



UC LEARNING CENTER

Learner Guide



UC SANTA CRUZ

UNIVERSITY
OF
CALIFORNIA



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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.

With the UC Learning Center, users can:

- Search for learning activities
- View/review assigned activities and schedule
- Manage registration for learning activities
- Launch online activities
- Review assigned activities and schedule
- View activity transcripts
- Print activity certificates



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



Learner Overview



The basic workflows for Learners using the UC Learning Center revolves around you either finding your own training or being automatically assigned training. This results in the ultimate purpose of the UC Learning Center: learning.

You may be assigned to training based on your job, organization, system-wide compliance or a need for training based on assessment of your skills. You may also take control of your own training by searching for training options provided by the UCLC.

Learning activities are any training opportunity available to you in the UCLC. These can be any digital document or e-learning module that you can download and complete at your leisure, it could be a webinar scheduled by a trainer, it could be an instructor-led course that will be held at a campus training facility, an on-the-job training class run by your manager on how to use specific equipment, or a training class run by a vendor specializing in business skills development.

Learning activities plus you equal **learning**.



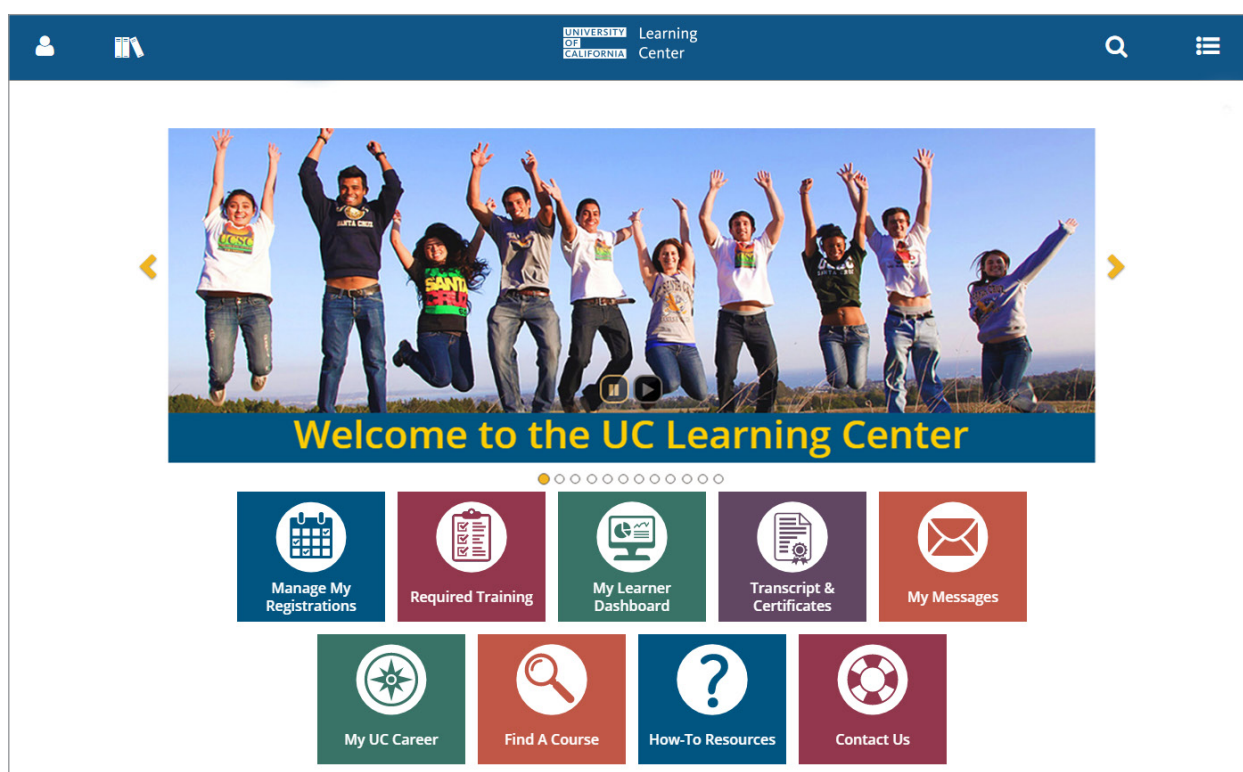
Navigation

When you first login to the **UC Learning Center**, you will see the home page.

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.

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. (see *My Dashboard image below*)



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

My Messages: View user's messages

My UC Career: Links to My UC Career web page. This online development portal is available to all UC employees seeking to advance their career.

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 interface features a blue header with navigation icons and the University of California Learning Center logo. The main content area is divided into several sections:

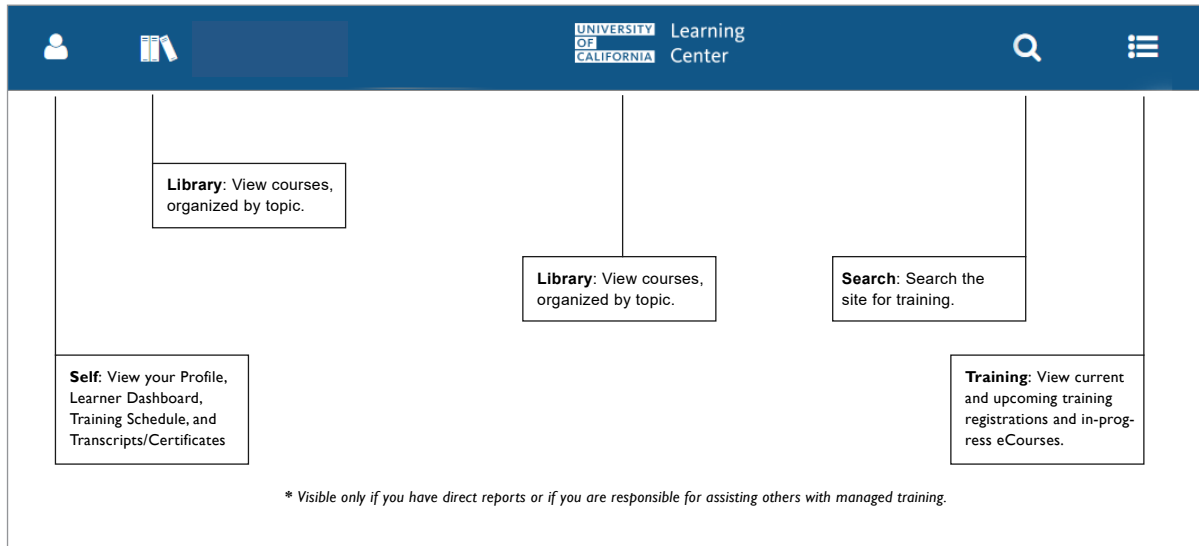
- RECENTLY LAUNCHED:** Displays a card for "UC Sexual Violence and Sexual Harassment Prevention Training for Staff" with a "START" button.
- CALENDAR:** A monthly calendar for July 2017, with the 14th highlighted in green.
- MY MESSAGES:** A table listing messages with columns for Subject, Date Received, 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 icons, titles, completion/expiry dates, and "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, a legend indicates: 0 Critical, 3 Assigned, 2 Current, 0 Upcoming, and 2 Required Certifications.



