LEARNER

User Guide

hr.uconn.edu/learningatwork
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UCONN
LEARNING @ WORK

learningatwork@uconn.edu

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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 deliver and track your UConn learning requirements.

- Register for web based and instructor led courses
- Launch and complete online courses assigned to you
- View transcript of completed learning
- Print certificates of completion

Navigation Overview

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://hr.uconn.edu/learningatwork

Log out Instructions

1. Click on the down arrow next to your name in the top right corner.
2. Click *Sign out*.

Log in and Launch Teams Virtual Sessions

Internal UConn Users:

1. Launch the MS Teams app and log in with your NetID and NetID password
2. Log into Learning@work at hr.uconn.edu/learningatwork using your NetID and NetID password
3. *Click the course under My Learning*
4. Click the **Attend** button for the applicable session date/time
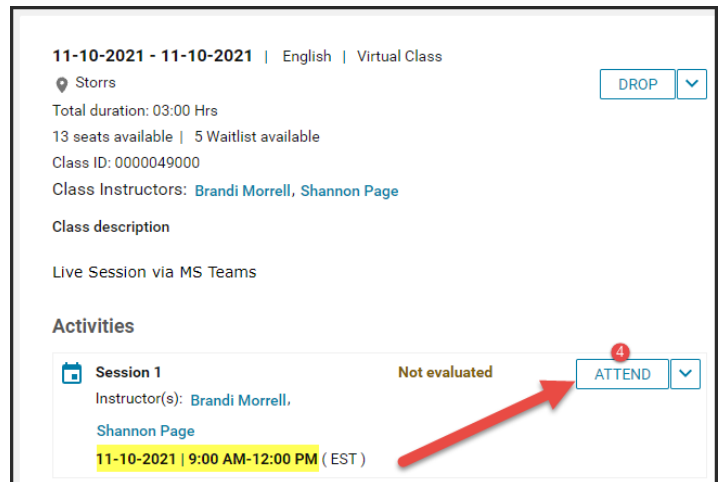
5. Follow the MS Teams prompts to connect to the meeting – do not log into Teams as a "guest" – sign into Teams using your **@uconn.edu** email address for attendance to record.
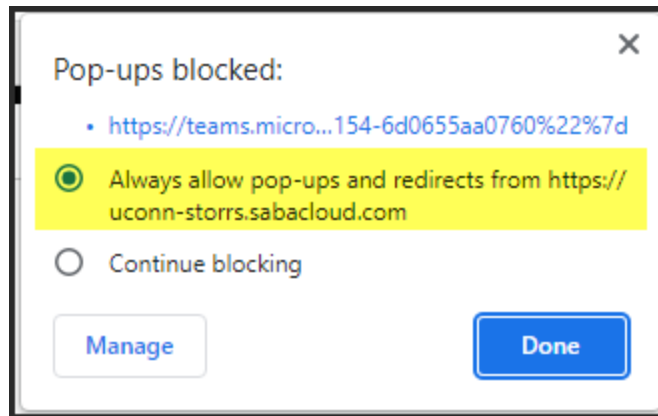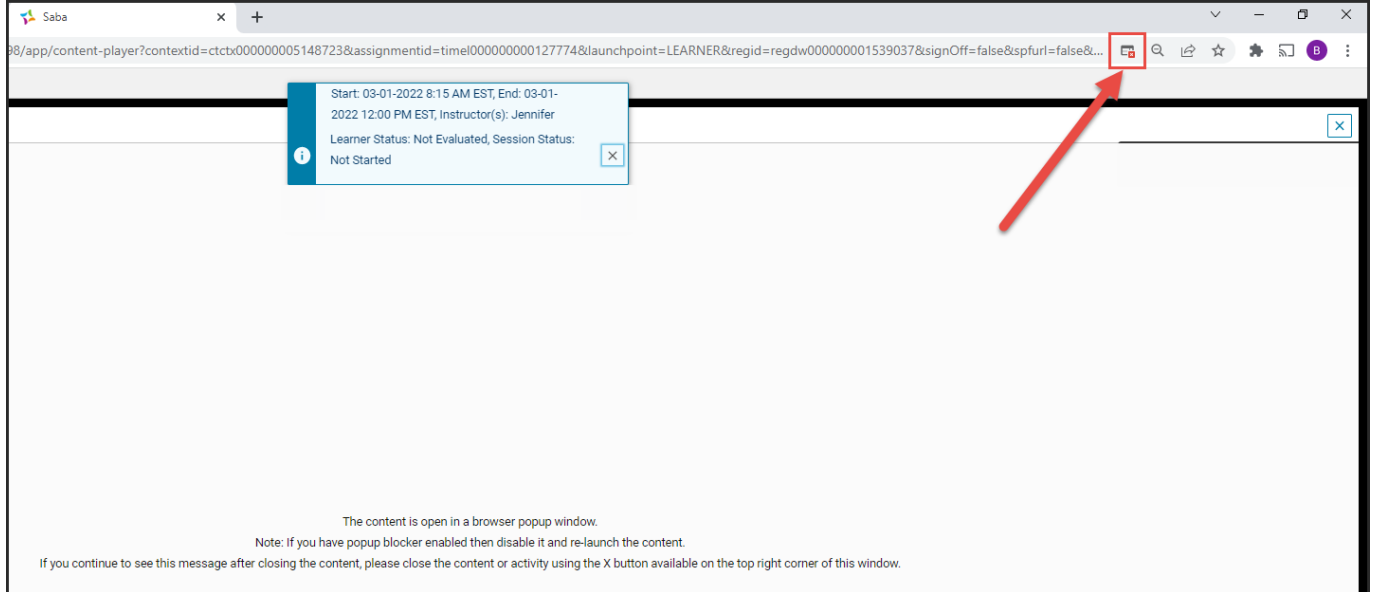
Note: By logging into Teams as the first step, you should seamlessly join the session. However, if you experience the below window, click **sign in** and log in with your UConn email address.
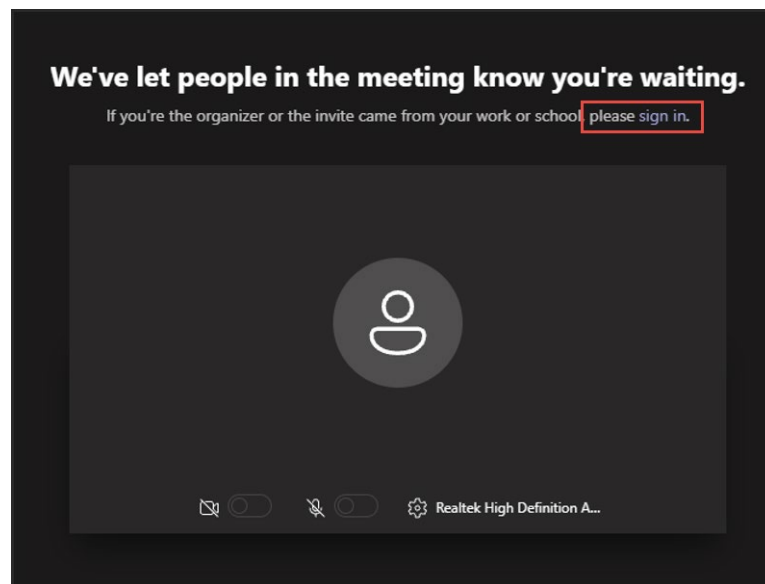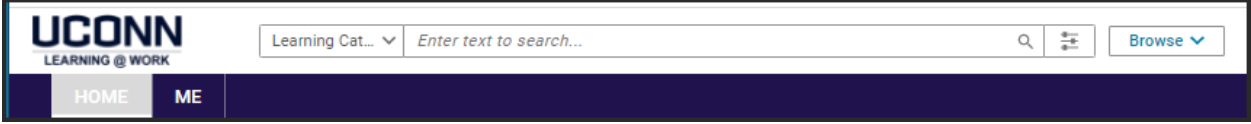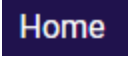

