

# 'How to' guide for the Learner using UoRLearn

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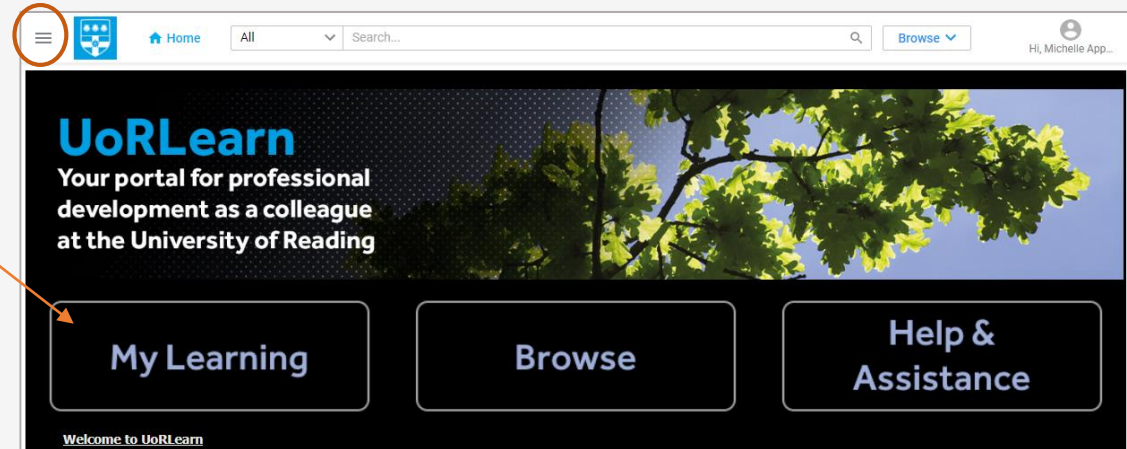
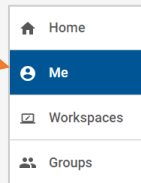
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# View my learning plan

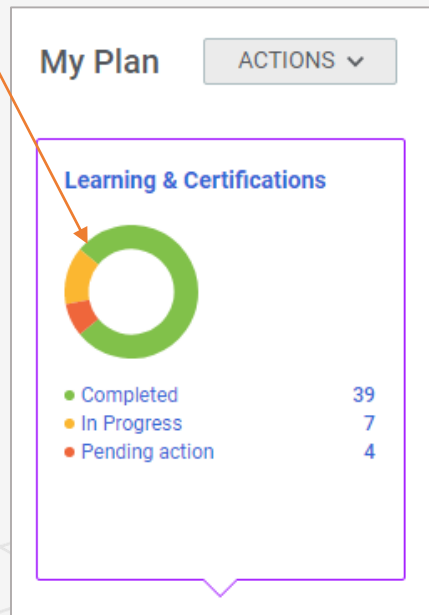
Return to menu

1 Select 'My Learning' button from the home page

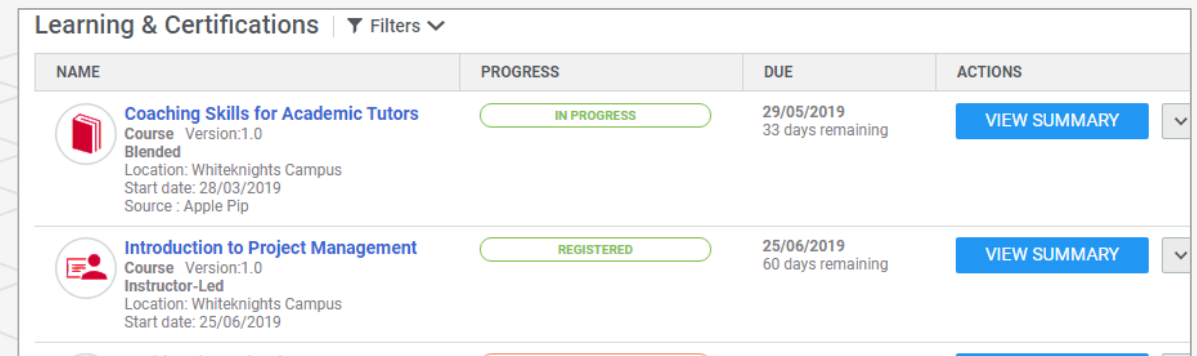
You can also access via the burger menu and select 'Me'