Top Menu

The Top Menu will appear on every page. Hover over each icon to see where they will take you.



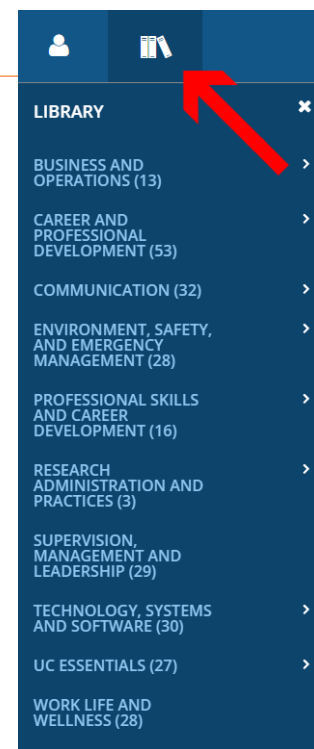


Searching for Activities

Use the Library

You can use the Library to view available learning activities in a specific topic.

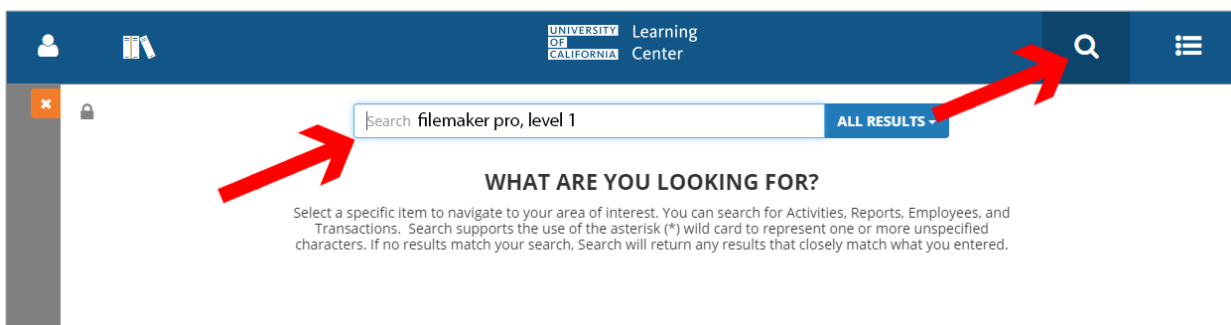
1. Click the **Library** icon on the Top Menu.
2. Click on the arrow to the right of the category to view any subcategories.
3. Click on the various categories or subcategories to review the learning activities available on that subject.



Use Search

If you already have a learning activity in mind that you would like to search for:

1. Click **Search** on the Top Menu, indicated by the magnifying glass.
2. Type in the title or keyword for the training you are looking for and click **Enter**.
3. If you see the activity you are looking for, click the title to navigate straight to the description and registration and/or start options.





Viewing Activity Details

You can view more information about an activity such as the description, cost, language, etc.

1. Use **Library** or **Search** to locate an activity.
2. Click the title of the course you wish to see more information about.
3. A new window will open with an activity summary. When you are finished viewing the course summary, click **Close** (or the X on the left of the screen) to go back to activity listings.

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Search

FILTER

ACTIVITY filemaker pro, level 1

With additional context, results may vary. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

