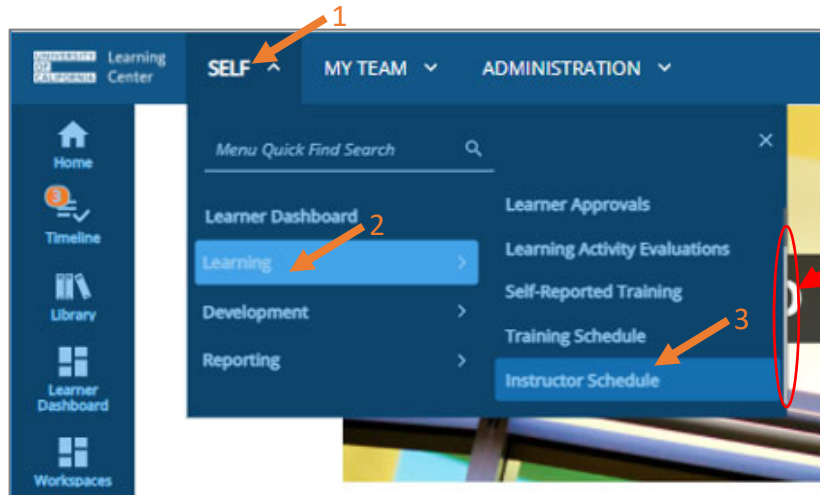


UCLC Instructor (quick guide)

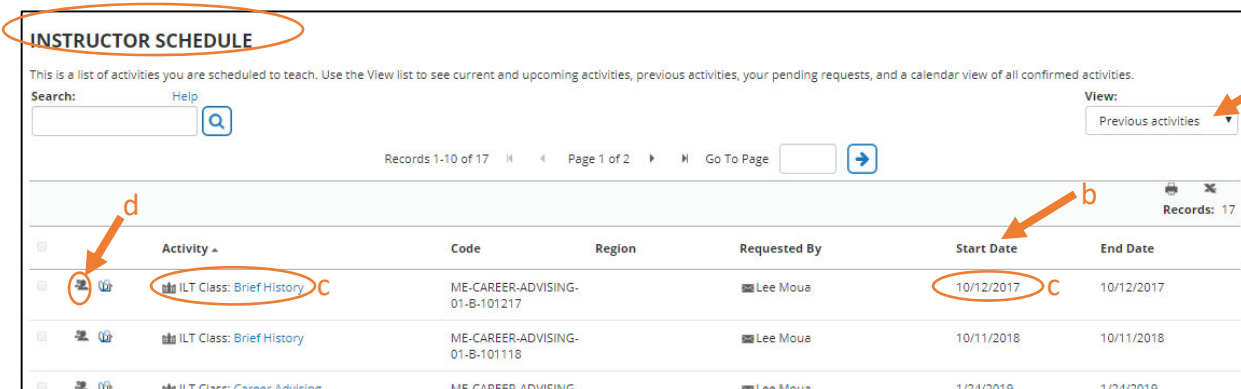
1. **Login (via UCLC website):** <https://hr.ucmerced.edu/uclc>
2. **Instructor Schedule**
 - a. Select:Self/Learning/Instructor Schedule



NOTE: use scroll bar to see instructor schedule.

3. Input Attendance

- a. Change the VIEW dropdown to PREVIOUS ACTIVITIES.
- b. Click the START DATE column heading to sort in ascending or descending order by date.
- c. Locate the class & date you wish to mark attendance for.
- d. Click the roster icon.



NOTES: VIEW dropdown (see above image “a”)

- **Previous Activities**displays past individual classes
- (default) **Current Activities**this view is blank for security purposes
- **Upcoming Activities**.....displays future individual classes
- **Pending Requests**this view is blank
- **Calendar**.....displays calendar view of classes

continued on next page

CONTINUED: Input Attendance

- e. Change SHOW RECORDS dropdown to 250 to display more users (upper-right corner; default display is 10).
- f. Change FILTER BY STATUS dropdown to REGISTERED to view only registered users.
- g. Change STATUS dropdown to ATTENDED; no need to edit STATUS DATE; change PASSED & COMPLETED to YES.
- h. Select users you wish to mark as Attended.
- i. Click APPLY.

NOTE:

To mark Cancelled or No Show, follow above step f, then select the corresponding STATUS dropdown for step g. You will leave the PASSED & COMPLETED dropdowns blank.

- j. To email users..... select users you wish to email; then select SEND EMAIL
- k. To add users..... select ADD
 - k1.... select class to add user to
 - k2.... select CONTINUE
 - k3.... select SELECT VIEWABLE USERS
 - k4.... select NEXT (*you will search & select each user to add to roster*)
 - k5.... select users to add
 - k6.... click the arrow (to move users to REGISTRATION)
 - k7.... verify users are correct (under REGISTRATION)
 - k8.... click SUBMIT
- l. To exit roster click CANCEL to return to Instructor Schedule

ACTIVITY ROSTER

BRIEF HISTORY (10/24/2019 - 10/24/2019)

Activity Type: ILT Class Location: SSB 238, Student Services Building (SSB);
Code: ME-CAREER-ADVISING-01-B-102419 Instructor: HECTOR CUEVAS;
Vendor: None

