

UC Learning Center

University of California Health Sciences

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Last updated 6/30/10

Introduction to the UC Learning Center

The UC Learning Center is a learning management system (LMS) deployed across the University of California for systemwide employee training and development.

With the UC Learning Center, UCSD staff and faculty can:

- Browse or search the training catalog
- Enroll in or cancel courses
- Receive email notifications about courses
- Launch online courses
- View and print training records

System Requirements

Browser Requirements

UCSD users can access the UC Learning Center with any of these browsers:

- Internet Explorer 6.0 or 7.0
- Firefox 2.0 or 3.0
- Safari 3.1.2

Other browsers may also be used, but are not officially supported. It is recommended that only supported browsers be used for eCourses to ensure proper tracking of completions.

Plug-ins

Some eLearning modules may require browser plug-ins, such as Flash Player (http://www.adobe.com/go/EN_US-H-GET-FLASH) or Acrobat Reader (http://www.adobe.com/go/EN_US-H-GET-READER). Contact the training provider associated with the specific course if you have questions about any plug-in requirements.

Pop-up Blockers

Pop-up blockers **must be disabled** to access the UC Learning Center. For a list of common pop-up blockers and how to disable them, please contact your IT staff, or go to:

Pop-up Blocker Help

(<http://www.lbl.gov/ehs/training/webcourses/globalAssets/CourseRequirements/disablePopups/disablepopups.html>).

Logging On to the UC Learning Center

Before you log in:

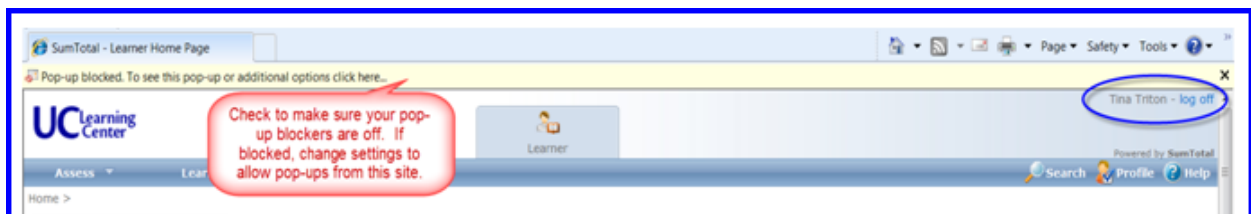
- Verify that your computer meets the System Requirements.
- Make sure you have an active UCSD Logon ID (either single sign-on account or active directory).

UCSD Logon ID Help	
❖	Your active directory account is the username and password that you use to sign in to Outlook. All UCSD employees are assigned an active directory account upon hire. If you do not know your account information, contact: <ul style="list-style-type: none">○ For Medical Center Employees - Information Services Help Desk at 619-543-7474.○ For School of Medicine Employees – SOMIT at 858-534-4089. School of Medicine employees may also reset their password at password.ucsd.edu
❖	Your single sign-on account is the username and password that you use to sign in to BLINK and view your paystubs or leave balances. If you do not know your account information: <ul style="list-style-type: none">○ To register for an account for the first time, go to http://blink.ucsd.edu/technology/security/SSO/register.html○ To reset your password if you have registered previously but forgotten your password, go to http://blink.ucsd.edu/technology/security/SSO/reset.html
❖	Please note: Training staff and instructors are not able to assist you with UCSD Logon ID issues.

To access the UC Learning Center:

1. Go to: mycourses.ucsd.edu
2. On the UCSD Logon screen, enter your **UCSD Logon ID** and **Password** and then click Sign In.
3. Depending upon your browser settings, you may see one or more security alerts. Click Yes to continue.

You will then be logged into the UC Learning Center home page and your name will display near the upper-right corner of the screen.



Logging Off

IMPORTANT: For security reasons, when you have finished using the UC Learning Center, be sure to click the log off link in the upper-right hand corner. Then close your browser (all windows) completely before leaving the computer.

If you are working on a shared computer and skip this step, other users may be able to access your account on the UC Learning Center as well as other applications which use the UCSD Logon ID.

Updating Your Personal Information

Contact Information

The UC Learning Center pulls your contact information, including email address and phone number, from the UCSD Campus Directory database. This information cannot be changed in the UC Learning Center.

If your contact information is inaccurate or out-of-date, please contact the person in your department responsible for updating the directory and ask them to correct your information.

