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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 have direct reports identified in the UC Learning Center will receive the **Manager Role**, in addition to the standard Learner Role.

In some cases, individuals may be given the **Manager Role** if they have been identified as needing access to manage the training of those who are not their direct reports.

With the **Manager Role**, you can:

- View training history and status of assigned training of direct reports
- View direct reports’ current training schedule
- Register direct reports for 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 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
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. You can also get information about your direct reports.

The Manager view is an enhanced version of the Learner view. For more information on Learner access, refer to the 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. (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.

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**My Dashboard**

[Image of My Dashboard]
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.
Using the Manager Tools

Once you have been identified as the manager of a user in the UC Learning Center, you will automatically have the My Team icon appear in the Top Menu. This will give you access to a Manager Dashboard.

Manager Dashboard

When you navigate to your Manager Dashboard, you will be able to see:

- A snapshot of your current exception report, which shows the overall status of your managed users' assigned training.
- A list of your managed users with the status of their individual assigned training.

Note:
Manager Dashboard is updated nightly, so if one of your users completed training after the last update, it will not appear in this view until the next update. However, the user’s training transcript and schedule are displayed in real time and will show you their latest status.
View Managed Users

In the Manager Role, you have the ability to view information about your managed users and the progress of their assigned activities.

Your viewable users will all be displayed in tiles on your Manager Dashboard. You can scroll through these tiles to locate a particular individual or you can search the user by name, or sort in ascending or descending order (by name, assignment progress, etc).

You will automatically see direct reports that report to you. You can also view all users whose training you are responsible for managing. If you manage more users than just direct reports, you can change your view from Direct Reports to All Viewable Users using the pull-down menu to select All Viewable Users.
**View Status of Assigned Training**

When you first enter your Manager Dashboard you will see an overview of your direct reports and the status of their assigned training. The Exception Report will show you the state of compliance of which your direct reports are currently at for all training assigned to them.

For each individual, you will see the overall status of their currently assigned training. Click the blue **Incomplete** button to see a more detailed report. Remember, you can also sort this list by process.

**Individual Reports**

To view a detailed report for an individual user:

1. Locate the user you wish to find out more information about.
2. Click on the blue **Incomplete** button *(see above image)*.

This will show you an overview of the user’s currently assigned training, including a list of all training that has been assigned, the due date for each training, and their overall progress in completing all assigned training.
1. Clicking the **Title** of the course will show you more information about the training.

2. Using the menu bar on the left side, you can filter the training to show only what assignments are Overdue or what has been **Completed**.

3. You will see when the information was **Last Processed** in the top right corner.

4. Clicking the **Close** button will take you back to the Manager Dashboard.

### Training Analysis (User Emulation mode)

Another way to view a user’s assigned training is to go to that user’s Training Analysis page.

1. Locate the user you wish to find out more information about in your list of direct reports or viewable users.

2. Click the drop down arrow next to the white **Profile** button.

3. Click **Training Analysis**.

4. This will launch **Emulation mode**, which allows you to view Learning details about your managed users. You know you are in emulation mode by the **orange “eye”** in the top menu bar where the “Self” icon would typically display.

5. The page provides an overview of the user’s currently assigned training, the due date for each training, and current assignment status. Click the **View** drop down menu to see additional information.
Assigned Training by Activity

You can also see which trainings are assigned to your managed users and the overall completion of the training.

Switch from the Users view to the Activities view to see all the activities that are currently assigned to your managed users. You will now see how many are still required to complete each training and the overall percentage of completion.

Click on the blue Users button to see who is still required to complete the training.

Training Transcript (User Emulation mode)

To view all completed training for a managed user, you can view their training transcript.

1. Locate the user you wish to find out more information about using the User Search function.
2. Click the drop down arrow next to the white Profile button.
3. Click Training Transcript.
4. This will launch Emulation mode, which allows
you to view Learning details about your managed users. You know you are in emulation mode by the orange “eye” in the top menu bar where the “Self” icon would typically display.

5. You will be taken directly to that user’s transcript. Select the timeframe you wish to review using the year or date range filters. Note the default view is for one year.

You can view the transcript or individual diplomas and then export to PDF or print them.

