

# MANAGER

## User Guide

[hr.uconn.edu/learningatwork](https://hr.uconn.edu/learningatwork)

Updated: December 2023



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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.

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**Learning@Work** is designed to help you manage your team's training. The primary tasks you will perform in the system as a manager are:

- View your Team Members' course status
- Run reports through Analytics
- Assign trainings to team members' with completion deadlines
- Assign someone as your proxy when you plan to be on vacation or otherwise unavailable

## Navigation and Permissions

All users are assigned basic permissions to access their training plan, transcript and UConn courses available for registration. Managers have access to their team's learning via the *My Team dashboard*. In addition, Instructors and Session Administrators have additional access to Instructor and Analytics (*see the Instructor User Guide for more information*)

## Log in Instructions

### Internal UConn Users:

Log in with NetID and NetID Password at: [hr.uconn.edu/learningatwork](http://hr.uconn.edu/learningatwork)

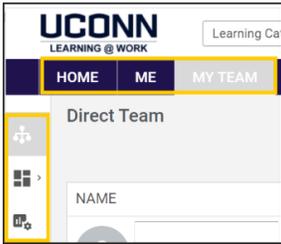
### Non UConn Users (including Instruction consultants and affiliates):

Contact [learningatwork@uconn.edu](mailto:learningatwork@uconn.edu) 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*

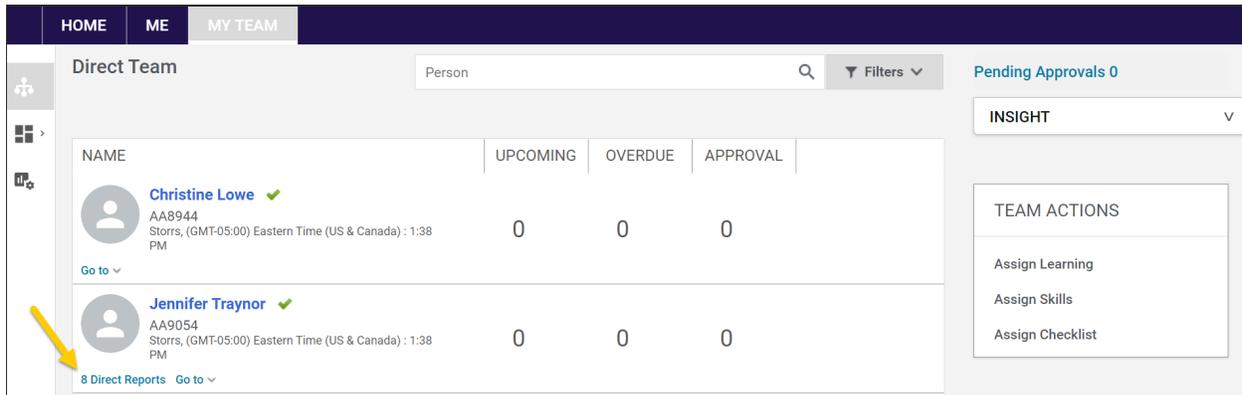
## Home Menu Overview

												
	Home Page	Lists courses you are registered for as a learner as well as recent courses you completed as a learner.										
	My Plan	View Interactive Learner dashboard with filtering options.										
	My Team	List of Direct Team (same as  )										
	Direct Team	<p>Names of direct reports and number of upcoming and overdue trainings. To view the trainings, click the # in the column.</p> <p>To view the employees supervised by your direct report, click # Direct Reports under the employee's name</p> <table border="1" data-bbox="607 1457 1192 1604"> <thead> <tr> <th>NAME</th> <th>UPCOMING</th> <th>OVERDUE</th> </tr> </thead> <tbody> <tr> <td>  <b>Anna Adams</b> ✓                      6006UH                      Storrs, (GMT-05:00) Eastern Time (US &amp; Canada) : 2:50 PM                      5 Direct Reports Go to ▾                 </td> <td>0</td> <td>0</td> </tr> </tbody> </table>	NAME	UPCOMING	OVERDUE	 <b>Anna Adams</b> ✓ 6006UH Storrs, (GMT-05:00) Eastern Time (US & Canada) : 2:50 PM 5 Direct Reports Go to ▾	0	0				
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	Dashboards	<i>Not in use</i>										
	Analytics	<p>Listing of reports (select category and search by report name)</p> <table border="1" data-bbox="607 1709 1084 1871"> <thead> <tr> <th>Favorite (1)</th> <th>Search By Report Name / Description / Created By</th> </tr> </thead> <tbody> <tr> <td>Recently Viewed (2)</td> <td>Default</td> </tr> <tr> <td>All (19)</td> <td>Set Default</td> </tr> <tr> <td>Favorite (1)</td> <td>Set Default</td> </tr> <tr> <td>Scheduled</td> <td>Set Default</td> </tr> </tbody> </table>	Favorite (1)	Search By Report Name / Description / Created By	Recently Viewed (2)	Default	All (19)	Set Default	Favorite (1)	Set Default	Scheduled	Set Default
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## My Team – Dashboard Overview

Managers are granted access to the *Team Dashboard*. The dashboard view provides a high level overview of your teams learning information. Team members with up-to-date training plans will display a green checkmark with a note: *On Target*. If a team member has any items outstanding or overdue, you will see a red exclamation mark and note which reads: *Requires your attention*.