(*Steps Continue to Next Page*)

6. **Allow pop-ups** when prompted.

Note: The below example is from Chrome. If you are using a different browser, please check for popup blockers and disable for this site.

Navigation Menu

Home	Home Page	My Learning: Lists courses for which you have self-registered or have been assigned to you. Session dates, times and locations are listed for instructor led sessions. Completed Learning: Displays courses recently completed with access to print a certificate of completion.
ME	My Plan	View Interactive Learner dashboard with filtering options.
Learning Cat...	Search Catalog	Search catalog for a specific title (enter full or partial title/keyword to search) or click the magnify glass to view all active courses.

My Learning Portal

The *My Learning* Portal is located within the Home tab. The list displays up to the first five outstanding courses on your plan. To view all of the active courses in your training plan, click the *View All* link.
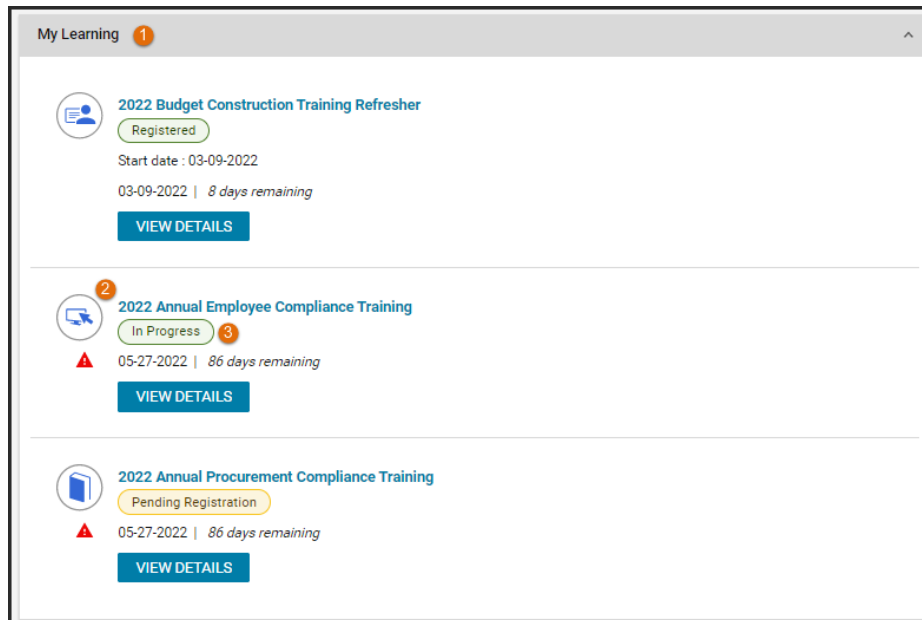
① Navigation to *My Learning*: Home page

② Courses: Course title is a link – click title for session details.

③ Course Plan Details: Status of registrations and due date.

Registered = Registration Confirmed

In Progress = Registered course has not been completed

Overdue = Assigned course due date has passed

Offered = Seat offered for a waitlisted session (requires user to accept or decline seat for registration)

Pending Registration = Course assigned to user (requires user to select session date)

Launch = WBT ready to launch

Pending Approval = Registration pending approval (requires approval prior to confirming registration)

Pending Action = Post Course Evaluation pending completion (requires learner to Launch and complete)

Completed Learning Portal

The *Completed Learning* Portal is located within the Home tab. The list displays up to five of the most recent learning activities completed. To view all of your completed courses, click the *View All* link.
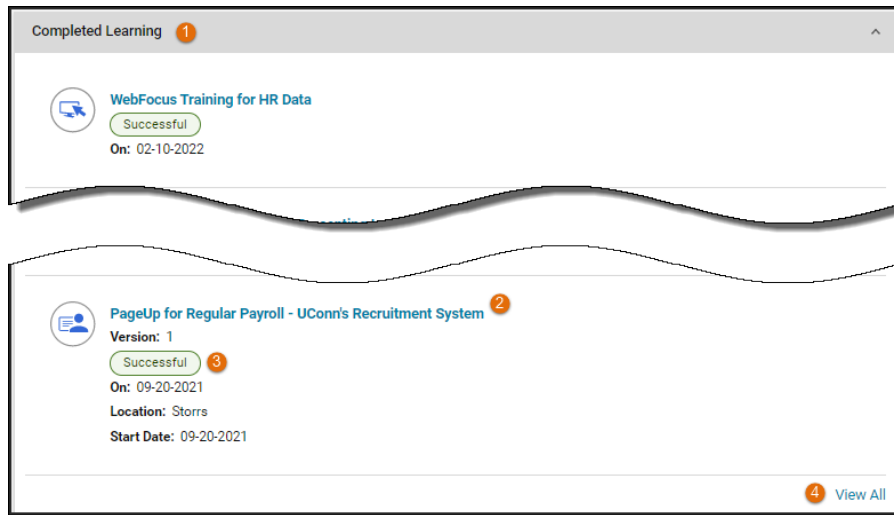
① Navigation to *Completed Learning*: **Home** Home Page

② Courses: Course title is a link – click title for class session details.

③ Progress: Status of Successful will display when all requirements are completed and the date the status was updated. A score displays (if applicable).

