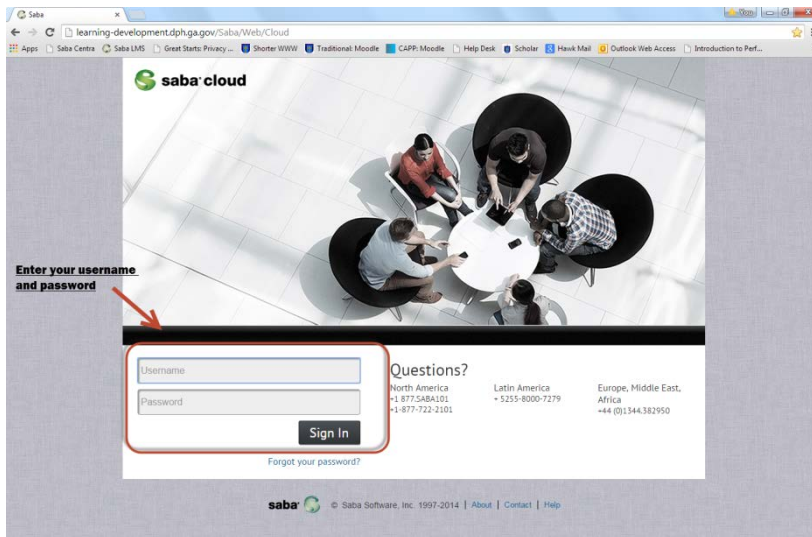
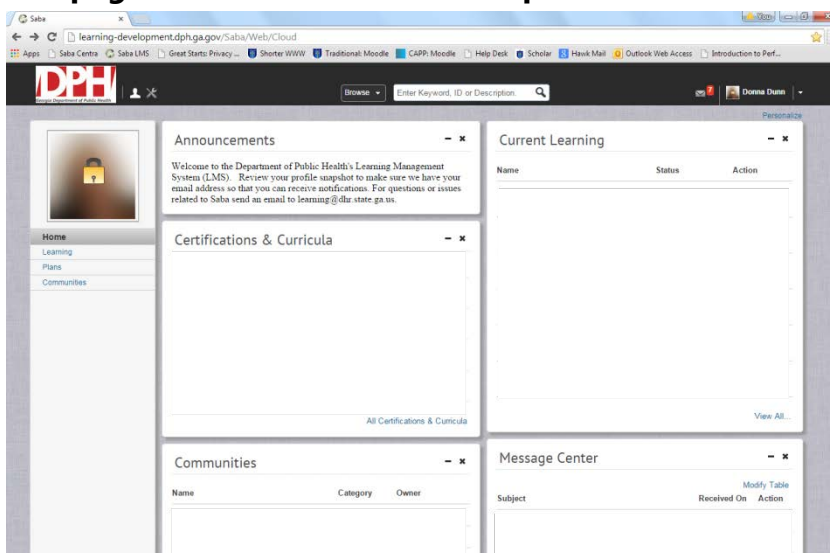


Saba LMS Quick Guide

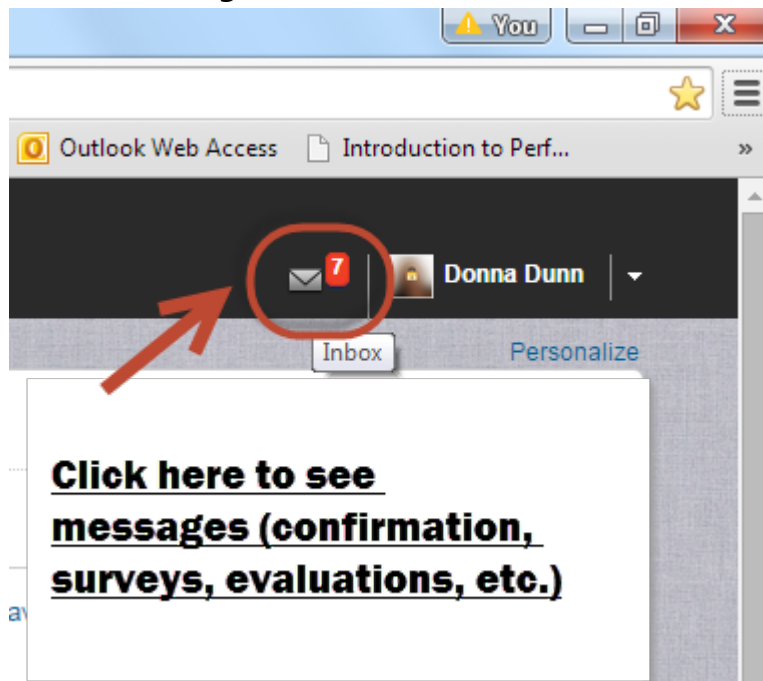
1. New Saba LMS URL <http://167.195.79.9/Saba/Web/Cloud>
2. At the login page enter your username (8-digit PeopleSoft ID#) and your password (welcome)