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



3 The results of your learning will appear below:



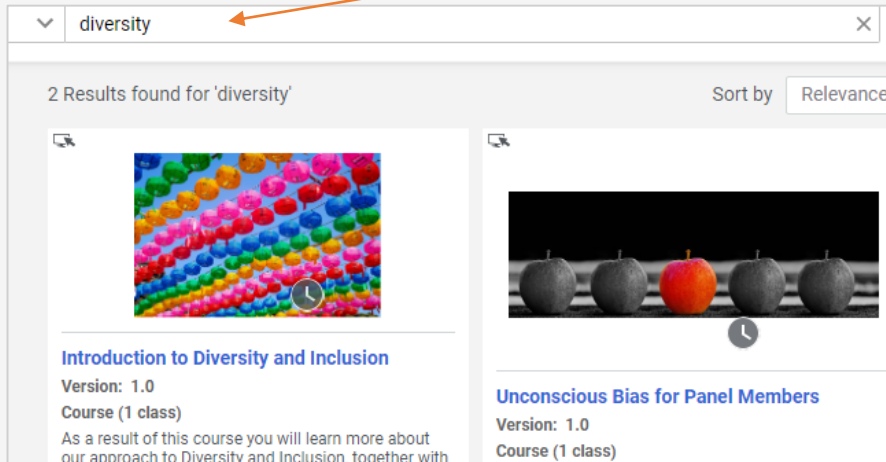
The screenshot shows a table titled 'Learning & Certifications' with a 'Filters' dropdown. The table has four columns: NAME, PROGRESS, DUE, and ACTIONS. It lists two courses:

NAME	PROGRESS	DUE	ACTIONS
 <b>Coaching Skills for Academic Tutors</b> Course Version:1.0 Blended Location: Whiteknights Campus Start date: 28/03/2019 Source : Apple Pip	<span style="border: 1px solid green; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	29/05/2019 33 days remaining	<a href="#">VIEW SUMMARY</a>
 <b>Introduction to Project Management</b> Course Version:1.0 Instructor-Led Location: Whiteknights Campus Start date: 25/06/2019	<span style="border: 1px solid green; border-radius: 10px; padding: 2px;">REGISTERED</span>	25/06/2019 60 days remaining	<a href="#">VIEW SUMMARY</a>



# Search and book onto learning

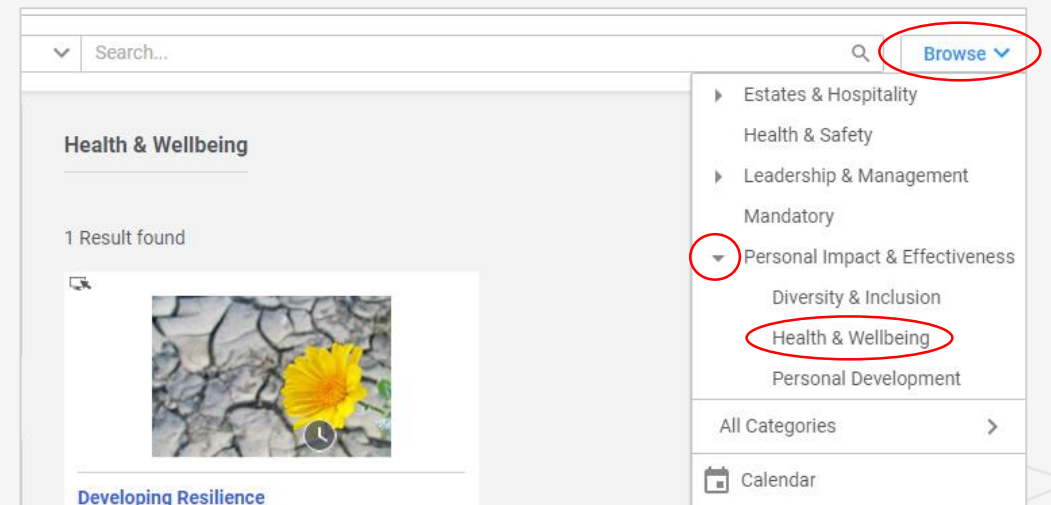
Return to menu

- 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.

