UC LEARNING CENTER: INSTRUCTOR GUIDE

UPDATED 8/4/2017

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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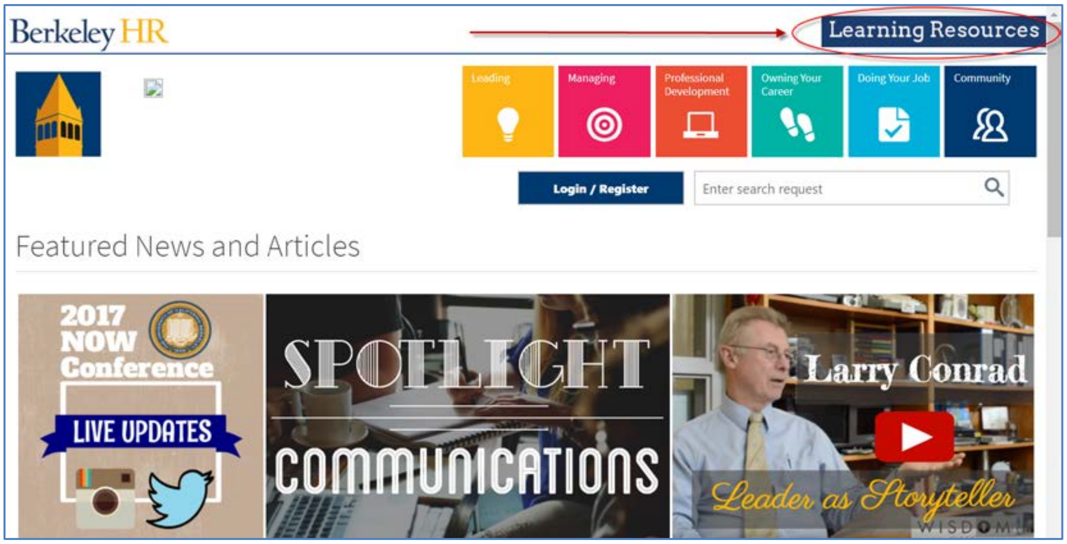
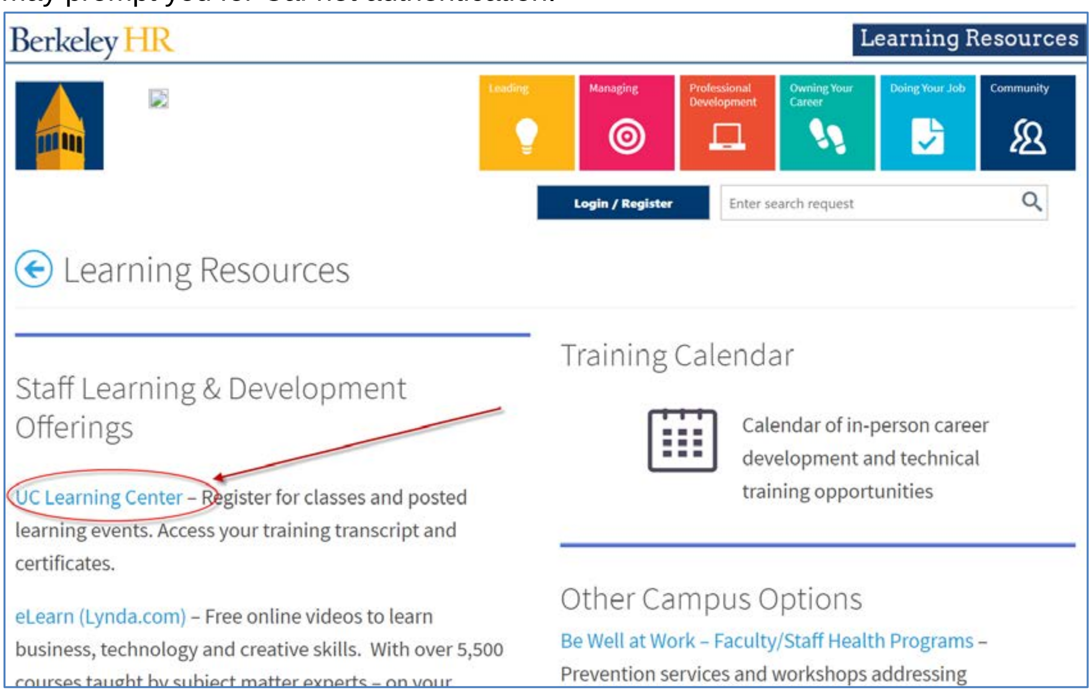
Logging into the UC Learning Center

