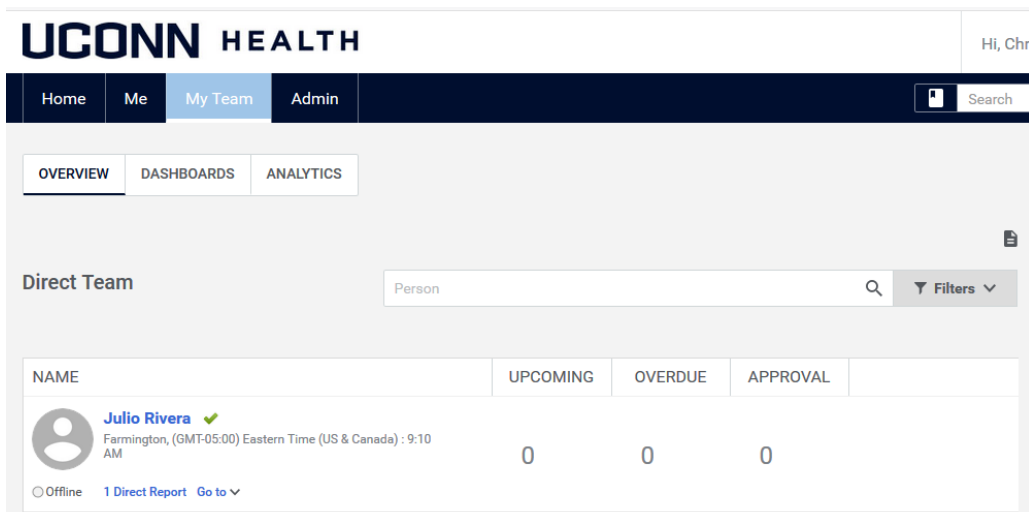
The Team Dashboard

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.




The screenshot displays the UConn Health Analytics interface. At the top, the UConn Health logo is on the left, and the user's name 'Hi, Lawrence Pittman' is on the right. Below the logo is a navigation bar with 'ME', 'MY TEAM', and 'ADMIN' tabs. A search bar is located on the right side of the navigation bar. The main content area is titled 'Reports' and includes a 'Help' button. Below the title, there are tabs for 'Reports' and 'Subscriptions'. A filter section shows 'All 20', 'Recently Viewed 4', and 'Favorite 0'. A 'Category' dropdown is set to 'All', and there is a search input field. The reports are listed in a table with columns for 'Name', 'Last Run Date', and 'Actions'.

Name	Last Run Date	Actions
 My Team Enrollment Dashboard	22-APR-2016 2:28 PM	Schedule
 Team Enrollment Dashboard Report Created By: Christopher Desjardins	22-APR-2016 2:28 PM	Schedule
 Team Transcript Report Created By: Christopher Desjardins This report will show Team Members completed courses for a specified date ran...	22-APR-2016 1:53 PM	Schedule

Team Transcripts

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.

The screenshot shows the UConn Health Analytics interface. At the top, the logo 'UCONN HEALTH' is visible on the left, and 'Hi, Lav' is on the right. Below the logo is a navigation bar with 'ME', 'MY TEAM', and 'ADMIN' tabs. To the right of the navigation bar are 'Browse' and 'Learning Catalog' buttons. Below the navigation bar, there are tabs for 'Overview' and 'Analytics'. The main content area is titled 'Reports' and has sub-tabs for 'Reports' and 'Subscriptions'. Below these are filters for 'All 20', 'Recently Viewed 4', and 'Favorite 0'. There is also a 'Category:' dropdown menu set to 'All' and a 'search' button. The main content is a table with two columns: 'Name' and 'Last Run Date'. The table lists three reports:

Name	Last Run Date
 My Team Enrollment Dashboard	22-APR-2016 2:28 PM
 Team Enrollment Dashboard Report Created By: Christopher Desjardins	22-APR-2016 2:28 PM
 Team Transcript Report Created By: Christopher Desjardins This report will show Team Members completed courses for a specified date ran...	22-APR-2016 1:53 PM

The 'Team Transcript Report' row is highlighted with a blue border.

