UC LEARNING CENTER: Learner Guide

Introduction

The UC Learning Center 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

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Browser Capability

The UC Learning Center can be accessed from any browser. To ensure that courses load properly, your popup blocker should be disabled.
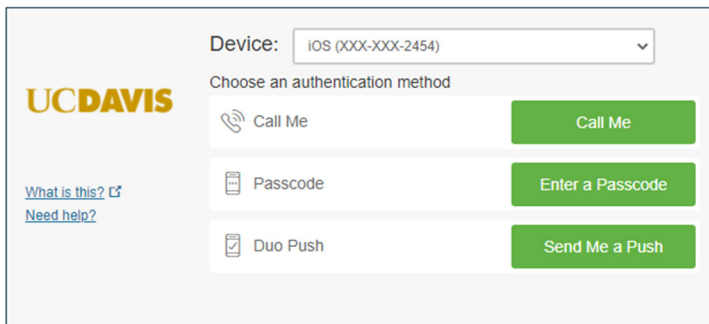
Obtaining a Logon/Username ID

Please visit computingaccounts.ucdavis.edu and select "Get your UC Davis Computing Account".

Duo Authentication

Please visit computingaccounts.ucdavis.edu and select "Duo Multifactor Authentication".

Logging into the UC Learning Center

Log in at lms.ucdavis.edu using your UC Davis Login (Kerberos ID and Passphrase).

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.

- **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 Training:** View a list of your required and recommended training where you can see details about last completed, Expiration, and your assignment status.
- **Transcript & Certificates:** View transcripts for any courses you have completed in the UC Learning Center.
- **Find a Course:** Search for a course.
- **How To:** Short YouTube [instructional videos](#)
- **Support:**
  - UC Davis Campus:
    - Contact UC Davis Staff Development and Professional Services at sdps@ucdavis.edu for assistance with the UC Learning Center.
  - UC Davis Health:
    - Please open an incident ticket through [ServiceNow](#) or call (916) 734-HELP (4357) for assistance with the UC Learning Center top menu

Top Menu

Looking from left to right, you see the logo, which is clickable and redirects to the home page when clicked. Then there you will see the **Self** menu with access to the menu of items.

There is a **Menu Quick Find Search** that allows quick access to linked pages within your user account, including assistance with navigation within the LMS. If you select Navigation and type a keyword, the search reveals directly to the "keyword" objects.

Example: First, select Navigation, next enter a term to look up (this instance we used "training") in the search field, then click enter, and you can navigate directly to any of the associated pages.
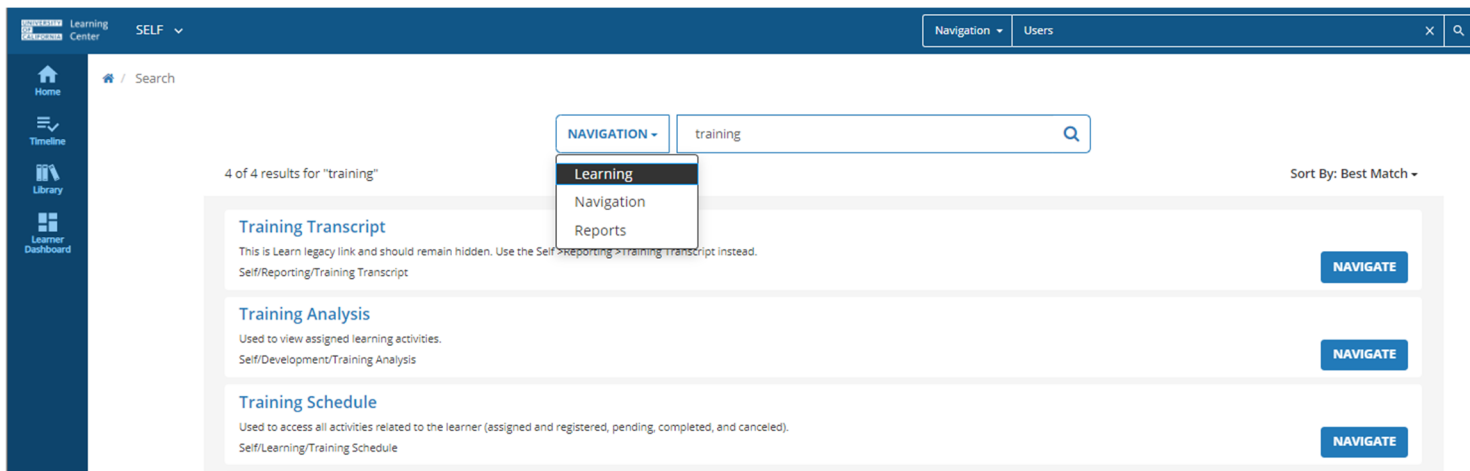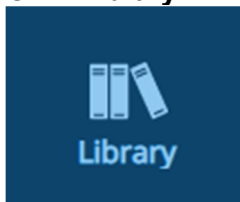
Self: View your Profile, Learner Dashboard, Training Schedule, and Transcripts/Certificates.