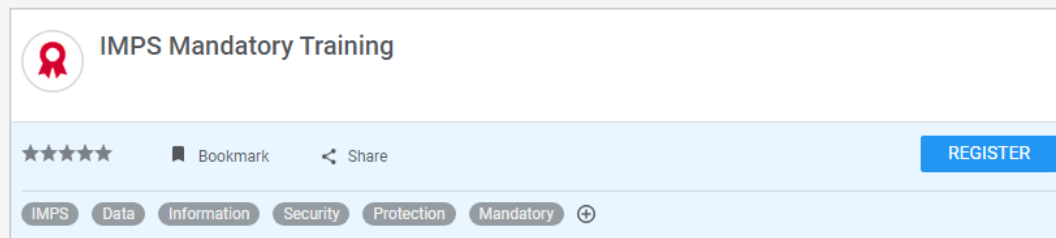


- 2 Alternatively, select the 'Browse' arrow next to the 'search' box to reveal the learning categories and click on a title to filter to the specific function or area you are interested in. Learning results will automatically appear below.

 **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.





# Cancel (Drop) previously booked learning

Return to menu

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

The screenshot shows the 'My Plan' interface. At the top, there is a 'My Plan' header with an 'ACTIONS' dropdown menu. Below this, the text 'Who adds this???' is visible. The main content area is titled 'Learning & Certifications' and features a donut chart. The chart is divided into three segments: a large yellow segment for 'In Progress', a smaller green segment for 'Completed', and a small red segment for 'Pending action'. To the right of the chart, a legend lists the categories with their respective counts: 'In Progress' (5), 'Completed' (1), and 'Pending action' (1).

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

NAME	PROGRESS	DUE	ACTIONS
 <b>Coaching Skills for Academic Tutors</b> Course Version:1.0 Blended Location: Whiteknights Campus Start date: 28/03/2019 Source : Apple Pip	<span style="border: 1px solid green; border-radius: 10px; padding: 2px;">IN PROGRESS</span>	29/05/2019 29 days remaining	<span style="background-color: #007bff; color: white; padding: 5px;">VIEW SUMMARY</span> <span style="font-size: 0.8em;">▼</span>
 <b>Introduction to Project Management</b> Course Version:1.0 Instructor-Led Location: Whiteknights Campus Start date: 25/06/2019	<span style="border: 1px solid green; border-radius: 10px; padding: 2px;">REGISTERED</span>	25/06/2019 56 days remaining	<span style="background-color: #007bff; color: white; padding: 5px;">VIEW SUMMARY</span> <span style="font-size: 0.8em;">▼</span>

- 3 Select 'Drop'.

The screenshot shows the 'ACTIONS' dropdown menu. The menu is open, displaying several options. The 'Drop' option is highlighted in yellow. Other visible options include 'VIEW SUMMARY', 'Change due date', 'Delete from the plan', and 'Add to To-Do List'.

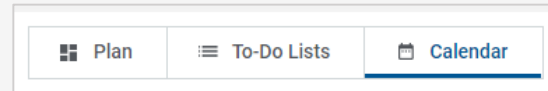
- 4 A pop-up will appear for you to confirm the action by clicking on 'Drop' (Cancel).

The screenshot shows a 'DROP REGISTRATION' pop-up dialog box. The dialog has a title bar with a close button (X). The main content area contains the text: 'Are you sure that you want to drop this course: Coaching Skills for Academic Tutors?'. At the bottom right of the dialog, there are two buttons: a grey 'CLOSE' button and a blue 'DROP' button.

