

UC LEARNING CENTER: Learner Guide

Updated: 03/2022

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

To ensure that courses load properly, your popup blocker should be disabled.

Recommended Settings for All Browsers

- Pop-Ups allowed
- Cookies enabled
- JavaScript enabled
- Java may be required for certain online courses

Supported Browsers (& Recommended Settings by Browser)

Chrome

- Under Settings > Advanced > Privacy and Security > Content Settings:
- Images: Show all images
- JavaScript: Allow all sites to run JavaScript (recommended)
- Plug-ins: Run automatically (recommended)
- Pop-ups: Allow all sites to show pop-ups
- Unsandboxed plug-in access: Ask me when a site wants to use a plug-in to access my computer (recommended)

Firefox

- Under Options > Content:
 - Uncheck Block Pop-Up windows
 - Check Accept cookies from sites
- Under the Security tab — check the Warn me when sites try to install add-ons

Safari

Firefox or Chrome are recommended instead.

Under Options > Preferences configure the following tabs:

- Web Content:
 - Check Enable plug-ins
 - Check Enable Java
 - Check Enable JavaScript
 - Uncheck Block pop-up windows
- Check: Ask before ending a non-secure from to a secure website
- Privacy:
 - Under Block cookies: select From third parties and advertisers
 - Under Limit websites access to location services: select Prompt for each Website Once

Obtaining a Logon ID

Employees (including student-employees) are automatically added to the UC Learning Center through the Payroll feed and should be able to log in within 2-3 days after their active payroll account is created. 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. Student-employees do NOT need to request an account and are granted access through their active payroll account.

Logging into the UC Learning Center

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

Navigation

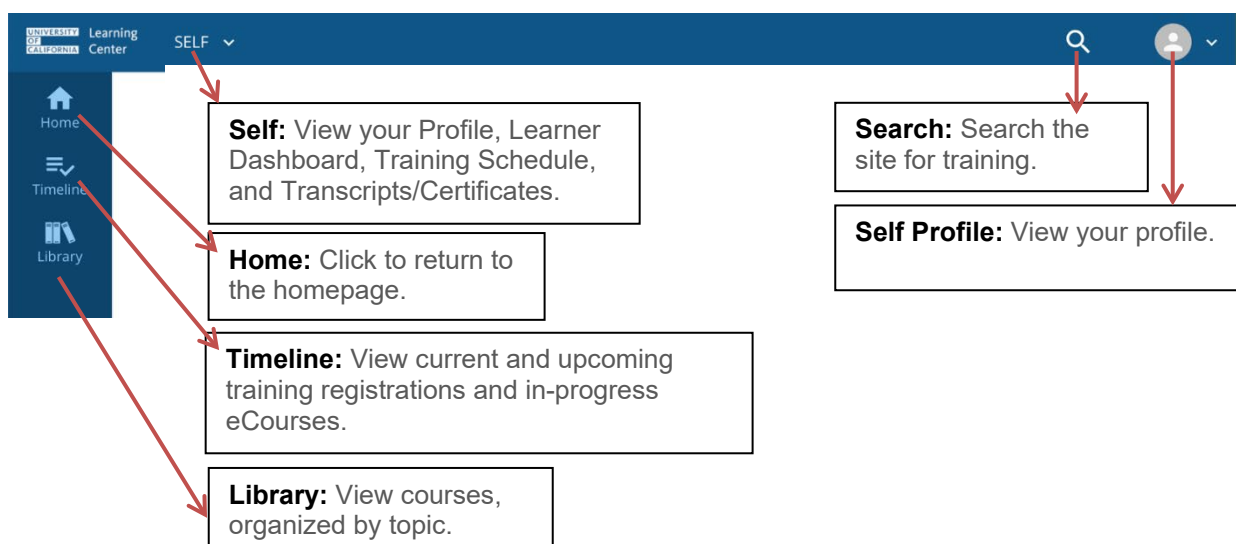
When you first login to the UC Learning Center, you will see the homepage. Here you can launch activities you are currently registered in, navigate to your training schedule or transcript, and use search features to locate activities you wish to take. These will all be reflected on your own account. 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.
- **Contact Us:** How to reach your location's LMS contact.
- **My UC Career:** An online, self-directed career development portal.

TOP MENU

The Top Menu will appear on every page.

