Learn@Work: The Mobile Application User Guide

learnatwork.wustl.edu
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Overview

The Learn@Work mobile application enables you to interact with Learn@Work through the convenience of a mobile device, such as a smartphone or tablet. As a learner, you can view, enroll, complete some web-based classes and attend virtual classes. As an Instructor, you can view your schedule, enroll walk-in learners and mark your classes as delivered.

Getting Started

To use the Learn@Work mobile application, you will need to download, install, and set up the application on your mobile device. Follow the steps outlined below.

1. Go to the App Store (Apple device) or Play Store (Android device) on your smartphone or tablet and search for Saba Cloud.

2. Download, install and then open the Saba Cloud application.

3. Enter wustl for the site name and then select Enter.
   a. Note: For Learning Administrators that wish to use the sandbox, enter wustlsbtest.

4. Log in with your WUSTL Key username and password.

5. You will need to authenticate with Duo (WashU 2FA) by selecting your preferred method of authentication, Send me a Push, Call Me, or Enter a Passcode.
   a. Note: If you do not have WashU 2FA set up, visit the website.
6. Select **Approve** on the Duo login request.

7. You will now be logged into the Saba Cloud mobile application on your ME page.

![Screenshot of ME page](image)

**Navigating Your ME Page**

From your ME page, you can search for training by course name, view your training that is completed, pending action and in progress.

**Searching for Training through Your ME Page**

If you know the name of a course that you would like to complete, you can search for it from your ME page. Follow the steps outlined below.

*Note: If you want to browse for available training, use the Learning Catalog as outlined in the Navigating the Learning Catalog section.*

1. Enter the name of the course in the text box.
2. The results of your search will appear.
   a. **Note:** Select Certification or Curriculum if the training you are looking for fits into one of those categories.

3. Select a course.

4. If you want to add the course to your ME page, select **Add to Plan**.
5. If you want to read more information about the course, select the **Description** tab.

![L@W Orchids](image)

This course will cover how to grow and care for orchids.

a. **Note:** *If the course is a certification or curriculum, there is no Description tab on the main page.*

   i. **Select the right arrow under Path Details.**

   ![HR - PASSPOR...](image)

   ii. **Select a class.**
iii. Select the **Description** tab to view information about the certification or curriculum.

6. If you want to read more information about a class within a course, select the **Classes** tab and then **View Details**.
a. **Note:** It is not uncommon for the only description to be listed in the Course Description.

7. To enroll in a class, from the Classes tab, select **Enroll** on the desired class.

8. If the class contains:
   a. Web-based content that was designed to be mobile-friendly, you will see a Play button.
      i. Select the **Play** button to begin the training.
b. Web-based content that was not designed to be mobile-friendly, you will see “Not Device Compatible.” You will need to complete the content on a computer.

c. Instructor-led training, you will see a Calendar button.
   i. Select the Calendar button to add the training to your personal calendar.
d. Virtual class, you will see a **Virtual Class** button. This enables you to attend a virtual class through your mobile device.

i. **Note:** You will need to install the Saba Meeting application prior to attending a virtual class. See the **Attend a Virtual Class on Your Mobile Device** section for additional information.

e. Documents or images, you will see a **Download** button.

i. Select the **Download** button to download the content.
Viewing, Sorting and Filtering Your Training

From your ME page, you will see the amount of training that is completed, pending action, or in progress. To see more details, sort, and filter your training, follow the steps outlined below.

1. Select Learning or the right arrow.
   
   a. **Note:** Not all devices will have the right arrow.

2. You will now be on the My Activities page.
3. Your activities can be sorted and filtered.
   
a. To filter by Type, select **By Type** in the top left.
   
i. **All** will automatically be selected, although you can select:
   
1. Course
2. Checklist
3. Evaluations
4. Certification
5. Curriculum
b. To filter by Status, select **By Status** in the top middle.

   i. **All** will automatically be selected, although you can select:
      1. **Not Evaluated**
      2. **In Progress**
      3. **Completed**
      4. **Pending Action**

   ![Filter by Status](image)


c. To sort, select **By Sort**.

   i. **Due Date** will automatically be selected, although you can select:
      1. **Alphabetically**
      2. **Event Start Date**

   ![By Sort](image)
ii. Select the **Ascend** toggle and it will turn blue and place the activities in ascending order per your selected sort type.

![MY ACTIVITIES](image)

**Courses that are Assigned to You**

Required courses are sometimes assigned to you. Follow the steps outlined below to locate and interact with these courses.

1. Within My Activities, filter **By Status: Pending Action**.
2. Select a course.
3. For steps on how to interact with the course, follow steps 4-8 of the Searching for Training through Your ME Page section.

**Completing a Test, Survey or Evaluation after a Class**

If you completed a class and there is a test, survey or evaluation afterwards, it will appear within your My Activities section. Follow the steps outlined below to locate the test survey or evaluation and then complete it.

1. Within My Activities, filter **By Status: Pending Action**.
2. Locate and select the test, survey or evaluation.
3. Select **Start** to begin.
4. At the end, select **Submit** and then **Exit**.