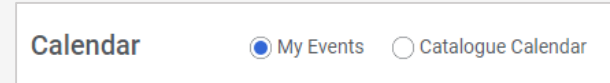
# View calendar of events

Return to menu

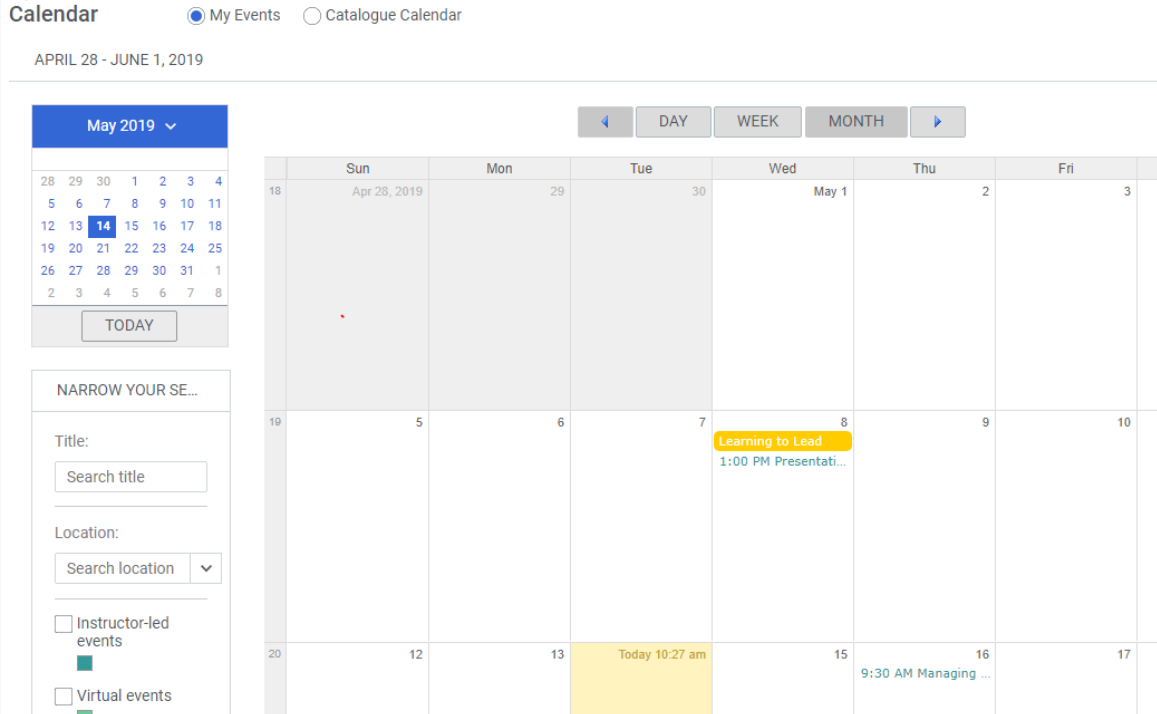
- 1 On the 'My Plan' page select 'Calendar' (top right hand side of the screen).




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

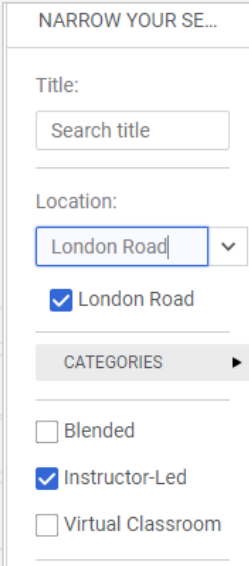


3



The screenshot shows the 'Calendar' interface. At the top, it says 'Calendar' and has radio buttons for 'My Events' (selected) and 'Catalogue Calendar'. Below this is the date range 'APRIL 28 - JUNE 1, 2019'. A small calendar for 'May 2019' is on the left, with the 14th highlighted. The main calendar is a weekly grid view for May 1st to 3rd. A search filter panel is open on the left, titled 'NARROW YOUR SE...'. It has a 'Title:' search box, a 'Location:' dropdown menu with 'London Road' selected, and three checkboxes: 'Instructor-led events' (unchecked), 'Virtual events' (unchecked), and 'Blended' (unchecked). The calendar grid shows an event on May 8th titled 'Learning to Lead' at 1:00 PM. Other events are visible on May 13th and 16th.

-  **Hint:** Narrow your search by selecting detail relating to the type of learning you are searching for:

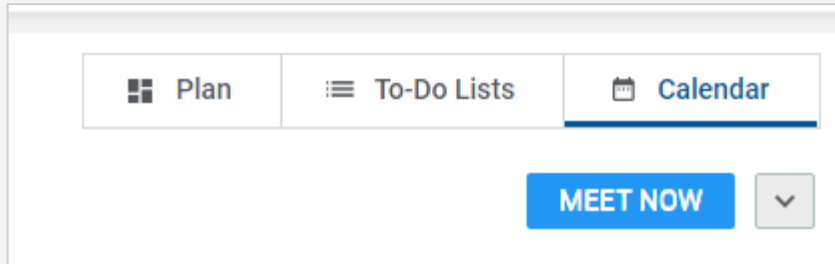


This image is a close-up of the search filter panel. It shows the 'Title:' search box, the 'Location:' dropdown menu with 'London Road' selected, and the 'CATEGORIES' section with three checkboxes: 'Blended' (unchecked), 'Instructor-Led' (checked), and 'Virtual Classroom' (unchecked).

# Set up a virtual meeting

Return to menu

- 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.

