Introduction
The UC Learning Center is the web-based learning management system (LMS) used across the University of California, for system wide training and development. Those who facilitate courses that are managed through the UC Learning Center will be given Instructor access.

As the Instructor of an activity you will be able to:

- View Rosters
- Download and Print Sign-in Sheets
- View your Instructor Schedule with upcoming and past activities

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Logging into the UC Learning Center

Campus:

1. Login to the UC Learning Center by going to https://uclearning.ucsd.edu
   On the UCSD Logon screen, choose to sign-on with:
   - Faculty and Staff: Business Systems or Active Directory (AD)
   - Affiliates: Business Systems
2. Enter your UCSD Logon ID and Password and then click Sign In.

Health Sciences/Medical Center:

1. Login to the UC Learning Center by going to mycourses.ucsd.edu.
2. Select UCSD Employee or Non-UCSD Employee and follow the directions provided.
3. Enter your Logon ID and Password and then click Sign In.

Viewing Your Instructor Schedule

When logging into the UC Learning Center you can quickly access your Instructor Schedule to view any upcoming activities you have been set up as the Instructor for, any past activities you have instructed, as well as access the rosters and sign-in sheets for these activities.

1. Login to the UC Learning Center.
2. Click Instructor Schedule on the learner dashboard under Registrations.

Current Activities

On your instructor schedule you will first see your Current Activities. This view does not show you individual offerings of an activity, but rather the overall course.

Whether you are set up as the instructor for an in-person course (ILT Course) or online course (ecourse), you will be able to access the roster information here which shows anyone who has registered or completed each activity.
Upcoming Activities
To view upcoming in-person offerings of activities where you are scheduled as the instructor, you can change your view to only show Upcoming Activities.

1. Click the view menu in the right hand corner and change it to **Upcoming Activities**.
2. Now you will see any upcoming in-person activities you are scheduled to instruct and you can view the roster or download the sign-in sheet.

Previous Activities
To view past in-person offerings where you were the instructor, you can change your view to show Previous Activities.

1. Click the view menu in the right hand corner and change it to **Previous Activities**
2. Now you will see any previous activities you were the Instructor for and view their roster information.

Viewing Rosters
You can view the activity roster of any course you are set up as the Instructor for.

Activity Rosters will give you access to:

- View all Registered/Cancelled/Attended Learners
- View those registered on the wait list
- Ability to email those registered to attend
- Export roster to Excel
- Download sign-in sheets

To view a roster:

1. Login to the UC Learning Center.
2. Click **Instructor Schedule** on the learner dashboard under Registrations.
3. Locate the activity you wish view in and click the **Roster Icon**.
4. The roster of an activity will show you everyone who is registered to attend an activity, as well as anyone who has cancelled their registration. If you are viewing past activities it will show you
who attended. Online courses will also show you who has started an activity and is currently “in-progress.”

Sort and Filter

1. At the top of the roster you will see where you can search the roster for specific names, scroll through the records, and for ILT Class or ecourse, filter by Status such as registered, cancelled, etc.

2. You can increase the number of records shown by changing the Show Records number.

3. Change the View drop down menu to show you who is on the Waiting List.

Email Participants

Participants in an in-person activity will receive automatic registration and reminder email notifications, as well as a completion notification after they have attended the activity. Those on the wait list will be informed automatically should a seat become available. However, if you have an additional need to email participants you can do so through the roster.

1. Login to the UC Learning Center.
2. Click Instructor Schedule on the learner dashboard under Registrations.
3. Locate the activity you wish view in and click the Roster Icon.
4. On the Roster select the individuals you wish to email or select the top check box to include all the individuals shown. Note: If your roster includes multiple pages, you will either need to do this for each page or you can change the number of records shown so that all participants are shown on one page.

5. Once you have selected the individuals you wish to email, click **Send Email**.
6. An Outlook message will open with the email addresses already populated for you.

**Sign-in Sheets**

The UC Learning Center provides sign-in sheets that already have all the participants’ information, so all participants have to do is sign next to their information to indicate they attended the activity.

To download or print a sign-in sheet:

1. Login to the UC Learning Center.
2. Click **Instructor Schedule** on the learner dashboard under Registrations.
3. Locate the activity you wish to view and click the **Activity Roster Report Icon**.
4. You will be taken directly to the sign-in sheet for the activity, which will show only those currently registered to attend.

5. You have the option to Export to PDF or Print the sign-in sheet directly.
6. If you choose to Export to PDF another window will appear.
7. You must click the File link to download the PDF.
8. Click OK to close the window. The PDF will open in another tab or window depending on your browser settings.

If you are already on the roster you can view the sign-in sheet by clicking the Activity Sign-in Sheet on the left hand menu.

**Export to Excel**

You can export a roster to excel.

1. Login to the UC Learning Center.
2. Click Instructor Schedule on the learner dashboard under Registrations.
3. Locate the activity you wish view and click the Roster Icon.

4. On the right hand side of the roster you will see an icon to print the entire roster and an icon to Export to Excel.

5. When you click the Export to Excel icon another window will appear, giving you the option to limit the information you are pulling or change to a different format other than Excel.

6. Click Next and another window will appear. You must click the File link to download an excel file.

7. Click OK to close the window.

Requesting New Activities

For UCSD campus activities please use the New Activity Request Form or the Additional Activities Request Form to request additional dates of a course already offered.

For UCSD Health Sciences activities please email the request to myhscourses@ucsd.edu.

Contacts

UCSD campus users please email lms-support@ucsd.edu

UCSD Health Sciences users please email myhscourses@ucsd.edu