Home: Click to return to the homepage.

Timeline: View current, assigned, upcoming training, and in-progress eLearning courses.

Library: View courses, organized by topic.

Learner Dashboard: Displays your home dashboard where you can view tasks and training details
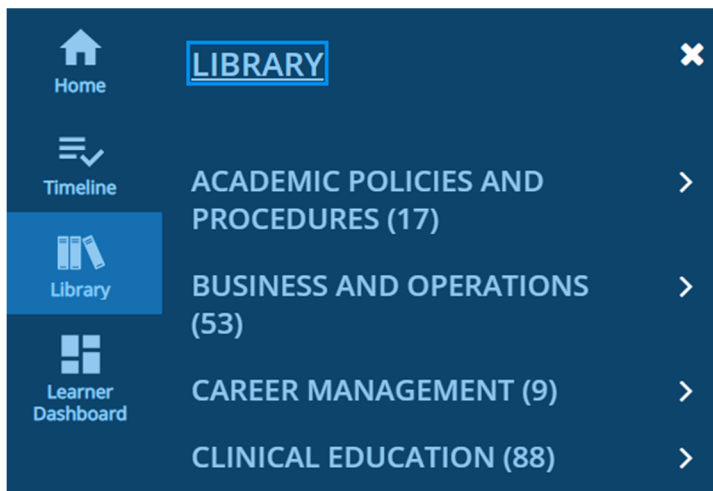
Searching for Activities

Use the Library

▼

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

1. Click **Library** on the side menu.

LIBRARY ✕

ACADEMIC POLICIES AND PROCEDURES (17)	>
BUSINESS AND OPERATIONS (53)	>
CAREER MANAGEMENT (9)	>
CLINICAL EDUCATION (88)	>

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.
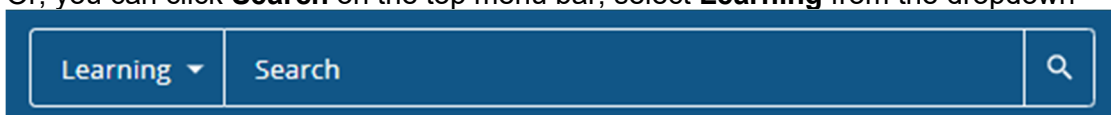
Use Search

If you already have a learning activity in mind you would like to search for, you can find the course a few ways