Click on the activities to see the specifics (e.g. Upcoming Activities, Overdue Activities, etc.). Unit level managers and above have access to their direct reports as well as the department managers' teams.



The screenshot shows the 'My Team' dashboard interface. At the top, there are navigation tabs for 'HOME', 'ME', and 'MY TEAM'. Below the tabs, the 'Direct Team' section is visible, featuring a search bar for 'Person' and a 'Filters' dropdown. A table lists team members with columns for 'NAME', 'UPCOMING', 'OVERDUE', and 'APPROVAL'. Two team members are listed: Christine Lowe and Jennifer Traynor, both with green checkmarks indicating they are 'On Target'. A yellow arrow points to the '8 Direct Reports' link at the bottom left of the table. On the right side, there is a 'Pending Approvals 0' section and a 'TEAM ACTIONS' menu with options for 'Assign Learning', 'Assign Skills', and 'Assign Checklist'.

NAME	UPCOMING	OVERDUE	APPROVAL
 <b>Christine Lowe</b> ✓ AA8944 Storrs, (GMT-05:00) Eastern Time (US & Canada) : 1:38 PM <a href="#">Go to</a> v	0	0	0
 <b>Jennifer Traynor</b> ✓ AA9054 Storrs, (GMT-05:00) Eastern Time (US & Canada) : 1:38 PM <a href="#">Go to</a> v	0	0	0

### Assign Learning to One Learner

1. Navigate to *My Team* (top navy blue ribbon)
2. Click the person's name from the list
3. Click *Add learning* under **Actions** drop down menu
4. Click *Add to Plan* (assign course and allow learner to select date of session). **Note: Register** will assign a specific session date to the user and the user cannot change the date if there are conflicts.)
5. Click the **Next** button on bottom right
6. Enter course name in **Search catalog** field and click the magnify glass
7. Click *Select date* under **Due date** column (when adding to plan)
8. Click **Yes** under **Mandatory** column
9. Click the right arrow under **Action** column
10. Click *Add to Plan* button
11. Confirmation will display and an email is sent to the learner
12. Click the *Close* button

## Assign Course to Multiple Learners

1. Navigate to *My Team* (top navy blue ribbon)
2. Click *Assign learning* under **Team Actions** (top right)
3. Click Add to Plan (assign course and allow learner to select date of session). **Note:** *Register* will assign a specific session date to the user and the user cannot change the date if there are conflicts.)
4. Enter course name or course number in **Search catalog** field and click the magnify glass
5. Click *Select date* under **Due date** column (when adding to plan).
6. Click + icon
7. Enter learner's name in **Person Search** field and click the magnify glass – or – scroll down to view full list
8. Click **Yes** under **Mandatory** column for learners being assigned
9. Click + icon
10. Click *Add to Plan* button
11. Confirmation will display and an email is sent to the learner
12. Click the *Close* button

## Assign a Proxy User

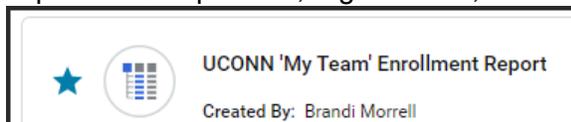
Designate someone to act on your behalf. Proxy can be used temporarily (e.g. to cover time out of the office) or remain as a proxy for a longer period of time. Proxies can be added and removed as needed.

1. Navigate to the *Home* page.
2. *Click on your profile* (your name in top right corner).
3. Click *Proxy Settings* in the drop down menu.
4. Click the *Add New Proxy* button.
5. Click the magnify glass to search for person's name
6. Click the Select box and click close to select the person
7. Select the user by clicking the check box next to applicable name.
8. Enter the *Start Date* and *End Date*, or select dates using the calendar lookup icon.
9. Select the roles that the proxy can access (**Note:** selecting all roles will only provide the same roles assigned to you).
10. Click the *Save* button.

## Reporting / Analytics

Reports are available to run ad-hoc and set schedule via email. **Note:** Reports are based on security and some reports may not provide you with any results.

Report on Completions, registrations, overdue, etc.:



## Set Report as Favorite for Quick Access



1. Navigate to My Team > Analytics
2. Click on the name of the report and continue to Step #5. If no reports display, continue to *Step 3*
3. Click the category: *All* or *Favorite*
4. Enter the report name in the search field: **UConn 'My Team' Enrollment Report**
5. Click the star to the left of report name to save as a favorite
6. Click the category *Favorite*
7. Click Set Default (for *Favorite*)



## Run Ad-Hoc Reports



1. Navigate to My Team > Analytics
2. Click on the name of the report and continue to Step #7. If no reports display, continue to *Step 3*
3. Click the category: *All* or *Favorite*
4. Enter the report name in the search field: **UConn 'My Team' Enrollment Report**
5. Click the star to the left of report name to save as a favorite
6. Click on the name of the report
7. Enter specific criteria (e.g. Course name).
8. View report on screen or click *Download* in upper right (follow prompts to complete download).
9. Click x in upper right of reports window to close report.

## Help Contact

Additional information is available at: <http://hr.uconn.edu/learningatwork/>

For assistance, contact the Learning@Work admin at [learningatwork@uconn.edu](mailto:learningatwork@uconn.edu)