UC LEARNING CENTER:
Instructor Guide

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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. Those who facilitate courses that are managed through the UC Learning Center will be given Instructor access.

As the Instructor of an activity you will be able to:

- View rosters
- Download and print sign-in sheets
- View your instructor schedule with upcoming and past activities

Logging into the UC Learning Center

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

Viewing Your Instructor Schedule

When logging into the UC Learning Center you can quickly access your Instructor Schedule to view any upcoming activities you have been set up as the Instructor for, any past activities you have instructed, as well as access the rosters and sign-in sheets for these activities.

Navigate to **Self → Learning → Instructor Schedule**
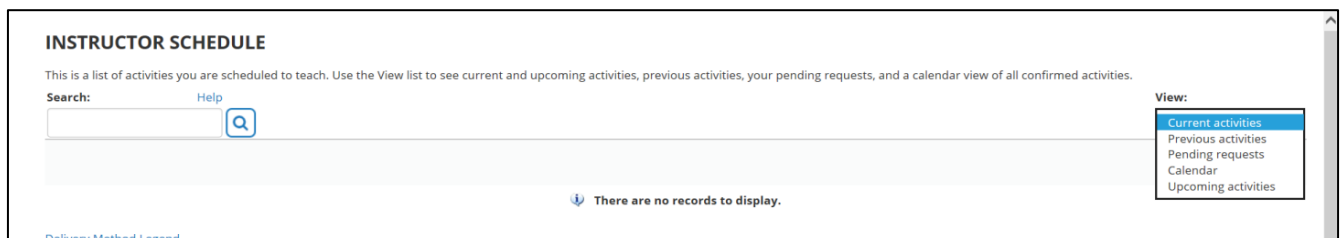
On the instructor schedule you will first see **Current Activities.** This view does not show individual offerings of an activity, but rather the overall course. Here you will be able to access the roster information, which shows anyone who has registered or completed each activity regardless of the offering date. This is the same whether you are set up as the instructor for an in-person course (ILT Course) or online course (eCourse).

To view upcoming in-person offerings of activities where you are scheduled as the instructor, you can change your view to only show upcoming activities by selecting **Upcoming Activities** in the menu on the top right. In this view you'll be able to see the individual offerings of the activities you are scheduled to facilitate.

To view past in-person offerings where you were the instructor, you can change your view to show previous activities by selecting **Previous Activities** in the menu on the top right. You will also be able to view individual offerings of activities in this view.

You can also view **Pending Requests**, which lists activities pending your approval if you are using an instructor approval process, or view the activities as a **Calendar.**
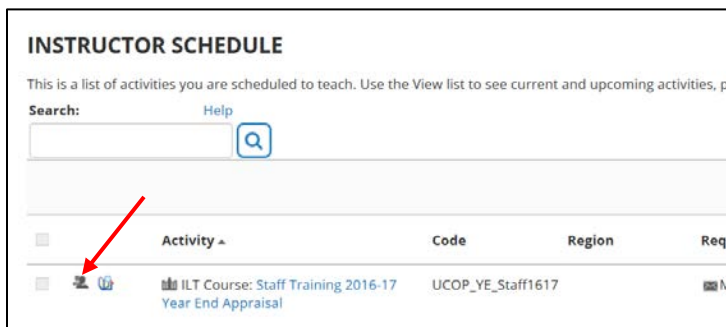
Viewing Rosters

You can view the activity roster of any activity that has you designated as an instructor.

Activity rosters will give you access to:

- View all Registered/Cancelled/Attended Learners
- View those enrolled on the waitlist
- Email registered users to attend
- Export roster to Excel
- Download sign-in sheets

To view a roster:

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).
2. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.
3. Locate the activity you wish to view and click the **Roster Icon.**

4. The roster of an activity will show you everyone who is registered to attend an activity as well as anyone who has cancelled their registration. If you are viewing past activities it will show you who attended. Online courses will also show you who has started an activity and is currently in progress.

Sort and Filter

At the top of the roster you can search for specific names and scroll through the records. You can also filter by status such as registered, cancelled, in progress, or waitlisted.

You can increase the number of records shown by changing the **Show Records** number.

You can change the **View** dropdown menu to show those who are on the **Waiting List.**
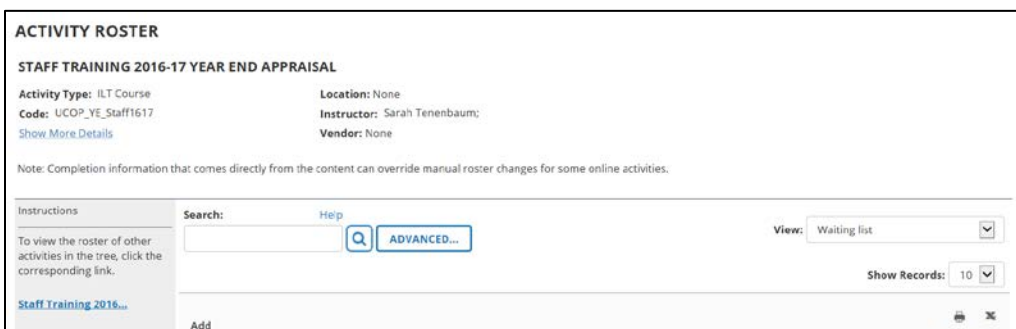
Email Participants

Participants in an in-person activity will receive automatic registration confirmation and reminder email notifications, as well as a completion notification after they have attended the activity. Those on the waitlist will be informed automatically should a seat become available. However, if you have an additional need to email participants you can do so through the roster.

