



UC LEARNING CENTER

Instructor Guide



UC SANTA CRUZ

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Introduction

The **UC Learning Center** is the web-based Learning Management System (LMS) used across the University of California for Systemwide training and development. Those who facilitate courses that are managed through the UC Learning Center will be given **Instructor** access.

As the Instructor of an activity you will be able to:

- View rosters
- Download and print sign-in sheets
- View your instructor schedule with upcoming and past activities



Browser Capability

The UC Learning Center can be accessed from any modern browser.



To ensure that courses load properly, **the browser's popup blocker should be disabled.**

Note:

SumTotal applications do not support Internet Explorer or Edge in Compatibility Mode.

If you have any problems with browser compatability, please email LearningCenter@ucsc.edu.

Obtaining a Logon ID

Faculty, staff, and student employees are automatically assigned a UC Learning Center account. This process may take up to a week from the new hire's start date.

If you have current or pending employment with UCSC, you are not permitted to request a Student/Affiliate account. To test if your account is already active, click the Login button on the [UC Learning Center](#) website.

If you have no current or pending employment with UCSC, you may request a Student/Affiliate account by filling out this [request form](#).

If you need help filling out the request form, you may view these [illustrated instructions](#).

Logging into the UC Learning Center

To access the UC Learning Center for the Santa Cruz campus, use this URL in your web browser client... <http://learningcenter.ucsc.edu/>

Help Contact

For assistance with the UC Learning Center, email LearningCenter@ucsc.edu

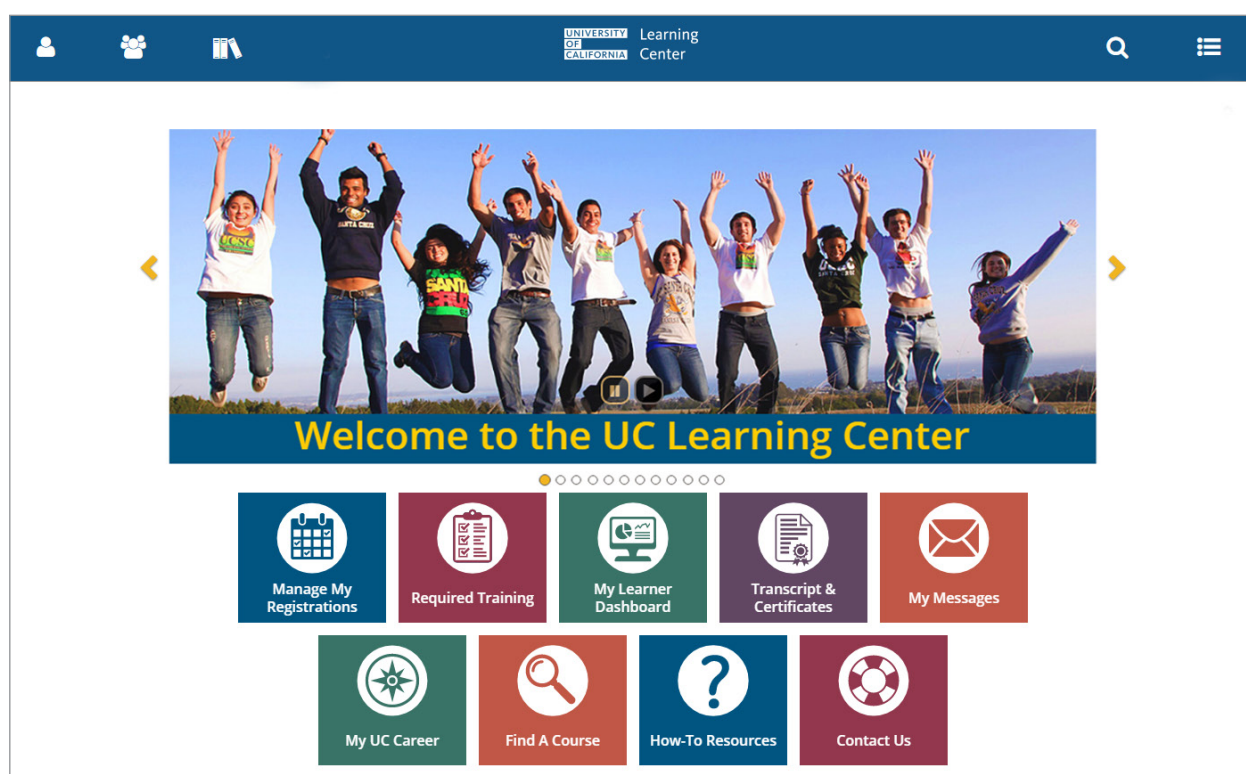


Navigation

When you first login to the UC Learning Center, you will see the homepage. Here you can launch activities you are currently registered in, navigate to your training schedule or transcript, and use search features to locate activities you wish to take. These will all be reflected on your own account. You can also get information about your direct reports.

