INTRODUCTION TO THE UC LEARNING CENTER ........................................................................ 2
SYSTEM REQUIREMENTS ........................................................................................................ 3
LOGGING ON TO THE UC LEARNING CENTER ................................................................... 4
THE UC LEARNING CENTER HOME PAGE ......................................................................... 6
UPDATING YOUR PERSONAL INFORMATION ....................................................................... 7
SELECTING YOUR MANAGER ............................................................................................... 8
FINDING TRAINING COURSES ............................................................................................ 9
REGISTERING FOR A COURSE .............................................................................................. 11
CANCELLING A REGISTRATION ......................................................................................... 15
LAUNCHING ONLINE TRAINING (ECOURSES) ................................................................ 17
VIEWING YOUR TRAINING SCHEDULE ............................................................................. 19
FINDING ASSIGNED TRAINING .......................................................................................... 20
COMPLETING AN ONLINE EVALUATION ........................................................................... 22
VIEWING YOUR TRAINING RECORDS ................................................................................ 24
NOTES: ................................................................................................................................. 26
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, UCLA staff and faculty can:

- Browse or search the training catalog
- Enroll in or cancel courses
- Pay by FAU or check (if applicable)
- Receive email notifications about courses
- Launch online courses
- View and print training records
- Submit course evaluations

The UC Learning Center information page on the campus portal (http://map.ais.ucla.edu/go/1004570) provides a PDF version of this help guide and other resources.
System Requirements

**Browser Requirements**

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

- Internet Explorer 6 - 9
- Firefox 3.0 & 4
- Safari 4

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.

Training staff who access the Administrator mode to manage courses must use Internet Explorer 7.0 or 8.0 (Windows only).

**Plug-ins**


**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](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 UCLA Logon ID (formerly known as the BOL ID).
- If you need to activate your UCLA Logon ID, go to: https://logon.ucla.edu.
- New employees will need to wait 3-4 days for their UC Learning Center account to be active.

To access the UC Learning Center:

1. Go to: http://lms.ucla.edu. Please note: This page cannot be bookmarked directly.

2. On the UCLA Logon screen, enter your UCLA Logon ID and Password and then click Sign In. If you need assistance, click the Help link to the right for more information.

3. Once you have entered a valid UCLA Logon ID and password, you will see a brief confirmation message and then you will be redirected to the UC Learning Center.
4. 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 UCLA Logon ID.

**UCLA Logon ID Help**

If you need assistance with your UCLA Logon ID, please visit: [http://logon.ucla.edu](http://logon.ucla.edu) or contact the Bruin Online Help Desk at:

- **Phone:** (310) 267-HELP
- **Email:** consult@ucla.edu

**Please note:** Training staff and instructors are not able to assist you with UCLA Logon ID issues.
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.

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 shortcut boxes to go to frequently used features.

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

7. **News:** View recent training news here.
Updating Your Personal Information

User Number and UID
The user number in your UC Learning Center profile is your UCNetID – a unique identifier that is used for systemwide applications. You will not need to remember this number.

Your UCLA employee or student identification number (UID) is stored in the Country field of your profile. This is an intentional workaround to allow for a second identification number in the system.

Contact Information
The UC Learning Center pulls your contact information, including email address and phone number, from the UCLA Campus Directory database. If a tilde (~) appears in any of your contact information fields, this indicates a field that is empty in the UCLA Campus Directory database.

Your contact information cannot be updated in the UC Learning Center. If any of your information is inaccurate or out-of-date, please contact the person in your department responsible for updating the Campus Directory and ask them to correct your information. A list of departmental directory updaters is available at: http://www.directory.ucla.edu/updaters.php.

If you do not know the name of your departmental directory updater, please contact CTS Directory Services at x51990 or x51033, email ucladir@cts.ucla.edu.

Once your information has been updated in the UCLA Campus Directory database, it may take up to a week to display in the UC Learning Center.