1. On your homepage, you can click the "Find a Course" icon

2. Or, you can click **Search** on the top menu bar, select **Learning** from the dropdown


3. Type in the title or keyword for the training you are looking for and click **Enter**. You will see suggested class titles populate below the search field.
4. If you see the activity you are looking for, click the title to navigate straight to the description and registration and/or start options**.**
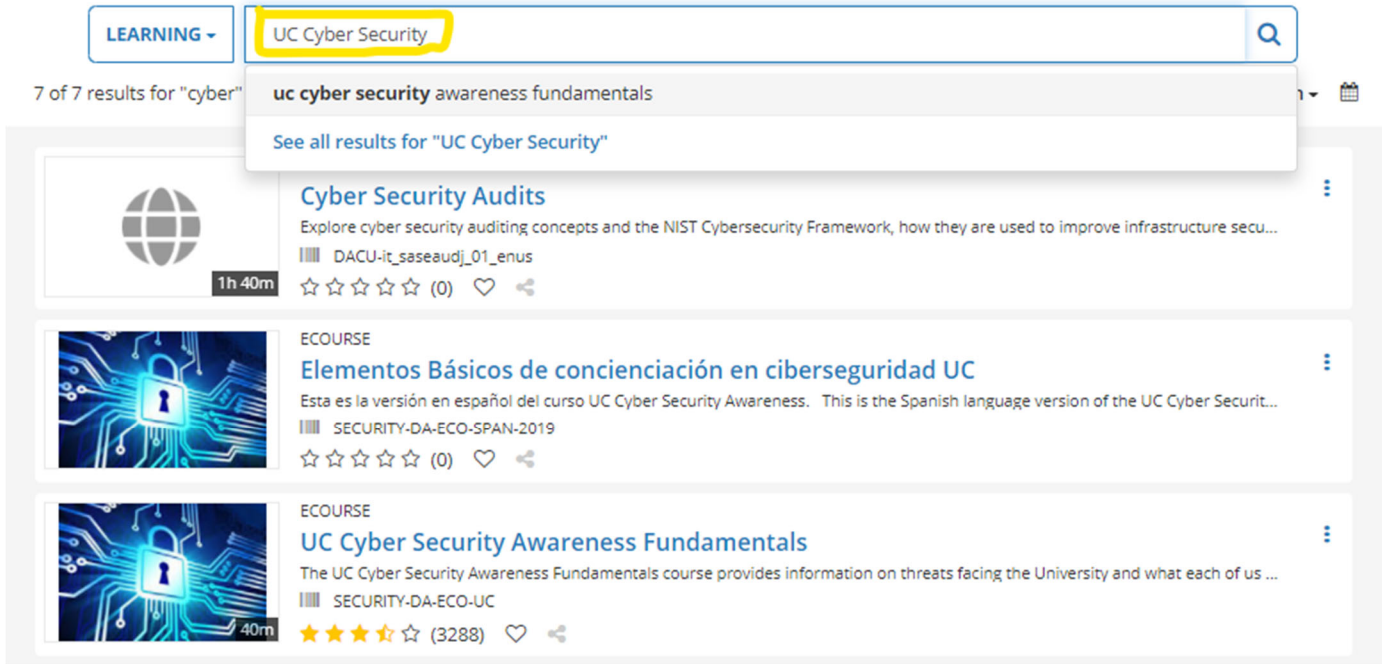
Viewing Activity Details

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 Back to Search Results 🏠 / Back to Search Results to go back to activity listings.

You can click the 3 dots for more actions (start the training or view details)
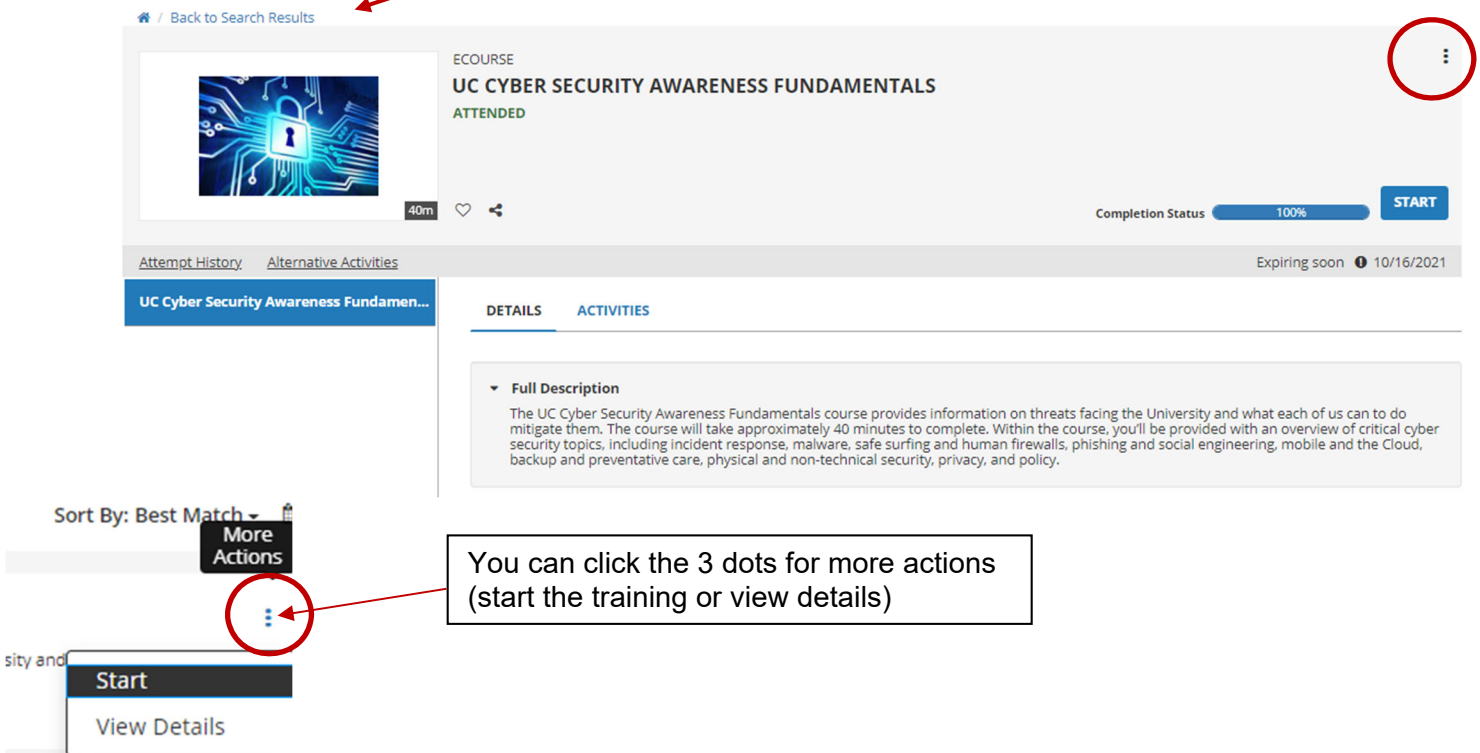
Registering for Activities