3. The page will refresh to the home portal

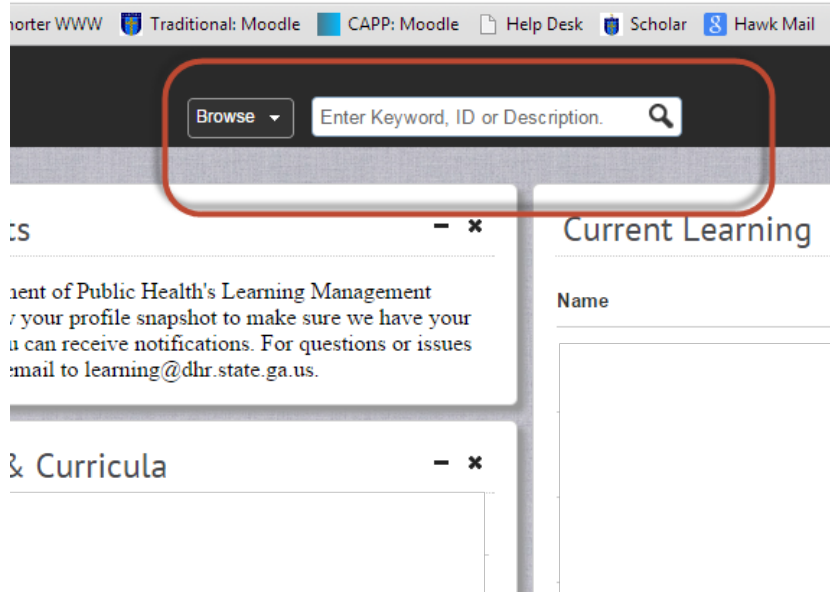


4. To view message click here



5. To Register for a Course do the following:

a. Enter the Name of the Course in the Catalog Search area



b. The page will refresh and then Click "Register"

Two for Tuesdays Lunch and Learn (OTWD-023-ILT-022) [Click to register for the course](#)

Start Date: 02/10/2015 End Date: 02/10/2015
Language: English
Location: Atlanta

Description: Held on the second Tuesday of the month from 11:30 a.m. - 12:45 p.m. the goal is to promote collaboration as well as shared organizational values and information. In essence "Two for Tuesdays" provides an opportunity to learn about programs and offices across the department, to explore new ideas. [more](#)

- Instructor-Led
Register

Scheduling Information

Start Date	02/10/2015
End Date	02/10/2015
Session	Tuesday, 11:30 a.m. - 12:45 p.m., 2 Peachtree Street, 16th Floor Conference Room
Location	Atlanta
Facility	
Duration	01:15
Language	English

Instructor
No instructors assigned to this offering

Back

c. You will receive a confirmation. Click "Go to Current Learning" to see all course you are currently enrolled in.

Registration Confirmation [Printer Friendly Version](#)

Order Contact: Donna Dunn
Billed To: Public Health
Order Status: Confirmed
Order Number: 00081022

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Two for Tuesdays Lunch and Learn	Donna Dunn	Instructor-Led	Confirmed	02/10/2015	Tuesday, 11:30 a.m. - 12:45 p.m., 2 Peachtree Street, 16th Floor Conference Room	Atlanta		Notes

[Go to Current Learning](#)

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6. To view Current and Completed Enrollments click on Learning

The screenshot shows the Saba LMS interface. At the top left is the DPH logo (Georgia Department of Public Health). To the right is a search bar with a 'Browse' dropdown and the text 'Enter Keyword, ID or De'. Below the logo is a navigation sidebar with 'Home', 'Learning' (circled in red), 'Plans', and 'Communities'. To the right of the sidebar are two main content areas: 'Announcements' and 'Certifications & Curricula'. The 'Announcements' section contains a welcome message: 'Welcome to the Department of Public Health's Learning Management System (LMS). Review your profile snapshot to make sure we have your email address so that you can receive notifications. For questions or issues related to Saba send an email to learning@dhr.state.ga.us.' The 'Certifications & Curricula' section is currently empty. A red arrow points from the text 'Click here to see current and completed enrollments' to the 'Learning' menu item.