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).
2. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.
3. Locate the activity you wish to view and click the **Roster Icon.**
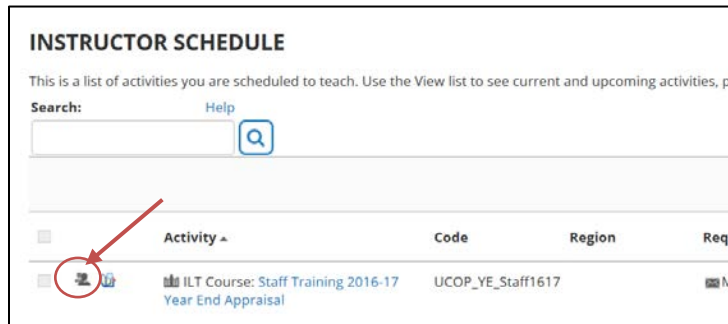
4. Select the individuals you wish to email or select the top checkbox next to Name to include all the individuals shown. If your roster includes multiple pages, you will need to either do this for each page or change the number of records shown so that all participants are shown on one page.
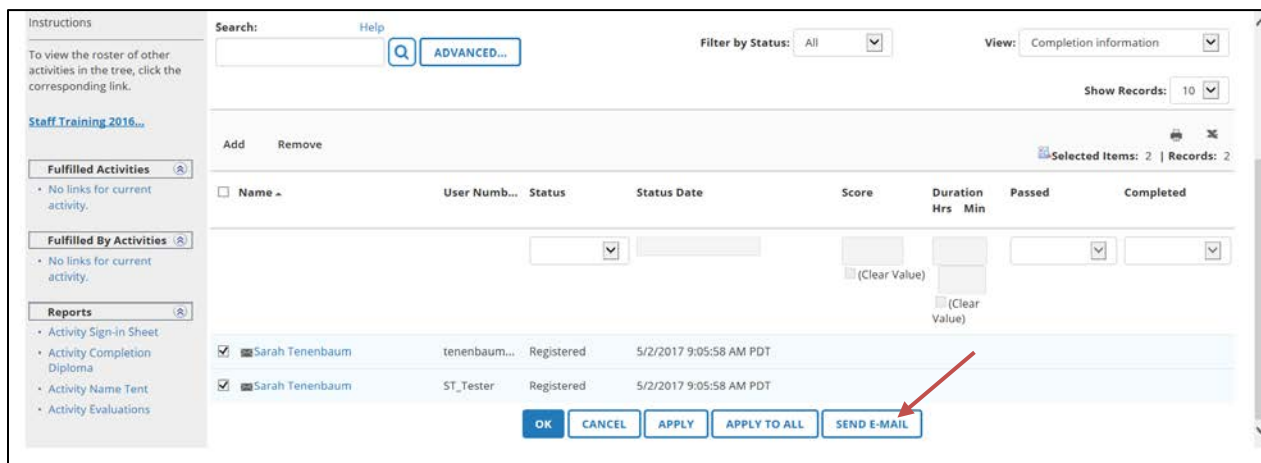
5. Once you have selected the individuals you wish to email, click **Send Email.** An Outlook message will open with the email addresses already populated for you.
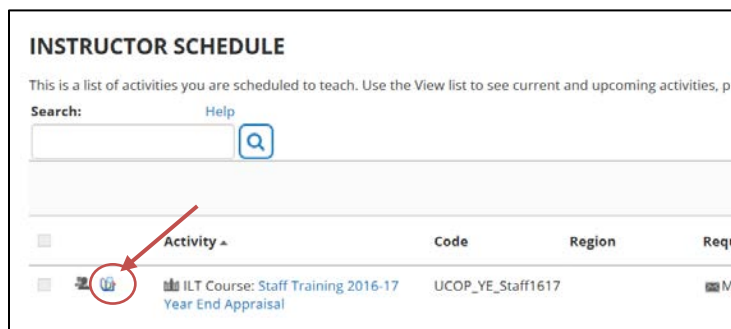
Sign-in Sheets

The UC Learning Center provides sign-in sheets that already have all the participants' information, so all the participants have to do is sign next to their name to indicate they attended the activity.

To download or print a sign-in sheet:

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule)**.**
2. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current**

Activities if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.

