UC LEARNING CENTER
Learner Guide
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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 compatibility, 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
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

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

 Recently Launched

 UC Sexual Violence and Sexual Harassment Prevention Training for Staff!

 COMPLETED CERTIFICATIONS

 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

 Training Activities

 0 CRITICAL
 2 Assigned
 2 Current
 0 Upcoming
 3 Required Certifications
Top Menu

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

* Visible only if you have direct reports or if you are responsible for assisting others with managed training.
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.
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

![Select Topics Image](image)

**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
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.
To see the activity registrations just completed, click the small navigation triangle 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.
Registration Additional Activities

To add additional activity registrations to a previous curriculum or topic already register in go to your 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.
The Activity Details for the selected activity appears.

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

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### Cancel Registration

If you wish to cancel a registration:

1. View your [Training Schedule](#).

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.

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.
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
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.
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.
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)*.
2. Click **Export to PDF** *(see “D” label on image above)* in the top right corner.
3. In the pop-up window that appears, click **File** to download the PDF, and then **OK**.
4. 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.
Add Self-Reported Training

You can add records of training you took outside the UC Learning Center by using the Self-Reported training tool. To add new self-reported training:

On the Menu, click on Self, Learning, and then Self-Reported Training.

You will be taken to the self-reported training page. Here you will see past self-reported training you may have previously added. To add new training, click New.

Add training details to the self-reported training form.

Click OK when you have entered all the information. Unless you selected to not have the training show on your transcript, you should now see the information on your transcript.

**Self-Reported Training Properties:**

- The activity **Name**.
- A unique **Activity Code** of your choosing. This is optional and can be the code used by another vendor if applicable.
- The **Description** of the activity as it was advertised.
- The **Activity Type**. Please select **Self-Reported Training**.
- Select a **Media Type** if this was taken as an eLearning/virtual training, training video, reading of a document manual, or some form of audio/broadcast. If this was in-person you do not need to select a media type.
- **Delivery Method** is where you may select the type of training this was-classroom, eLearning, video, on-the-job (OJT), etc.
- **Content Type** offers categories of training this training may fall under, such as: Environmental Health and Safety, Health Care Education, Technology, etc.
- **Cost** if the training had a fee (numeric characters only). Currency, as well.
- The **Start Date** and time and the **End Date** and time, which are important to include.
- The **Score**, if one was given.
- You can select **Duration** (days, hours, minutes, or seconds) that the training took place.
- If **Credit Hours** were given you can include them.
- You can list the **Activity Organizer**, the name of the individual or organization that coordinated the activity.
- If you know the **Name of the Presenter** you can include it.