

UC LEARNING CENTER: Instructor Guide



Introduction

The UC Learning Center is the web-based Learning Management System (LMS) used across the University of California for Systemwide 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

Login to the UC Learning Center by going to <https://uclearning.ucsd.edu>

Sign on with: Business Systems

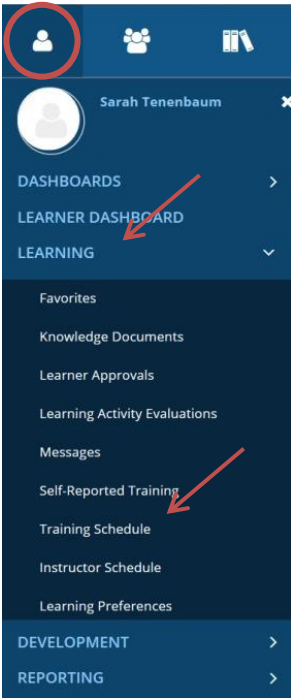
1. On the UC San Diego Logon screen, choose to sign-on with:
 - o Faculty and Staff: Business Systems or Active Directory (AD)
 - o Affiliates: Business Systems
2. Enter your UCSD Logon ID and Password and then click **Sign on**.

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.



Navigate to **Self** → **Learning** → **Instructor Schedule**

INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, previous activities, your pending requests, and a calendar view of all confirmed activities.

Search: [Help](#)

View:

- Current activities
- Previous activities
- Pending requests
- Calendar
- Upcoming activities

ⓘ There are no records to display.

[Delivery Method Legend](#)

On the instructor schedule you will first see **Current Activities**. This view does not show individual offerings of an activity, but rather the overall course. Here you will be able to access the roster information, which shows anyone who has registered or completed each activity regardless of the offering date. This is the same whether you are an instructor for an in-person course (ILT Course) or online course (eCourse).

To view upcoming in-person offerings of activities where you are scheduled as an instructor, you can change your view to only show upcoming activities by selecting **Upcoming Activities** in the menu on the top right. In this view you'll be able to see the individual offerings of the activities you are scheduled to facilitate.

To view past in-person offerings where you were the instructor, you can change your view to show previous activities by selecting **Previous Activities** in the menu on the top right. You will also be able to view individual offerings of activities in this view.

You can also view **Pending Requests**, which lists activities pending your approval if you are using an instructor approval process, or view the activities as a **Calendar**.

Viewing Rosters

You can view the activity roster of any activity for which you are designated as an instructor.

Activity rosters provide access to:

- View all Registered/Canceled/Attended Learners
- View those enrolled on the Waiting list
- Email registered users to attend
- Export roster to Excel
- Download sign-in sheets

To view a roster:

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).
2. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.

Locate the activity you wish to view and click the **Roster Icon**.

INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, pr

Search: [Help](#)

<input type="checkbox"/>	Activity ▲	Code	Region	Requ
<input type="checkbox"/>	 ILT Course: Staff Training 2016-17 Year End Appraisal	UCOP_YE_Staff1617		 M

3. The roster of an activity will show you everyone who is registered to attend an activity as well as anyone who has canceled a registration. If you are viewing past activities, you can see who attended. Online courses will also show you who has started an activity and is currently in progress.

Sort and Filter

At the top of the roster you can search for specific names and scroll through the records. You can also filter by status such as registered, canceled, in progress, or waitlisted.

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

You can change the **View** dropdown menu to show those who are on the **Waiting List**.

ACTIVITY ROSTER

STAFF TRAINING 2016-17 YEAR END APPRAISAL

Activity Type: ILT Course **Location:** None
Code: UCOP_YE_Staff1617 **Instructor:** Sarah Tenenbaum;
[Show More Details](#) **Vendor:** None

Note: Completion information that comes directly from the content can override manual roster changes for some online activities.

Instructions

To view the roster of other activities in the tree, click the corresponding link.

[Staff Training 2016...](#)

Search: [Help](#)

View:

Show Records:

Add Reorder

Email Participants



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

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).
2. Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.
3. Locate the activity you wish to view and click the **Roster Icon**.

INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, pr

Search: [Help](#)

<input type="checkbox"/>	Activity ▲	Code	Region	Requ
<input type="checkbox"/>	 ILT Course: Staff Training 2016-17 Year End Appraisal	UCOP_YE_Staff1617		

4. Select the individuals you wish to email or select the top checkbox next to Name to include all the individuals shown. If your roster includes multiple pages, you will need to either do this for each page or change the number of records shown so that all participants are shown on one page.