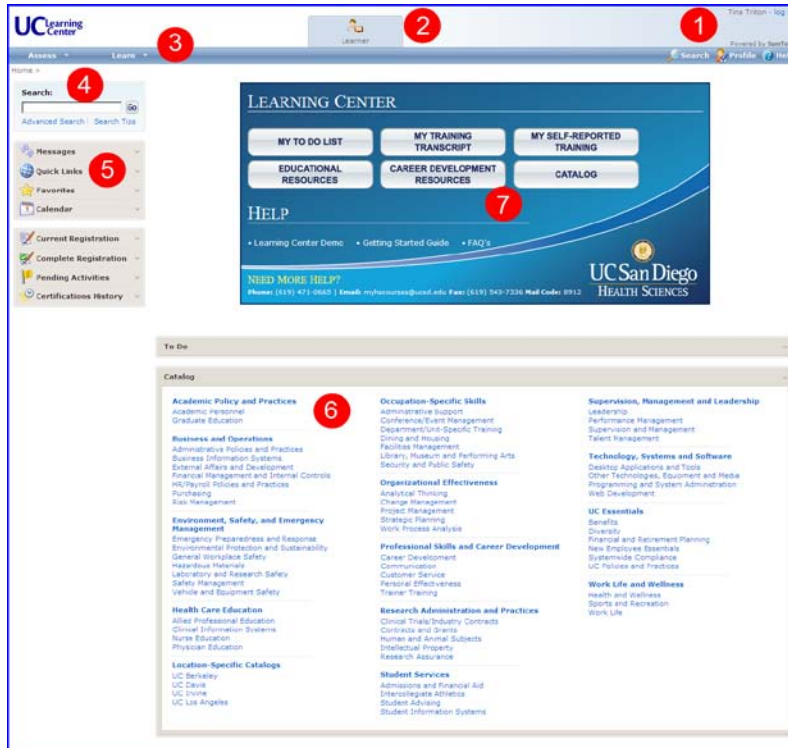
Employment Data

The UC Learning Center pulls your job code, home department, start date, and other employment data from the Employee Database (EDB) module within the Personnel/Payroll System (PPS).

Employment data cannot be changed via the UC Learning Center. Departmental HR representatives must update records in EDB. Updates made to EDB will take up to 48 hours to appear in the UC Learning Center.

The UC Learning Center Home Page

The UC Learning Center home page may vary slightly depending upon your department and your level of access, but all users will see these important features:



1. **User name & log off link:** Your name displays here when you are logged in. Remember to log off when you are done using the UC Learning Center and completely close your browser.

2. **Tabs:** Most users will only have a Learner tab. Users can always click the Learner tab to return to the home page. Training staff and designated managers may have access to additional tabs.

3. **Menus:** Use these menus to access training information such as your schedule, training transcript, evaluations, and required training (e.g., Ethics).

4. **Search box:** Enter search terms here to search the catalog.

5. **Shortcut boxes:** Use these short cut boxes to go to frequently used features.

6. **Catalog:** Browse the catalog categories to find courses.

7. **Learning Center Tabs:** Users can get more help here or click on short cut tabs to find your way to the to do list, training transcript, self-reported training, resources, and catalog.

Completing Required Curriculums

Users may be assigned curriculums to complete upon hire and throughout their employment at UCSD. To complete an assigned curriculum:

1. Go to your home page in learner mode. About halfway down the center of the page, you will see the assigned curriculum, the assignment type, its due date and status. Click the 'Register' button.

UC Learning Center

Click here to return to home

Access Learn

Search Profile Help

Powered by SumTotal

LEARNING CENTER

MY TO DO LIST MY TRAINING TRANSCRIPT MY SELF-REPORTED TRAINING

EDUCATIONAL RESOURCES CAREER DEVELOPMENT RESOURCES CATALOG

HELP

Learning Center Demo Getting Started Guide FAQ's

NEED MORE HELP?

Phone: (619) 471-0665 | Email: mhcourses@ucsd.edu | Fax: (619) 543-7336 Mail Code: 6912

UC San Diego HEALTH SCIENCES

To Do

Training Activities

Activities related to your training

Activity Name	Action	Assignment Type	Start Date	Due Date	Status
ART Advanced Resuscitat...	Start				In progress
BART Inpatient	Start				Registered
Blood/Blood Products: A...	Start				In progress
CareFusion IV Pump • Ha...	Start				Registered
Lawson Training for Man...	Start				Registered
Research Participant Re...	Start				In progress
Spiritual Care	Start				In progress
The Caring Connection C...	Register	Required		7/1/2010	Assigned

The Caring Connection Curriculum

Type: Curriculum

(1-8) of 8 records

View Details Other Actions

2. If a course is required for the curriculum completion it will automatically be checked for you. In some curriculums the learner may have the option to select optional courses. In this curriculum example, all the courses are required. Press the 'Submit' button.

To register, select your options. When you are done, click Submit or if payment is r

Submit

Curriculum: The Caring Connection Curriculum

eCourse: Caring Connection: Introduction*

eCourse: Caring Connection: Chapter 1 The Personal Touch*

eCourse: Caring Connection: Chapter 2 Green Thumb?*

eCourse: Caring Connection Chapter 5 Home Alone*

eCourse: Caring Connection Chapter 6 Just Called to Say*

eCourse: Caring Connection Closing*

3. Press the 'Start' button in the action column to start each course.

4. As each course is completed, the following screen will display confirming your status and score. You do not need to print each course completion but may be asked to print a diploma for the curriculum completion (described in Steps 8-9 below).

Name	Topic Status	Score %
Caring Connection Module 2	Completed	100%

OK

5. After you push 'OK', the training schedule screen appears next. To return to the remaining courses in the curriculum, click the underlined curriculum name on this screen.