ACTIVITY (35) Sort By RELEVANCE

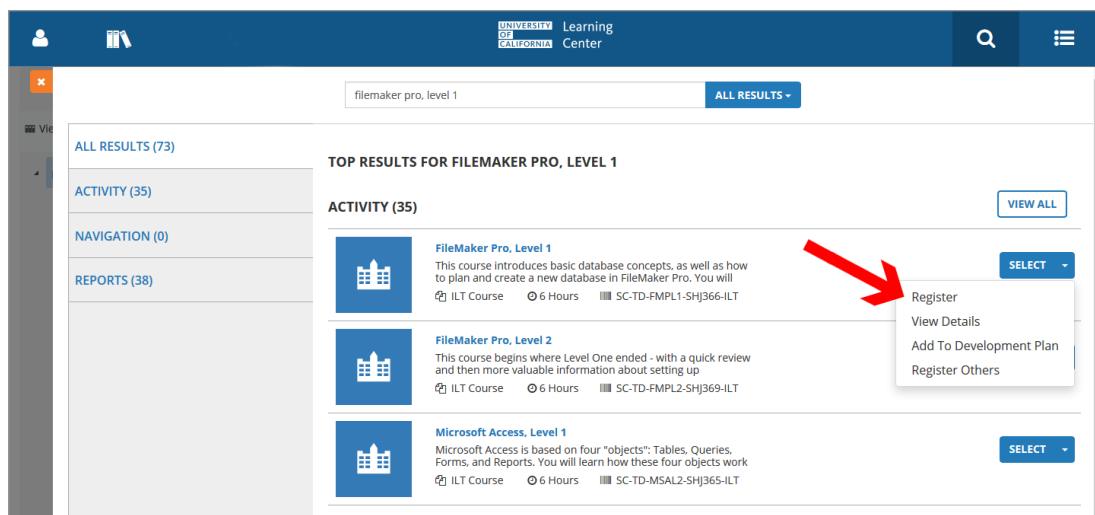
	FileMaker Pro, Level 1 This course introduces database concepts, as well as how to plan and create a new database in FileMaker Pro. You will learn how to define and edit fields, how to use shortcuts to enter and edit data, and how to find and sort records. You will learn the Layout mode to ILT Course 6 Hours SC-TD-FMPL1-SHJ366-ILT	SELECT
	FileMaker Pro, Level 2 This course begins where Level One ended - with a quick review and then more valuable information about setting up relationships between multiple tables. Key topics include: setting up relationships between multiple tables, resolving many-to-many relationships, ILT Course 6 Hours SC-TD-FMPL2-SHJ369-ILT	SELECT
	Microsoft Access, Level 1 Microsoft Access is based on four "objects": Tables, Queries, Forms, and Reports. You will learn how these four objects work together to form the foundation of your database. You will plan and modify a Table, which is where your information resides. You will learn how to ILT Course 6 Hours SC-TD-MSAL2-SHJ365-ILT	SELECT
	Adobe Dreamweaver, Level 1 Because your time is valuable, Adobe Dreamweaver, Level 1 is now a one-day class. The curriculum has been re-evaluated to reflect the needs of most users on campus. The class will look at Dreamweaver as if the learner is a first-time user, but the class will have the learner ILT Course 7 Hours SC-TD-ADWL1-SHJ358-ILT	SELECT
	Adobe Photoshop, Level 1 Learn to use Photoshop's powerful tools to enhance and get creative with your photos and images. Crop photos, adjust tones, replace colors, adjust lightness and color saturation, apply filters. Make selections with the magic wand and lasso tools. Learn how to work with ILT Course 7 Hours SC-TD-APL1-SHJ380-ILT	SELECT
	Adobe InDesign, Level 1 InDesign is Adobe's page design application suite. Work with graphics, colors, shading, and gradient techniques to sharpen your department's publicity, newsletters, catalogs, and brochures. Perform stylish, complex text formatting with ease. Import Microsoft Office, ILT Course 7 Hours SC-TD-AIDL1-SHJ379-ILT	SELECT
	Microsoft Project, Level 1 This course covers the critical skills necessary to create and modify a project plan in Microsoft Project. Create a project plan file containing tasks and resources. Organize these tasks in a work-breakdown structure containing task relationships, resource designations, and project ILT Course 3 Hours SC-TD-MSPL1-SHJ367-ILT	SELECT



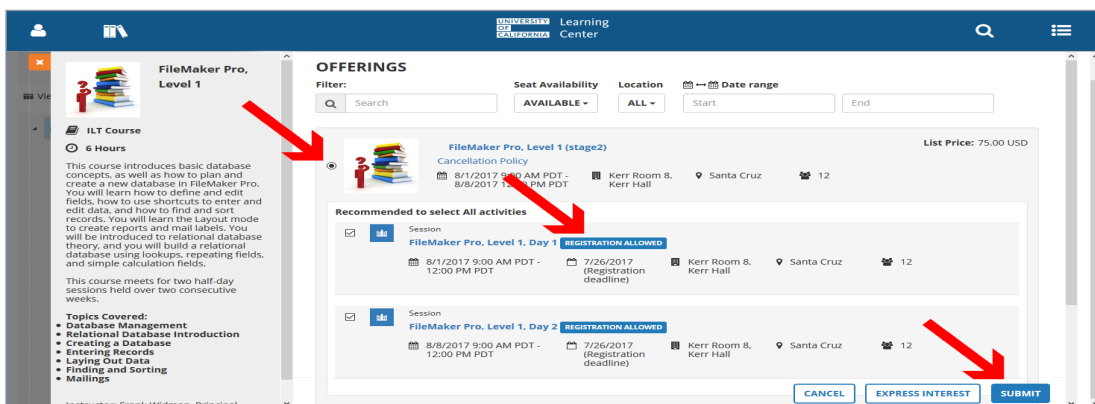
Registering for Activities

Instructor Led Training (ILT) or in person training requires registration.

1. Locate the course you wish to register for by using the **Library** or **Search** for the course using the title or keyword.
2. Click **Register** by using the drop-down SELECT menu.



3. A slide-out overlay appears where you'll see the available courses.



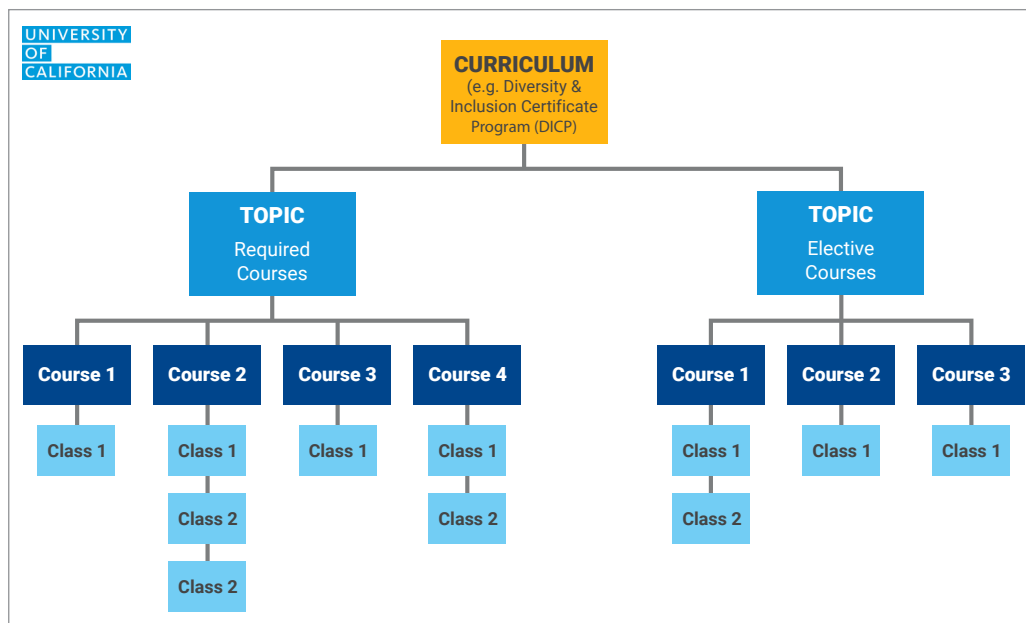
4. Click on the course **radio button** to expand to see the available session dates.
5. Review the dates and times of the activities offered.
6. **Select** the offering of the activity(s) you wish to attend. A blue box should appear next to the course name that says "Registration Allowed" if you are able to register for that course.
7. Click **Submit** to finalize your registration.