7. Click on Current Learning to see all courses you are currently enrolled in

The screenshot shows the 'Current Learning' page in the Saba LMS. The left sidebar has 'Current Learning' circled in red, with a red arrow pointing to it from the text 'Click on Current Learning to see a listing of all courses you are currently enrolled in (e.g. instructor-led, web-'. The main content area displays a table of current learning activities. The table has columns for 'Name', 'Status', and 'Actions'. There are three rows of data, each representing a different course or session. Each row includes session information, location, and a 'Launch' button. The first row is for 'Two for Tuesdays Lunch an... (OTWD-023-ILT-022)' with a status of 'Confirmed' and a registration date of 01/26/2015. The second row is for 'Procurement Services: Nav...' with a status of 'Confirmed' and a registration date of 01/26/2015. The third row is for 'The Blood Bugs Bloodborne... (0001660, Version 1)' with a status of 'Confirmed' and a registration date of 12/08/2014. Below each row, there is a 'Hide Learning Assignments' button and a 'Launch' button. The 'Training Content' for each row is also displayed.

Name	Status	Actions
Two for Tuesdays Lunch an... (OTWD-023-ILT-022) Session Information: 02/10/2015 - 02/10/2015 - Tuesday, 11:30 a.m. - 12:45 p.m., 2 Peachtree Street, 16th Floor Conference Room(01:15 hours) Location: Atlanta	Confirmed Registration Date: 01/26/2015	View Details
Procurement Services: Nav... (DPH-PRO-001-ILT-010) Session Information: 01/28/2015 - 01/28/2015 - Wednesday, 9:30 a.m. - 3:00 p.m., HR Training Room (16-105)(05:30 hours) Location: Atlanta	Confirmed Registration Date: 01/26/2015	View Details
The Blood Bugs Bloodborne... (0001660, Version 1) Duration: 00:23 hours	Confirmed Registration Date: 12/08/2014	Launch

8. To view your transcript click on "Completed Learning." Adjust the date range to see more courses or less courses.

Completed Learning

View courses that you completed. For suggestions about additional courses that you can complete, see recommendations.

Active | Inactive | Cancelled

Click on Completed Learning to see a listing of all courses completed.

Adjust the dates as needed to view more or less completions

From: 10/29/2014 To: 01/26/2015

Delivery Type: All Search

Completed Learning

Completed Learning (Selected) Time	Status	Marked Complete By	Actions
Donna's Test Course - Ext...	Successful On: 01/26/2015 Score:		View Details
HPAA and Medical Records...	Successful On: 11/13/2014 Score:		View Details
Two for Tuesdays Lunch an... Held on the second... Registration Date: 01/13/2015	Successful On: 01/13/2015 Score: 0	Robert Shaw	View Details

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9. Click on View Details to Print Certificates

Completed Learning

View courses that you completed. For suggestions about additional courses that you can complete, see recommendations.

Active | Inactive | Cancelled

Click on view details to print your certificate

From: 10/29/2014 To: 01/26/2015

Delivery Type: All Search

Completed Learning

Completed Learning (Selected) Time	Status	Marked Complete By	Actions
Donna's Test Course - Ext...	Successful On: 01/26/2015 Score:		View Details
HPAA and Medical Records...	Successful On: 11/13/2014 Score:		View Details
Two for Tuesdays Lunch an... Held on the second... Registration Date: 01/13/2015	Successful On: 01/13/2015 Score: 0	Robert Shaw	View Details

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10. To add external courses to your transcript

Completed Learning

View courses that you completed. For suggestions about additional courses that you can complete, see [recommendations](#).

Active | Inactive | Cancelled

To add external courses to your transcript click "Add Completed Learning"

From: 10/28/2014 To: 01/26/2015
Delivery Type: All Search

Completed Learning	Status	Marked Complete By	Actions
Donna's Test Course - Ext...	Successful On: 01/26/2015 Score:		View Details
HPAA and Medical Records...	Successful On: 11/13/2014 Score:		View Details
Two for Tuesday's Lunch an... Held on the second... Registration Date: 01/13/2015	Successful On: 01/13/2015 Score: 0	Robert Shaw	View Details

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- Enter the required information. Scroll through the page to find all of the fields. Once completed click Save

Add Learning to Completed Course

Use Existing Item

Item/Event Name*

Description

Offering Start Date

Ended/Completed On Date

Registration Date

Marked Complete Date*

Start Time (HH:MM)

End Time (HH:MM)

Duration (HH:MM)

Delivery Type

ID

Location

Marked Complete By

Other Information

Custom0

Custom1

Custom2

Custom3

Custom4

Custom5

Complete the "Red Required" fields. Scroll to the bottom of the page and click Save

b. The course will appear on your transcript

Completed Learning

View courses that you completed. For suggestions about additional courses that you can complete, see [recommendations](#).