Training Schedule

This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: [Help](#) View: Current registrations

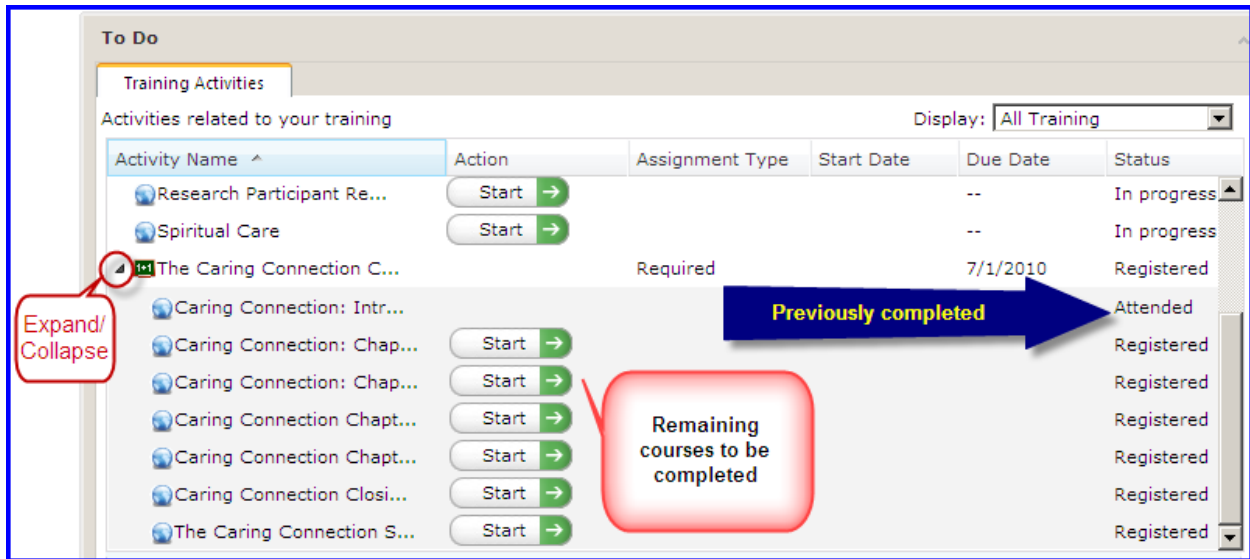
	Start	Name	Region	Start Date	End Date	Status
<input type="checkbox"/>	Start	eCourse: ART Advanced Resuscitation Training Exam				In progress
<input type="checkbox"/>	Start	eCourse: Research Participant Registration, Admission and Bulk Account Process				In progress
<input type="checkbox"/>	Start	eCourse: Spiritual Care				In progress
<input type="checkbox"/>		Curriculum: The Caring Connection Curriculum				Registered

Click Hyperlink to continue Curriculum

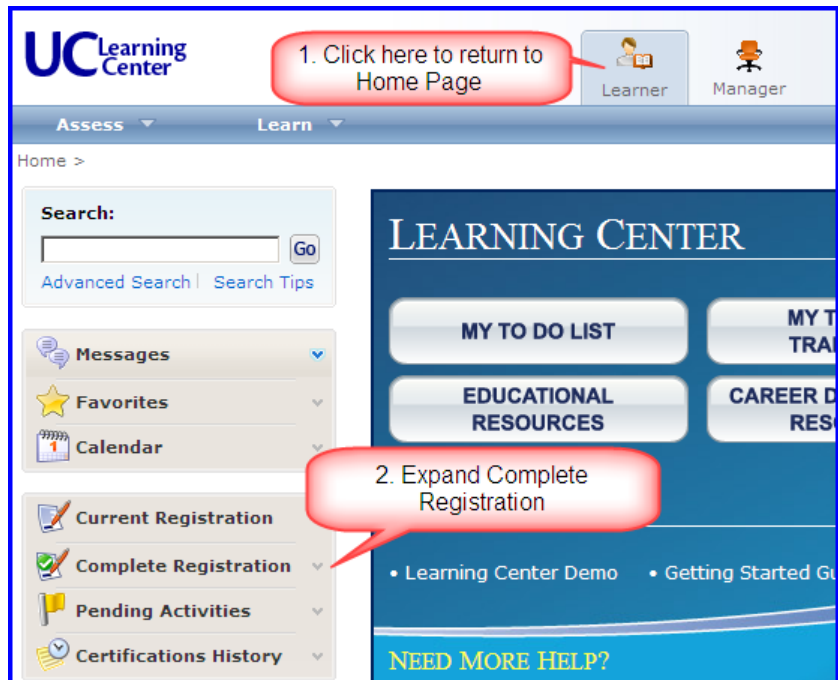
6. Push 'Start' to continue with the next course and repeat until all the courses are completed. You do not have to finish everything in one sitting, it is OK to logout and finish at a later time – see next step.

	Curriculum: The Caring Connection Curriculum				Summary
	eCourse: Caring Connection: Introduction	Attended			Summary Attempt History
	eCourse: Caring Connection: Chapter 1 The Personal Touch	Attended			Summary Attempt History
	eCourse: Caring Connection: Chapter 2 Green Thumb?	Attended			Summary Attempt History
Start	eCourse: Caring Connection Chapter 5 Home Alone	Registered			Summary
Start	eCourse: Caring Connection Chapter 6 Just Called to Say	Registered			Summary
Start	eCourse: Caring Connection Closing	Registered			Summary
Start	eCourse: The Caring Connection Series	Registered			Summary


7. To return to a partially completed curriculum, go to your To Do list located halfway down the home page. Use the small arrows to the left of the parent activity to expand or collapse the children activities. Continue as described in Steps 4-6 above.



8. To Print a Diploma for the completed Curriculum: After you have completed all the courses in a curriculum, return to the Home Page by clicking on the 'Learner' icon on the top of the page and Expand the 'Complete Registration' from the left side bar. Find the name of the curriculum and click on the hyperlink.



9. There will be a small diploma icon to the left of the Curriculum. Click on this icon to print your diploma. You do not have to print each diploma for each course within the curriculum.