For more information on basic access, refer to the **UCLC Learner Guide**.

Home Page - Landing Page



Manage My Registrations: View your Training Schedule, where you can see both upcoming in-person activities you have registered to attend, as well as any online activities you are currently in progress with.

Required Trainings: View required and recommended training.

My Learner Dashboard: The Learner Dashboard provides a quick overview of various relevant information regarding the Learner's activities. On the dashboard can be seen Recently Launched activities, a calendar highlighting any upcoming scheduled classes, messages from the system to you, Completed Certifications and the My Learning widget providing quick links to training activities.



Transcript & Certificates: View transcripts for any courses you have completed in the UC Learning Center.

My Messages: View user's messages

Find a Course: Search for a course.

How-To Resources: Links to a web page that has helpful information regarding the UC Learning Center including online resources for short video tutorials, user guide, help with your Blue and Gold passwords and for contacting UCLC support.

Support: Send email to learningcenter@ucsc.edu.

My Dashboard

The dashboard is divided into several sections:

- RECENTLY LAUNCHED:** Features a card for "UC Sexual Violence and Sexual Harassment Prevention Training for Staff" with a "START" button.
- CALENDAR:** A monthly calendar for July 2017. The 14th is highlighted in green.
- MY MESSAGES:** A table of messages with columns for Subject, Date Received, and Actions (VIEW DETAILS).

| Subject | Date Received | Actions |
|--|---------------|------------------------------|
| Hazardous Waste Training Requirement Notification | Jul 11, 2017 | VIEW DETAILS |
| Ken Shaw completed UC Laboratory Safety Fundamentals | Jul 11, 2017 | VIEW DETAILS |
| UC Sexual Violence and Sexual Harassment Prevention Training for Staff has been assigned to Ken Shaw | Jul 7, 2017 | VIEW DETAILS |
- COMPLETED CERTIFICATIONS:** A list of completed certifications with "VIEW DETAILS" buttons.
 - Active Shooter / Safety in the Workplace (Comp. Date: 5/18/2017)
 - Laboratory Safety for Research Personnel (Comp. Date: 11/10/2016, Exp. Date: 11/11/2019)
 - UC Laboratory Safety Fundamentals (Comp. Date: 11/10/2016, Exp. Date: 11/11/2019)
- MY LEARNING:** A summary section showing a large yellow circle with the number "4" and the text "Training Activities". Below it are four categories with counts: Critical (0), Assigned (3), Current (2), and Upcoming (0). A legend for Required Certifications shows 2.



Viewing Your Instructor Schedule

After logging into the UC Learning Center you can quickly access your **Instructor Schedule** to view any upcoming activities you have been set up as the Instructor for.

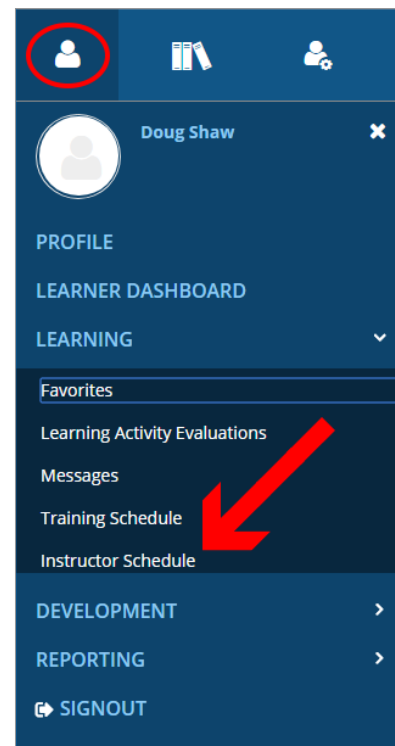
You can also view any past activities you have instructed, as well as access the rosters and sign-in sheets for these activities.