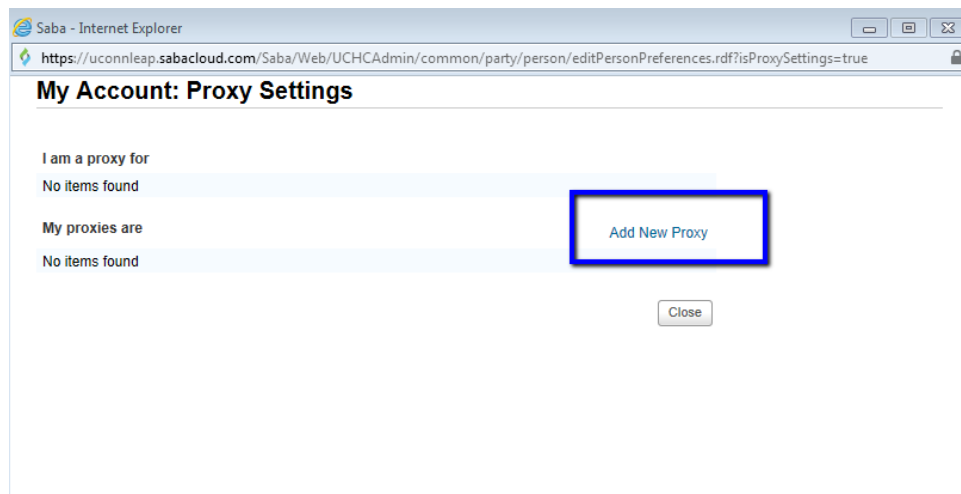
Assign a Proxy User

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.



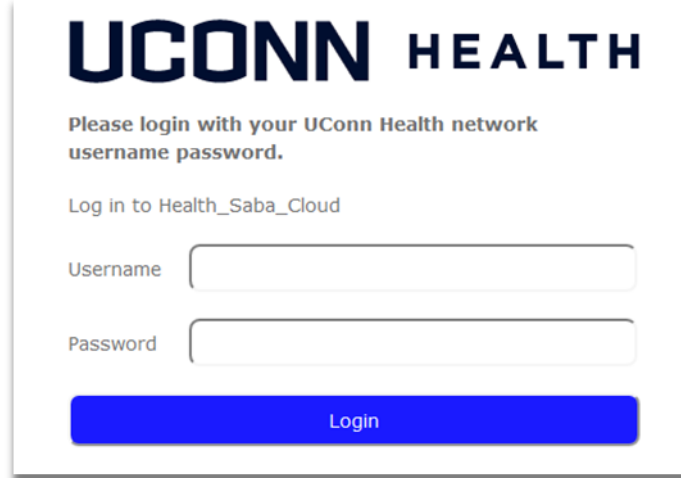
5. Designate who would act as your Proxy and select which role(s) you want them to access. You will need to set a Start and End date for your Proxy.

The screenshot shows a web browser window titled "Saba - Internet Explorer" with the address bar displaying "https://uconnleap.sabacloud.com/Saba/Web_wdk/UHCAdmin/common/party/person/editProxyUser.rdf?callback". The main content area is titled "Add New Proxy" and includes a legend indicating that asterisks (*) denote required fields. The form contains the following elements:

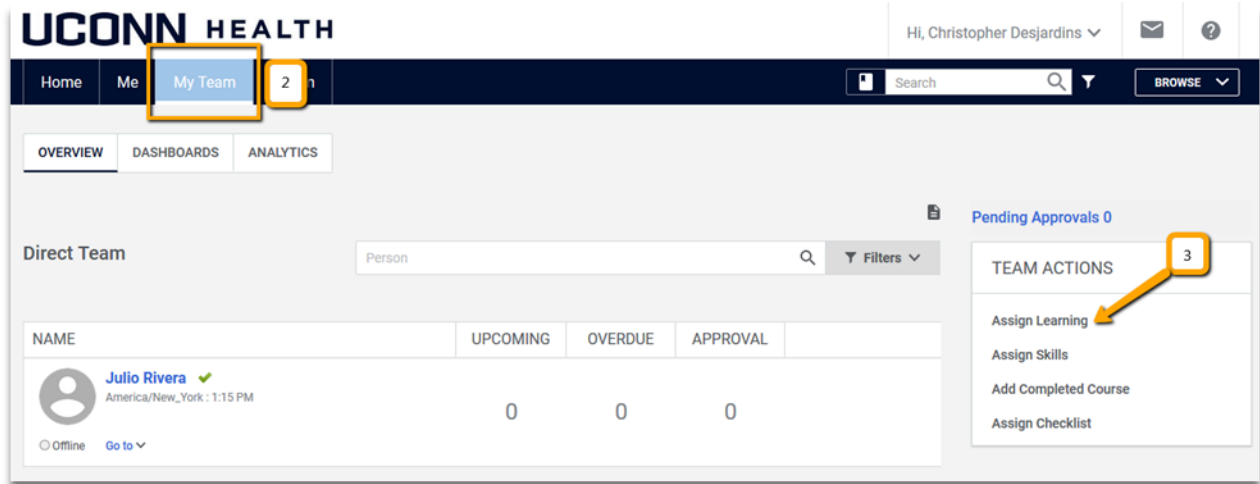
- Proxy By***: A text input field with a search icon and a refresh icon.
- Start Date***: A date selection field showing "14-APR-2016" with a calendar icon.
- End Date***: A date selection field showing "21-APR-2016" with a calendar icon.
- Select roles that the proxy can access**: A section with a checkbox labeled "Team Dashboard".
- Buttons**: "Save" and "Cancel" buttons located at the bottom right of the form.

Assign Certifications to Team Members

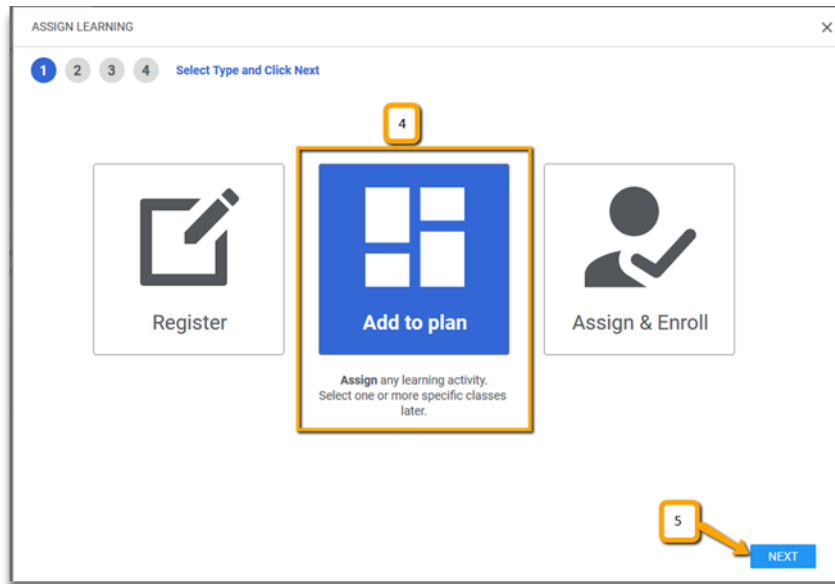
1. Log into Saba <http://uconn-health.sabacloud.com>