Registering for Multiple Activities

Activity Structure

When registering for activities that are part of a curriculum containing topics, courses, classes, or eCourses, understanding the structure will help you navigate through the UC Learning Center.



Overview: Quick Tutorial

1. Search for and **select** desired activity (curriculum in these examples)
2. Select **REGISTER** from pull down menu
3. Select desired **Topic** (becomes outlined in green, checkbox is checked)
4. Select desired **Course** (becomes outlined in green, checkbox is checked)
5. Select desired **Class** offering (becomes outlined in green, checkbox is checked)
6. Click **NEXT** button at page bottom

To add more courses repeat steps 4 - 6

To change topics and add course classes repeat steps 3 - 6

When finished choosing all desired activities, then submit your request.

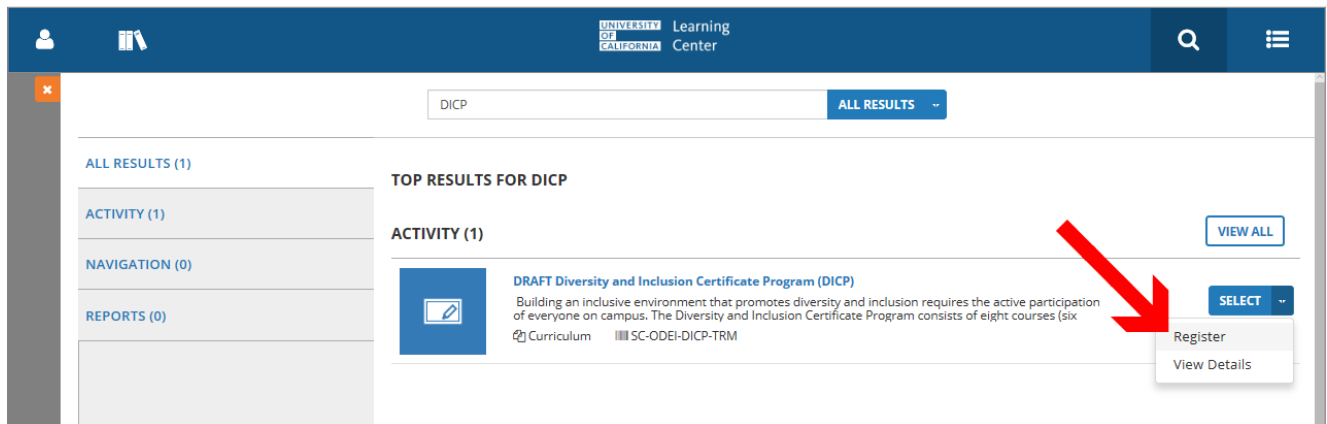
7. Click the **SUBMIT** button



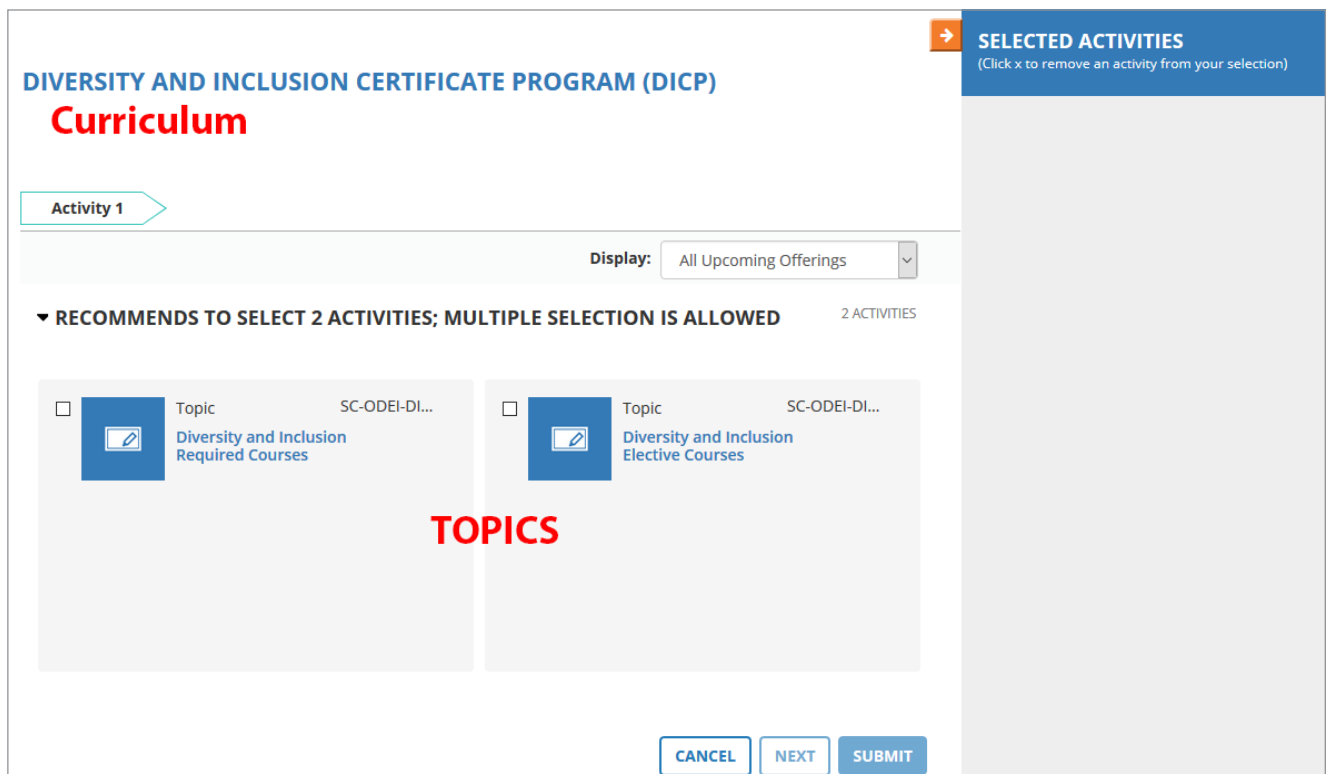
Choose a Curriculum

To register for activities that are part of a curriculum structure you will be presented with multiple selections to register for.