1. Navigate to **Self >> Learning**
2. Click the **Instructor Schedule** link

When the instructor schedule page appears, you will first see **Current Activities**. This view does not show individual offerings of an activity, but rather the overall course.

Here you will be able to access the roster information, which shows anyone who has registered or completed each activity regardless of the offering date.

This is the same whether you are set up as the instructor for an in-person course (ILT Course) or online course (eCourse).



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INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, previous activities, your pending requests, and a calendar view of all confirmed activities.

Search:

View:

Current activities

Current activities

Previous activities

Pending requests

Calendar

Upcoming activities

Pending Signatures

| <input type="checkbox"/> | Activity | Code | Region | Requested By | Start Date | |
|--------------------------|--|--------------------------------------|--------|---------------|------------|-----------|
| <input type="checkbox"/> | ILT Class: FileMaker Pro, Level 1 (stage) | SC-TD-FMPL1-SHJ366-ILT-2017/07/01&08 | | Kenneth Shaw | 7/1/2017 | |
| <input type="checkbox"/> | Session: FileMaker Pro, Level 1, Day 1 of FileMaker Pro, Level 1 (stage) | SC-TD-FMPL1-SHJ366-ILT-2017/07/01 | | Kenneth Shaw | 7/1/2017 | 7/1/2017 |
| <input type="checkbox"/> | Session: FileMaker Pro, Level 1, Day 2 of FileMaker Pro, Level 1 (stage) | SC-TD-FMPL1-SHJ366-ILT-2017/07/08 | | Kenneth Shaw | 7/8/2017 | 7/8/2017 |
| <input type="checkbox"/> | ILT Class: Google Calendar Basics | SC-TD-GCB-ILT-2017/07/17 | | Julie X Black | 7/17/2017 | 7/17/2017 |
| <input type="checkbox"/> | ILT Class: Google Mail Basics | SC-TD-GMB-ILT-2017/07/10 | | Julie X Black | 7/10/2017 | 7/10/2017 |



To view upcoming in-person offerings of activities where you are scheduled as the instructor, you can change your view to only show upcoming activities by selecting **Upcoming Activities** in the menu on the top right. In this view you'll be able to see the individual offerings of the activities you are scheduled to facilitate.

To view past in-person offerings where you were the instructor, you can change your view to show previous activities by selecting **Previous Activities** in the menu on the top right. You will also be able to view individual offerings of activities in this view.

You can also view **Pending Requests**, which lists activities pending your approval if you are using an instructor approval process, or view the activities as a **Calendar**.

Viewing Rosters

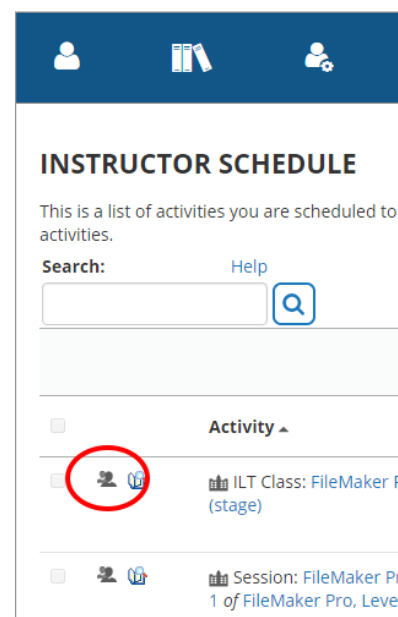
You can view the activity roster of any activity that has you designated as an instructor.

Activity rosters will give you access to:

- View all Registered/Cancelled/Attended Learners
- View those enrolled on the waitlist
- Email registered users to attend
- Export roster to Excel
- Download sign-in sheets

To view a roster:

1. Navigate to **Self >> Learning**
2. Click the **Instructor Schedule** link
3. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.
4. Locate the activity and click the **Roster Icon**.
5. The roster of an activity will show you everyone who is registered to attend as well as anyone who has cancelled their registration. If you are viewing past activities it will show you who attended. Online courses will also show you who has started an activity and is currently in progress.