④ View All: View all completed trainings using filtering

Learning Catalog

The *Learning Catalog* displays active courses for instructor led and web based training.
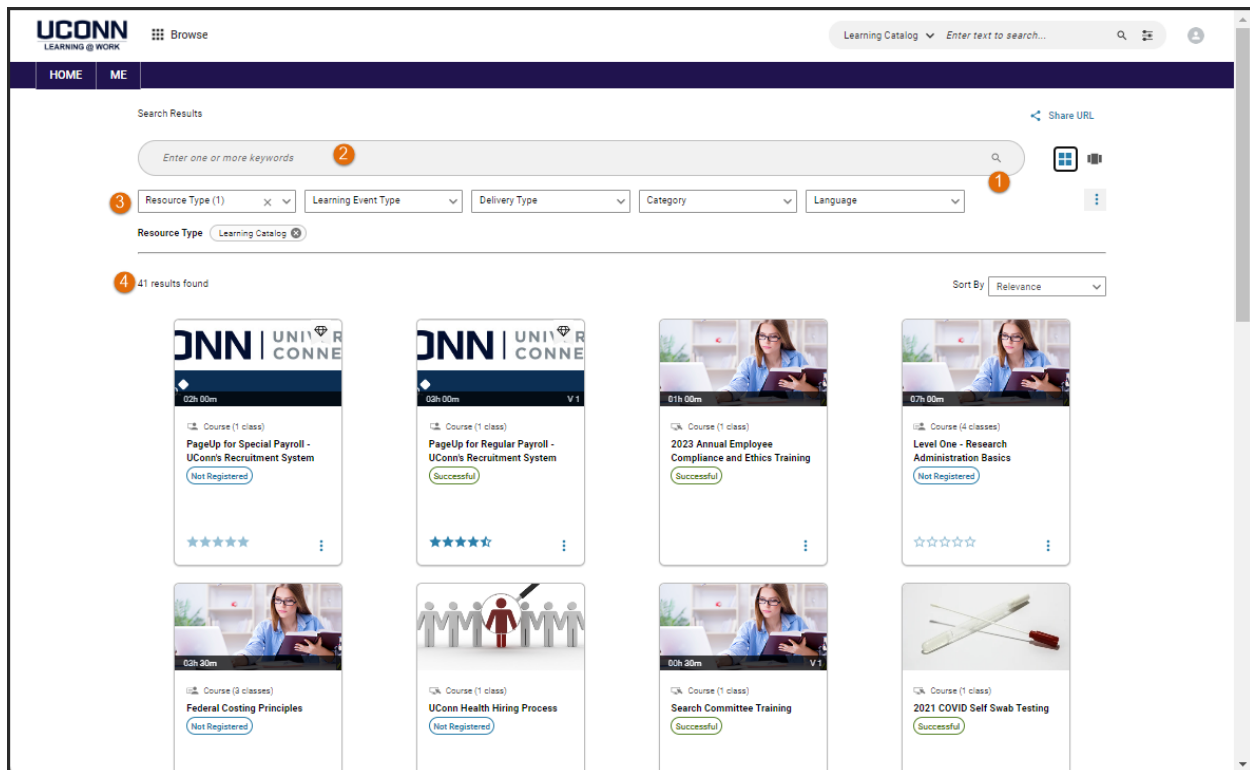
① View Active Courses: Click the magnify glass to view active courses.

② Learning Catalog Search: Enter a title or keywords of a title (e.g. Intro) to search for specific courses.

③ Filter: Filter search results by selecting criteria from the list provided.

④ Results: View results displayed in the center of page (results are displayed by 25 per page).

Learner Self-Service Tasks

Register for Instructor Led Training (ILT)
1. Navigation: Home Page > My Learning
2. Click applicable course title.
3. Click *Enroll* for the available session date.

4. Check email for confirmation email including an MS Outlook invite and course attachments (if applicable). Note: For classes with multiple sessions, an invite will be sent for each meeting date.
5. Accept the MS Outlook invite to add to calendar (do not send a response).

Note: Full sessions will add learners to the waitlist. As seats become available, system generated notifications offering seats are sent to learners.