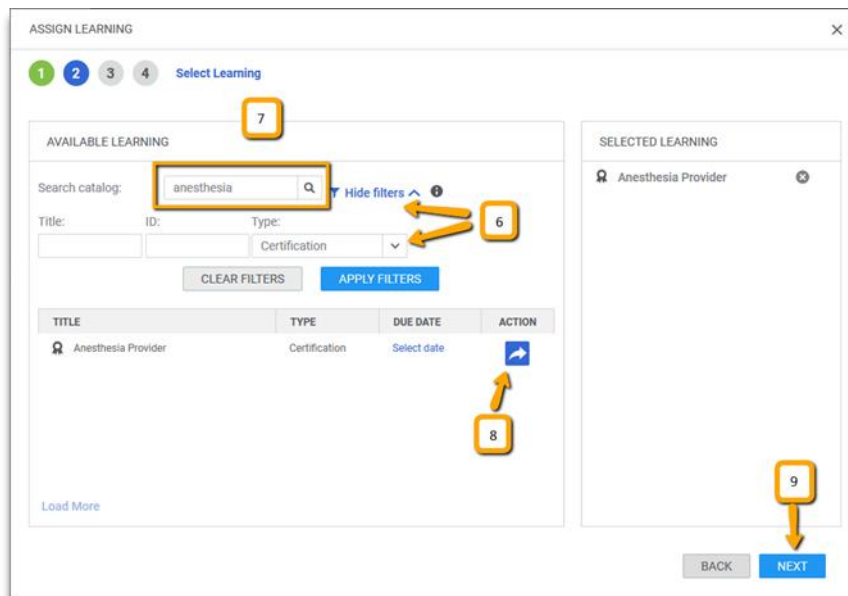
2. Click on "My Team"
3. Under TEAM ACTIONS, click "Assign Learning"



