

# GETTING STARTED IN SABA

## BJC'S NEW ONLINE LEARNING MANAGEMENT SYSTEM

Every BJC Employee has access to Saba. This system keeps track of the status of all learning and development activities assigned to you or that you select.

Access Saba using the Saba icon on your desktop or from the BJC Institute for Learning and Development website at **BJCLearn.org**.



The **Home** page is your starting point. **Home** includes important access points to your assignments, your transcript and your communities. You'll also find current information and recommendations based on your activity.

The **Navigator** displays the Saba options that are available to you. From it you can access **PEOPLE** that you follow, **WORKSPACES** that you are member of and **MY RESOURCES** for help. If you are a people leader, **MYTEAM** will list people in your reporting tree. See the Getting Started for Leaders guide for more information.

**NAVIGATOR** (grid icon): Quickly navigate to your ME, MyTeam, Groups and other Saba pages

**HELP** (question mark icon): Access additional support resources

**SEARCH** (magnifying glass icon): Use the search bar to look for classes, documents, people, and more.

**MY GPS** (compass icon): See onboarding and career development opportunities

**LEARNING CATALOG** (book icon): Lists BILD courses available for your personal development.

**MY PLAN** (arrow icon): View your current activities

**MY RESOURCES** (arrow icon): View additional resources available Saba.

**MY LEARNING** (left arrow icon): **MY LEARNING** displays your top 5 learning items. Click **View all** to see the rest of your assignments.

**TAKE ACTION** (dropdown arrow icon): Actions will vary based on the learning type.

**COMPLETED LEARNING** (left arrow icon): Displays the last 5 learning items you have completed. Click **View all** to see all of your completed learning.

TITLE	PROGRESS	ACTION
2016 BJC Corporate Compliance Annual Education Course <small>The course has been completed externally.</small>	SUCCESSFUL On:29-MAR-2016 Score: 0	PRINT CERTIFICATE
2016 BJC Corporate Compliance Course	SUCCESSFUL	PRINT CERTIFICATE



# ME TAB

The **ME** page shows you all of your learning and development activities. Within your plan you can launch courses, select classes, manage certifications, view completed training items, and create your own development plan. Use the **SIDEBAR** links on the left to open individual areas.

The screenshot shows the 'ME' (My Plan) interface. At the top, there's a navigation bar with 'SABA SANDBOX' and 'ME'. A callout box 'Add an activity to your plan.' points to a plus icon in the top right. Below the navigation bar, there's a 'My Plan' section with an 'ACTIONS' dropdown. A callout box 'LIFESAVERS Summarize your activity. Each lifesaver represents an area, such as learning activity. Click a lifesaver segment to filter the list below.' points to a 'Learning & Certifications' lifesaver card. This card features a donut chart with 'Completed' (green) and 'Pending action' (red) segments, and counts of 172 and 2 respectively. To the right of the lifesaver card, there's a view switcher with 'Plan', 'To-Do Lists', and 'Calendar' options, with a callout box 'Switch between views.' pointing to it. Below the lifesaver card is a table titled 'Learning & Certifications' with columns for NAME, PROGRESS, DUE, and ACTIONS. Two items are listed: 'BJC - Environmental Health and Safety - Annual Education - 2017' and 'BJC - Leadership Certificate 2.0'. Both show 0% progress and 'ASSIGNED' status. The first item has a due date of '30-NOV-2017' (170 days remaining) and a 'REGISTER' button. The second item also has a 'REGISTER' button. Callout boxes explain these elements: 'SIDEBAR The Sidebar is your one-stop shop for all your activities.' points to the left sidebar; 'LEARNING ITEMS Point to an icon to view additional information. Click the blue text to open that item.' points to the curriculum icons; 'DUE DATE Overdue items show in red.' points to the red 'ASSIGNED' status; and 'ACTIONS Take the action shown by clicking the button. Use the drop down arrow for other actions.' points to the 'REGISTER' buttons.

## ADDITIONAL HELP



### Saba Help by BILD

Additional Quick Reference Guides and resources can be found by clicking the **Help** icon at the top right of each page, or the **Help** icon on the **HOME** Page.

### Technical Issues?

Please contact the Help Desk at **314-362-4700** or **IS\_CSC@bjc.org**.

