**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 have direct reports identified in the UC Learning Center will receive the Manager Role in addition to the standard Learner Role. In some cases individuals may be given the Manager role if they have been identified as needing access to manage the training of those outside of their direct reports as well.

With the Manager Role you will be able to:

- View training history and status of assigned training of direct reports.
- View direct reports’ current training schedule.
- Register direct reports for 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](https://uclearning.ucsd.edu).
2. On the UCSD Logon screen, choose to sign-on with:
   - **Faculty and Staff:** Business Systems or Active Directory (AD)
   - **Affiliates:** Business Systems
3. 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](http://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**.

**Selecting a Manager**

Managers will only have access to their direct reports if their direct reports have identified them as their manager in the UC Learning Center. Below are instructions that you can follow to select your manager and that you can provide your direct reports so they can identify you as their manager.

To select a manager:

1. Login to the UC Learning Center.
2. Click on **Quick Links** located in the left navigation panel, then choose **Edit Profile**.
3. On the Profile page, scroll down to the **Manager** field and click **Browse**.
4. Type your manager’s name into the search box and click the **Arrow** button.
5. The manager’s name will be displayed in the search results (remember the UC Learning Center uses legal names as found in payroll).

6. Select the correct manager, click **OK**.

7. Your manager will now be shown on your profile.

8. Scroll down on your profile and click **OK** to confirm the change.

*Note:* If you have questions about selecting a manager or need assistance getting your direct reports set up with you as their manager please contact lms-support@ucsd.edu.

**Navigation**

If a direct report has identified you as a manager, you will automatically receive the Manager role in the UC Learning Center in addition to your standard Learner role.

You will see that in addition to Learner you will now have a Manager tab at the top of your dashboard.

By hovering over these tabs with your cursor and selecting the corresponding **Dashboard** you can switch between these modes to see the Learner Dashboard or Manager Dashboard.
Manager Mode
Once you have been identified as the manager of a user in the UC Learning Center, you will automatically have the Manager mode.

To view your Manager Dashboard:

1. Login to the UC Learning Center.
2. Hover over the Manager tab and select Dashboard.

When you first navigate to your Manager Dashboard you will be able to see:

- A snapshot of your current exception report, which shows the overall status of your managed users’ assigned training.
- A list of your managed users with the status of their individual assigned training.
- The names of individuals who are Overdue to take assigned training.

*Note: Your Manager Dashboard is updated nightly, so if one of your users completed training after the last update, it will not appear in this view until the next update. However, the user’s training transcript and schedule are displayed in real time and will show you their latest progress.
View Managed Users

Your viewable users will all be displayed in tiles, you can scroll through these tiles to locate a particular individual or you can search the user by name, or sort in ascending or descending order (by name, assignment progress, etc).

You will automatically see all users you have been given access to view either as your direct reports or as managed users who you are responsible for managing the training of. If you manage more users than just direct reports, you can change your view from All Viewable Users to Direct Reports if you wish to only view your direct reports.

View Status of Assigned Training

There are several ways to see the status of your managed users’ assigned training. When you first enter Manager Mode you will see an overview of your managed users and the status of their assigned training.

1. The Exception Report will show you the percentage of compliance your managed users are currently at.
2. The Past Due Training shows who is currently overdue to complete training. Clicking the individuals name will take you to a detailed list of their assigned training.
3. For each individual you will see the overall status of their assigned training, by clicking the blue Incomplete button you will see a more detailed report.
**Assigned Training by Activity**

You can also see what training is assigned to your managed users and the overall completion of that training.

1. **Switch from the Users view to Activities** to see all the activities that are currently assigned to your managed users.

2. You will see how many are still required to complete each training and the overall percentage of completion. Once a training shows no more users are required to take the training, that means your compliance is at 100 percent and all your required users have completed the training.

3. **Clicking the blue Users button** will show you who is still required to complete the training and if they have stated, what their percentage of completion is.

4. **Click the Close button** to return to the Manager dashboard.

**Individual Reports**

To view a detailed report for an individual user:

1. **Locate the users** you wish to see more information about.
2. **Click blue Incomplete button.**
This will show you an overview of the user’s assigned training:

- A list of all training that has been assigned to the users.
- The Due Date for each training.
- Their Overall Progress in completing all assigned training.

- Clicking the **Title** of a course will show you more information about the training below.
- You can filter the training to show only what assignments are **Overdue** or what has been **Completed**.
- You will see when the information was **Last Processed** and you can **Refresh** the information to show the latest info.
- Clicking the **Close** button will take you back to your Manager Dashboard.

