

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

Quickly navigate to your ME, MyTeam, Groups and other Saba pages

MY PLAN

View your current activities

LEARNING CATALOG

Lists BILD courses available for your personal development.

PLAN SUMMARY

These lifesavers will show you where you are at on your Plan.

The screenshot shows the SABA Home page. At the top, there is a search bar and a 'Browse' dropdown. Below the search bar is a banner for 'Guiding People to Success' with a sub-header 'Your development opportunities at BJC from hire to retire.' Below the banner are two columns of 'Success in Current Role' and 'Success in Future Role' with featured items like 'Performance Management', 'Emotional Intelligence', 'Resiliency', 'My Development Plan', 'Leadership Development', and 'About Me'. Below these are 'Leadership Quick Links' for 'My Team', 'Current Reviews and Check-ins', and 'Leader Standard Work'. At the bottom, there are four boxes for 'Attract and Onboard', 'Engage and Develop Talent', 'Healthy Workplace and Culture', and 'Operations and Staffing'. A 'Discover' section is also visible, showing 'Hot Learning (Overdue and Mandatory)' with a 'BILD - Resiliency' course and 'My Learning' with three course cards: 'BJC - Corporate Co...', 'BJC - Environmental...', and 'BJC - Age Specific C...'. A 'Plan Summary' section is also visible, showing 'Goals & Objectives', 'Active', 'Skills Development', 'Below required level', 'Learning & Certifications', 'Pending action', and 'Completed'.

SEARCH

Use the search bar to look for classes, documents, people, and more.

MYGPS

See onboarding and career development opportunities

DISCOVER

Displays your top 5 learning items. Click **View all** to see the rest of your assignments.



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 SABA ME TAB interface. At the top, there is a navigation bar with the SABA logo, a Home button, a search bar, and a Browse dropdown. On the left is a sidebar with various navigation options. The main content area is titled 'My Plan' and includes a 'Learning & Certifications' section with a donut chart showing 172 completed and 2 pending actions. Below this is a table of learning items with columns for Name, Progress, Due, and Actions. Callouts point to the 'ACTIONS' dropdown, the view switcher (Plan, To-Do Lists, Calendar), the 'LIFESAVERS' section, and the 'ASSIGNED' status in the table.

Plan

Home All Search... Browse

Hi, Your Name H..

My Plan ACTIONS

Add an activity to your plan.

Plan To-Do Lists Calendar

Switch between views.

Learning & Certifications

Completed 172
Pending action 2

LIFESAVERS
Summarize your activity. Each lifesaver represents an area, such as learning activity. Click a lifesaver segment to filter the list below.

Learning & Certifications Filters

NAME	PROGRESS	DUE	ACTIONS
BJC - Environmental Health and Safety - Annual Education - 2017 Curriculum Source : BJC - Environmen...	Progress 0% ASSIGNED	30-NOV-2017 170 days remaining	REGISTER
BJC - Leadership Certificate 2.0 Curriculum Source : Leadership Certi...	Progress 0% ASSIGNED	-----	REGISTER

SIDEBAR

The Sidebar is your one-stop shop for all your activities.

LEARNING ITEMS

Point to an icon to view additional information. Click the blue text to open that item.

DUE DATE

Overdue items show in red.

ACTIONS

Take the action shown by clicking the button. Use the drop down arrow for other actions.

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**.

