

# UC LEARNING CENTER: Learner Guide

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UC Merced

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## Introduction

The UC Learning Center (UCLC) 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:

- Register for learning activities
- Launch online activities
- Review assigned activities
- View training transcripts

## Browser Capability

The UC Learning Center can be accessed from any browser. To ensure that courses load properly, your popup blocker should be disabled.

## Obtaining a Logon ID

**Employees** will be automatically added to the UC Learning Center through the Payroll feed and should be able to log in within 2-3 days. However, please note that due to system processing time, it may take up to one week to obtain access.

**Students or affiliates** may request for an account by submitting a request to [hrtraining@ucmerced.edu](mailto:hrtraining@ucmerced.edu).

## Logging into the UC Learning Center

To log in to the UC Learning Center: <https://uc.sumtotal.host/core/?domain=23>

## Navigation

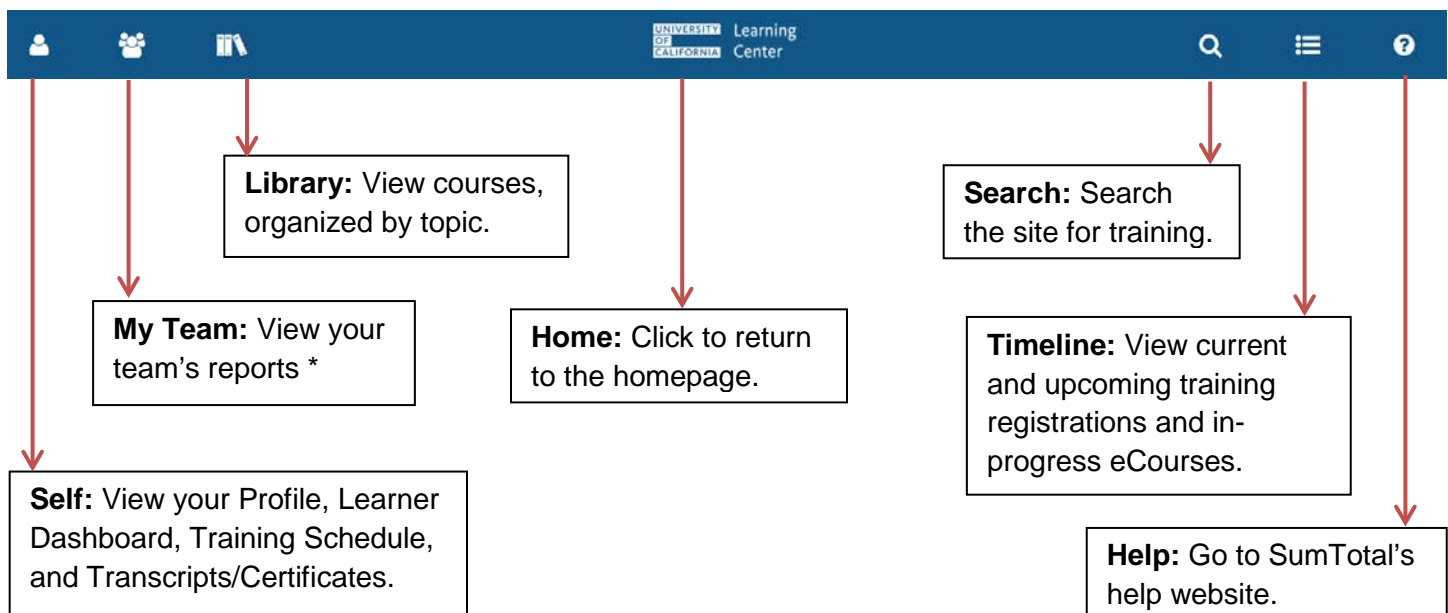
When you first login to the UC Learning Center, you will see the homepage. Here you can launch activities you are currently registered in, navigate to your training schedule or transcript, and use search features to locate activities you wish to take. These will all be reflected on your own account.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



- **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.
- **Transcript & Certificates:** View transcripts for any courses you have completed in the UC Learning Center.
- **Find a Course:** Search for a course.
- **How Do I:** Additional resources to help you navigate the UC Learning Center.
- **Support:** How to reach your location's LMS contact.