Active | Inactive | Cancelled

From: 10/28/2014 To: 01/26/2015
Delivery Type: All Search

Completed Learning Add Completed Learning | Print | Export | Modify Table

Course Name	Status	Marked Complete On	Actions
Donna's Test Course - Ext...	Successful On: 01/26/2015 Score:		View Details
HIPAA and Medical Records...	Successful On: 11/13/2014 Score:		View Details
Two for Tuesdays Lunch an... Held on the second... Registration Date: 01/13/2015	Successful On: 01/13/2015 Score: 0	Robert Shaw	View Details

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11. To view and edit your profile, including your contact information click on your name

Announcements

Welcome to the Department of Public Health's Learning Management System (LMS). Review your profile snapshot to make sure we have your email address so that you can receive notifications. For questions or issues related to Saba send an email to learning@dir.state.ga.us.

Certifications & Curricula

Communities

Current Learning

Name Status Action

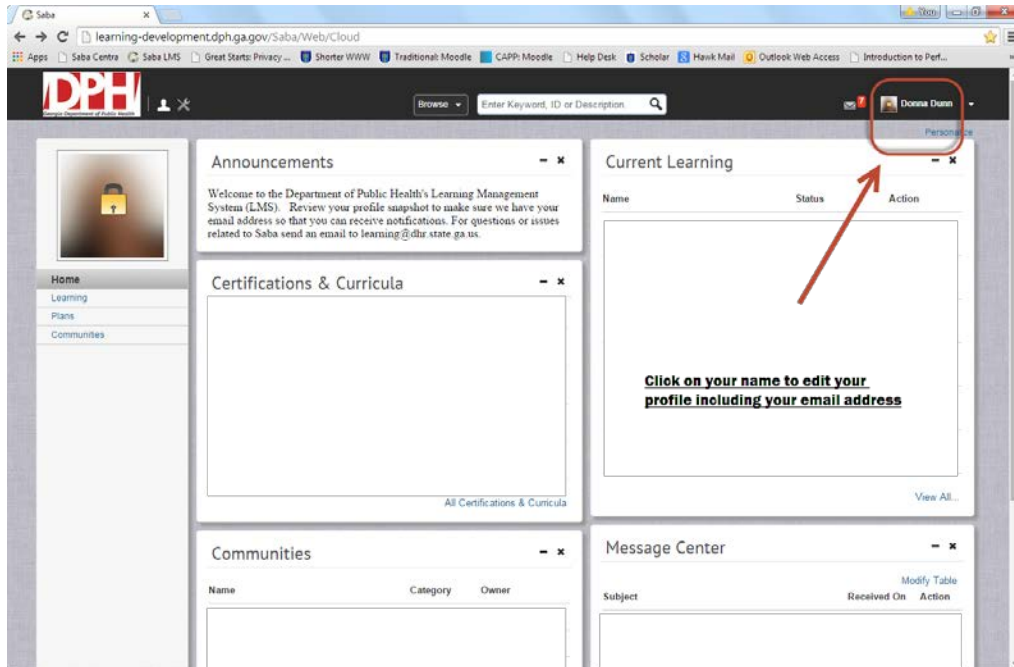
Click on your name to edit your profile including your email address