Instructor Led Training (ILT) and On-Line/Web instruction are all in person training and require registration.

1. Locate the activity you wish to register for by using the **Library** or **Search** for the course using the title or keyword.
2. Click the three dots then 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. All available sessions will be listed
4. Select the offering of the activity you wish to attend. A blue box should appear next to the course name that reads "Registration Allowed" if you are able to register for that course

5. Click **Add** and then scroll to the bottom of the page and click **REGISTER** to finalize your registration. The Learning Management System will automatically send a registration confirmation email to your UC Davis email address.

Launching an Online (eLearning) 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** 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.

Click the title or click the three dots to START

3. A new 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.

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** icon on the top bar. This will show activities you are assigned to you to take and any activities which are currently in progress.
2. Locate the activity you wish to resume and click **Start**. If you click the downward pointing arrow, you can find additional actions.
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 upcoming in-person activities you have registered to attend, as well as any online activities you are currently in progress with, you can look at your **Training Schedule**. You can reach your training schedule a few different ways.

1. From your homepage, you can click the **Manage My Registrations** tile

2. Or you can click the **Self** menu, click **Learning,** and then click **Training Schedule.**
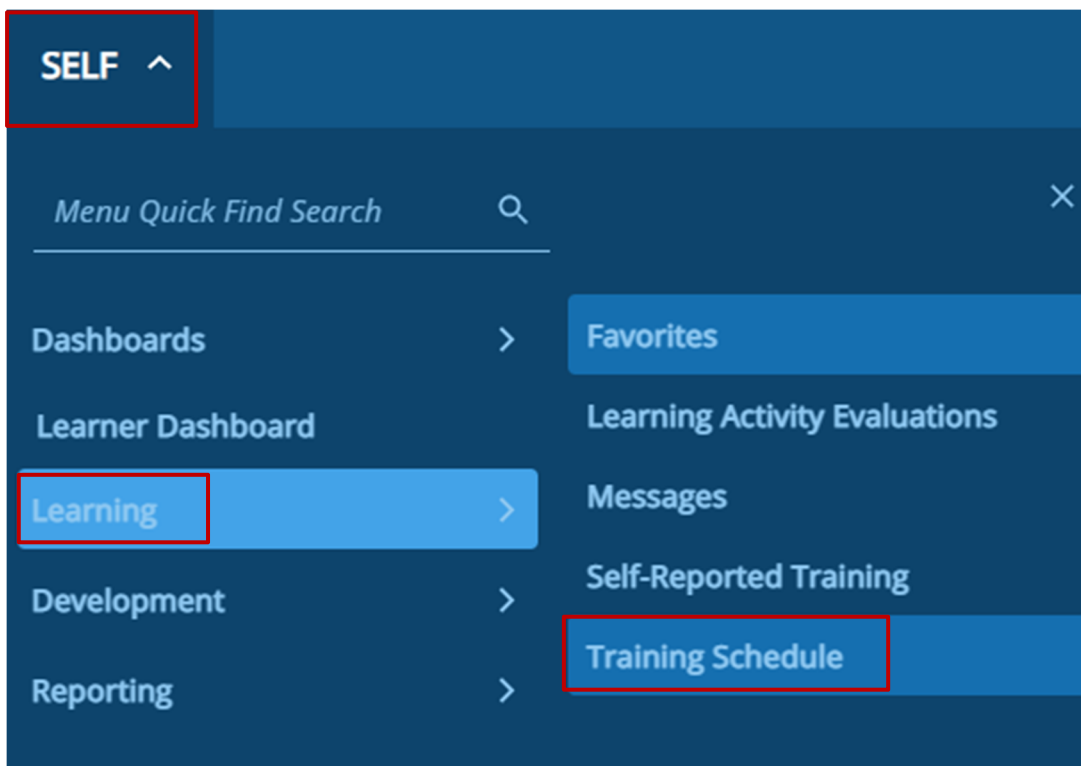
3. You will see your training schedule with all current registrations.

TRAINING SCHEDULE

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

Search ... [🔍]

CURRENT/UPCOMING   EXPRESSED INTEREST   PENDING SIGNATURES   COMPLETED   CANCELED   WAITING LIST OR PENDING APPROVAL   LEARNER ATTACHMENTS

ALL   **ONGOING ACTIVITIES**   UPCOMING ACTIVITIES   FIXED DURATION ACTIVITIES   COMPLETION REQUESTED ACTIVITIES

Displaying 8 of 8 Records   10   25   50   100

📄 Export To Excel   🖨 Print   Cancel Registration   📅 View Calendar

☐	Activity Name ▲	Status	Code ⇕	Region ⇕	Start Date ⇕	End Date ⇕	Actions
☐	**Active Shooter: Responding to a Crisis Situation** eCourse	IN PROGRESS	DAC-SS0504-SAFSVC				START ▾
☐	**CANRA: A Day at Day Camp** eCourse	IN PROGRESS	DAC-CANRA-4				START ▾

Cancel Registration

If you wish to cancel a registration:

1. View your **Training Schedule.**
2. Click the check box of the course name you wish to cancel
3. Click **Cancel Registration.** This will take you to a confirmation page.

📄 Export To Excel   🖨 Print   **Cancel Registration**   📅 View Calendar

☐	Activity Name ▲	Status	Code ⇕	Region ⇕	Start Date ⇕	End Date ⇕	Actions
☐	**Active Shooter: Responding to a Crisis Situation** eCourse	IN PROGRESS	DAC-SS0504-SAFSVC				START ▾
☑	**CANRA: A Day at Day Camp** eCourse	IN PROGRESS	DAC-CANRA-4				START ▾