Instructions

To view the roster of other activities in the tree, click the corresponding link.

Staff Training 2016...

Fulfilled Activities (🔗)

- No links for current activity.

Fulfilled By Activities (🔗)

- No links for current activity.

Reports (🔗)

- Activity Sign-in Sheet
- Activity Completion Diploma
- Activity Name Tent
- Activity Evaluations

Search: Help

Filter by Status: All

View: Completion information

Show Records: 10

Add Remove

Selected Items: 2 | Records: 2

Name	User Num...	Status	Status Date	Score	Duration Hrs Min	Passed	Completed
<input checked="" type="checkbox"/>	Sarah Tenenbaum	tenenbaum...	Registered	5/2/2017 9:05:58 AM PDT	<input type="text"/> (Clear Value)	<input type="text"/> (Clear Value)	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Sarah Tenenbaum	ST_Tester	Registered	5/2/2017 9:05:58 AM PDT	<input type="text"/> (Clear Value)	<input type="text"/> (Clear Value)	<input type="button" value="v"/>

- Once you have selected the individuals you wish to email, click **Send Email**. 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 the participants have to do is sign next to their name to indicate they attended the activity.


To download or print a sign-in sheet:

- Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).
- Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.
- Locate the activity you wish to view and click the **Activity Roster Report Icon**.

INSTRUCTOR SCHEDULE

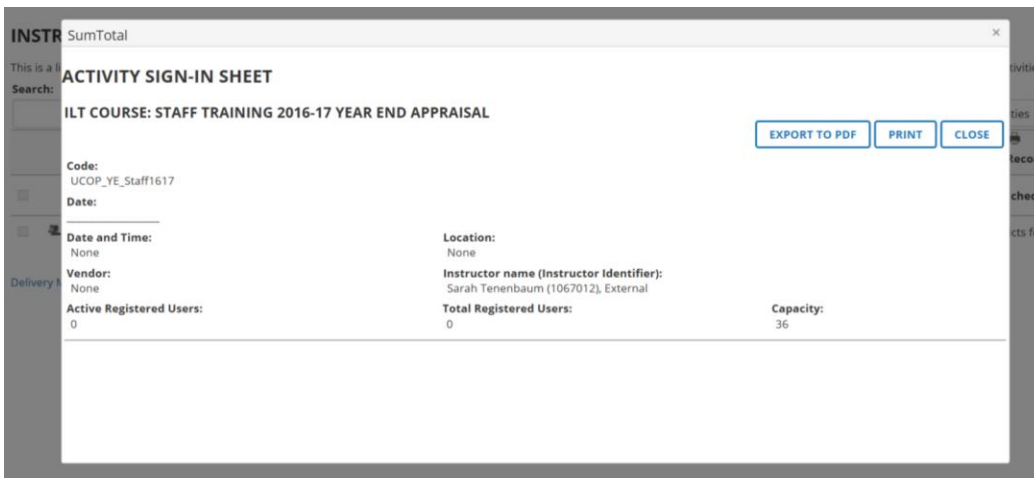
This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, pr

Search: Help

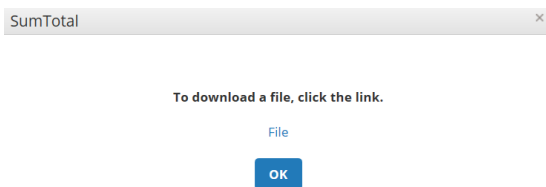
Activity	Code	Region	Requ
<input checked="" type="checkbox"/>  ILT Course: Staff Training 2016-17 Year End Appraisal	UCOP_YE_Staff1617		<input type="button" value="M"/>

- You will be taken directly to the sign-in sheet for the activity, which will show only those currently registered to attend.
- You have the option to **Export to PDF** or **Print** the sign-in sheet directly.

*Please note: For a more legible sign-in sheet – we recommend choosing the **Print** option, and either choosing the **Landscape** format or reducing your font size in your browser settings*



- If you choose to **Export to PDF** another window will appear. You must click **File** to download the PDF, and then click **OK** to close the window. The PDF will open in another tab or window depending on your browser settings.



Note: If you are already on the roster page, you can view the sign-in sheet by clicking the **Activity Sign-in Sheet** on the left menu under **Reports**.