Start	Name	Status	Date and Time	More Information
	Curriculum: The Caring Connection Curriculum			Summary Attempt History

Print **Print** **Close**

Diploma

This is to certify that

Tina Triton

has successfully completed

The Caring Connection Curriculum

on 6/30/2010

University of California San Diego
Health System

Finding Training Courses

Browsing the Catalog

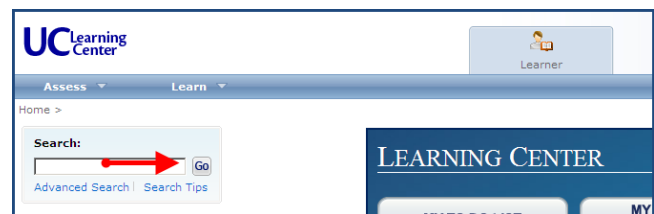
Most courses offered through the UC Learning Center are published in the catalog which is available on the home page. Courses are organized into categories and can be cross-listed in multiple categories.

To browse for courses, click on the catalog category. A list of courses associated with the category will be displayed.

Some courses may only be visible to users with specific job codes, home departments, start dates, or other criteria. If you cannot find a course by browsing, please try a catalog search.

Searching the Catalog

To search the catalog, enter search terms in the Search box on the top left panel and click Go.



The search terms will apply to the course Name, Code, and description.

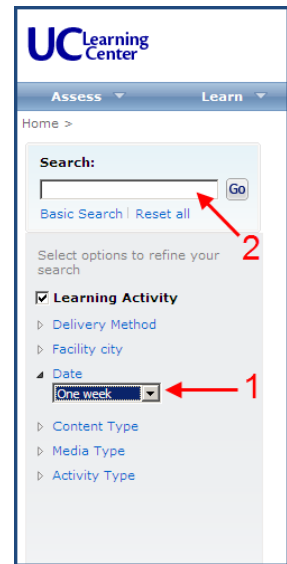
The following search rules apply:

- Searches are not case sensitive.
- Search results will show the exact matches for the word or words you entered in search box.
- Search results do not return results based on variations or different spellings of search terms.
- If there is a space between words in the search box, the results will include all records that contain both search words.
- You can use an asterisk (*) as a wildcard character. This is helpful if you don't know the exact title of a course.
- For example: Super* would return search results including both "Supervision" and "Supervisory."
- Boolean searches (using AND, OR, and NOT) are not available. These words are ignored in the search results.

Using Advanced Search

Advanced Search enables you to search for training within the next week, month, or designated date range.

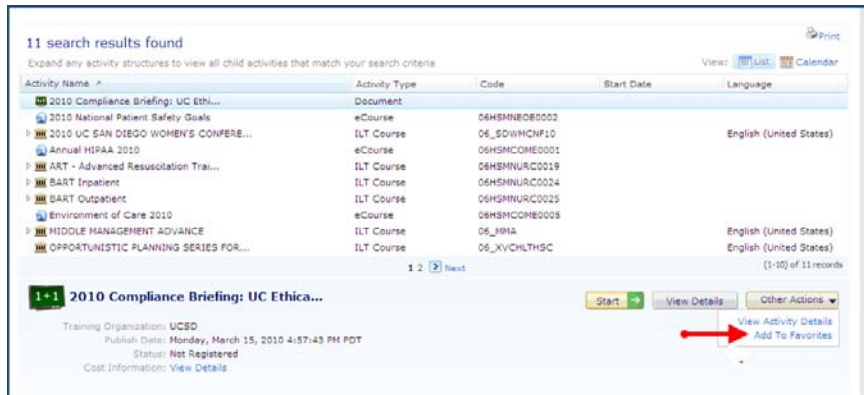
1. Select the date option(s).
2. Enter search terms in the Search box on the top left panel and click Go.



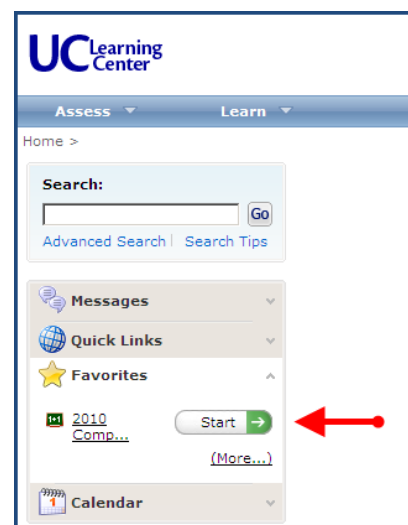
Saving a Favorite

Saving a course as a “favorite” helps you keep track of courses you are interested in taking later. To save a course as a favorite:

1. On the search results page, select Add To Favorites from the Other Actions menu in the bottom panel of the page.



2. Access a saved favorite by clicking a title in the shortcut box on the left side of the home page.



Registering for a Course

1. After finding a course in the catalog, click Register.

5 search results found

Expand any activity structures to view all child activities that match your search criteria

View: [List](#) [Calendar](#)

Activity Name	Activity Type	Code	Start Date	Language
ART - Advanced Resuscitation Training	ILT Course	06HSMNURC0019		
CAREER CONNECTION: NETWORKING TIPS	ILT Course	06_NTIPS		English (United States)
INTERMEDIATE MICROSOFT WORD 2007	ILT Course	06_WORD207		English (United States)
INTRODUCTION TO MICROSOFT POWERPOINT	ILT Course	06_POWER107		English (United States)
INTRODUCTION TO PHOTOSHOP CS3	ILT Course	06_PHOTOBGCS3		English (United States)

(1-5) of 5 records

ART - Advanced Resuscitation Training [Register](#) [View Details](#) [Other Actions](#)

The next page displays the course date(s). All sessions that are required will be pre-selected; otherwise you may have the option to select sessions.