Affiliates Only:

A small number of UC Learning Center users will be neither staff nor student employees. For example, visiting scholars or hospital volunteers may be required to take training via the UC Learning Center. Those individuals will be required to sign up for a UCLA Logon ID. The email address you list when signing up for the UCLA Logon ID is the address that will be used for the UC Learning Center.

To change the email address associated with an affiliate UCLA Logon ID only, contact the Help Desk by telephone at 310-267-HELP (4357) or email at accounts@ucla.edu.

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.
Selecting Your Manager

All UCLA staff must select their manager in their user profile. Once selected, the manager may view the employee’s training records and receive email notifications about their course registrations.

**Before you select your manager:**
- You will not be able to select your manager if you do not have a valid email address in the UC Learning Center. Please see the Contact Information section for more information.
- **Two people should NOT select each other** as manager. This “circular relationship” will cause all manager selections for both individuals to be dropped from the system.
- If you manage training for a department, please request departmental system access by contacting training@chr.ucla.edu (Campus) or HRTraining@mednet.ucla.edu (Health System).

To select your manager:

1. Click Quick Links from the left navigation bar to expand the section, then click Edit Profile.

2. Scroll about halfway down the page until you see the Manager field, and click Browse.

3. In the pop-up search window, enter your manager’s first or last name, and then click Go.

4. Select your manager from the search results and click OK.

5. **Important:** Although your manager’s name now appears in the Manager field, you must click OK at the bottom of the profile screen to save this change. You will see a confirmation that the changes to your profile have been saved.
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.
  
  E.g.: Super* would return search results including both “Supervision” and “Supervisory.”
- Omit other special characters (such as “&” or “-“) from the search text even if they are part of a course title.
- 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**.

   - **Activity Name**: Time Management
   - **Activity Type**: ELT Class
   - **Code**: LACCHROSS-W2010
   - **Start Date**: 1/27/2010

   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. Click **Submit**.

   - 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 to complete your registration, as described in the next sections.
Paying a Course Fee

There are two ways to pay for a class that has a fee – by check or by FAU.

To pay by check:

1. Select Pay By: Check and then click Pay Now.

2. You will see a confirmation message at the top of the screen when the registration process is complete. To return to the homepage, click the Learn tab.

3. Bring a check made payable to “UC Regents” on the first day of the class.

To pay with an FAU:

1. Select Pay By: FAU and then click Pay Now.
2. In the pop-up window, enter a valid FAU, and then click **Submit**.

![Enter the FAU and click Submit.]

|--------|----------------|---------|-----------|-------------|--------|--------------|

This FAU will be charged upon completion of training or in accordance with the location cancellation policy.

<table>
<thead>
<tr>
<th>Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: 1 character, usually 4 for UCLA</td>
</tr>
<tr>
<td>Account: 6 numbers</td>
</tr>
<tr>
<td>Fund: 5 numbers</td>
</tr>
<tr>
<td>Sub: 2 numbers, usually 03</td>
</tr>
<tr>
<td>Object: always 3300 for training expenditure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center (2 characters)</td>
</tr>
<tr>
<td>Project (1-6 characters)</td>
</tr>
<tr>
<td>Source (1-6 characters)</td>
</tr>
</tbody>
</table>

3. 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.

**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.

**Please note**: If the course details change in the UC Learning Center, your Outlook appointment will not automatically be updated. Likewise, if you wish to cancel your registration, you must do so through the UC Learning Center.
Waiting List or Pending Approval

If the maximum enrollment for a course has already been reached, or if the course requires registration approval, you will see a warning when you try to register.

To continue:

1. Click **Submit**.

2. If the course has a fee, you will need to enter payment information (see steps above). However, the fee will only be charged if you have been added to the roster by the time the course begins.

3. You will receive an email when your registration request is approved or rejected, or if you have been moved from the waitlist to the roster.

**Please note:** if you are no longer available to attend a class, you must remove yourself from the waiting or approval pending list. See: [Cancelling a Waitlisted or Pending Approval Registration](#).