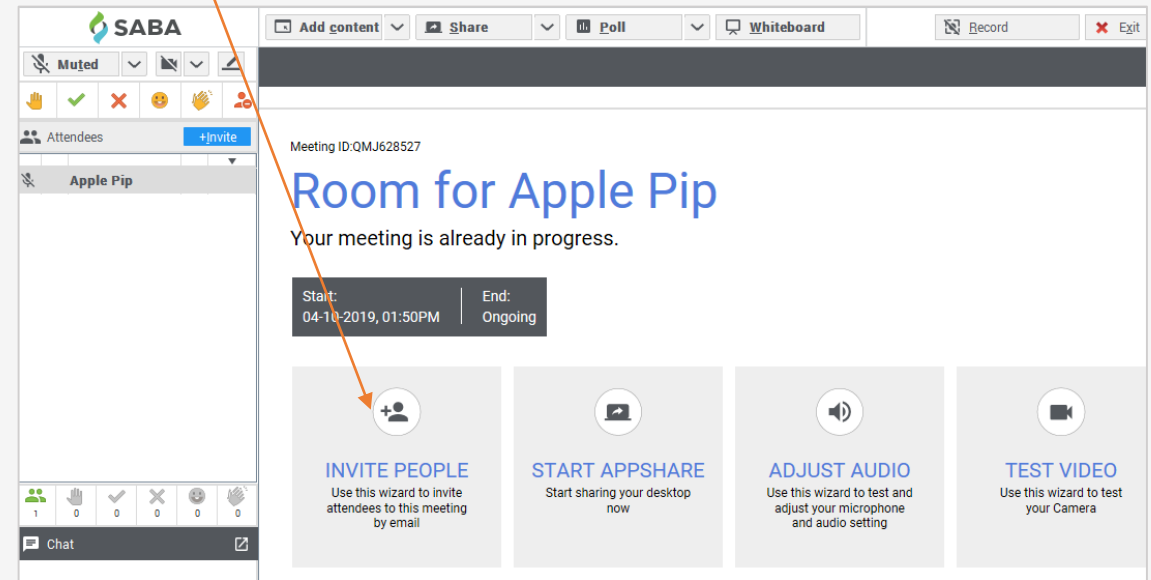



### Saba Meeting Connector

This browser requires the use of the Saba Meeting Connector to launch the Saba Meeting App. P

- 1 [Install Saba Meeting Chrome Connector](#) Click on this button to go to the Google
- 2 Once the connector has been installed, you may [Proceed](#) to the next step.

- 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').

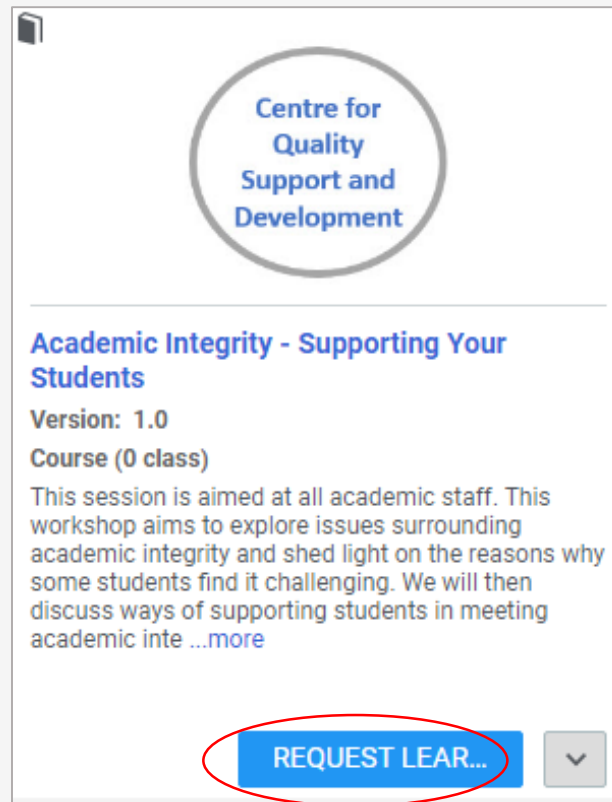


 **Hint:** When you've finished your session, make sure you exit the virtual classroom so it doesn't carry on in the background afterwards.

# Request Learning

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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.