View Details of an Upcoming Session

Note: Details including course dates, times and locations are listed in the MS Outlook calendar invite sent via email. Details are also viewable in the *Learning@Work* system.
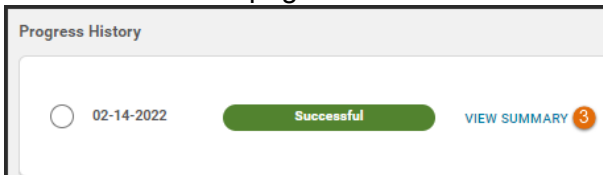
1. Navigation: Home Page > My Learning
2. Click applicable course title.
3. Session details display.
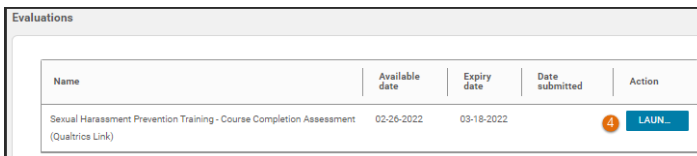
Complete an Evaluation

1. Navigation: Home Page > My Learning
2. Click the course title.
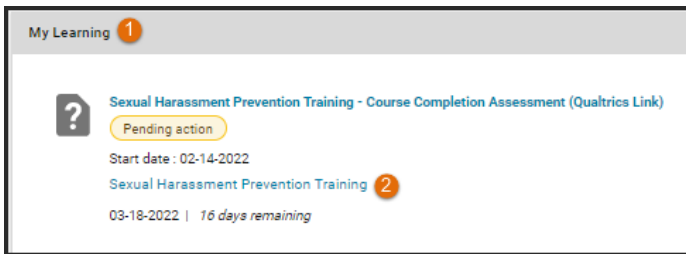
3. Scroll to bottom of page and click *View Summary*

4. Click **Launch**

5. Enter responses and submit.

Register for Web Based Training (WBT)

1. Navigation: Home Page > My Learning
2. Click applicable course title.
3. Click *Enroll* for the Web-based offering.

Launch Online Training Content
1. Navigation: Home Page > My Learning
2. Click applicable course title.
3. Click **Launch** for the applicable title.

Retake Online Training Content
1. Navigation: Home Page > Completed Learning
2. Click applicable course title.
3. Select *Retake.*
4. Click **OK** for new registration and new completion.
5. **Launch** content.

Cancel / Reschedule Registration
1. Navigation: Home Page > My Learning
2. Click applicable course title.
3. Select **Drop**.

Select Session for an Assigned Course
1. Navigation: Home Page > My Learning (or click on link provided in email).
2. Click applicable course title.
3. Select the session and click *Enroll*.
4. Check email for confirmation email including an MS Outlook invite and course attachments (if applicable).
5. Accept MS Outlook invite to add to calendar (do not send a response).

Accept a Waitlisted Offering
1. Click link in the seat offering email notification.
2. Log into system.
3. Click applicable course title.
4. Click *Accept* next to the applicable course in *My Learning*.
5. Check email for confirmation email including an MS Outlook invite and course attachments (if applicable).
6. Accept MS Outlook invite to add to calendar (do not send a response).

View Completed Courses (Transcript)

1. Navigation: Home Page > Me
2. Click *Completed Learning* in the left navigation pane.
   Note: The filter defaults to Past 12 months. Update the filter to **All** and click apply filters to view all completed learning.

Print Certificate of Completion

1. Navigation: Home Page > Me
2. Click *Completed Learning* in the left navigation pane.
3. Click **Print Certificate** for the applicable WBT course (Web Based Training / Online Course).
   Note: Instructor led training courses display the *View Summary* button. Click drop down arrow to the right of *View Summary* and select **Print Certificate *or Export Certificate***.
4. Change printer settings to minimum margins if the certificate template is displaying on a separate page from the course details text.

Print Transcript
1. Navigation: Home Page > Me
2. Click *Completed Learning* in the left navigation pane.
3. Select date range in *Show* filter field.
4. Click the printer icon (upper right).
5. Click Print (upper right).
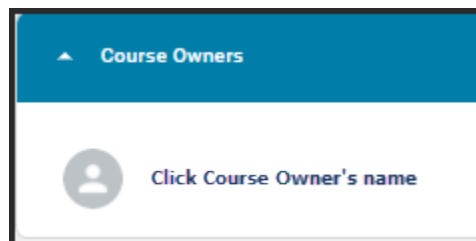6. Select printer in popup and print.

Help Contacts
Additional information including FAQs available at: http://hr.uconn.edu/learningatwork/

For assistance with:

Browsers, pop-up blockers, Launching WebEx/Teams: UConn ITS Help Desk at
https://techsupport.uconn.edu/

Course content inquiries: Click the course title to view details including the course owner

Account access and navigation inquiries: learningatwork@uconn.edu