1. **Select** desired Curriculum
2. Select **Registration** from the pull down menu



In the example below, there is a Curriculum with 2 Topics - required courses and elective courses. Make note of the **Selected Activities** right side panel and the **NEXT** and **SUBMIT** buttons at the bottom that are grayed out (inactive).





To register for a class (activity) you first need to select the **topic** you are interested in, then the specific **course**, followed by choosing the **class** offered by the course.

Choose a Topic

3. Click on the **gray area** around the desired topic
or
Click on the small **check box** in the upper left of the topic section.

- the topic is outlined in green,
- the checkbox is checked (1)
- the topic is added to the Selected Activities (2) list.

Note: the NEXT and SUBMIT buttons are still inactive

The screenshot displays the 'RECOMMENDS TO SELECT 2 ACTIVITIES; MULTIPLE SELECTION IS ALLOWED' section. A 'Display:' dropdown is set to 'All Upcoming Offerings'. The 'Topic' section is highlighted with a green border and a checked checkbox. The 'Selected Activities' list on the right shows the selected topic and an 'ILT Course'.

Display: All Upcoming Offerings

▼ RECOMMENDS TO SELECT 2 ACTIVITIES; MULTIPLE SELECTION IS ALLOWED 2 ACTIVITIES

Topic

☒ Topic SC-O DEI-DI...
Diversity and Inclusion Required Courses

☐ Topic SC-O DEI-DI...
Diversity and Inclusion Elective Courses

▼ RECOMMENDS TO SELECT 6 ACTIVITIES 6 ACTIVITIES

☐ ILT Course SC-O DEI-DI...
Supporting Queer & Trans Communities 101

☐ ILT Course SC-O DEI-DI...
Disability 101

SELECTED ACTIVITIES
(Click x to remove an activity from your selection)

Topic x
Diversity and Inclusion Required Courses

ILT Course x
Race: A Brief History of an Idea

Choose a Course

4. **Select** the **course** from the selections provided (in this case there are 6 courses being offered for the required courses topic).

A green outline now also surrounds the selected course and it has been added to the **Selected Activities** list.



Choose a Class

After selecting the topic and course the next step is to select the **class**, the actual scheduled activity.

5. **Select** the desired class
6. Click the **NEXT** button

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Course

☒

ILT CourseSC-ODEI-DI...
Race: A Brief History of an Idea

☐

ILT CourseSC-ODEI-DI...
Power, Privilege, and Oppression

☐

ILT CourseSC-ODEI-DI...
Developing Diversity Change Agents

☐

ILT CourseSC-ODEI-DI...
Class Matters

▼ SELECT AN ACTIVITY

2 ACTIVITIES

☐

ILT Class
Race: A Brief History of an Idea

🕒 11/30/2017,1:00 PM PST - 11/30/2017,4:00 P...
📍 Cervantes and Velasquez Conference Roo...
👤 Available seats:36

☒

ILT Class
Race: A Brief History of an Idea

🕒 1/25/2018,1:00 PM PST - 1/25/2018,4:00 PM...
📍 Cervantes and Velasquez Conference Roo...
👤 Available seats:37

→**SELECTED ACTIVITIES**
(Click x to remove an activity from your selection)

Topic
Diversity and Inclusion Required Courses

ILT Course
Race: A Brief History of an Idea

ILT Class
Race: A Brief History of an Idea

CANCEL

NEXT

SUBMIT

version: 12/06/2017

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After clicking the **NEXT** button to add the class to your activity list you can choose to either:

- Complete the registration of the selected activity
or
- Select more courses to register for

Select Another Activity

Depending on what you wish to select, go back to either step 3 ([select Topic](#)) or step 4 ([select Course](#)).

Select your next desired **Topic** or **Course** and then select the **Class** and click the **NEXT** button.

When you have selected all of your desired classes you must now complete the registration.

Complete the Registration

To complete the registration process...

7. Click the **SUBMIT** button

The Activity Details page will appear.

Curriculum

DRAFT DIVERSITY AND INCLUSION CERTIFICATE PROGRAM (DICP)

Building an inclusive environment that promotes diversity and inclusion requires the active participation of everyone on campus. The Diversity and Inclusion Certificate Program consists of eight courses (six core courses and two electives) providing a valuable professional development.

0%

OPTIONS

ACTIVITIES DETAILS

1. Diversity and Inclusion Required Courses

2. Diversity and Inclusion Elective Courses

Topic: Diversity and Inclusion Required Courses

Topic: Diversity and Inclusion Elective Courses

DONE



To see the activity registrations just completed, click the small navigation triagle for the topic in the left side navigation area to expand to show related activities to that topic.

The page will expand to show the registered activities for the selected topic.

Click **DONE** when finished.

Topic

DIVERSITY AND INCLUSION REQUIRED COURSES

0%

This potential DICI activity structure was created by Tabitha Mahoney in August 2017. Building an inclusive environment that promotes diversity and inclusion requires the active participation of everyone on campus. The Diversity and Inclusion Certificate Program consists of eight courses (six View More)

OPTIONS

1. Diversity and Inclusion Required Courses

1.1. Supporting Queer & Trans Communities 101

1.2. Disability 101

1.3. Race: A Brief History of an Idea

1.3.1. Race: A Brief History of an Idea

1.4. Power, Privilege, and Oppression

1.5. Developing Diversity Change Agents

1.6. Class Matters

2. Diversity and Inclusion Elective Courses

ACTIVITIES DETAILS

ILT Course

Supporting Queer & Trans Communities 101

OPTIONS

ILT Course

Disability 101

OPTIONS

ILT Course

Race: A Brief History of an Idea

REGISTERED

OPTIONS

ILT Course

Power, Privilege, and Oppression

OPTIONS

ILT Course

Developing Diversity Change Agents

OPTIONS

ILT Course

Class Matters

REGISTERED

OPTIONS

DONE



Registration Additional Activities

To add additional activity registrations to a previous curriculum or topic already register in go to you landing page and click on the **Manage My Registrations** button.