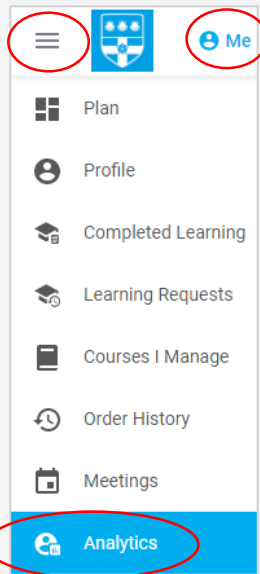
The screenshot shows a course card with the following details:

- Centre for Quality Support and Development** (logo)
- Academic Integrity - Supporting Your Students**
- Version: 1.0**
- Course (0 class)**
- Description: "This session is aimed at all academic staff. This workshop aims to explore issues surrounding academic integrity and shed light on the reasons why some students find it challenging. We will then discuss ways of supporting students in meeting academic inte ...more"
- REQUEST LEAR...** button (circled in red)
- Dropdown arrow icon

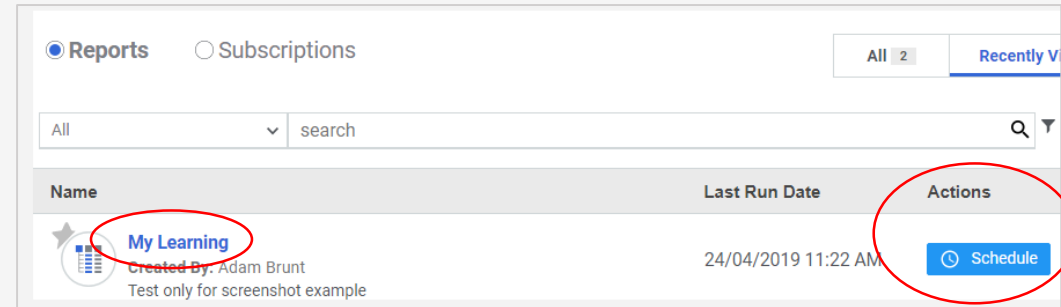
# Download a report

Return to menu

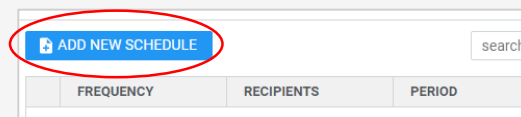
- 1 Go to **'Me'** from the burger menu and select **'Analytics'**.



- 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.

A screenshot of the 'My Learning' report scheduling form. The form has two tabs: 'Schedule' and 'Filters'. Under the 'Schedule' tab, there are several fields: 'Frequency\*' (Monthly), 'Day of month\*' (30), 'Date From' (16/05/2019), 'To\*' (16/05/2019), 'Time' (16:00 GMT), 'Report format\*' (CSV), 'Recipient type' (Email), 'E-mail address' (m.appleby@reading.ac.uk), and 'Subject' (Your 'report\_name' report is ready.). At the bottom right, there are 'CANCEL' and 'SAVE' buttons. The 'SAVE' button is circled in red.

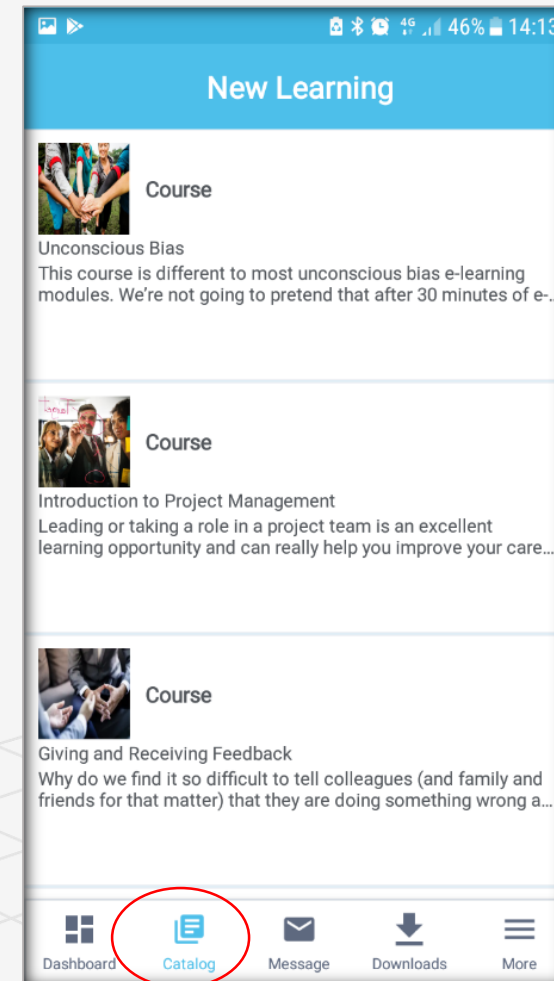


# Set up UoRLearn on my mobile

Return to menu

- 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:



Return to menu

# 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