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

Instructions: Search: [] [ADVANCED...] Filter by Status: Registered View: Completion information Show Records: 250

Fullfilled Activities: [Add] [Remove] Selected Items: 0 | Records: 6

Name	Username	Status	Status Date	Score	Duration Hrs Min	Passed	Completed	Signature Status
[]	2268211	Registered	9/9/2019 10:46:18 AM PDT					
[]	2268017	Registered	9/9/2019 6:38:28 PM PDT					
[]	2268019	Registered	9/9/2019 10:08:46 AM PDT					
[]	2268006	Registered	9/9/2019 9:58:49 AM PDT					
[]	1752970	Registered	9/9/2019 10:02:18 AM PDT					
[]	2268004	Registered	9/12/2019 10:35:20 AM PDT					

Buttons: OK CANCEL APPLY APPLY TO ALL SEND E-MAIL

NOTES:

- **Filter by Status dropdown**displays users by All, Registered, Cancelled, or Attended
- **View dropdown**displays more (such as waiting list, etc.)

continued on next page

CONTINUED: Input Attendance

BATCH REGISTRATION
 You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

NEW EMPLOYEE ORIENTATION

Select Activities: **k(1)**
 Available Capacity: Unlimited
 Wednesday, April 14, 2021
 8:30 AM PDT - 1:00 PM PDT
 Online Facilitation, Online Facilitation **k(2)**

Select Users

Skip checking of registration issues Skip registering users to activities that have not contributed to the overall completion of the activity structure

AVAILABLE USERS

Available seats: 0
 Selected users: 0
 Available users: 0
 Users not in allocation: 0

Add Select All Clear All

Name	Status

REGISTRATION

Records: 0
 Available seats: Unlimited
 Users pending approval: 0

Remove All

Name

WAITING LIST

Records: 0

Remove All

Name

BATCH REGISTRATION
 You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

SELECT USERS

Select A

Select users by domain
 Select users by organization
 Select users by job
 Select users by audience **k(3)**
 Select users by manager
 Select viewable users
 Select users by e-mail, user number, username, or NT account (separated by commas or semi-colons)

AVAILABLE

Add

Name

k(4)

BATCH REGISTRATION
 You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

NEW EMPLOYEE ORIENTATION

Select Activities: **k(6)**
 Available Capacity: Unlimited
 Wednesday, May 26, 2021
 8:30 AM PDT - 1:00 PM PDT
 Online Facilitation, Online Facilitation

Select Users

Skip checking of registration issues Skip registering users to activities that have not contributed to the overall completion of the activity structure

AVAILABLE USERS

Available seats: 2
 Selected users: 2
 Available users: 0
 Users not in allocation: 0

Add Select All Clear All

Name	Status
<input checked="" type="checkbox"/> Lee Moua	No issues
<input checked="" type="checkbox"/> Yazil Navarro	No issues

REGISTRATION

Records: 0
 Available seats: Unlimited
 Users pending approval: 0

Remove All

Name

WAITING LIST

Records: 0

Remove All

Name

Select Users

Skip checking of registration issues Skip registering users to activities that have not contributed to the overall completion of the activity structure

AVAILABLE USERS

Available seats: 0
 Selected users: 0
 Available users: 0
 Users not in allocation: 0

Add Select All Clear All

Name

Status

REGISTRATION **k(7)**

Records: 2
 Available seats: Unlimited
 Users pending approval: 0

Remove All

Name

Lee Moua ✕

Yazil Navarro ✕

WAITING LIST

Records: 0

Remove All

Name

k(8)

4. View Upcoming Class Registrations

- Change VIEW dropdown to UPCOMING ACTIVITIES.
- Locate the class & date you wish to mark attendance for (refer to section 3b & 3c).
- Click the VIEW ROSTER icon.
- NOTE: to print a sign-in sheet, click the VIEW/PRINT SIGN-IN SHEET icon.

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: [Help](#)

View: Upcoming activities

Records: 8

Activity	Code	Region	Requested By	Start Date	End Date	Conflict check
ILT Class: Brief History	ME-CAREER-ADVISING-01-B-101118		Lee Moua	10/11/2018	10/11/2018	No conflicts found.

- Change SHOW RECORDS dropdown to display more users (upper-right corner; default is 10 users).
- Change FILTER BY STATUS dropdown to REGISTERED to display only registered users.
- Change VIEW dropdown to WAITING LIST to display wait-listed users. You may choose to move users to roster.

ACTIVITY ROSTER

NEW EMPLOYEE ORIENTATION (9/7/2018 - 9/7/2018)

Activity Type: ILT Class Location: Chancellor's Conference Room (KL232), Kolligian Library;
Code: ME-HR-NEO2-090718 Instructor: YAZIL ADRIANA NAVARRO, Rachael Lee Martin;
[Show More Details](#) Vendor: None

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.

Search: [Help](#)

Filter by Status: All

View: Completion information

Show Records: 250

Add Remove Selected Items: 0 | Records: 20

Name	Username	Status	Status Date	Score	Duration Hrs Min	Passed	Completed	Signature Status

Input fields:

(Clear Value) (Clear Value) (Clear Value) (Clear Value)