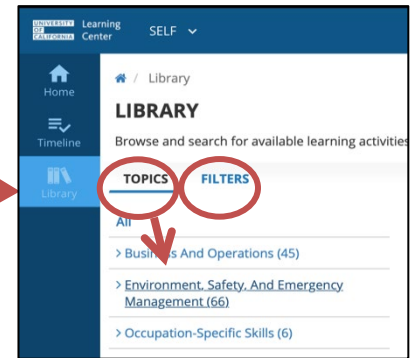


Searching for Activities

USE THE LIBRARY

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

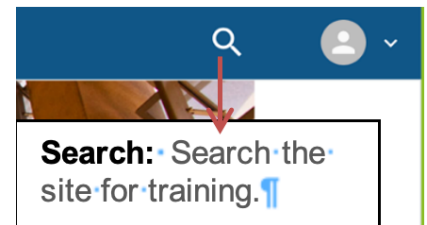
1. Click Library on the Left Menu.
2. Click Topics.
3. Click on the various categories or subcategories to see available learning activities on that subject.
4. You may also use filters to narrow your search.



USE SEARCH

If you already have a learning activity in mind that you would like to search for:

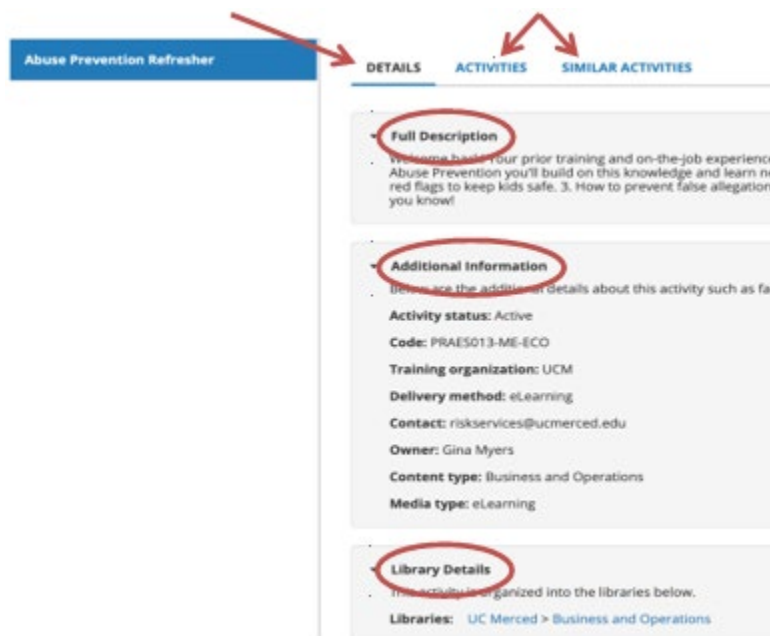
1. Click Search on the Top Menu, indicated by the magnifying glass.
2. Type in the title or keyword for the training you are looking for and click Enter.
3. If you see the activity you are looking for, click the title to navigate straight to the description and registration and/or start options.



VIEWING ACTIVITY DETAILS

You can view more information about an activity such as the description, cost, language, etc.

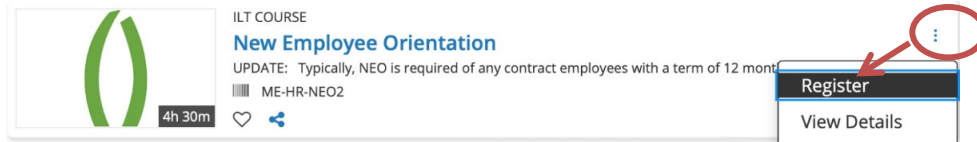
1. Use Library or Search to locate an activity.
2. Click the title of the course you wish to see more information about.
3. Details about the course will display such as Full Description, Additional Information, and Library Details.
4. Other view options are available by clicking activities or similar activities.



