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 ID
Please visit computingaccounts.ucdavis.edu and select “Get your UC Davis Computing Account”.

Logging into the UC Learning Center
Log in at lms.ucdavis.edu using your UC Davis Login (Kerberos).

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.
- **My Learner Dashboard**: Access your required training and recently launched training
- **Transcript & Certificates**: View transcripts for any courses you have completed in the UC Learning Center, as well as any training you have self-reported [delete self-reported training
- **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:
    - If you have any issues or problems with UC Learning Center, please submit a Support Request through Employee Self Service or call (916) 734-HELP (4357).
**Top Menu**
The Top Menu will appear on every page. Hover over each icon to see where they will take you.

- **Library**: View courses, organized by topic.
- **Search**: Search the site for training.
- **Self**: View your Profile, Learner Dashboard, Training Schedule, and Transcripts/Certificates.
- **My Team**: View your team’s reports*
- **Home**: Click to return to the homepage.
- **Timeline**: View current and upcoming training registrations and in-progress eCourses.
- **Help**: Go to SumTotal’s help website.

* 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.

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![Search Example](image)
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.
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 Submit 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** 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.

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.
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, 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.

**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.

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.

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. On the Menu, click on Self, Learning, and then Self-Reported Training.
2. You will be taken to the self-reported training page. Here you will see past self-reported training you may have previously added. To add new training, click New.

3. Add training details to the self-reported training form.

4. 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.
Contacts

UC Davis Campus:

- Staff Development and Professional Services
  sdps@ucdavis.edu
  530-752-1766

UC Davis Health:

- Human Resources Training & 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)