‘How to’ guide for the Learner using UoRLearn

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View my learning plan

1. Select 'My Learning' button from the home page.
   You can also access via the burger menu and select 'Me'.

2. In 'My Plan' click on the progress status you wish to filter on.

3. The results of your learning will appear below:
1. At the top of ‘My Plan’ page, you will find the ‘search.. ’ box. Type in a ‘key word’ for the learning you are searching for.

2. Alternatively, select the ‘Browse’ arrow next to the ‘search’ box to reveal the learning categories and click on a title to filter to the specific function or area you are interested in. Learning results will automatically appear below.

   **Hint:** Click the (arrow button) next to the learning category titles to reveal any sub-categories. Learning results will automatically appear below.

3. To select the learning you are interested in, either ‘launch’ e-learning, ‘enrol’ onto a class or ‘register’ for a curricular/certification.

   ![Image of IMPS Mandatory Training](image-url)
Cancel (Drop) previously booked learning

1. In 'My Plan' select ‘In Progress’ (on the coloured doughnut) to reveal the learning you have booked onto.

2. Learning results will automatically appear below. Go to the learning you wish to 'Drop' (cancel) and select the drop-down arrow within 'Actions'.

3. Select 'Drop'.

4. A pop-up will appear for you to confirm the action by clicking on 'Drop' (Cancel).
View calendar of events

1. On the ‘My Plan’ page select ‘Calendar’ (top right hand side of the screen).

2. On the left hand side select ‘My Events’ or the ‘Catalogue Calendar’ to see ALL events.

Hint: Narrow your search by selecting detail relating to the type of learning you are searching for:
Set up a virtual meeting

1. Within the calendar (see previous page no. 1) select ‘Meet Now’

2. If you are setting up for the first time you will need to follow the instructions for installing the Saba Meeting.

3. Select ‘Invite people’ which should automatically open your outlook email (if it doesn’t, you will be provided with an option to ‘add an account’, select ‘Exchange’).

Hint: When you’ve finished your session, make sure you exit the virtual classroom so it doesn’t carry on in the background afterwards.
If you come across a course (within the catalogue) which currently has no classes, there will be an option to make a request for learning. Although this request enables you to set various options e.g. Location/dates etc, please be aware that it will not be possible to meet specific requirements, but where there is a significant amount of interest for a course we will endeavour to meet the need.
Download a report

1. Go to ‘Me’ from the burger menu and select ‘Analytics’.

2. You can either click on the report title ‘My Learning’ to automatically generate the report within the webpage or ‘Schedule’ a report to be emailed to you or others in an excel format.

3. To schedule a report, select ‘Schedule’ within ‘Actions’ and click on ‘Add New Schedule’.

   Complete the various options within the pop-up box, remembering to add an email address.

   Hint: Scroll down to add some text if you are sending the report to someone else.
Set up UoRLearn on my mobile

1. Search for ‘Saba Cloud’ app on your mobile.
2. ‘Install’
3. Type ‘uorlearn’ for the ‘site name’
4. Microsoft Sign in:
   Type in your UoR email address which will then take you to the UoR website.
   Sign in with your usual login details.

Examples of different views:
More questions about UoRLearn?

If you manage a team, see the Manager quick reference guide:  

Still stuck? Send an email to:  

SELECT THE ARROW WHEN IN SLIDE SHOW MODE