To login to the UC Learning Center site:

1) Go to: wisdomcafe.berkeley.edu and select Learning Resources from the upper right hand corner.



2) From the Learning Resources page, select UC Learning Center from the list of selectable options. This may prompt you for Cal-net authentication.



Viewing Your Instructor Schedule

Once logged into the UC Learning Center you can access your Instructor Schedule to view activities you're affiliated with as Instructor, including past activities.

Navigate to **Self →**

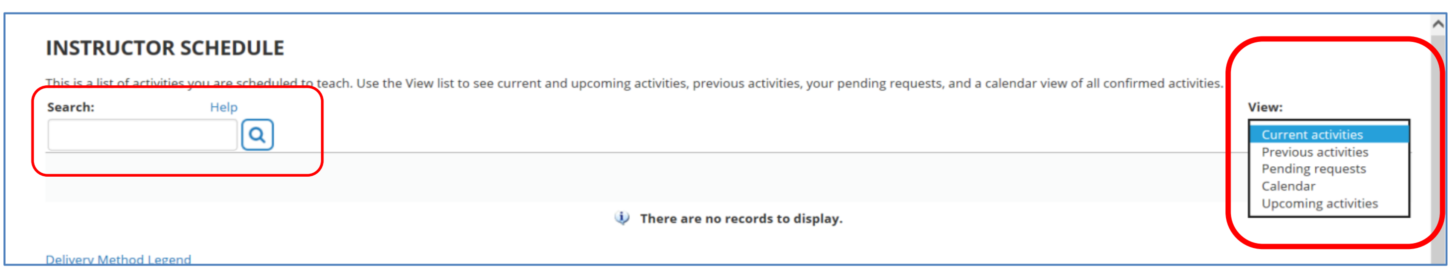
Learning →

Instructor Schedule →

Search for Activity by Name and/or Status

The instructor schedule will default to **Current Activities.** This view displays the overall course rather than individual offerings of an activity. Here you will be able to access course roster information, which shows anyone who is, or has, registered, canceled, or completed each activity regardless of offering dates. This is true whether you are listed as instructor for in-person courses (ILT Course) or online courses (eCourse).

You may find it saves time to search by course code or keywords from the title.



To see future dates you are scheduled to facilitate, change your filter to view **Upcoming Activities**.

To view past offerings change the filter to show **Previous Activities**.

You can view **Pending Requests**, if the instructor approval process has been applied to an activity, or choose to view activities using the **Calendar** format.

Viewing Rosters

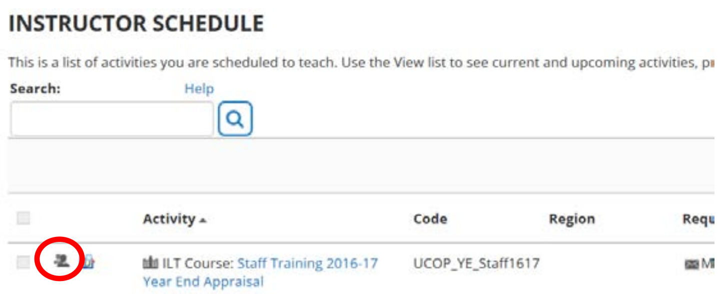
You can view the roster of any activity you're affiliated with as an instructor.