Sort and Filter

At the top of the roster you can search for specific names (#1 in image below) and scroll through the records. You can also filter by status (2) such as registered, cancelled, in progress, or waitlisted.

You can increase the number of records shown by changing the **Show Records** number (3).

You can change the View dropdown menu (4) to show those who are on the **Waiting List**.

ACTIVITY ROSTER

FILEMAKER PRO, LEVEL 1 (STAGE) (8/7/2017 - 8/14/2017)

Activity Type: ILT Class **Location:** Kerr Room 8,Kerr Hall;
Code: SC-TD-FMPL1-SHJ366-ILT-2017/07/01&08 **Instructor:** FRANK R WIDMAN; Doug Shaw;
Vendor: None

[Show More Details](#)

Note: Completion information that comes directly from the content can override manual roster changes for some online activities.

Instructions

To view the roster of other activities in the tree, click the corresponding link.

[FileMaker Pro, Level...](#)
[FileMaker Pro, Level...](#)
[FileMaker Pro, Level...](#)

Fulfilled Activities (x)

- FileMaker Pro, Level 1

Fulfilled By Activities (x)

- No links for current activity.

Reports (x)

- Activity Sign-in Sheet
- Activity Completion Diploma
- Activity Name Tent

Search: Help

1

Records 1-10 of 11 Page 1 of 2 Go To Page

View: Completion information **4**

Show Records: **3** 30

Add Remove

Selected Items: 0 | Records: 11

| Name | Username | Status | Status Date | Score | Duration Hrs Min | Passed | Completed | Signature Status |
|---|----------|----------|-------------|-------|------------------|--------|-----------|------------------|
| | | 2 | | | | | | |
| <input type="checkbox"/> Maykoe Abaunza | | | | | | | | |
| <input type="checkbox"/> SARA | | | | | | | | |

Email Participants

Participants in an in-person activity will receive automatic registration confirmation and reminder email notifications, as well as a completion notification after they have attended the activity.

Those on the waitlist will be informed automatically should a seat become available.

