‘How to’ guide for the Manager using UoRLearn

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UoRLearn support email: UoRLearn@reading.ac.uk
View my team’s learning

1. Access from the home page by clicking on the ‘Burger menu’ > ‘My Team’

2. In ‘My Team’ – (Direct Team) click on each name to view the learning someone has booked on to.

   **Hint:** If you have more than one team select the drop down arrow next to ‘Direct Team’ to view the ‘Alternate Team’.

3. The results of their learning will appear below:
Assign learning to an individual or all of my team

1. On the 'Direct Team' page, (top right- hand side), select 'Assign learning'.

2. Click on 'Register' and go through each step using the NEXT button.

3. To select the learning, put a keyword in the search. Find the course, click on 'Select class' and click on 'Action' to make the selection.

4. There is an option to make the learning 'Mandatory' and you can either 'Add all' of your team or search for an individual and click the 'Action' button to select.

5. Review your selections and click on the 'Register' button.
Approve/Reject learning requests

Some courses will require a manager’s approval. In these circumstances you will receive an email notification with a link to the UoRLearn platform to ‘approve’ or ‘reject’ the request for learning.

Select the ‘Approval’ number to view the learning. Click on the ‘Review’ button.

Select ‘Reject’ or ‘Approve’ as required.

Hint: ‘Upcoming’ = learning within the next 7 days.
Request Learning for your Team

You can make a ‘request for learning’ for courses listed in the catalogue that you would like your team or a member of your team to attend. Go to ‘My Team’ > ‘Team Actions’ (list on the right hand side of the screen) > ‘Request Learning’.

Make the appropriate selections regarding the session and select ‘next’ to choose who you are requesting the learning for.

Please note that learners have the ability to ‘request learning’ themselves through the Catalogue.

Hint: Scroll the bar to the right hand side to reveal further detail.

Proceed through each of the steps by searching for and selecting learning.
**Learning Request Dashboard**

The Learning Request Dashboard allows managers to view all learning requests that they have privileges to view, which include:

- Requests that they create for their direct and alternate reports.
- Requests submitted by their direct and alternate reports.

To access this dashboard from the ‘Burger menu’ click ‘My Team’ > Dashboards > Learning Request Dashboard.

Managers can search for the required class request by using the search criteria and filters on this page. They can only edit or cancel requests that they have placed on behalf of their team members; however, they cannot edit or cancel requests placed by the team members themselves.

### Class request statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>A class request is in Pending state till class creation.</td>
</tr>
<tr>
<td>Accepted</td>
<td>A class request moves to the Accepted state when the learning administrator</td>
</tr>
<tr>
<td></td>
<td>registers the learner to an existing or new class against the class request.</td>
</tr>
<tr>
<td>Rejected</td>
<td>A class request moves to the Rejected state when the learning administrator</td>
</tr>
<tr>
<td></td>
<td>rejects the request.</td>
</tr>
<tr>
<td>Class created</td>
<td>A class request moves to the Class created state when a learning administrator</td>
</tr>
<tr>
<td></td>
<td>creates a new class against the request.</td>
</tr>
</tbody>
</table>
Cancel learning that I have assigned for a team member

1. Access from the home page by clicking on the 'Burger menu' > 'My Team'.

2. Click on the name of the person you assigned the learning to.

3. Go to 'Actions' next to the course you wish to remove and 'Delete from the plan'.

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Complete an evaluation for a member of my team

1. On occasion there may be a request sent by email to you to complete an evaluation on whether there has been a significant impact of a piece of learning on a member of your team.

You will also find any requests within the ‘Evaluations Dashboard’. Just click on the ‘Launch’ button within ‘Actions’ and complete the survey.
Manager Dashboards

Manager Learning Dashboard gives an overview of the team's learning activities for a particular manager using the following charts:

- My Team's Certifications – courses that are
- My Team's Curricula – courses that are over a period of time
- My Team's Assigned Courses – variety of learning including facilitated, e-learning etc.

My Team Enrolment Dashboard
This dashboard gives an overview of course activity status as well as graph images.

Team Status Overview This Dashboard gives the manager an overview of the team's top level information such as team distribution and learning requests using charts.
Download a report on an individual or my team

From the ‘Burger menu’ > ‘My Team’ > ‘Analytics’ > ‘Reports’

You can either click on the report title to automatically generate the report within the webpage or ‘Schedule’ > ‘Add New Schedule’ to be emailed to you or others in an excel format within a time frame you choose.
Schedule a virtual meeting

1. In 'My Team' (Direct Team) select 'Meet from My Room' in the 'Team Actions' list on the right hand side of the screen.

2. Add the meeting topic and description and click on 'Meet Now'.

3. The Saba meeting will load. If doing this for the first time follow the instructions to install. Then select 'Invite People' to send out the invitation.
If you haven’t already installed the ‘Saba Cloud’ app on your mobile – go to the Learner Quick Reference guide to see how to install.

Here is an example of the mobile app showing how you can view your teams’ current learning.
More questions about UoRLearn?

See the Learner quick reference guide:  

Still stuck? Send an email to: 

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