3. Locate the activity you wish to view and click the **Activity Roster Report Icon.**

4. You will be taken directly to the sign-in sheet for the activity, which will show only those currently registered to attend.
5. You have the option to **Export to PDF** or **Print** the sign-in sheet directly.

6. If you choose to **Export to PDF** another window will appear. You must click **File** to download the PDF, and then click **OK** to close the window. The PDF will open in another tab or window depending on your browser settings.
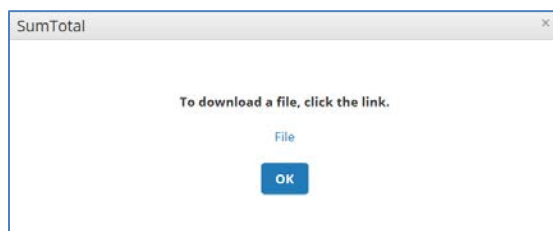
Note: If you are already on the roster page, you can view the sign-in sheet by clicking the **Activity Sign-in Sheet** on the left menu under **Reports.**
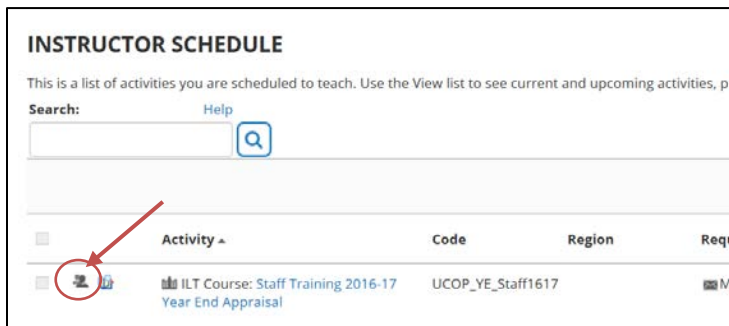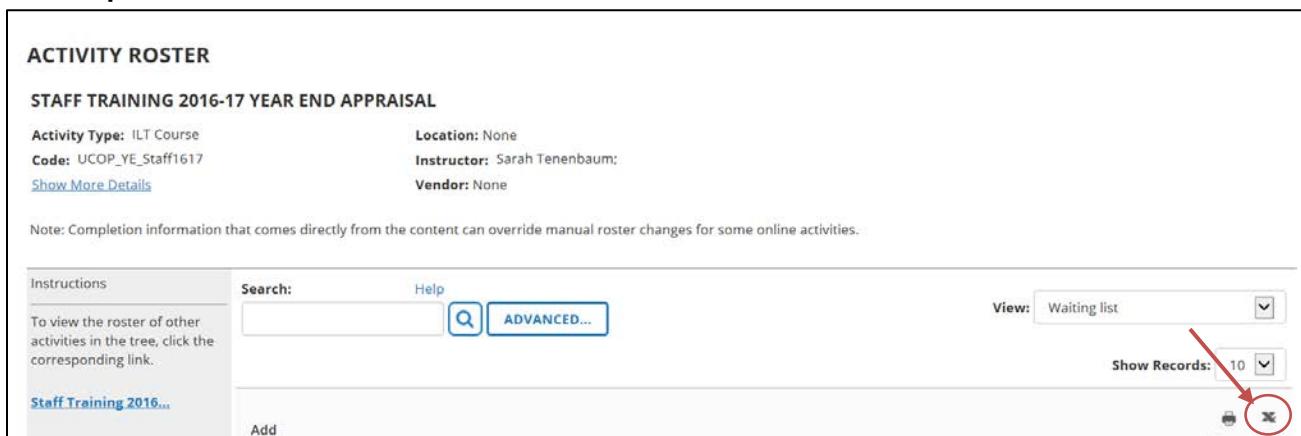
Export to Excel

To export a roster to Excel:

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule)**.**
2. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current**

Activities if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.

3. Locate the activity you wish to view and click the **Roster Icon.**

4. On the right side of the roster you will see an icon to print the entire roster and an icon to export to Excel. Click **Export to Excel.**

5. When you click the Export to Excel icon another window will appear, giving you the option to limit the information you are pulling or change to a different format other than Excel.
6. Click **Next** and another window will appear. You must click **File** to download the PDF, and then click **OK** to close the window. The PDF will open another tab or window depending on your browser settings.
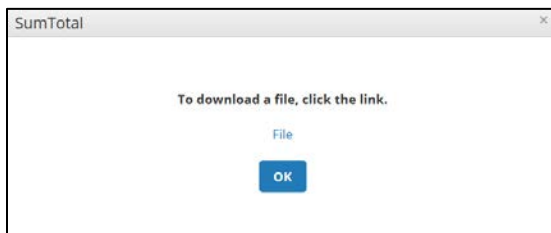
Note: If you only want those who are currently enrolled (versus those who cancelled their registration) on an ILT class roster you can select the **Registered** option on the Filter by Status drop down menu. If you don't select a filter anyone on the roster will be included in the export.