### 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

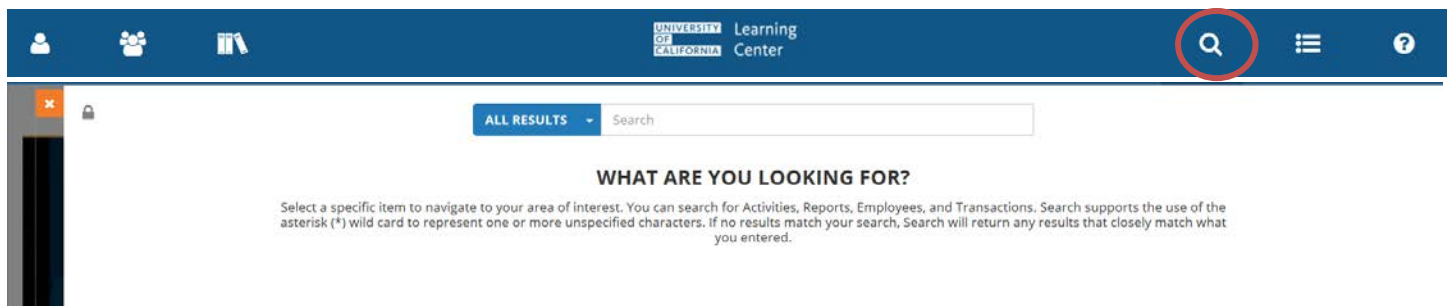
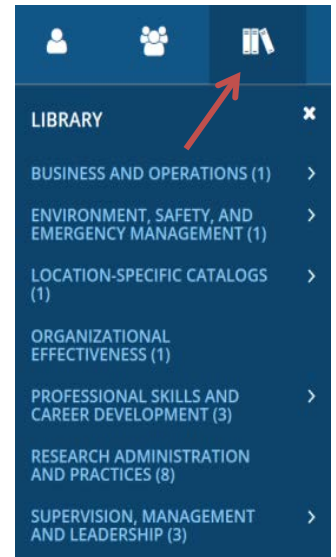
You can use the Library to view available learning activities in a specific topic.

1. Click **Library** 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:

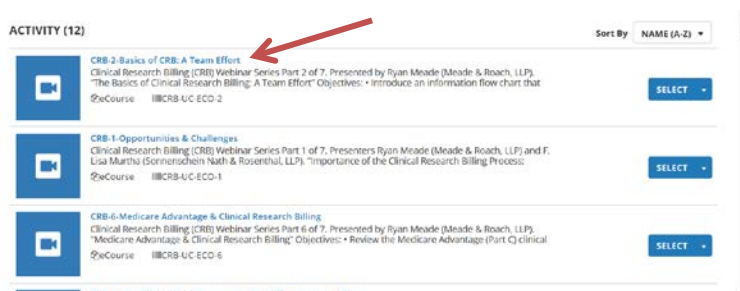
1. Click **Search** on the Top Menu, indicated by the magnifying glass.
2. Type in the title or keyword for the training you are looking for and click **Enter**.
3. If you see the activity you are looking for, click the title to navigate straight to the description and registration and/or start options.



### 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

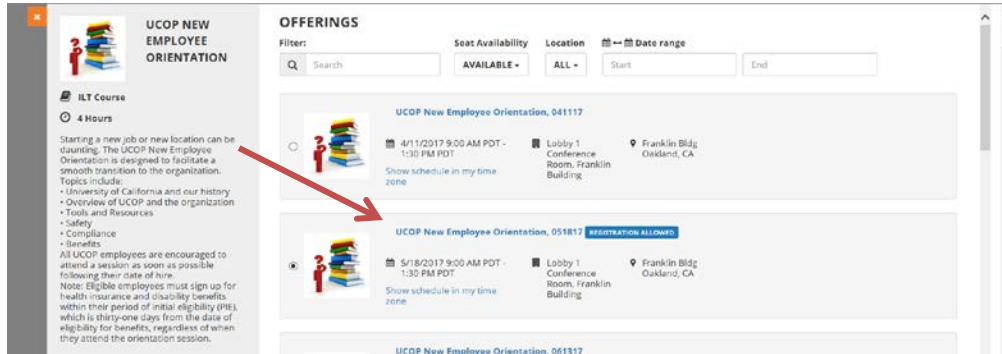
Instructor Led Training (ILT) or in person training requires registration.

1. Locate the activity you wish to register for by using the **Library** or **Search** for the course using the title or keyword.

- Click **Register** to proceed to the next step where you'll see the available offering dates.



- Review the dates and times the course is offered.
- Select the offering of the activity 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.