Activity rosters will give you access to:

- View all Registered/Cancelled/Attended Learners
- View/manage those enrolled on the waitlist
- Email participants associated with a class
- Export roster(s) to Excel
- Download/Print sign-in sheets

To view a roster:

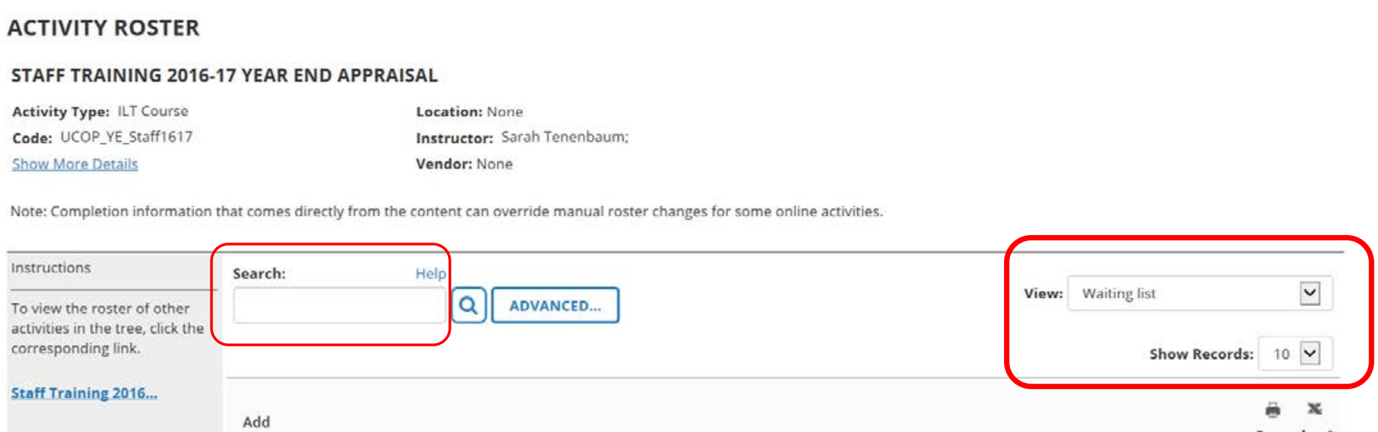
1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).(page 3)
2. Search for **Activity by Name and/or Status** (page 3)
3. Locate the activity you wish to view and click the **Roster Icon.**



4. The roster of an activity will show you everyone affiliated with that session; those registered as well as anyone who cancelled his/her registration. If you are viewing past activities you will also see who attended/completed. If you are looking at an online course, you can also track who has started an activity and is currently **In Progress**.

Sort and Filter

Once in the roster you can **Search** for specific names and/or scroll through the records. You can use filters to **View** different groups by status: **Registered, Cancelled, In Progress,** or **Waitlisted**. You can also modify how many records display per page by changing the **Show Records** drop down. Scanning a longer list may save time over navigating through multiple pages.



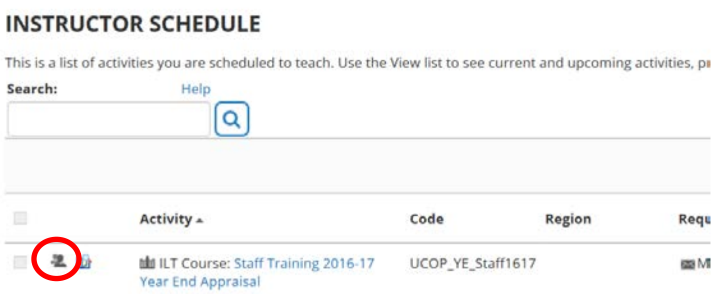
Email Participants

Participants enrolled for an instructor led activity will receive automatic emails for registration confirmation and timely reminder notifications. They will also receive completion notification once attendance is logged for an activity. Members on the waitlist also receive an auto-generated message informing them of their waitlist status. At Berkeley, we rely on instructors and training coordinators to actively manage waitlists should seat(s) become available. Again, each change triggers a system-generated email. If you don't want to trigger a message you may want to temporarily deactivate one or more notification.