Message Center

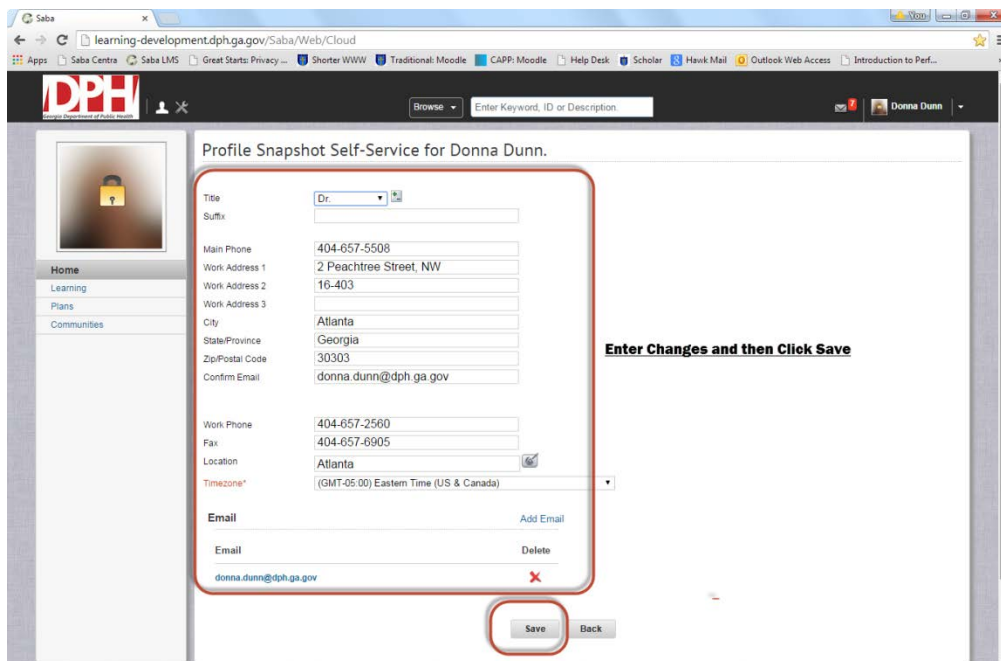
Subject Received On Action

Donna Dunn

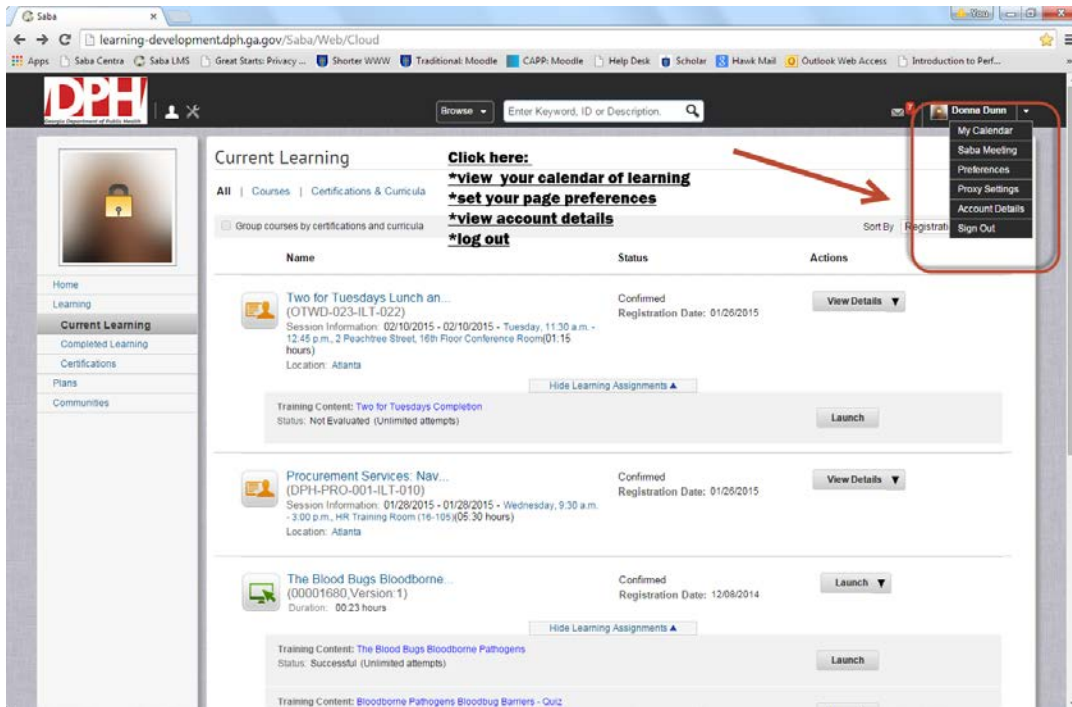
a. Review your profile and click Edit Profile Snapshot to make changes



b. Enter the changes and click save



12.To view your learning calendar, set your page preferences, view account details and log out click here



Once you have completed you ICS courses, IS-100, 200, & 700, please forward your completion certificates to:

Brandin Gillman

brandin.gillman@dph.ga.gov

770-535-5883

Feel free to email me or call with any questions at all.