Export to Excel

To export a roster to Excel:



- Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).
- Select **Upcoming Activities** or **Previous Activities** if you wish to view the individual offerings you are scheduled to teach in the future or those you have taught in the past. Leave the selection as **Current Activities** if you wish to view the ILT Course rosters that will include the registration status for all offerings of the activity.

Locate the activity you wish to view and click the **Roster Icon**.

INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, pr

Search: [Help](#)

<input type="checkbox"/>	Activity ▲	Code	Region	Requ
<input type="checkbox"/>	 ILT Course: Staff Training 2016-17 Year End Appraisal	UCOP_YE_Staff1617		 M

On the right side of the roster you will see an icon to print the entire roster and an icon to export to Excel. Click **Export to Excel**.

ACTIVITY ROSTER

STAFF TRAINING 2016-17 YEAR END APPRAISAL

Activity Type: ILT Course

Location: None

Code: UCOP_YE_Staff1617

Instructor: Sarah Tenenbaum;

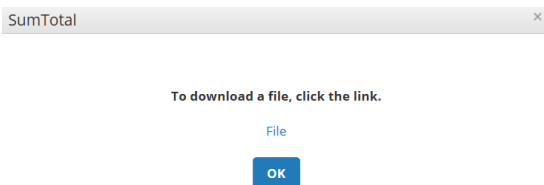
[Show More Details](#)

Vendor: None

Note: Completion information that comes directly from the content can override manual roster changes for some online activities.

The screenshot shows the top section of the Activity Roster interface. On the left, there are instructions: "To view the roster of other activities in the tree, click the corresponding link." Below this is a link for "Staff Training 2016...". The main area has a search bar with a "Search:" label, a "Help" link, a search icon, and an "ADVANCED..." button. To the right, there is a "View:" dropdown menu set to "Waiting list" and a "Show Records:" dropdown menu set to "10". At the bottom left of this section is an "Add" button, and at the bottom right are icons for printing and deleting.

3. 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.
4. Click **Next** and another window will appear. You must click **File** to download the PDF, and then click **OK** to close the window. The PDF will open another tab or window depending on your browser settings.



Note: If you only want those who are currently enrolled (versus those who canceled their registration) on an ILT class roster you can select the **Registered** option on the Filter by Status drop down menu. If you don't select a filter everyone on the roster will be included in the export.

ACTIVITY ROSTER

STAFF TRAINING 2016-17 YEAR END APPRAISAL

Activity Type: ILT Course

Location: None

Code: UCOP_YE_Staff1617

Instructor: Sarah Tenenbaum;

[Show More Details](#)

Vendor: None

Note: Completion information that comes directly from the content can override manual roster changes for some online activities.

This screenshot shows the Activity Roster interface with the "Filter by Status:" dropdown menu open. The menu options are: All, Attended, Registered (highlighted with a red arrow), Canceled, No show, Waived, In Progress, and Replaced. The main interface shows a search bar, a "View:" dropdown set to "Completion information", and a "Show Records:" dropdown set to "10". Below the search bar are "Add" and "Remove" buttons. The main table has columns for Name, User Number, Status, Status Date, Score, Duration (Hrs, Min), Passed, and Completed. There are also "Selected Items: 0 | Records: 2" and "Clear Value" buttons.

Requesting New Activities

Visit [UC Learning Center: Activities](#) to learn about activities offered through the UC Learning Center.

If you would like to add a new activity/course in the UC Learning Center complete the [New Activity Request Form](#) (PDF).

To request additional dates for an existing activity already in the UC Learning Center please submit an [Additional Activities Request Form](#) (PDF).

Submitting Rosters

Please make sure you have taken the following actions:

1. On the sign-in sheet circle the name of the instructor(s) who will be facilitating the class
2. Ask the participants to sign the roster
3. Mark anyone who did not show up as absent
4. After the class ends return the completed roster to Staff Education and Development (staffeducation@ucsd.edu or mail code 0922)

If you are using the Staff Education and Development evaluation process, we will collect feedback using SurveyMonkey. Within two weeks after your class, you will receive an email with a link that will allow you to access a summary of the evaluations. We strongly encourage you to review the evaluation summary and make any changes that you feel will improve the effectiveness of the course.

Contacts

Karen Munroe, Principal Learning Technologies Analyst
Raul Navarro Rodriguez, Senior Learning Technologies Analyst
Kepa Francisco, Senior Learning Technologies Analyst

Request Support: <https://bfsupport.ucsd.edu/> | lms-support@ucsd.edu