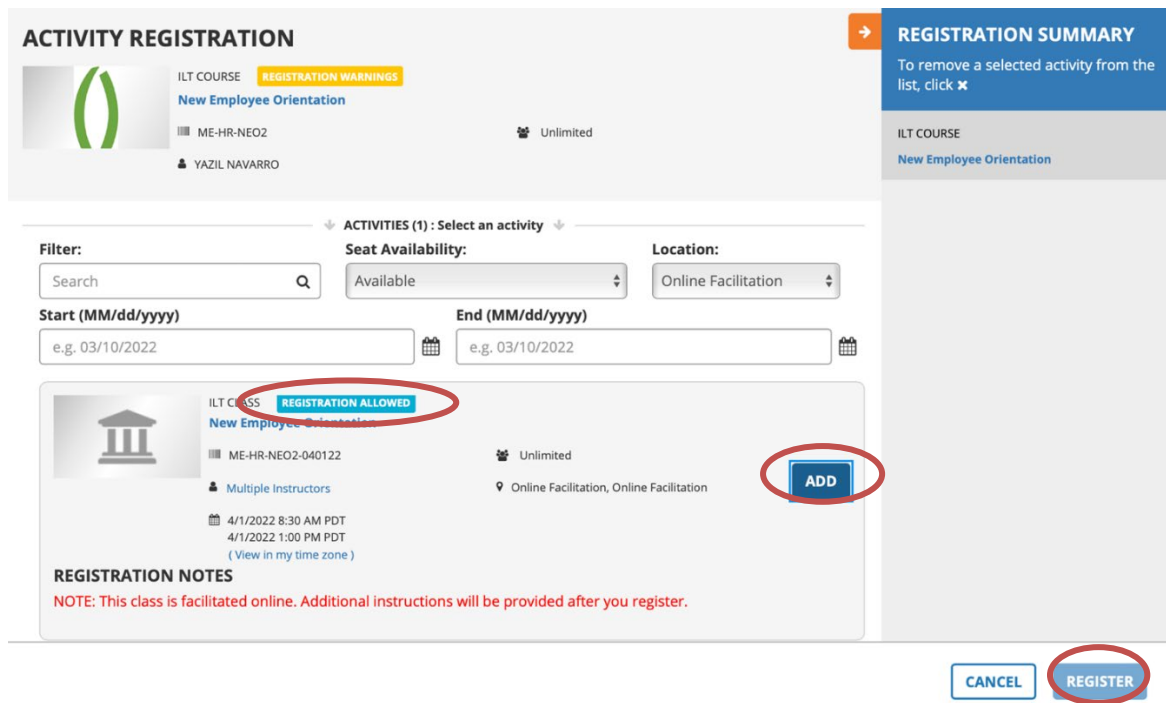
Registering for Activities

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

1. Use Library or Search to locate an activity.
2. Click Register to proceed to the next step where you'll see the available offering dates.



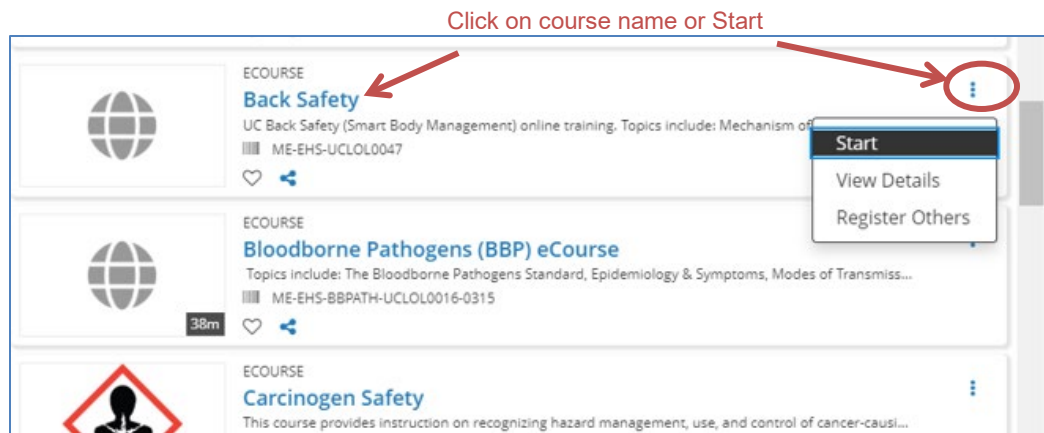
3. Review the dates and times the course is offered.
4. Select the offering of the activity you wish to attend. A blue box should appear next to the course name that says "Registration Allowed" if you are able to register for that course.
5. Click Add for the option of choice.
6. Click Register to finalize your registration.



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. You can also click on the ellipsis (far right of title) 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.

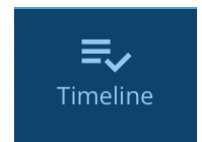
Popup blockers will affect your ability to launch online courses. Please ensure you have popup blockers disabled.

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.

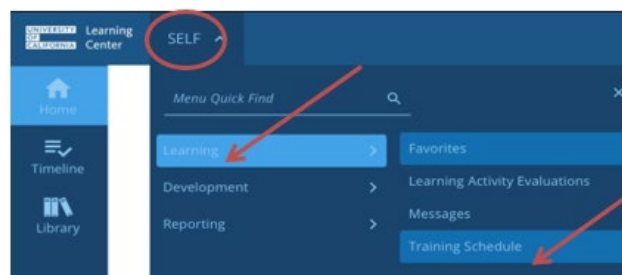
1. Click on the Timeline button on the Top Bar. This will show activities you are assigned to take and any activities you are currently in progress with.
2. Locate the activity you wish to resume and click Start.
3. When the activity launches you may be asked if you wish to resume where you left off.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