*Note: The **Add** button will be functional when Managers are given the ability to Assign training, currently Managers do not have this access.

**View Transcript**

You can easily view the training transcript of a managed user to view all of their completed training.

1. Locate the individual whose transcript you wish to view.
2. Click the **Actions** drop down and select **Transcript**.
You can view the transcript, individual certificates of completion, and Export to PDF.

3. Simply clicking the X button will take you back to your manager dashboard.

To view individual certificates of completion, simply click the certification icon.

1. This will bring up a certificate and give the option to Print or Export to PDF.

You have the option to export the full transcript or individual certificates of completion to PDF.

1. If you choose to Export to PDF another window will appear.
2. You must click the File link to download the PDF.
3. Click OK to close the window.
View Training Schedule

You can view a managed user’s training schedule to see their current registrations and progress.

1. Locate the individual you wish to view.
2. Using the Actions drop down select Employee View.

3. Now you can see their current To Do list, with any current registrations and any online training they are in-progress with.

*Note: You will see their name next to yours at the top of the page, to let you know you are currently viewing their training schedule.

You can also see:

- Their Calendar: upcoming activities they are scheduled to attend.
- Current Registrations: any activity in-person or online they are currently registered in.
- Completed Registrations: past activities they have completed.
- Pending Activities: activities that have taken place but they have yet to receive credit for.
- Certification History: past training with certifications.

To Exit this view:

1. Go to your name and the drop menu if you select Switch to Workgroup View you will go back to your manager dashboard.
2. If you select the Individual’s Name - Change View, you can select a new user to view.
Register Users

In Manager Mode you can register your managed users for training. This is not the same as being assigned training with a due date. But if there is training you wish a user to take you can register them in the training.

1. Locate the individual you wish to view.
2. Using the Actions drop down select Employee View.

3. Once you are on their schedule click the Magnifying Glass.

You can now search through all the offered courses and register, just like you would register yourself for training, however remember you are in Employee View so you will be registering as the user you’ve selected. If you forget which view you are in, look for their name next to yours at the top of the page.

To register them:

1. Locate the activity you wish to register in by Searching for the course using the title or a keyword.
2. Click the **register** button next to the activity you wish to register in.

3. If it is an online activity simply Click **Submit** to complete the registration. Note that users do not receive notifications from the UC Learning Center when registered in online activities, so you will need to let your managed user know to complete the activity.

4. If you are registering them for an in-person training, review the dates and time the course is offered and select the offering of the activity you wish them to attend and **Click Next**.

5. Then click **Submit** to finalize the registration. They will receive an email notification confirming their registration.

To Exit this view:

1. Go to your name and the drop menu if you select **Switch to Workgroup View** you will go back to your manager dashboard.
2. If you select the **Individual's Name - Change View**, you can select a new user to register for training.
Learner Mode
Managers retain their Learner role which will allow them to register and complete activities just as they have in the past. However, with their Manager role they can also register others while in the Learner mode.

Batch Registering Others
While in Learner mode a manager can locate courses just like they would if registering themselves in training but instead they can also register managed users.

To register managed users for training:

1. Locate the activity you wish to register in by using the Catalog or Searching for the course using the title or a keyword.
2. Go to the Actions drop down and select Register Others.
3. Click **Continue** if this is an online course to add users. If this is an in-person training you will need to select the offering you wish them to attend first before you can click **Continue**.

4. Click **Add** under **Available Users** to locate the users you wish to register.

5. There are several options presented to narrow down the users you wish to add. However, as a Manager the only option that will be relevant is **Select Viewable Users**.

6. Click **Next**.

7. **Select Viewable Users**: presents a complete list of your viewable users.

   You have the options to:
   
   - **Type** a user’s name in the search box and click the **Arrow** button.
   - **Browse** the list of users for individuals you wish to register.
   - **Click** Select All at the bottom of the page to select all active users or select the top box to select all users on the current page.
8. Select the **check box** next to the user/users name that you wish to register.

9. Click **OK** at the bottom of the screen to continue.

10. The users will not be registered yet. Check to see there are **“No issues”** next to the users. There will be a warning if there is a conflict in their training schedule.

11. If you have accidently selected someone you don’t wish to register you can simply unselect them.

12. Click the **Top Arrow Button** to move the selected users over to Registration.

13. Click **Submit** once all users you wish have been moved over.

14. Those users are now registered for the activity.

*Note: If the activity is in-person they will receive an email notification of their registration. If the activity is online there is no registration notification, so you may want to inform them they need to complete the training.*
Contacts

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

UCSD Health Sciences users please email myhscourses@ucsd.edu