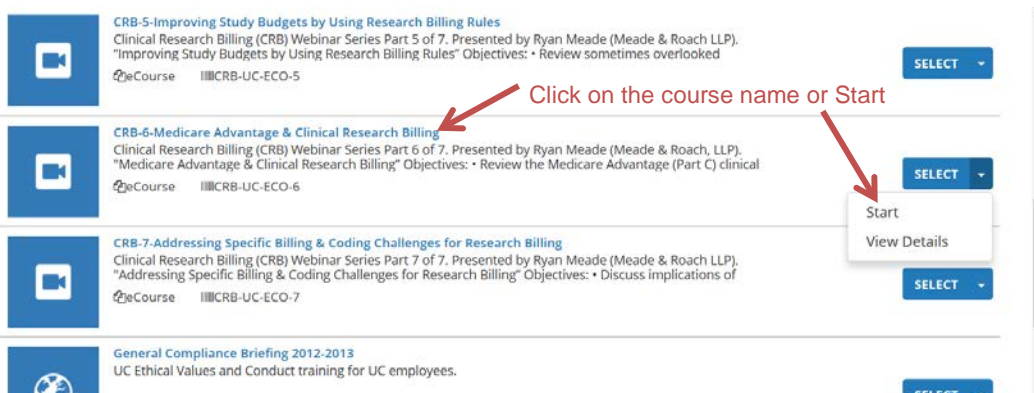


- Click **Submit** to finalize your registration.

## Launching an Online Course

To launch a new online activity:

- Locate the online activity you wish to take.
- 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.



- An additional window will open. Do not close any windows.
- 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.

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.

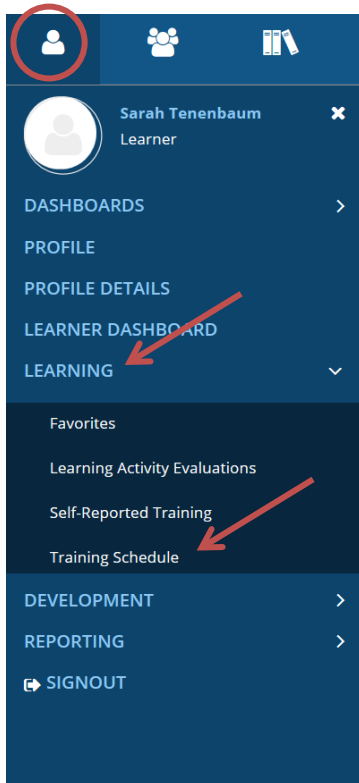
1. Click on the **Timeline** button on the Top Bar. This will show activities you are assigned to take and any activities you are currently in progress with.
2. Locate the activity you wish to resume and click **Start**.
3. When the activity launches you may be asked if you wish to resume where you left 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.

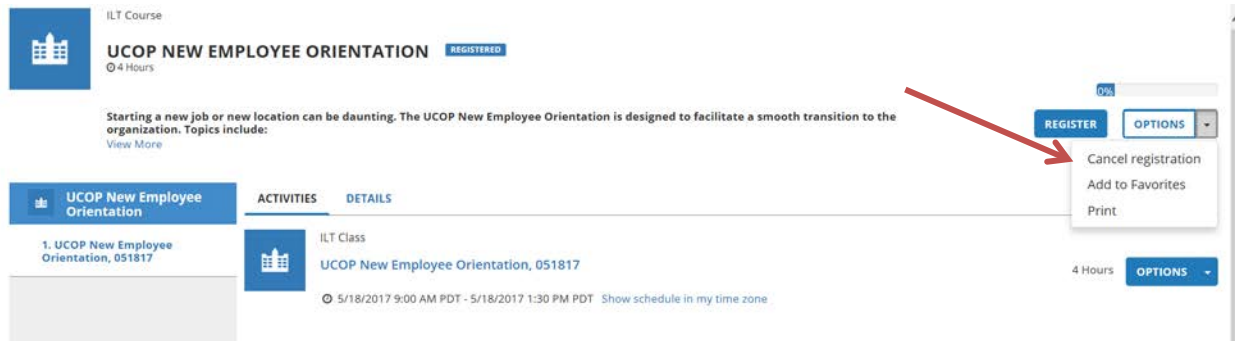
1. On the Menu, click on **Self, Learning**, and then **Training Schedule**.
2. You will see your training schedule with all current registrations.



## 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.



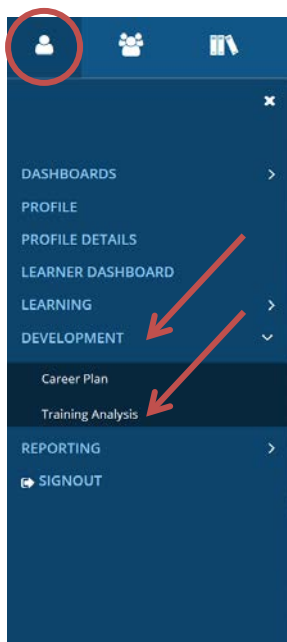
4. On the confirmation page, click **Cancel Marked**. Your registration for this course is now cancelled.