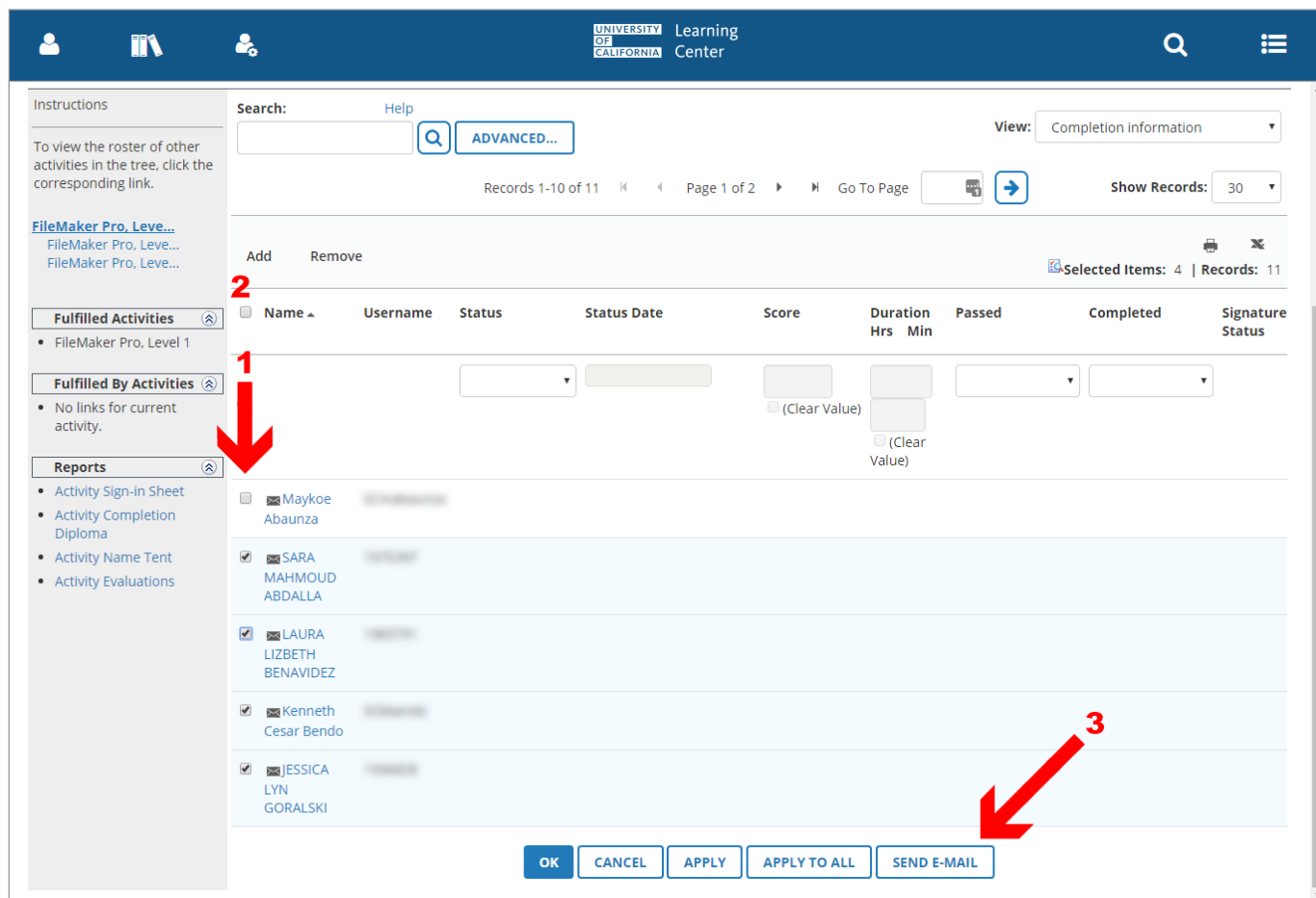
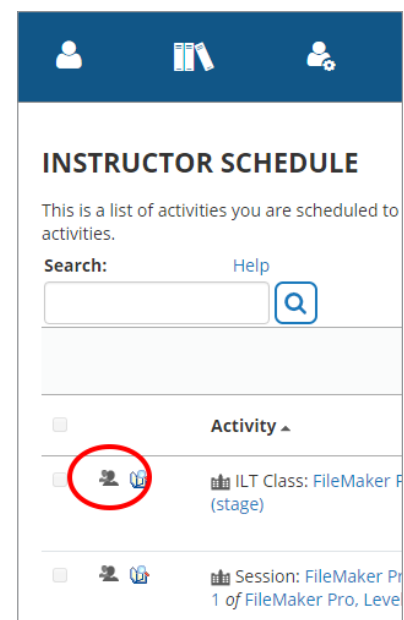
However, if you have an additional need to email participants you can do so through the roster.

1. Navigate to **Self >> Learning**
2. Click the **Instructor Schedule** link
3. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past.



Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.

4. Locate the activity you wish to view and click the **Roster Icon**.
5. Select the individuals (#1 in image below) you wish to email or select the top checkbox (2) next to Name to include all the individuals shown. If your roster includes multiple pages, you will need to either do this for each page or change the number of records shown so that all participants are shown on one page.
6. Once you have selected the individuals you wish to email, click **Send Email** (3). An Outlook message will open with the email addresses already populated for you.



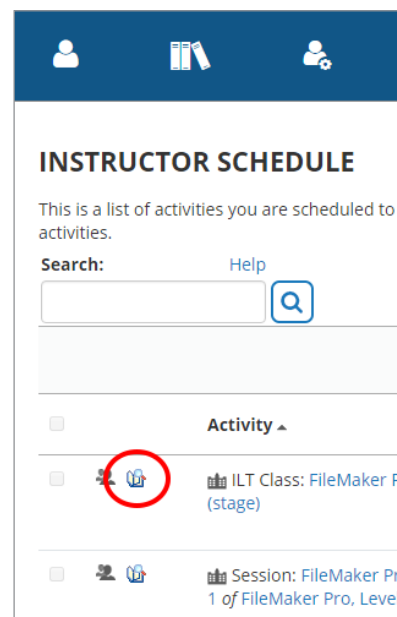


Sign-in Sheets

The UC Learning Center provides sign-in sheets that already have all the participants' information, so all the participants have to do is sign next to their name to indicate they attended the activity.

To download or print a sign-in sheet:

1. Navigate to **Self >> Learning**
2. Click the **Instructor Schedule** link
3. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.
4. Locate the activity you wish to view and click the **Activity Roster Report Icon**.
5. You will be taken directly to the sign-in sheet for the activity, which will show only those currently registered to attend.
6. You have the option to **Export to PDF** (#1 in image below) or **Print** (2) the sign-in sheet directly.



INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, previous activities, your pending requests, and a calendar view of all confirmed activities.

Search:

ACTIVITY SIGN-IN SHEET

ILT CLASS: FILEMAKER PRO, LEVEL 1 (STAGE)

1

EXPORT TO PDF

2

PRINT

CLOSE

Code:

SC-TD-FMPL1-SHJ366-ILT-2017/07/01&08

Date:

Date and Time:

8/7/2017-8/14/2017
9:00:00 AM PDT-12:00:00 PM PDT

Vendor:

None

Active Registered Users:

11

Total Registered Users:

11

Capacity:

Unlimited

Location:

Kerr Room 8, Kerr Hall, 1156 HIGH ST, Santa Cruz

Instructor name (Instructor Identifier):

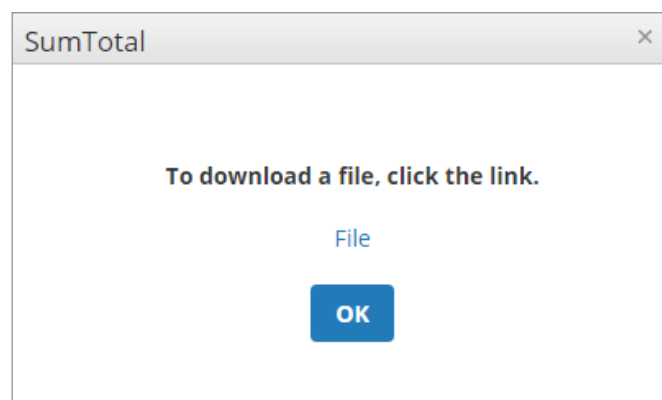
FRANK R WIDMAN (743577), External
Doug Shaw (kdshawinst), External

| User name (User Identifier): | Job title: | Phone: | E-mail address: | Attendance: | Signature: |
|------------------------------|--|--------|---------------------|-------------|------------|
| Maykoe Abaunza | SC0001 - Undergrad in Physical & Biological Scienc | | test.email@ucop.edu | | |
| SARA MAHMOUD ABDALLA | 9920 - STDT VOLUNTEER | | test.email@ucop.edu | | |
| LAURA LIZBETH BENAVIDEZ | 4919 - STDT 4 | | test.email@ucop.edu | | |



- If you choose to **Export to PDF** another window will appear. You must click **File** to download the PDF, and then click **OK** to close the window.

The PDF will open in another tab or window depending on your browser settings.



Note: If you are already on the roster page, you can view the sign-in sheet by clicking the Activity Sign-in Sheet on the left menu under Reports.

Export to Excel

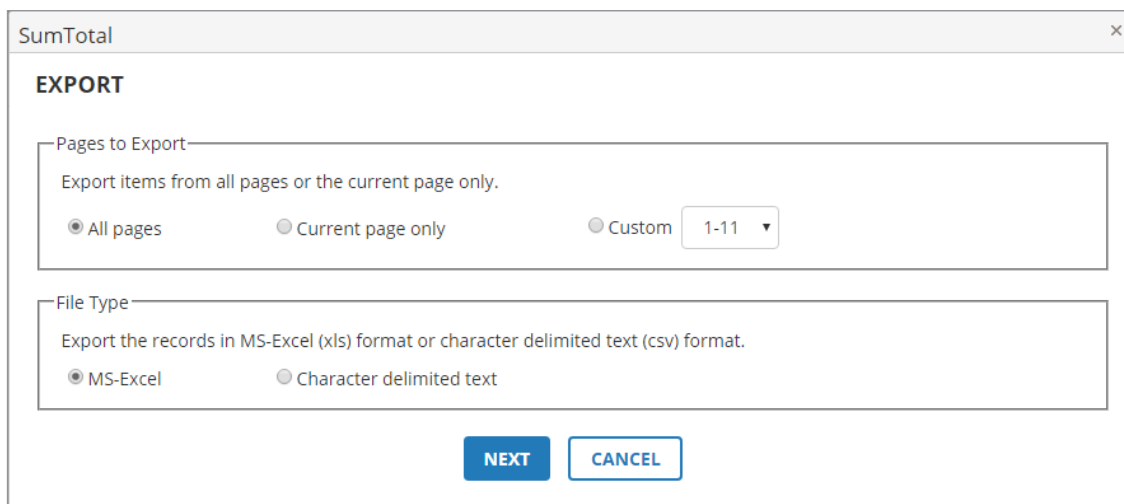
To export a roster to Excel:

