

Saba Quick Guide

Saba is our LMS (Learning Management System) used for yearly Compliance training or any other required training your department might need to complete. This quick guide will help you easily navigate Saba and complete necessary modules.

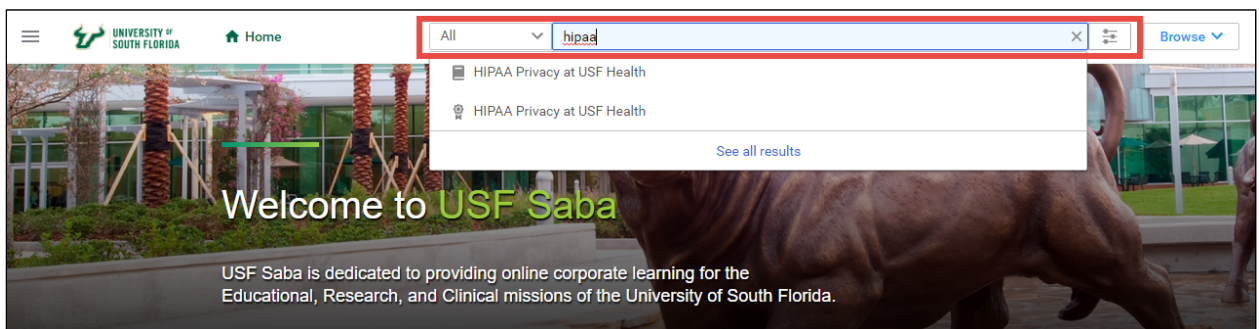
To begin, here are the required modules **ALL** USF staff need to complete:



- Hipaa Privacy at USF Health
- Computer & Information Security
- Code of Conduct
- Unlawful Harassment Prevention
- Medicare Parts C and D Training

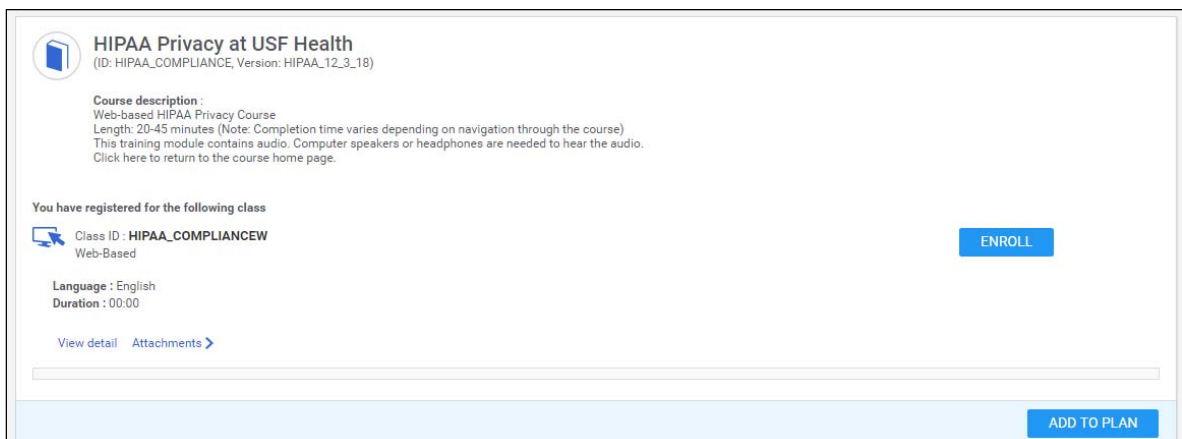
How to search for a Module

Let's use HIPAA Privacy at USF Health module as an example and search for it.

1. Once logged into Saba (Saba's Website: usf.sabacloud.com) locate the search bar and type in: "Hipaa".



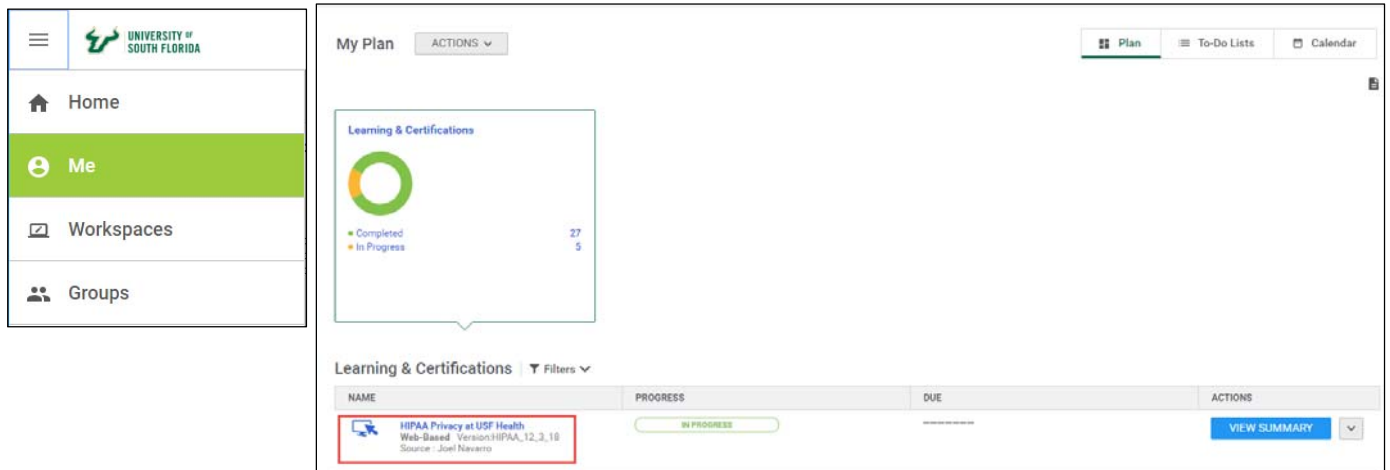
2. You should see two choices. One with a book icon  and one with a ribbon icon . Make sure you choose the book icon as this is the module you are needing. The certificate is what you accuire once you complete the module, so there is no need to choose it.
3. Once here you will see and Enroll and an Add to Plan button. You can click **Enroll** to immediately start taking the module. If you just want to add this module to your plan to take it at a later time, choose **Add to Plan**.






If you clicked on **Enroll** the module with open and you can start taking it. Make sure you carefully read what the module requires of you for proper completion.

This basic workflow is what you need to follow every time you are looking for a module in Saba. If you click on **Add to Plan**, you will be able to find it under the **ME** option. To begin taking it click on **View Summary** to begin.



The screenshot displays the Saba LMS interface. On the left is a navigation menu with options: Home, Me (highlighted), Workspaces, and Groups. The main content area is titled 'My Plan' and includes an 'ACTIONS' dropdown. Below this is a 'Learning & Certifications' summary card featuring a donut chart and statistics: 27 Completed and 5 In Progress. At the bottom, a table lists learning items with columns for NAME, PROGRESS, DUE, and ACTIONS. One item, 'HIPAA Privacy at USF Health Web-Based Version/HIPAA_12_3_18' by Joel Navarro, is highlighted with a red box and shows 'IN PROGRESS' status. A 'VIEW SUMMARY' button is visible in the actions column for this item.

NAME	PROGRESS	DUE	ACTIONS
 HIPAA Privacy at USF Health Web-Based Version/HIPAA_12_3_18 Source - Joel Navarro	IN PROGRESS		VIEW SUMMARY