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

## View Status of Assigned Activities

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:

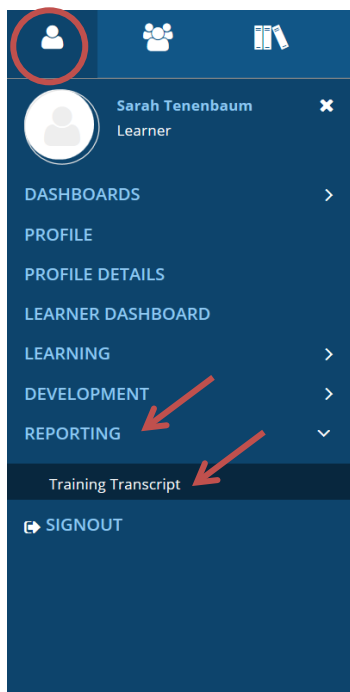
- *Acquired or Attended:* You have completed the assigned activity
- *Assigned:* You have a new assignment that has not yet reached its due date
- *Overdue:* You have passed the due date and have not yet completed the activity
- *Expired:* Your certification has expired and you must retake the course

## 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.

### To view your transcript:

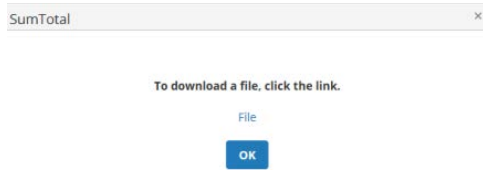
1. On the Menu, click on **Self, Reporting,** and then **Training Transcript.**



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.
3. On the top right corner, click **Export to PDF.** Another window will appear.

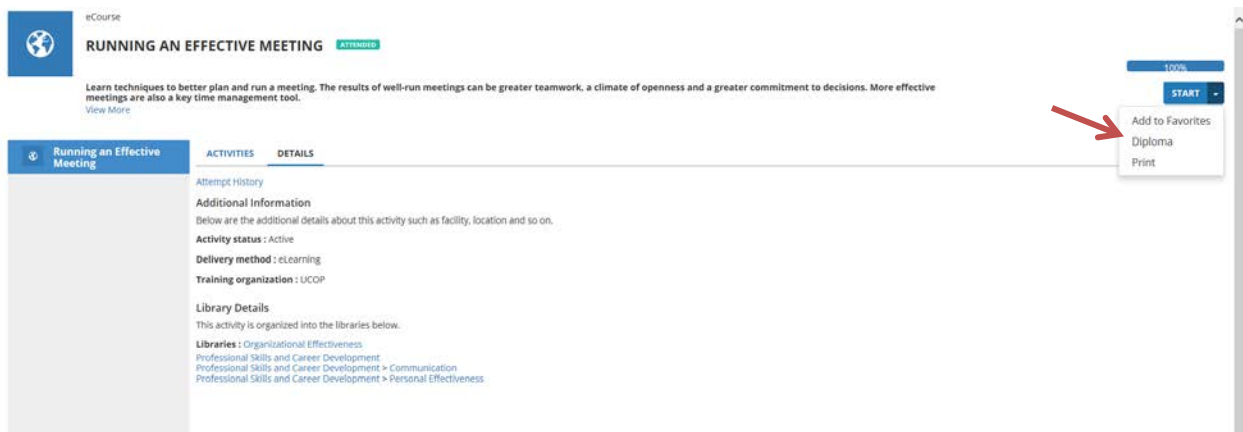
Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Grade	Attended Duration	Code
eCourse: Running an Effective Meeting		4/5/2017	4/5/2017				Days: 0, Hours: 0, Minutes: 1, Seconds: 55	OP_MITGII

4. Click **File**. Your transcript will download in another window or tab depending on your browser settings. Click **OK** to close the window.



### To view or download certificate of completion:

1. Open your **Training Transcript** (See Above).
2. Click on the course name for the course you wish to view your certificate for.
3. On the top right corner, click the arrow next to **Start**. In the dropdown menu, click **Diploma**.



4. Your diploma will appear in a popup window. Click **Export to PDF**. Another window will appear.
5. Click **File**. Your transcript will download in another window or tab depending on your browser settings. Click **OK** to close the window.