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

☑ eCourse   IN PROGRESS   DAC-CANRA-4
🌐 CANRA: A Day at Day Camp

BACK   **CONFIRM CANCELLATION**

View Status of Assigned Activities

Assigned activities are activities you are required to complete by a specified due date. Note that some may requirere training 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 **Self,** click **Development,** and click **Training Analysis.**
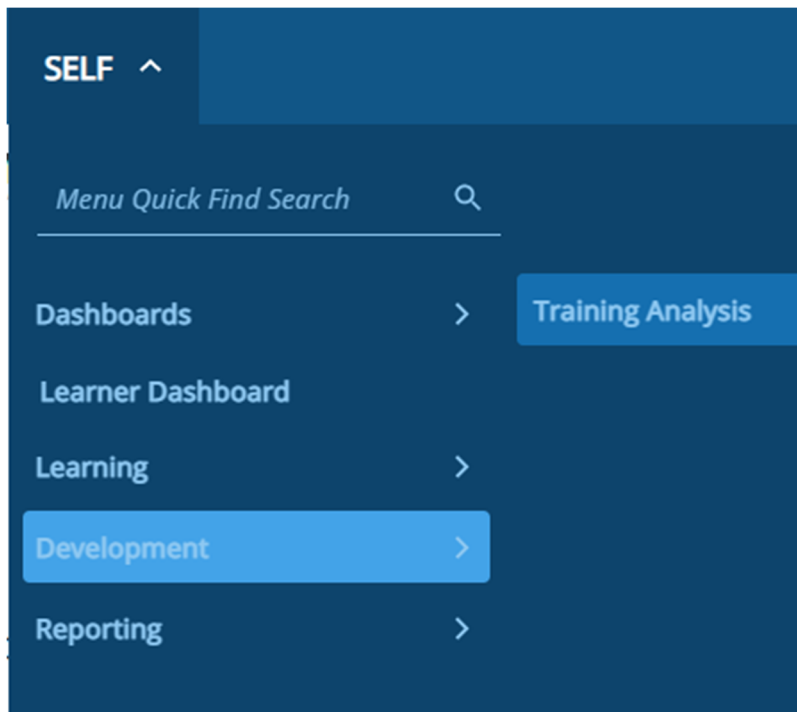
2. Review all required and recommended training, as well as your current status for those assignments. Take note of the due date to ensure you complete your required courses on time.

	Name ▲	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
START	⊕ eCourse:UC General Compliance Briefing: University of California Ethical Values and Conduct *Certification*	ETHICS-DA-ECO-UC		4/3/2018	1/29/2023	1/29/2021	1/29/2023	Required	Acquired
START	⊕ eCourse:UC Managing Implicit Bias Series: Common Forms of Bias	DAC-CM0604-DA-IMPBIAS4-17-ECO-PMC		3/18/2020	4/3/2020	11/21/2018		Required	Attended

Explanation of Assignment Status:

- **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, as well as any training you have self-reported. 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. Note: any self-reported training will be listed at the bottom of the transcript
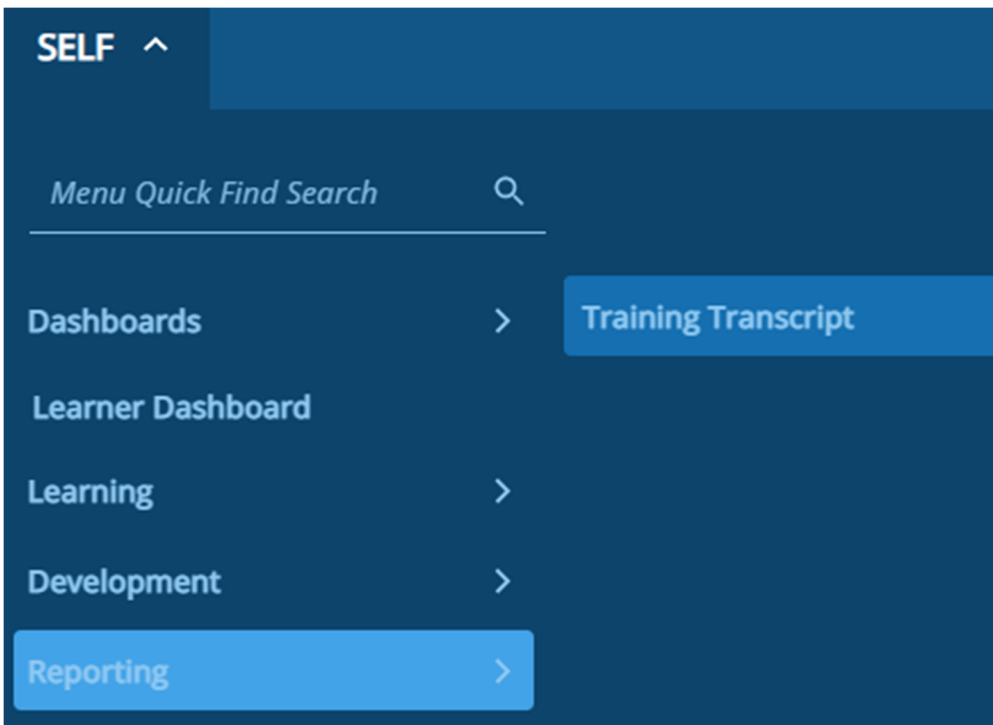
To view your transcript:

1. On your homepage, you may click the **Transcript & Certificates** icon

Or

2. Click **Self**, click **Reporting,** then click **Training Transcript.**

Note the default range only shows the last year of history. Click the **dropdown arrow** to expand

the date range. Review your full training transcript, sort your training by date, or select to filter training by a range of dates or year.