If the course has a fee, you will see it displayed as the “List Price.”

2. Pick a date and time and Click Submit.

ART - Advanced Resuscitation Training

- Job title and work units formerly required to maintain ACLS/BLS certification.
- ART certification required upon expiration of current ART or ACLS card after 01/01/2010.

Recertification of RNs in the following areas:

- Cath Lab
- Peri-Operative
- Special Procedural Areas

Recertification of MDs in the following areas:

- Anesthesiology
- Cardiology
- Critical Care
- Hematology/Oncology
- Emergency Medicine
- Internal Medicine
- Nephrology
- Surgery

[Cancel](#)

To register, select your options. When you are done, click Submit or if payment is required, click Purchase.

[Submit](#)

Activity Name	Locations, Facilities	Status
ILT Course : ART - Advanced Resuscitation Training	Simulation Center, University Center 301 San Diego, CA	Registration allowed
Required: At least 1		
ILT Class : ART - Advanced Resuscitation Training Monday, June 07, 2010 8:00:00 AM - 2:00:00 PM PDT	Simulation Center, University Center 301 San Diego, CA	
ILT Class : ART - Advanced Resuscitation Training Monday, July 05, 2010 8:00:00 AM - 2:00:00 PM PDT	Simulation Center, University Center 301 San Diego, CA	
ILT Class : ART - Advanced Resuscitation Training Monday, August 02, 2010 8:00:00 AM - 2:00:00 PM PDT	Simulation Center, University Center 301 San Diego, CA	

- If the course has no fee, you will see a confirmation message at the top of the screen and the registration process is complete. To return to the homepage, click the Learn tab.
- If the course has a fee, you must take a few additional steps before your registration is complete.

Registration Confirmation

If your email address is available in the UC Learning Center, you will also receive a registration confirmation via email.

Microsoft Outlook Users	
❖	Attached to registration confirmations is a Calendar Invite. If you use Microsoft Outlook, you may open and accept the invite to automatically add the class into your calendar.
❖	If you wish to cancel your registration, you must do so through the UC Learning Center.

Cancelling a Registration

1. Go to Learn > Training Schedule.
2. Check the box(es) next to the course you want to cancel. For multi-day classes, you may see a separate box for each session.
3. Select Cancel registration in the Task menu, and click Go.

The screenshot shows a web interface for managing registrations. At the top, there is a 'Task:' dropdown menu with 'Cancel registration' selected and a 'Go' button. Below this is a table with columns: Name, Region, Start Date, End Date, and Status. The first row is highlighted in yellow and has a checkmark in the left margin. The second and third rows have unchecked checkboxes in the left margin.

Name	Region	Start Date	End Date	Status
ILT Course: ART - Advanced Resuscitation Training Certification <i>You are not registered for an offering. Click here to register.</i>				Registered
ILT Course: Lawson Training for Managers				Registered
ILT Class: Lawson Training for Managers		6/8/2010	6/8/2010	Registered

4. Click Cancel Marked.

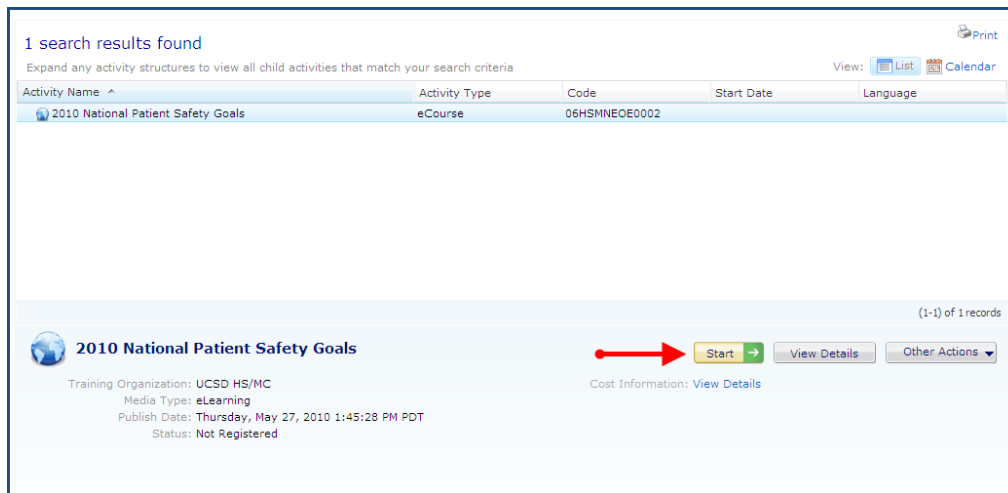
The screenshot shows the 'Cancel Marked' button highlighted with a red arrow. Below the button is a table with columns: Name, Activity Date, Current Status, Actual Price, Cancellation Fee, Refund, and Notes. The first row shows a cancelled registration for the ART course.

Name	Activity Date	Current Status	Actual Price	Cancellation Fee	Refund	Notes
✗ ILT Course : ART - Advanced Resuscitation Training		Registered	0.00 USD	0.00 USD	0.00 USD	Cancellation fee

Note: In some cases, you may be prevented from cancelling after a certain date, or you may be charged a cancellation or no-show fee.