Register Within an Existing Curriculum or Topic

The user's **Training Schedule** page appears showing all current/upcoming activities.

Click the selected Activity Name to get more details.

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TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

CURRENT/UPCOMINGEXPRESS INTERESTPENDING SIGNATURESCOMPLETEDCANCELEDWAITING LIST OR PENDING APPROVAL

ALLONGOING ACTIVITIESUPCOMING ACTIVITIESFIXED DURATION ACTIVITIES

Displaying 4 of 4 Records102550100

Export To Excel

Print

Cancel Registration

View Calendar

<input type="checkbox"/>	Activity Name	Status	Code	Region	Start Date	End Date	Actions
<input type="checkbox"/>	Acknowledgement of Reporting Responsibilities Training (Non-Supervisor) ILT Course Certification	REGISTERED	SVSAST-SC-ECO-2016-Alternate				
<input type="checkbox"/>	DRAFT Diversity and Inclusion Certificate Program (DICP) Curriculum	REGISTERED	SC-O DEI-DICP-TRM				
<input type="checkbox"/>	Disability 101 of DRAFT Diversity and Inclusion Certificate Program (DICP) ILT Course	REGISTERED	SC-O DEI-DICPDisability-101				
<input type="checkbox"/>	Disability 101 ILT Class	REGISTERED	SC-O DEI-DICP-Disability101-2017.11.02		11/2/2017	11/2/2017	
<input type="checkbox"/>	Race: A Brief History of an Idea of DRAFT Diversity and Inclusion Certificate Program (DICP) ILT Course	REGISTERED	SC-O DEI-DICP-RaceABH				
<input type="checkbox"/>	Race: A Brief History of an Idea ILT Class	REGISTERED	SC-O DEI-DICP-Race-2018.01.25		1/25/2018	1/25/2018	
<input type="checkbox"/>	UC Cyber Security Awareness Training - Refresher eCourse Certification	IN PROGRESS	SECURITY-RE-SC-ECO		8/28/2017		START
<input type="checkbox"/>	UC Cyber Security Awareness Training (Mandarin Version - Initial) eCourse Certification	IN PROGRESS	SECURITY-SC-ECO-MA-Initial		8/17/2017		START



The Activity Details for the selected activity appears.

To register for more activities, click the **REGISTER** button

Curriculum

DRAFT DIVERSITY AND INCLUSION CERTIFICATE PROGRAM (DICP)

Building an inclusive environment that promotes diversity and inclusion requires the active participation of everyone on campus. The Diversity and Inclusion Certificate Program consists of eight courses (six core courses and two electives) providing a valuable professional development

[View More](#)

REGISTER **OPTIONS**

DRAFT Diversity and Inclusion Certificate Program (DICP)

1. Diversity and Inclusion Required Courses

ACTIVITIES **DETAILS**

Topic

Diversity and Inclusion Required Courses

OPTIONS

Cancel Registration

If you wish to cancel a registration:

1. View your **Training Schedule**.

ILT Course

FILEMAKER PRO, LEVEL 1

6 Hours

REGISTERED

This course introduces basic database concepts, as well as how to plan and create a new database in FileMaker Pro. You will learn how to define and edit fields, how to use shortcuts to enter and edit data, and how to find and sort records. You

[View More](#)

FileMaker Pro, Level 1 **ACTIVITIES** **DETAILS**

Additional Information
Below are the additional details about this activity such as facility, location and so on.

Activity status : Active **Instructors :** FRANK R WIDMAN

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

Delivery method : Classroom Training

Training organization : UCSC **Contact :** fwidman@ucsc.edu

This activity can be completed by taking the following alternatives :

2. **Click** on the course name you wish to cancel
3. **Click** on the arrow next to Options. In the drop down menu, click **Cancel Registration**. This will take you to a confirmation page.
4. On the confirmation page, click **Cancel Marked**. Your registration for this course is now cancelled.

NOTE:

You can also click the checkbox next to the course name and click **Cancel Registration** for a faster way to cancel.



Paying for Activities

[if your domain is using recharge to pay for activities, this piece is coming soon.]

Launching an Online Course

To launch a new online activity:

1. Locate the online activity you wish to take.
2. When you find the activity you wish to take, click on the course name to view more details, and then click **Start** if this is the course you would like to take. You can also click on the arrow next to **Select** and click on **Start** if you are confident that this is the course you would like to launch.

The screenshot shows the University of California Learning Center interface. It features a list of online courses. Each course entry includes a title, a brief description, a course type (e.g., ILT Course, eCourse), a course ID, and a 'SELECT' button. A red arrow points to the 'Start' button in the dropdown menu for the 'Ergonomic Assessment and Training Module' course. The dropdown menu also includes options for 'Cancel Registration', 'View Details', 'Add To Development Plan', and 'Register Others'.

Course Title	Description	Course Type	Course ID	Action
UC Sexual Violence and Sexual Harassment Prevention Tr...	Under UC Policy, all non-supervisory employees are required to complete this 1-hour eCourse each year: UC Sexual Violence and Sexual Harassment	ILT Course	SVSAST-SC-ILT	SELECT
HIPAA Training	This self-paced eCourse on the Health Insurance Portability and Accountability Act will take approximately 30 minutes to complete and	eCourse	SC-ITS-HIPAA0006-ECO	SELECT
Ergonomic Assessment and Training Module	Good ergonomic practices related to computer workstations are easy to understand, implement and monitor, if you use a computer workstation for	eCourse	SC-EHS-EATM0263-ECO	SELECT (Start button highlighted)
Laboratory Safety for Research Personnel	Introduction to fundamentals of laboratory safety, chemical safety, and general safety. This course covers relevant campus Laboratory Safety	Topic	SC-EHS-LSFRP-TOP	SELECT
People Management Series and Certificate	The UC Systemwide People Management Series and Certificate is a program for all People Managers consisting of Core and Elective Courses, which	Curriculum	SC-PMC-CERT	SELECT

3. An additional window will open. **Do not close any windows.**
4. You will be shown the activity details if this is your first time in the course. Click Next to continue on to the course content.