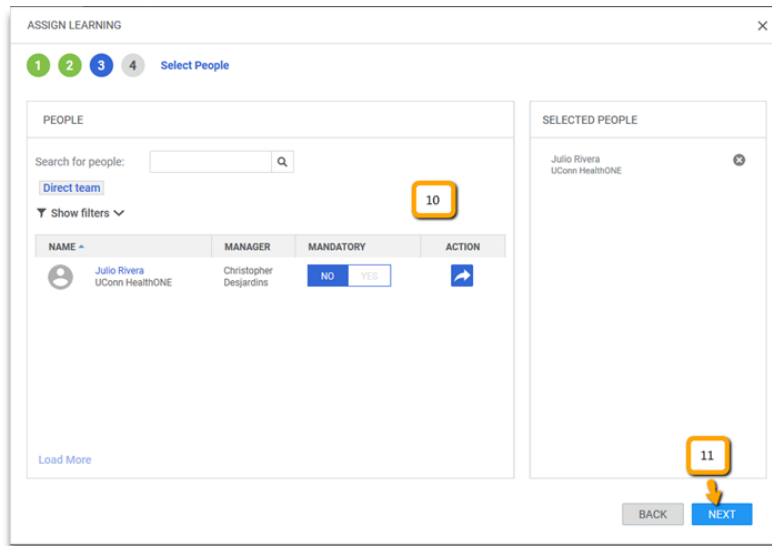
4. Select “Add to Plan”
5. Click NEXT



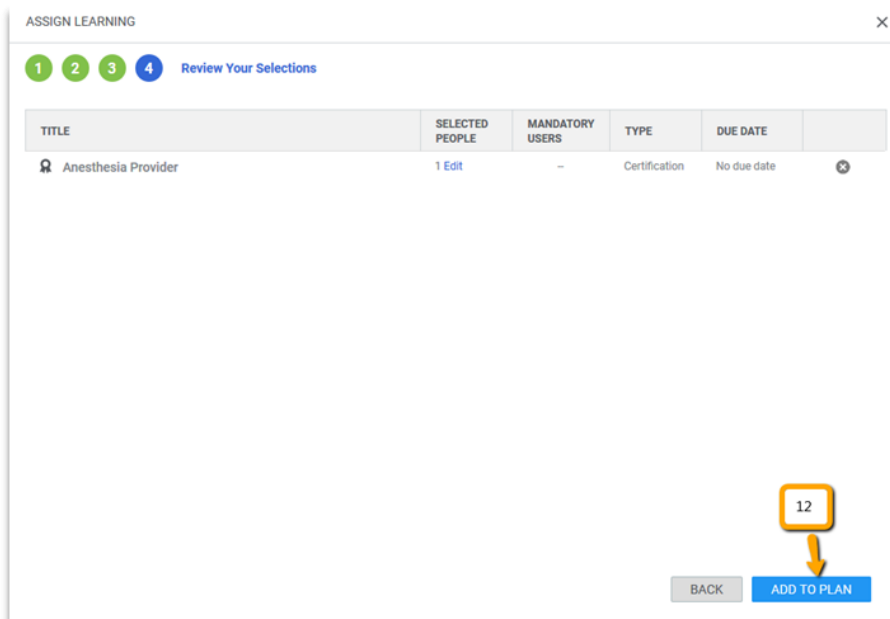
6. Click “Show filters” and under “Type:” select Certification
7. Type in the name of the Certification you are looking for and click the magnifying glass
8. Locate the Certification, **DO NOTHING UNDER DUE DATE**. Click the Arrow under ACTION
9. Click NEXT

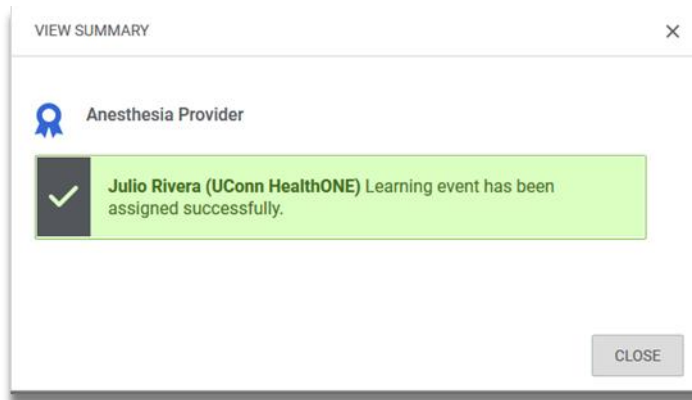


10. Select the Team Member(s) you want to add to the chosen Certificate. Leave the default option of **NO** under the MANDATORY column and under ACTION click the Arrow.
11. Click Next



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

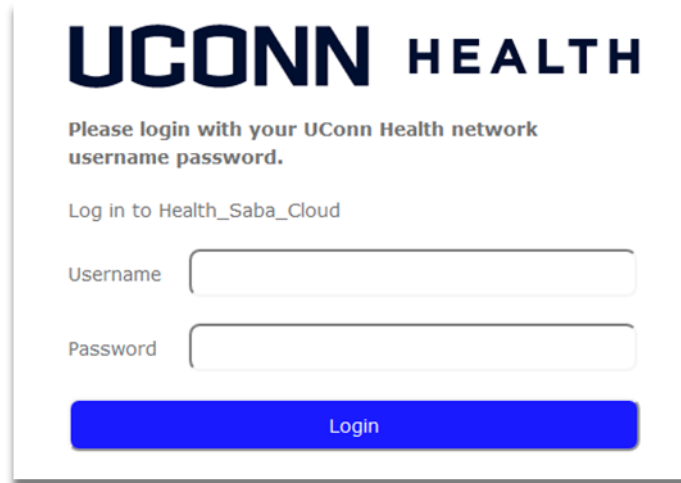




13. Click CLOSE
14. Repeat process for each Certification.

Register for a specific class session

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



UConn HEALTH

Please login with your UConn Health network username password.