Launching Online Training (eCourses)

The UC Learning Center can be used to launch online courses (eCourses). Some eCourses require registration while others allow you to launch the course without registering. When you find an eCourse in the catalog or in your list of required training, you will either see a 'Start' button or a 'Register' button next to the course.



The screenshot shows a search results page with the following details:

- 1 search results found
- Expand any activity structures to view all child activities that match your search criteria
- View: List, Calendar
- Print
- Activity Name: 2010 National Patient Safety Goals
- Activity Type: eCourse
- Code: 06HSMNEOE0002
- Start Date: (blank)
- Language: (blank)

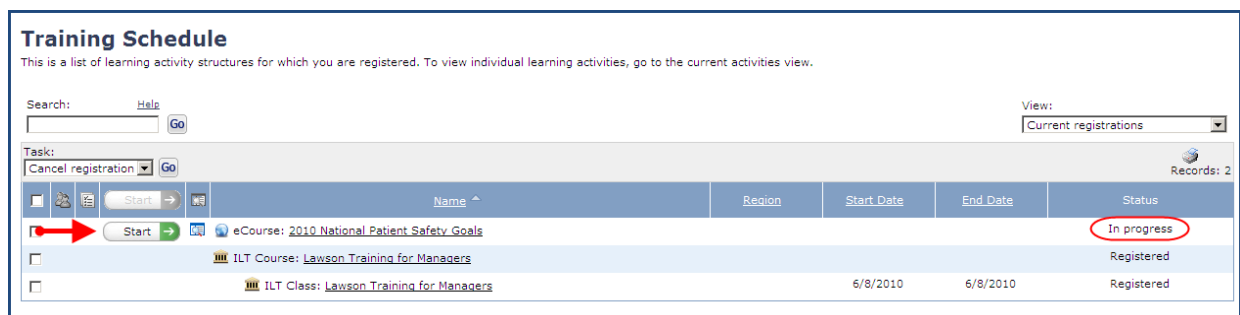
Below the search results, there is a detailed view for the course:

- 2010 National Patient Safety Goals
- Training Organization: UCSD HS/MC
- Media Type: eLearning
- Publish Date: Thursday, May 27, 2010 1:45:28 PM PDT
- Status: Not Registered
- Buttons: Start (with a red arrow pointing to it), View Details, Other Actions
- Cost Information: View Details

- If you need to register, click the Register button and follow the normal registration process.
- If no registration is required, click the Start button to launch the course. The course will launch in a new window so make sure your pop-up blockers are turned off.

After you have registered for or launched an eCourse, it will then be listed in your Training Schedule under the Current registrations view. The Status column will show if you have only registered for the course, or if you have already started it ("in progress").

Many eLearning courses are designed to include automatic bookmarking which enables you to exit the course, then return to the same spot at a later time. Click the 'Start' button to continue the course.



The screenshot shows the Training Schedule interface with the following details:

- Training Schedule
- This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.
- Search: [input field] Help Go
- View: Current registrations
- Task: Cancel registration Go
- Records: 2
- Table with columns: Name, Region, Start Date, End Date, Status
- Table rows:
 - Start (with a red arrow pointing to it) eCourse: 2010 National Patient Safety Goals In progress
 - ILT Course: Lawson Training for Managers Registered
 - ILT Class: Lawson Training for Managers 6/8/2010 6/8/2010 Registered

Once you have completed the eCourse, it will display under the Completed activities view.

Click the details icon  to view more details about your score, elapsed time, and quiz results.



Training Schedule
This is a list of learning activities that you have completed. To view learning activity structures, go to the completed registrations view.

Search: [Help](#)

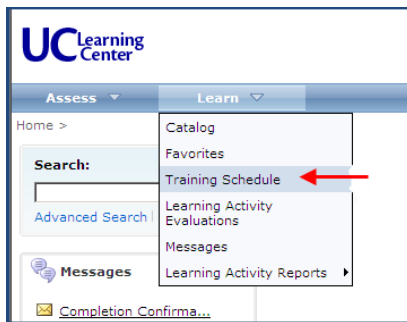
View:

Records: 3

Name	Region	Start Date	Completed Date	Score	Grade	Status	Signature Status
eCourse: 2010 National Patient Safety Goals		6/2/2010	6/2/2010				

Viewing Your Training Schedule

1. Select Learn > Training Schedule.



UC Learning Center

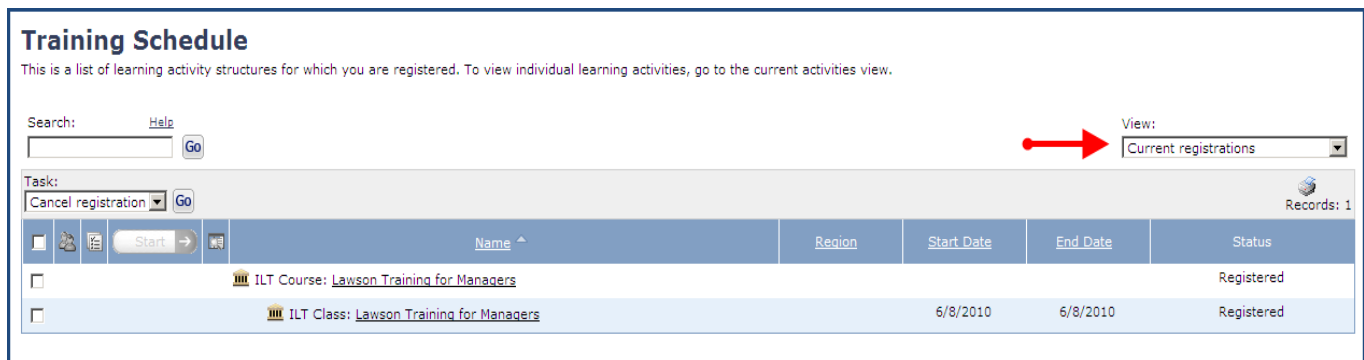
Assess | Learn

Home > | Catalog | Favorites | **Training Schedule** | Learning Activity Evaluations | Messages | Learning Activity Reports

Search: [Advanced Search](#)

Messages | [Completion Confirma...](#)

By default, you will see your current registrations. You can switch the View menu to display completed registrations, cancelled registrations, waitlisted or pending approval registrations or other scheduling information.