Select a year or date

Date Range ⌄
All
2021
2020
2019
2018
2017
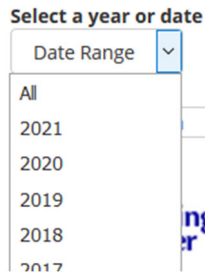
3. In the top right corner, click **Export to PDF** and another window will appear.

PRINT   EXPORT TO PDF

TRAINING TRANSCRIPT

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

Date Range ⌄

Start Date
3/23/2020 08:26am

End Date
3/23/2021 08:26am   REFRESH

UC Learning Center

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

SumTotal   ×
Click here to download the file
OK
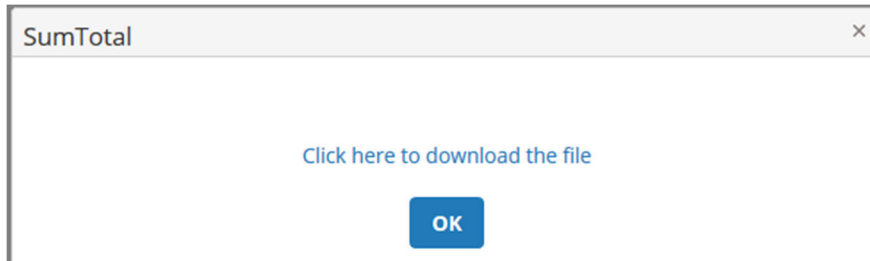
## To View or Download a Certificate of Completion:

1. Open your **Training Transcript** (See Above).
2. Click the diploma icon in front of the course name for the individual certificate you would like to view/print.

ACTIVITIES

	Activity	Code
📑	⊛ UC Managing Implicit Bias Series: Managing Implicit Bias in the Hiring Process	DAC-CM0606-DA-IMPBIAS6-ECO-DAAS-PMC
📑	⊛ UC General Compliance Briefing: University of California Ethical Values and Conduct	ETHICS-DA-ECO-UC

3. Your diploma will appear in a popup window. Click **Export to PDF** and another window will appear.
4. Click **File.** Your transcript will download in another window or tab

depending on your browser settings. Click **OK** to close the window.
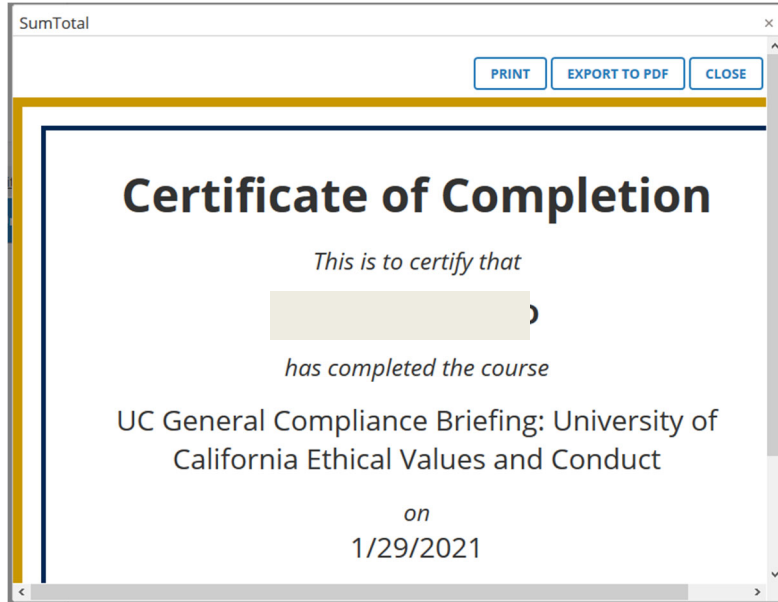
Add Self-Reported Training

You can add records of training you took outside the UC Learning Center by using the Self-Reported training tool. To add new self-reported training:

1. Click **Self**, click **Learning,** then click **Self-Reported Training.**
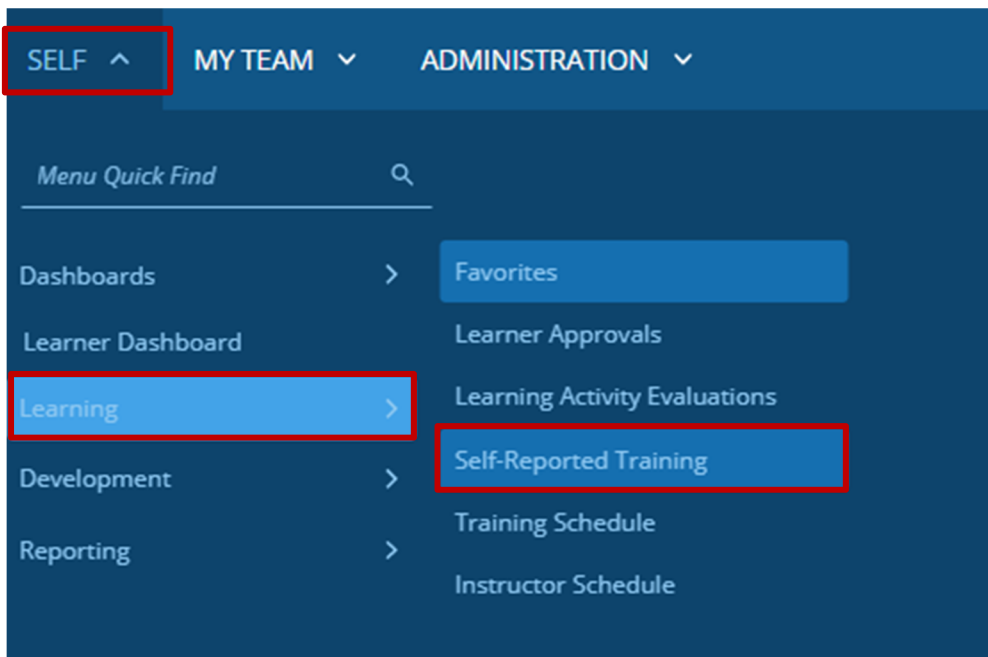
3. You will be taken to the self-reported training page. Here you can see past self-reported training you may have previously added. To add new training, click **New**.

4   Add training details to the **Self-Reported Training Properties** "form".

5. Click **OK** when you have entered all the information. Unless you selected to not have the training show on your transcript, you should now see the information on your transcript.

Self-Reported Training Properties:
- The activity **Name.**
- A unique **Activity Code** of your choosing. This is optional and can be the code used by another vendor if applicable.
- The **Description** of the activity as it was advertised.
- The **Activity Type.** Please select **Self-Reported Training.**
- Select a **Media Type** if this was taken as an eLearning/virtual training, training video, reading of a

document manual, or some form of audio/broadcast. If this was in-person you do not need to select a media type.

- **Delivery Method** is where you may select the type of training this was-classroom, eLearning, video, on-the-job (OJT), etc.
- **Content Type** offers categories of training this training may fall under, such as: Environmental Health and Safety, Health Care Education, Technology, etc.
- **Cost** if the training had a fee (numeric characters only). **Currency**, as well.
- The **Start Date** and time and the **End Date** and time, which are important to include.
- The **Score if** one was given.
- You can select **Duration** (days, hours, minutes, or seconds) that the training took place.
- If **Credit Hours** were given you can include them.
- You can list the **Activity Organizer**, the name of the individual or organization that coordinated the activity.
- If you know the **Name of the Presenter,** you can include it.
- You can select to **hide the training from managers** or to **not show the training on your transcript.**
- **Note: Any Self-Reported training added will appear at the bottom of the training transcript in a separate section.**

Contacts

UC Davis Campus:

- **Learning and Development**
  sdps@ucdavis.edu
  530-752-1766

UC Davis Health:

- **Learning and Development**
  HS-T-D@ucdavis.edu
  916-734-2676

- **Center for Professional Practice of Nursing**
  hs-cppn@ucdavis.edu
  916-734-9790

- **Information Technology Education**
  hs-itedu@ucdavis.edu

- **Help Desk**
  916-734-HELP (4357)