NOTES:

Popup blockers will affect your ability to launch online courses. Please ensure you have popup blockers disabled.

Some online courses require registration. For these courses, click Register to register and then you will see the Start button.



Resuming an Online Activity

If you have already started an online activity that you were unable to finish, you can pick up where you left off.

1. Click on the **Timeline** button on the Top Bar. This will show activities you are assigned to take and any activities you are currently in progress with.

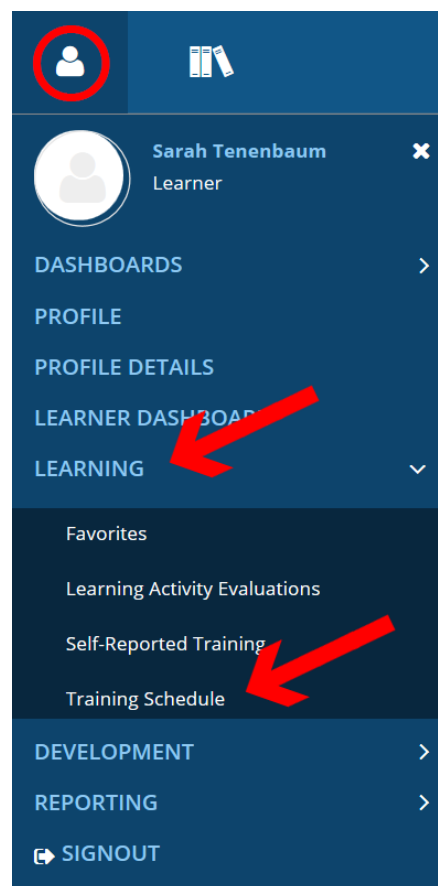


2. Locate the activity you wish to resume and click **Start**.
3. When the activity launches you may be asked if you wish to resume where you left off. Click **Yes**.

Viewing Your Schedule

To view both upcoming in-person activities you have registered to attend, as well as any online activities you are currently in progress with, you can go to your training schedule.

1. On the Menu, click on **Self, Learning**, and then **Training Schedule**.
2. You will see your training schedule with all current registrations.





In this view you can see all your current and upcoming activities. The activity status is shown on the page (see label “1” on image below) and you can START activities from this page (see label “2”).

By selecting different display filters (see label “3”) you can also view your status on waiting lists, completed activities, pending approvals, etc.

UNIVERSITY OF CALIFORNIA Learning Center

TRAINING SCHEDULE

This is a list of current training activities for which you are registered.

CURRENT/UPCOMINGEXPRESSED INTERESTPENDING SIGNATURESCOMPLETED3CANCELEDWAITING LIST OR PENDING APPROVAL

ALLONGOING ACTIVITIESUPCOMING ACTIVITIESFIXED DURATION ACTIVITIES

Displaying 10 of 10 Records102550100

Export To ExcelPrintCancel RegistrationView Calendar

<input type="checkbox"/>	Activity Name	1Status	Code	Region	Start Date	End Date	Actions
<input type="checkbox"/>	Acknowledgement of Reporting Responsibilities Training (Non-Supervisor) ILT Course Certification	REGISTERED	SVSAST-SC-ECO-2016-Alternate				
<input type="checkbox"/>	Controlled Substances eCourse	IN PROGRESS	SC-UCL0L0001-ECO		5/11/2017		2START
<input type="checkbox"/>	Ergonomic Assessment and Training Module eCourse	IN PROGRESS	SC-EHS-EATM0263-ECO		5/11/2017		START
<input type="checkbox"/>	FileMaker Pro, Level 1 ILT Course	REGISTERED	SC-TD-FMPL1-SHJ366-ILT				
<input type="checkbox"/>	FileMaker Pro, Level 1 (stage2) ILT Class	REGISTERED	SC-TD-FMPL1-SHJ366-ILT-2017/08/01&08		8/1/2017	8/8/2017	
<input type="checkbox"/>	FileMaker Pro, Level 1, Day 1 of FileMaker Pro, Level 1 (stage2) Session	REGISTERED	SC-TD-FMPL1-SHJ366-ILT-2017/08/01		8/1/2017	8/1/2017	
<input type="checkbox"/>	FileMaker Pro, Level 1, Day 2 of FileMaker Pro, Level 1 (stage2) Session	REGISTERED	SC-TD-FMPL1-SHJ366-ILT-2017/08/08		8/8/2017	8/8/2017	
<input type="checkbox"/>	Laboratory Safety for Support Personnel v1.01 eCourse	IN PROGRESS	SC-UCL0L0014-EHS-LABSUP-ECO		6/26/2017		START
<input type="checkbox"/>	SC Test Curriculum - One-Click Registrations Curriculum	REGISTERED	SC Test Curriculum - One-Click				
<input type="checkbox"/>	SC Test eCourse C of SC Test Curriculum - One-Click Registrations eCourse	IN PROGRESS	SC Test eCourse C		5/18/2017		START
<input type="checkbox"/>	SC Test eCourse D of SC Test Curriculum - One-Click Registrations eCourse	IN PROGRESS	SC Test eCourse D		5/19/2017		START
<input type="checkbox"/>	SC Test eCourse A	IN PROGRESS	SC Test eCourse A		5/17/2017		