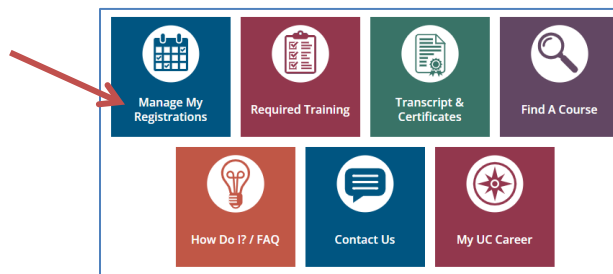
1. On the Menu, click on Self, Learning, and then Training Schedule.
2. You will see your training schedule with all current registrations.



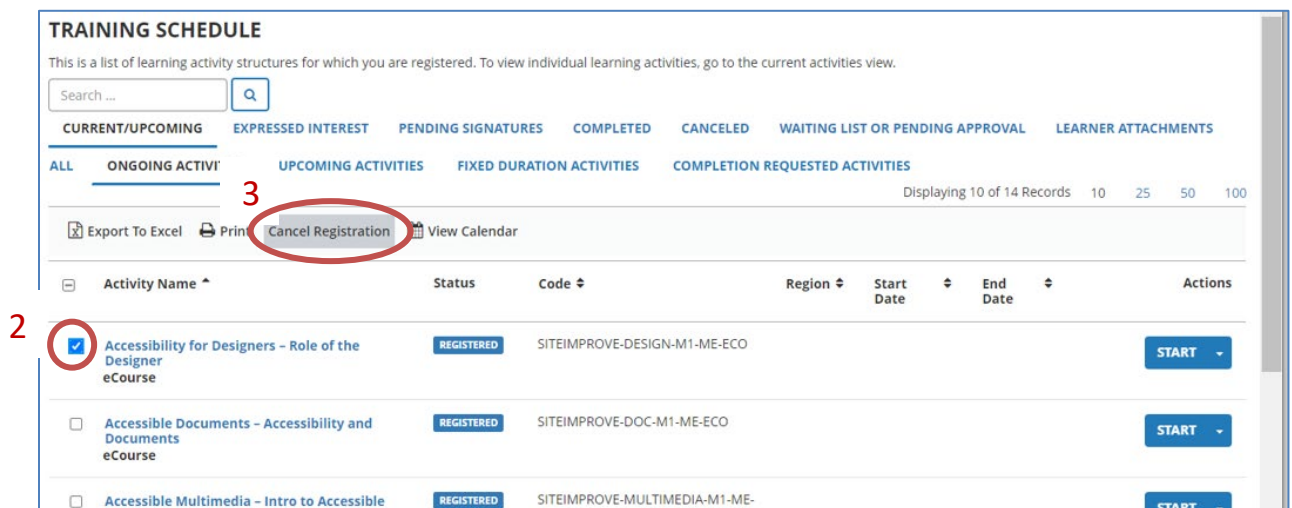
Cancel Registration

If you wish to cancel a registration:

1. View your Training Schedule by selecting Manage My Registrations.



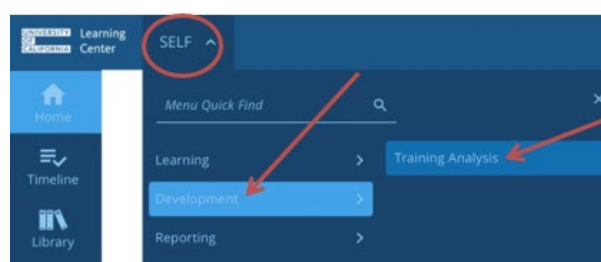
2. Select the course(s) you wish to cancel.
3. Select Cancel Registration. This will take you to a confirmation page.
4. On the confirmation page, confirm your cancellation. Your registration for the selected course(s) is now cancelled.

A screenshot of the 'TRAINING SCHEDULE' page. The page shows a list of learning activity structures. A search bar is at the top. Below it are tabs for 'CURRENT/UPCOMING', 'EXPRESSED INTEREST', 'PENDING SIGNATURES', 'COMPLETED', 'CANCELED', 'WAITING LIST OR PENDING APPROVAL', and 'LEARNER ATTACHMENTS'. Under 'CURRENT/UPCOMING', there are sub-tabs for 'ALL', 'ONGOING ACTIVITIES', 'UPCOMING ACTIVITIES', 'FIXED DURATION ACTIVITIES', and 'COMPLETION REQUESTED ACTIVITIES'. A 'Cancel Registration' button is circled in red and labeled with a red '3'. Below the buttons, there is a table with columns: Activity Name, Status, Code, Region, Start Date, End Date, and Actions. The first row is 'Accessibility for Designers - Role of the Designer eCourse', which is checked with a red circle and labeled with a red '2'. The status is 'REGISTERED' and the code is 'SITEIMPROVE-DESIGN-M1-ME-ECO'. There is a 'START' button for this row.