Training Schedule
This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: [Help](#)

View:

Task:

Records: 1

Name	Region	Start Date	End Date	Status
ILT Course: Lawson Training for Managers				Registered
ILT Class: Lawson Training for Managers		6/8/2010	6/8/2010	Registered

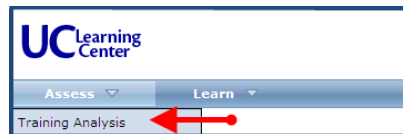
Finding Assigned Training

Based on your employee status, job code, home department, or other criteria, you may have training assigned to you in the UC Learning Center. Examples of commonly assigned courses include Ethics, Sexual Harassment Prevention, HIPAA, and safety training.

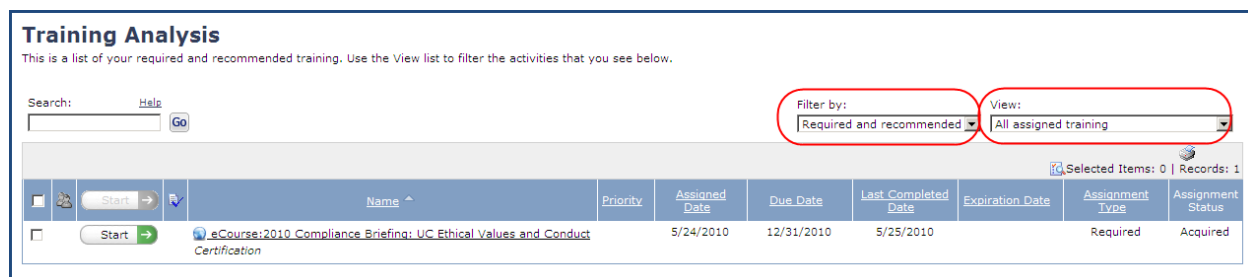
Some assigned training may be labeled a “Certification” which indicates that it must be renewed on a periodic basis (e.g., Ethics).

To find your assigned training:

1. Go to Assess > Training Analysis.



You will see a list of your assigned training courses and related information. You can use the **Filter by:** and **View:** menus to display different types of assignments.



Training Analysis
This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search: [Help](#)

Filter by: View:

	Name ^	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
<input type="checkbox"/>	eCourse:2010 Compliance Briefing: UC Ethical Values and Conduct Certification		5/24/2010	12/31/2010	5/25/2010		Required	Acquired

For instructor-led training, you will still need to register for a course that you have been assigned.

- Click the register icon to register and select a scheduled offering.

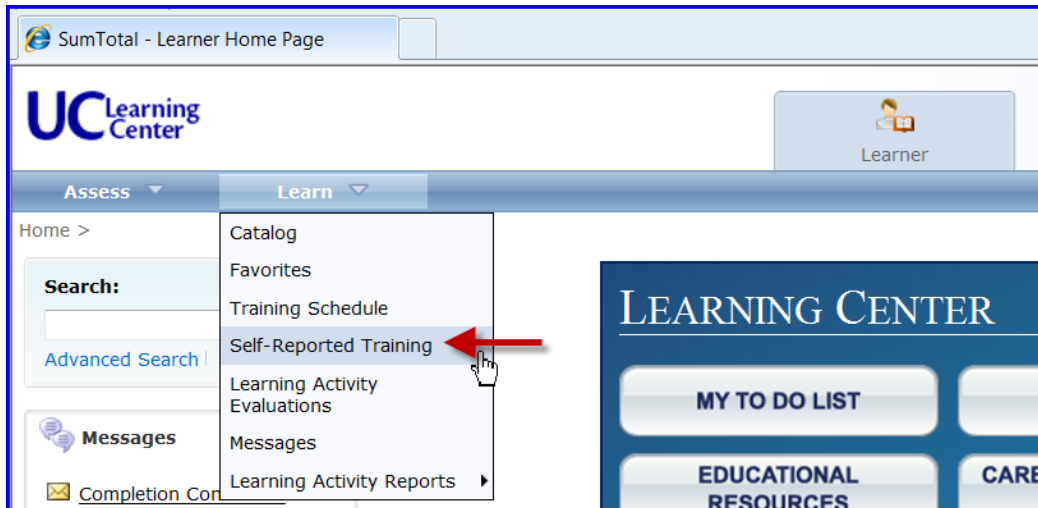
Registration is usually not required for an online course (known as “eCourse”).

- If no registration is required, click the Start button to launch the course.

Please note: Many UCSD employees will have other required training that is not administered through the UC Learning Center. Please check with your manager to determine what other training may be required of you.

Managing Self-Reported Training

Use the Self-Reported Training feature to record any extra training you take outside the scope of TotalLMS environment. For example, if you take a class at a community college, you may enter the class information to have a comprehensive list of all training activities.