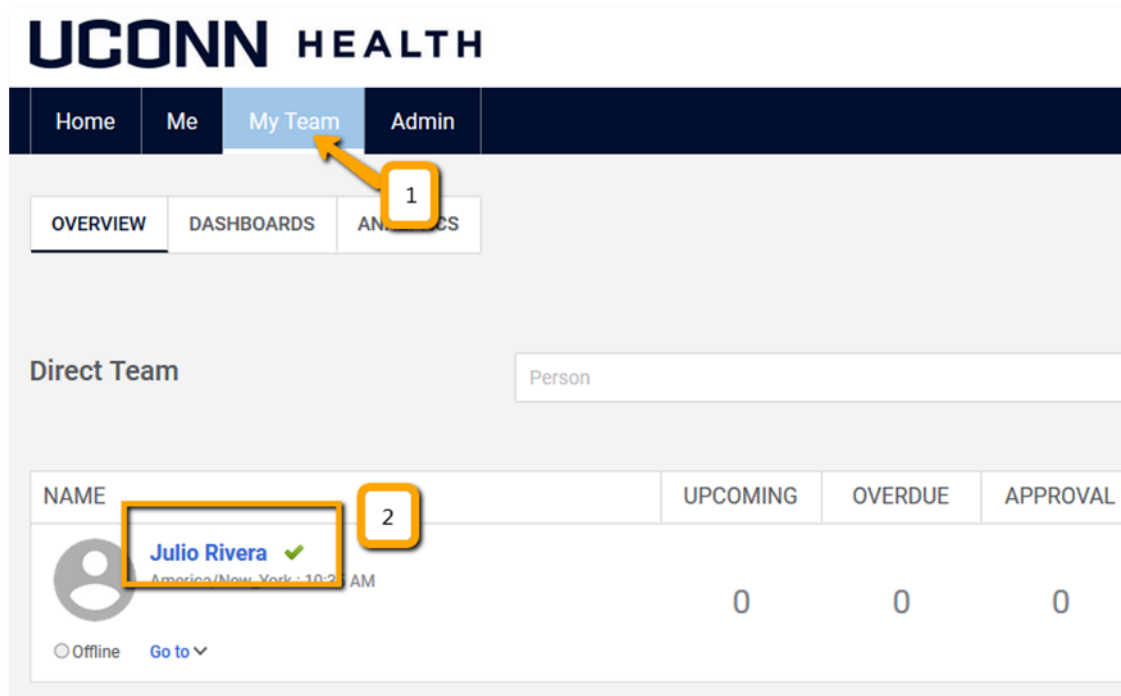
Log in to Health_Saba_Cloud

Username

Password

Login

1. Click on “My Team”
2. Click on learners name




UConn HEALTH

Home Me **My Team** Admin

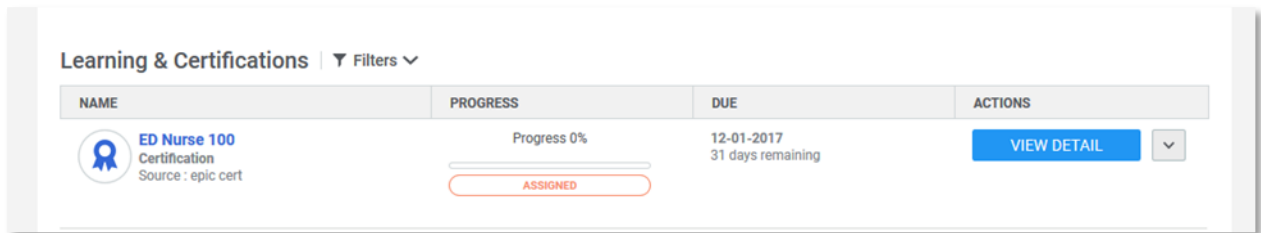
OVERVIEW DASHBOARDS ANNOTATIONS

Direct Team