manager2.jpgmanager.jpgworkGroup.jpg

Show all



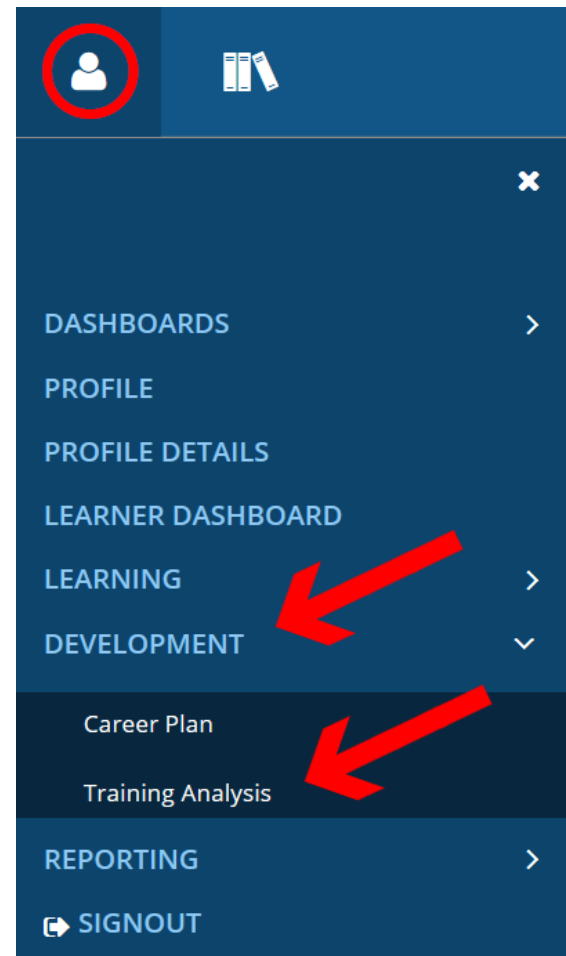
View Assigned Training

Assigned activities are activities you are required to complete by a specified due date, and some may require retraining on a routine basis. You will receive email notification of new assignments as well as notifications when it is time to retake required training. To view activities assigned to you:

1. Click on **Self, Development, and Training Analysis**.
2. Review all required and recommended training, as well as your current status for those assignments. Take note of the due date to ensure that you complete your required courses on time.

Explanation of Assignment Statuses:

- **Acquired or Attended:** You have completed the assigned activity
- **Assigned:** You have a new assignment that has not yet reached its due date
- **Overdue:** You have passed the due date and have not yet completed the activity
- **Expired:** Your certification has expired and you must retake the course



Self

TRAINING ANALYSIS

This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search: [Help](#)

Filter by: View:

Task:

Selected Items: 0 | Records: 1

	Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
<input type="checkbox"/>	START eCourse:UC Sexual Violence and Sexual Harassment Prevention Training for Staff Certification	SVSAST-SC-ECO-2016		8/25/2017	10/5/2017			Required	Overdue



View Training Transcript/Certificate of Completion

Your training transcript will include all activities you have completed in the UC Learning Center.

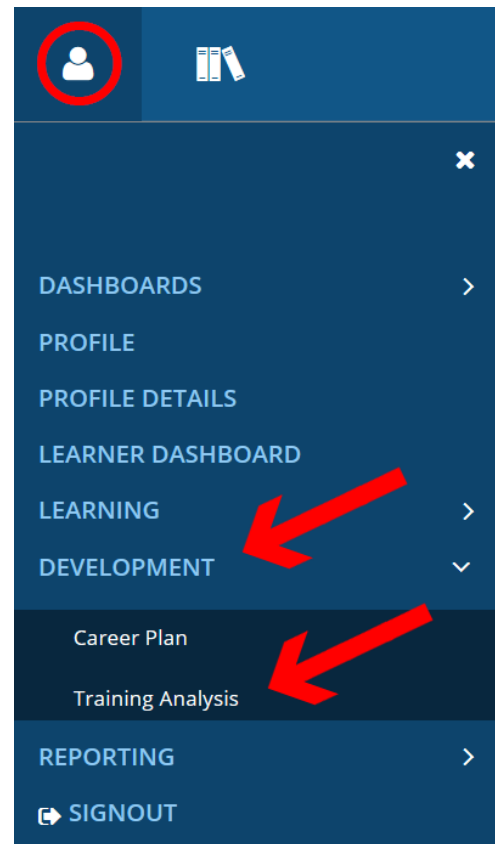
You can also download individual training certificates.

Because the UC Learning Center is a Systemwide tool, training history will follow even if you change UC locations.

You can export your transcript to PDF to print or send electronically.

View Your Transcript:

1. On the Menu, click on **Self, Reporting, and then Training Transcript.**
2. Review your full training transcript, sort your training by date, or select to filter training by a range of dates or year. Note the default range only shows the last year of history.





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PRINTEXPORT TO PDF

B**A**

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range

Start DateEnd Date

7/13/2016 08:18pm7/13/2017 08:18pm

REFRESH

TAMARA J ARTHUR

List of completed activities from 7/13/2016 to 7/13/2017

Username:
[REDACTED]

E-mail:
test.email@ucop.edu

NT account:
[REDACTED]

User number:
[REDACTED]

ACTIVITIES

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Grade	Attended Duration	Signature Status
eCourse: UC Sexual Violence and Sexual Harassment Prevention Training for Staff		4/17/2017	4/17/2017	4/17/2019	100	100		
eCourse: UC Cyber Security Awareness		2/9/2017	2/9/2017		100	100		

Export Transcript to PDF

1. Click **Export to PDF** (see “A” label on image above) in the top right corner.
2. In the pop-up window that appears, click **File** to download the PDF, and then **OK**.
3. The PDF will open in a new window where it can be printed or downloaded.

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PRINTEXPORT TO PDF

B**A**

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range

Start DateEnd Date

6/26/2016 07:09pm6/26/2017 07:09pm

REFRESH

KENNETH SHAW

List of completed activities from 6/26/2016 to 6/26/2017

Username:
kdshawadmin

E-mail:
[REDACTED]

SumTotal

To download a file, click the link.

File

OK



Print Training Transcript

1. Click **Print** (see “**B**” label on image above) in the top right corner.
2. Print dialog window appears. Select your normal printer and settings and click **Print**.

Export Diploma to PDF:

1. From the Training Transcript page, click the **diploma logo** next to the desired course name (see “**C**” label on previous image).



1. Click **Export to PDF** (see “**D**” label on image above) in the top right corner.
2. In the pop-up window that appears, click **File** to download the PDF, and then **OK**.
3. The PDF will open in a new window where it can be printed or downloaded.



Print Diploma

1. Click **Print** (see “**E**” label on image above) in the top right corner.
2. Print dialog window appears. Select your normal printer and settings and click **Print**.
3. Click **File**. Your transcript will download in another window or tab depending on your browser settings. Click **OK** to close the window.