Creating Self-Reported Training

1. From the **Learn** menu, click **Self-Reported Training**.
2. On the Self-Reported Training page, click **New**.
3. Enter the required information in the Self-Reported Training Properties page.
4. Click **OK**. This will now appear on your training transcript in the Self-Reported Training subsection (unless you have checked the 'Do not show this training on the training transcript' option in the properties page when entering this course).

eCourse: Patient Rights	6/3/2010	6/3/2010	80
eCourse: Sexual Harassment	6/3/2010	6/3/2010	100
Self-Reported Training			
Activity	Estimated Credit Hours	Start Date	Completion Date
Class: CPR	2	6/1/2010	6/1/2010

Deleting Self-Reported Training

You can also delete self-reported training activities.

1. From the **Learn** menu, click **Self-Reported Training**.
2. On the Self-Reported Training page, locate the one you want to delete.
3. Select the box to the left of the self-reported training you want to delete.
4. Click **Delete**.

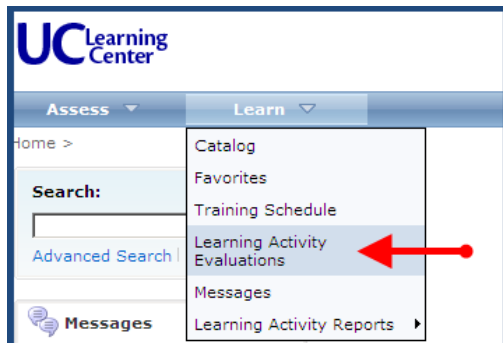


Completing an Evaluation

You may be asked to complete an evaluation for a course or other learning activity. Usually you will receive an email notification requesting that an evaluation be completed within a certain number of days.

To complete an evaluation:

1. Click Learn > Learning Activity Evaluations



You will see a list of pending evaluations.

2. Click Start next to the evaluation name.

The evaluation will open in a new window. The submission period for most evaluations is limited to a few days, so please complete them as soon as possible. Once you submit an evaluation, you will not be able to change your responses.

3. To save an in-progress evaluation for later completion, click Finish Later.

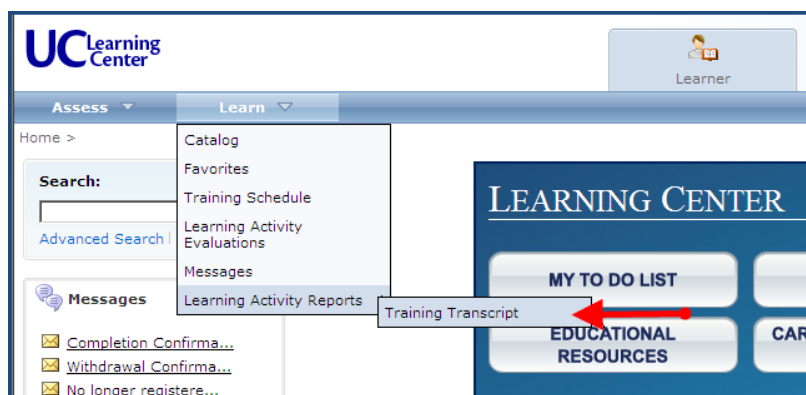
4. After completing the evaluation questions, click Submit. Then click OK in the pop-up window.

You may view your previously completed or expired evaluations by selecting an option under the View menu. Click Start to review the evaluation; however, you will not be able to change any answers.

Viewing Your Training Records

The UC Learning Center provides a training transcript that includes all courses you have completed. To view your transcript:

1. Select Learn > Learning Activity Reports > Training Transcript.

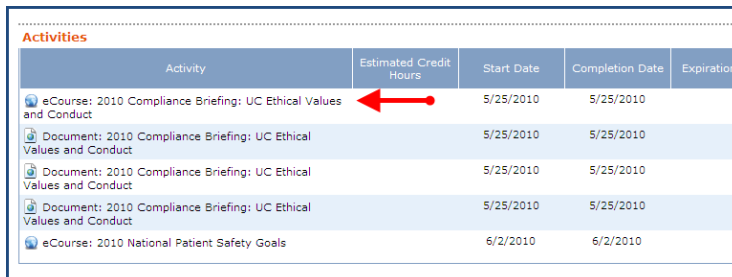


2. To print your entire transcript, click the Print button on the top right of your transcript.

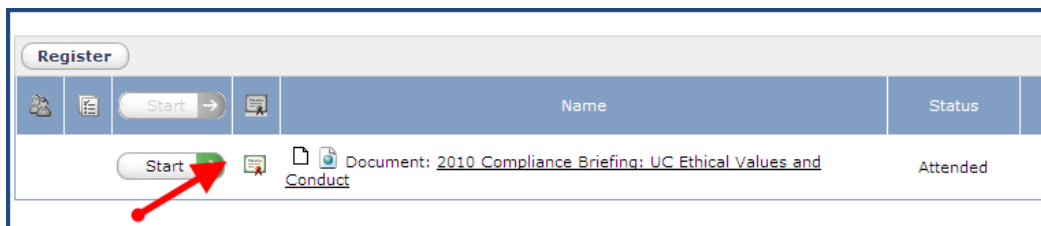


To print a record of completion for a specific course:

1. Click on the course title in your transcript.



2. Click the diploma icon next to the course.



3. A new window will open. Click the Print button in the top right corner to print.