**Registering Others**

Users who need to register other employees in training should review the [Help Guide Supplement for Managers and Enrollers](#) available on the campus portal.
Cancelling a Registration

Note: Although the registration confirmation emails from the UC Learning Center contain an Outlook appointment attachment for your convenience, cancelling a saved Outlook appointment does not cancel your registration in the UC Learning Center.

To cancel 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.

4. Click Cancel Marked.

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. Please check with the training provider responsible for the specific course regarding their cancellation policy. The training provider is listed below the course description on the search results page, and also on the activity details page.
Cancelling a Waitlisted or Pending Approval Registration

To cancel a waitlisted or pending approval registration:

5. Go to Learn > Training Schedule.

6. Select Waiting list or pending approval from the View menu.

7. Check the box(es) next to the waitlist registration you want to cancel. For multi-day classes, you may see a separate box for each session.

8. Select Cancel registration in the Task menu, and click Go.

9. Click Cancel Marked.
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.

- 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.

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 “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.
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.

**Technical Notes**

Some courses may require special plug-ins or specific browser settings to function properly. If you have any technical issues with an eCourse, please contact the training provider for more information.
Viewing Your Training Schedule

To view your training schedule:

1. Select Learn > Training Schedule.

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.
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 and Sexual Harassment Prevention.

Some assigned training is labeled a “Certification” and may include an expiration date which indicates that it must be renewed on a periodic basis (e.g., Sexual Harassment Prevention).

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.

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 not always required for an online course (known as “eCourse”).

- If no registration is required, click the Start button to launch the course
- If registration is required, click the register icon to start the registration process. After registering, you will see a Start button to launch the course.

Please note: Many UCLA employees will have other required training that is not administered through the UC Learning Center. Please check with your manager to determine other training requirements.
**Viewing Your Assignment Status**

Your **Assignment Status** displays in the right column of the Training Analysis.

<table>
<thead>
<tr>
<th>Assignment Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned</td>
<td>The initial status of an assignment.</td>
</tr>
<tr>
<td>In Progress</td>
<td>The status changes to In Progress - Registered once you launch an eCourse.</td>
</tr>
<tr>
<td>Registered</td>
<td>If you register for classroom training which fulfills the requirement, the status changes to Registered.</td>
</tr>
<tr>
<td>Overdue</td>
<td>If you do not complete the assignment by the due date, the status changes to Overdue.</td>
</tr>
<tr>
<td>Completed</td>
<td>After completing a course, the status changes to Completed.</td>
</tr>
<tr>
<td>Acquired</td>
<td>(certifications only)</td>
</tr>
<tr>
<td>Expired</td>
<td>If the training must be renewed periodically, your status will change to Expired after the expiration date if you haven’t completed it again.</td>
</tr>
</tbody>
</table>

Please note: if you previously had a training assignment which is no longer visible, then you are no longer required to complete the course. The assignment may have been removed due to a change in job code, employment status, or a revision of assignment criteria.

Also, if you completed an assigned training, and then later registered for or launched the same course again, your original completion is still valid. Although your Training Schedule will show the new registration or in-progress attempt, your Training Analysis will still show your “Completed” or “Acquired” status and last completed date. You may cancel the new registration or attempt from your Training Schedule without affecting the past completion.
Completing an Online Evaluation

If an instructor does not distribute paper evaluation forms at the end of class, you may be asked to complete an online evaluation. Usually you will receive an email notification requesting that an evaluation be completed within a certain number of days.

To complete an online 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 including all courses you have completed, including records from the SkillNet system.

To view your transcript:

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

By default, your transcript will display all years, but you can filter to display a specific year or date range using the drop menu.
2. To print the transcript or save it to your computer, click Export to PDF. In the pop-up window that opens, click the File link to open the PDF version in a new browser window where you save or print it using your browser toolbar.

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.

The diploma will display in a new window where you can print it or export it to PDF to save on your computer.