- Navigate to **Self >> Learning**
- Click the **Instructor Schedule** link
- Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.
- Locate the activity you wish to view and click the **Roster Icon**.
- On the right side of the roster you will see an icon to print the entire roster and an icon to export to Excel. Click **Export to Excel**.

The screenshot shows the University of California Learning Center interface. On the left, there is a sidebar with 'Instructions' and 'Fulfilled Activities' (FileMaker Pro, Level 1). The main area has a search bar, a table of records, and a right-hand panel. The right-hand panel contains a 'View' dropdown set to 'Completion information', a 'Show Records' dropdown set to '30', and two icons: a printer icon and an Excel icon, both of which are circled in red. Below these icons, it says 'Selected Items: 4 | Records: 11'. The table below has columns: Name, Username, Status, Status Date, Score, Duration (Hrs, Min), Passed, Completed, and Signature Status.

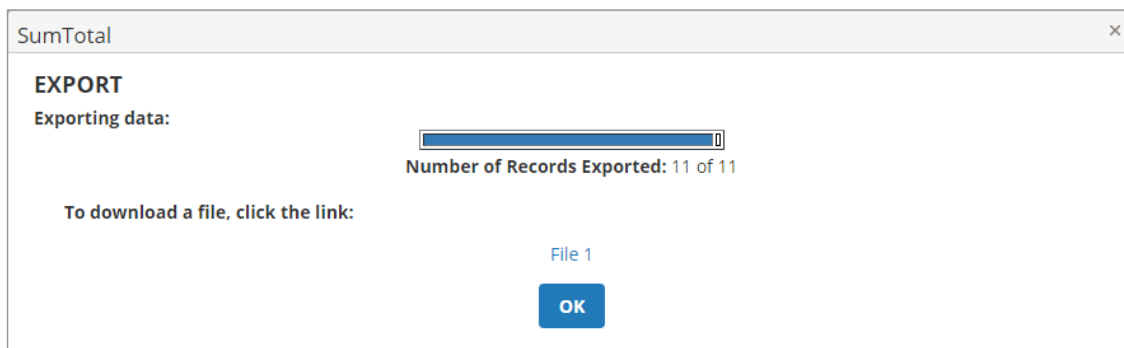


- When you click the Export to Excel icon another window will appear, giving you the option to limit the information you are pulling or change to a different format other than Excel.



The image shows a window titled "SumTotal" with a close button (X) in the top right corner. The window has a header "EXPORT". Below the header, there are two sections. The first section is titled "Pages to Export" and contains the text "Export items from all pages or the current page only." Below this text are three radio buttons: "All pages" (selected), "Current page only", and "Custom". To the right of the "Custom" radio button is a dropdown menu showing "1-11". The second section is titled "File Type" and contains the text "Export the records in MS-Excel (xls) format or character delimited text (csv) format." Below this text are two radio buttons: "MS-Excel" (selected) and "Character delimited text". At the bottom of the window are two buttons: "NEXT" and "CANCEL".

- Click **Next** and another window will appear. You must click **File** to download the PDF, and then click **OK** to close the window. The PDF will open another tab or window depending on your browser settings.



The image shows a window titled "SumTotal" with a close button (X) in the top right corner. The window has a header "EXPORT". Below the header, there is a section titled "Exporting data:" which contains a progress bar. Below the progress bar is the text "Number of Records Exported: 11 of 11". Below this text is the text "To download a file, click the link:". Below this text is a link labeled "File 1". At the bottom of the window is a button labeled "OK".

Note: If you only want those who are currently enrolled (versus those who cancelled their registration) on an ILT class roster you can select the Registered option on the Filter by Status drop down menu. If you don't select a filter anyone on the roster will be included in the export.

Requesting New Activities

To request new activities to be added or updated in the activity library, please email the UC Learning Center support team at learningcenter@ucsc.edu.