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:

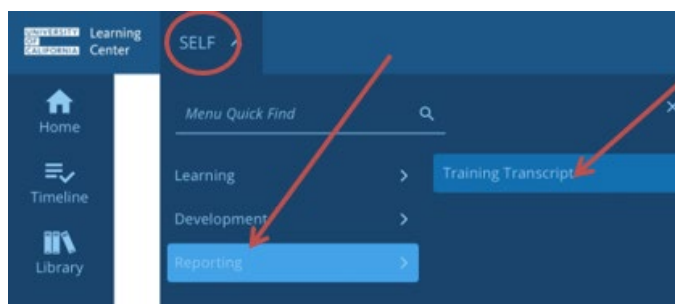
- **Acquired or Attended:** You have completed the assigned activity
- **Assigned:** You have a new assignment that has not yet reached its due date
- **Overdue:** You have passed the due date and have not yet completed the activity
- **Expired:** Your certification has expired and you must retake the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

View Training Transcript/Certificate of Completion

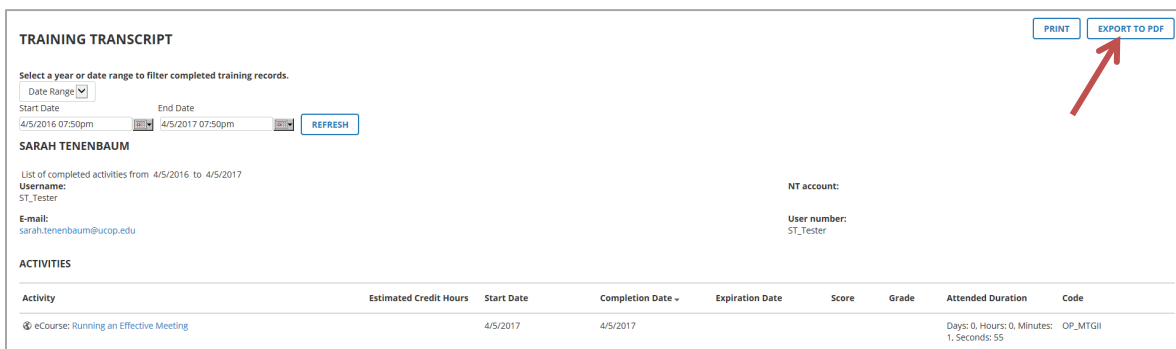
Your training transcript will include all activities you have completed in the UC Learning Center. You can also download individual training certificates. Because the UC Learning Center is a Systemwide tool, training history will follow even if you change UC locations. You can export your transcript to PDF to print or send electronically.

TO VIEW YOUR TRANSCRIPT

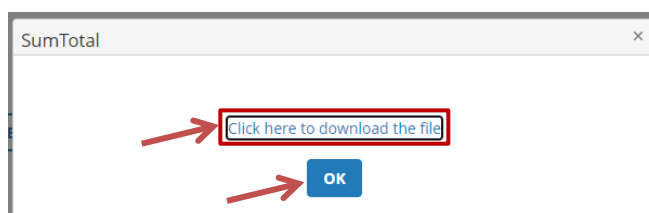
1. On the Menu, click on Self, Reporting, and then Training Transcript.



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. A popup window will appear.



4. Click directly on the link "Click here to download the file". Your transcript will download in another window or tab depending on your browser settings. After printing, click OK to close the popup window.



TO VIEW OR DOWNLOAD CERTIFICATE OF COMPLETION

1. Open your Training Transcript (see training transcript instructions).
2. Edit options as needed: Date Range, Start Date, End Date
3. Locate the training you wish to print certificate for.
4. Click the diploma icon to LEFT of the title.

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range

Start Date End Date


██████████

List of completed activities from 4/1/2018 to 8/8/2018

Username: ██████████

E-mail: ██████████

ACTIVITIES

Activity	Code	Estimated Credit Hours	Start Date
 eCourse: FERPA (Family Educational Rights and Privacy Act)	ME-REG-FERPA-0518		5/18/2018

5. Your diploma will appear in a popup window. Click Export to PDF. A popup window will appear.
6. Click directly on the link "Click here to download the file". Your transcript will download in another window or tab depending on your browser settings. After printing, click OK to close the popup window.