5. You will be taken back to the My Activities page.

**Dropping a Class**

If you need to drop a class for any reason, follow the steps outlined below.

1. Within My Activities, filter **By Status: In-progress**.
2. Locate and select the course.
3. Select **Drop**.
4. Select **Drop** again to confirm you want to drop the class.

5. Enter the reason you are dropping the class and then select **Save**.

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**Late Registration for an Instructor-Led Class**

Although it is recommended that you register for an instructor-led class prior to the class, there may be an occasion that you attend a class without registering. Follow the steps outlined below to present your QR code to the instructor to register and receive credit for the class.

1. From your ME page, select **Profile**.
2. Select **Scan My QR Code**.

3. Your QR code will appear for the instructor to scan it.

### Navigating the Learning Catalog

If you would like to browse through available training, you can view the Learning Catalog. Follow the steps outlined below.

1. Select the **menu** icon (three horizontal lines) in the top left.
2. Select **Catalog**.

3. You will see there are sections for Featured Categories, Featured Learning, and New Learning.

4. You can select **See All** under each section to see additional training within each section.

5. You can also select the **Categories** tab to view the training associated with the various categories.
6. Select a category to see all the associated training.

```
LEARNING CAT...
CATALOG  CATEGORIES
        ANEST - Anesthesiology
        ArtSci - Arts & Sciences
        AS - Accounting Services
```

7. Select a course.

8. For steps on how to interact with the course, follow steps 4-8 of the Searching for Training through Your ME Page section.

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**Attend a Virtual Class on Your Mobile Device**

If you are registered for a virtual class, you have the ability to attend the class on your mobile device, although you will have to download and install the Saba Meeting application. Follow the steps outlined below.

1. Go to the App Store (Apple device) or Play Store (Android device) on your smartphone or tablet and search for **Saba Meeting**.

```
Saba
```

2. Download and install the Saba Meeting application.

3. You do not need to open the application or set anything up.

4. If you were sent a Skype Meeting invite or another application invite for the audio, you will need to search for that application, download and install it to your mobile device.

5. Open the Saba Cloud application and select the virtual class button.
6. You will now be on the main view of the virtual session, as indicated by the Content button.

   a. Select the **Thumbs Up** button to display emoticons available for use.
b. Select the **Chat** button, select the text box and then use your keyboard to type. Select **Send** when finished.

![Chat Interface]

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c. If the instructor shares a video, such as YouTube, you will have to select to allow it to play.

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**Instructor’s Desk**

If you have Administrator access, you can access your class schedule through the Instructor’s Desk, register walk-in learners and mark learners complete. Follow the steps outlined in the sections below.

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**View Your Schedule**

1. Select the menu icon in the top left and then select **Admin**.
2. Select **Instructor Desk**.

3. You will now be able to view your schedule.

### Registering Walk-In Learners

You may have learners walk into an instructor-led class without having registered. If that occurs, you can scan their QR code to register them for the class. Follow the steps outlined below.

1. Select the menu icon in the top left and then select **Admin**.

2. Select **Instructor Desk**.

3. You will now be on your schedule page.

4. Select the right arrow next to the class.
5. Select the **Attendance** tab and then the session.

6. Select **Walk in Register** and then scan the learner’s QR code.

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**Marking Learners Complete**

1. Select the menu icon in the top left and select **Admin**.
2. Select **Instructor Desk**.

3. You will now be on your schedule page.

4. Select the right arrow next to the class.

5. Select the **Results** tab and then **Select Learners**.

6. Select the learners that completed the training.

7. Select **Mark All**.
8. Select **Successful** and then **Confirm**.
System Support

While Learn@Work is a user friendly application, there may be times when additional support is needed. Whether you have questions regarding how to use the system or you are experiencing technical difficulties, help is available. The information below details which office or area of support to contact based on the question or concern you may have.

Learn@Work Administrator

Questions, comments or concerns may be emailed to LearnatWork@wustl.edu for the LMS Administrator. Any request for a custom report or training of navigation may also be sent to this address. Once an email is received, it will be promptly reviewed and you will be contacted by telephone or email with a response. Additionally, numerous help documents are available on LearnatWork.wustl.edu/training-resources.

University Help Desks

The Information Services & Technology department provides technical and WUSTL Key login support to the university community. Danforth schools as well as Medical school and CFU departments each have an assigned technical support help desk to manage your technology needs. Contacting one of these help desks will put you in touch with a dedicated professional available to assist you with your technology needs. A listing of each Help Desk at the university may be obtained from it.wustl.edu/home/support. For WUSTL Key login assistance or support in using Learn@Work, please contact Systems & Procedures at 935-5707 or email SAP@wustl.edu.

Area Specific Compliance Officers (ASCOS)

Each Compliance office at the University has an assigned officer to manage all compliance related activities. These staff members may be contacted for questions related to issues with the content for WBT’s as well as provide information on the policies related to each requirement. The research.wustl.edu/research-compliance-guide website provides a listing of the various compliance offices along with contact information for each.