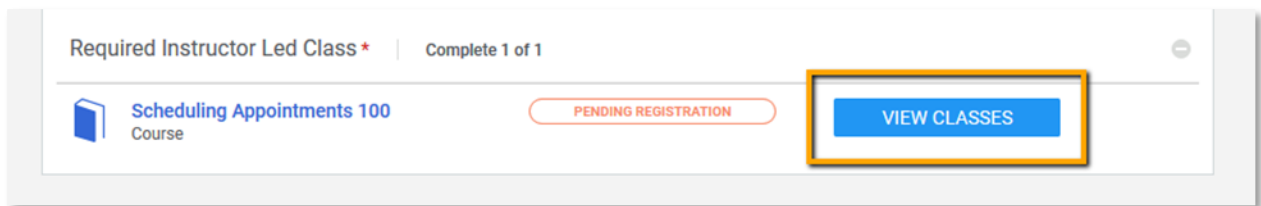
NAME	UPCOMING	OVERDUE	APPROVAL
 Julio Rivera ✓ America/New_York-10:20 AM	0	0	0

Offline Go to ▾

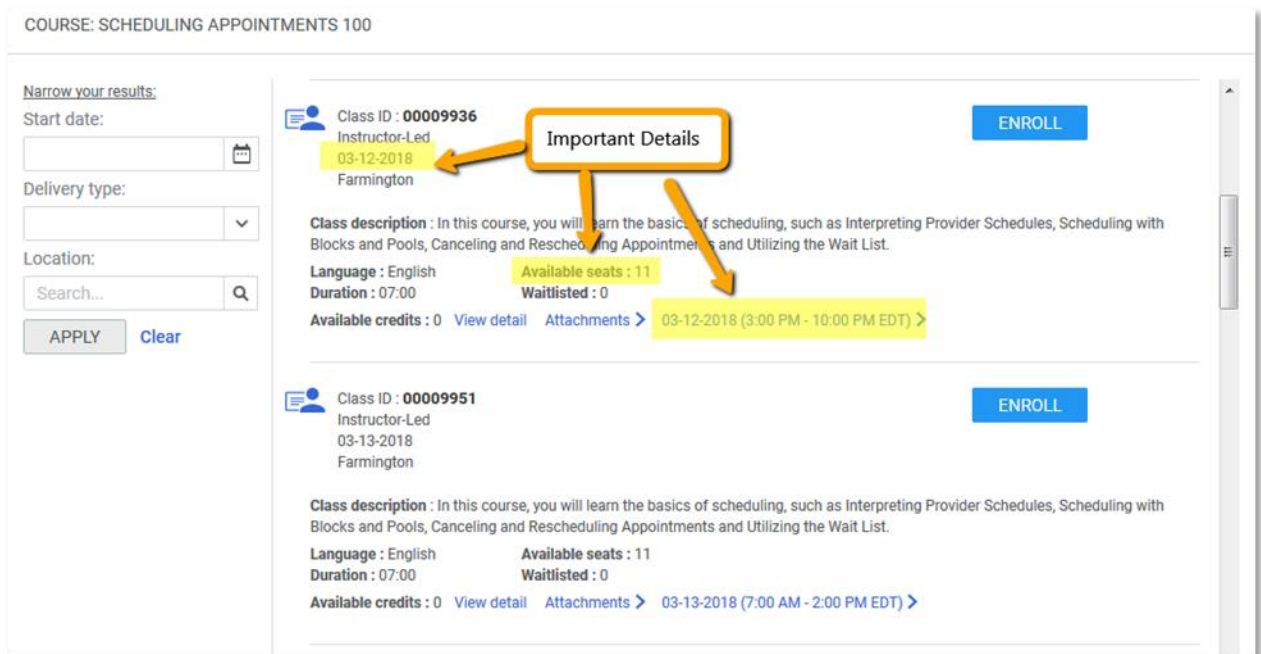
3. Click “View Detail” for the Certification



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