**Export Training 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**.
Diplomas (User Emulation mode)

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).

   ![Diploma 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.
**View Training Schedule (User Emulation mode)**

You can view a managed user’s training schedule to see their current registrations and progress.

1. Locate the individual you wish to view.
2. Click on the drop down arrow next to the **Profile** button and select **Training Schedule**.
3. This will launch **Emulation mode**, which allows you to view Learning details about your managed users. You know you are in emulation mode by the orange “eye” in the top menu bar where the “Self” icon would typically display.
4. Now you can see that user’s registrations and other canceled, in progress or completed training.

![Image of training schedule and emulation mode]

**TRAINING SCHEDULE**

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

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Status</th>
<th>Code</th>
<th>Region</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Diving Techniques - Refresher Test</td>
<td>REGISTERED</td>
<td>SC-DOT-S2R0129</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientific Diving Techniques - Refresher</td>
<td>REGISTERED</td>
<td>SC-DOT-S2R0128-ECO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Sexual Violence and Sexual Harassment Prevention Training for Staff</td>
<td>IN PROGRESS</td>
<td>SVSAST-SC-ECO-2016</td>
<td></td>
<td>7/11/2017</td>
<td></td>
</tr>
</tbody>
</table>
Register Users

A manager has the ability to register their managed users for courses. To register managed users:

1. Locate the activity you wish to register by using the Library or Search functions.

2. Click on the drop down arrow next to the Select button and select Register Others.

3. If this is an online course, click Continue to add users.
   
   If this is an in-person training you will need to first select the offering by clicking the radio button of the course you wish them to attend before you can click Continue.

4. Click Add under Available Users to locate the users you wish to register.
5. There are several options to narrow down the users you wish to add. As Manager, the only option that will be relevant is **Select Viewable Users**.

6. Click **Next**. You now have multiple options to:
   
   a. Type a user’s name in the search box and click the **Arrow** button.

   b. Browse the list of users for individuals you wish to register.

   c. Click **Select All** at the bottom of the page to select all active users or select the top box to select all users on the current page.

4. Select the **check box** next to the users/users name that you wish to register. Click **OK** at the
5. Click the **Top Arrow Button** to move the selected users over to Registration.

6. Click **Submit** once all users you wish have been moved over.
7. The users are now registered for the activity.

Note:

*If the activity is in-person they will receive an email notification of their registration.*

*If the activity is online there is no registration notification, so you may want to inform them they need to complete the training.*
Manage Assignments

A manager can manage activity assignments for their direct reports or viewable users by going to an activity and selecting Manage Assignments. From there they can manage multiple users.

1. Click on the Team icon in blue navigation bar
2. Click on Manager Dashboard text link
3. Click ACTIVITIES to change the Exeption Report to display Activities from Users
4. Click on the desired activity (the activity icon or title text)
5. Select Manage Assignments from the REGISTER drop-down menu

Show All Current Assignments

1. Click on the Show all assignments (9) text link (the number shows how many are assigned). see image on next page

The managed assignment list displayed can be filtered by status, type and assigned by.
Add New Users to Activity

To add new users to the selected activity...

1. From the drop-down menu select **All Viewable Users** or **Direct Reports** depending on your departmental structure.

2. Click on the text button **Add**

3. On the SELECT USERS page(s) click on the checkbox(es) beside the name(s) of the user(s) you wish to add to the activity.

4. Click on the **NEXT** button
5. Select the user(s) that will have the Assignment Options assigned to:
   • Select **ALL** or **click** to select individual user
   • **CTRL click** to select multiple users

6. **Click** the **NEXT** button

7. For the list of selected users, you can then set the following attributes:
   *(refer to image on next page)*
   • Required or Recommended assignment type
   • Ignore previous completions
   • Set the start date:
     • Today
     • # of days from now
     • Specific date
   • Set the time zone

   **NOTE:** Do Not use the Priority setting
   • Set the Due Date
     • No Due Date
     • Within XX Days
     • Specific Date
   • Set the time zone

   **NOTE:** Do Not use the Priority or Assignment Notes settings

8. **Click** the **APPLY TO SELECTION** button
   *(refer to image on next page)*

9. **Click** the **DONE** button