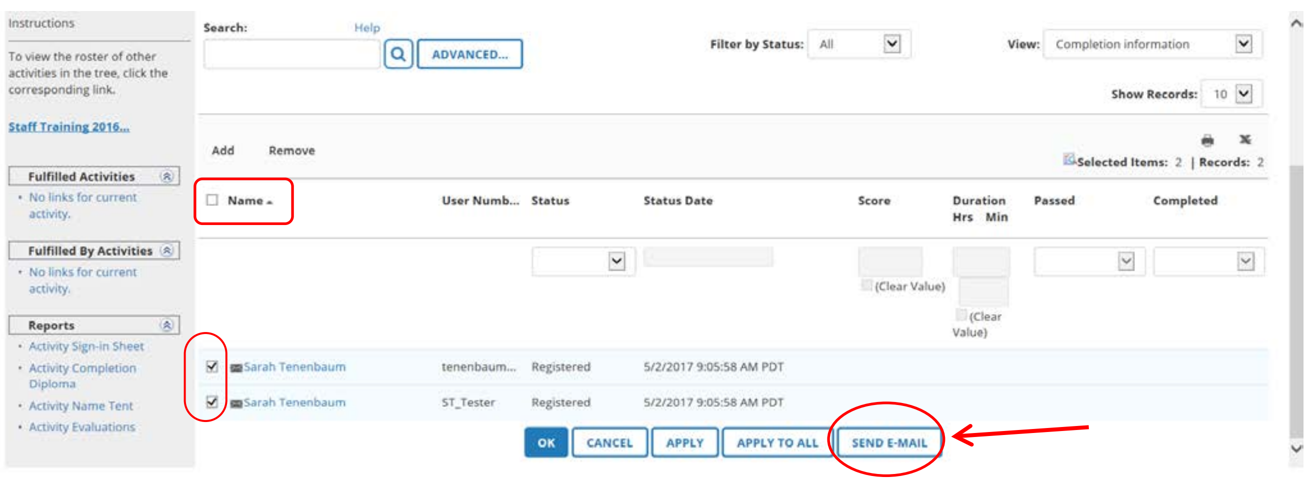
Above and beyond automatic emails for each class, instructors always have the option to contact participants directly through the roster. Emailing is most common, but phone info is listed on the roster as well.

To send email:

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).(page 3)
2. Search for **Activity by Name and/or Status** (page 3)
3. Locate the activity you wish to view and click the **Roster Icon.**



4. Select the individuals you wish to email or select the top checkbox next to **Name** to include all names listed per page. Note: if your roster includes multiple pages, you will need to repeat these steps for each page. Knowing this, you may want to increase the number of records shown per page to expedite the process.



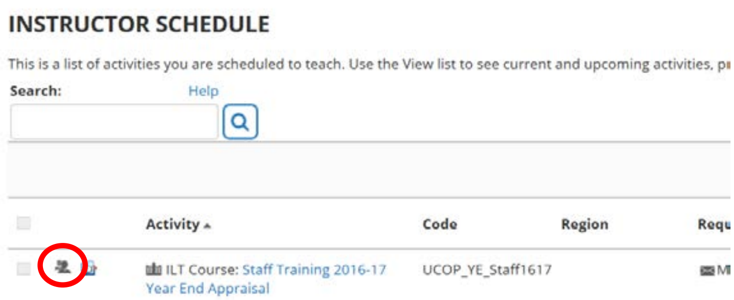
5. Once you have selected the individuals you wish to email, click **Send Email.** By default, an instance of Outlook will try open with the email addresses already populated for you. If you don't use Outlook as your email client, adjust your browser settings to integrate with whatever email client you do use.

Rosters or Sign-in Sheets

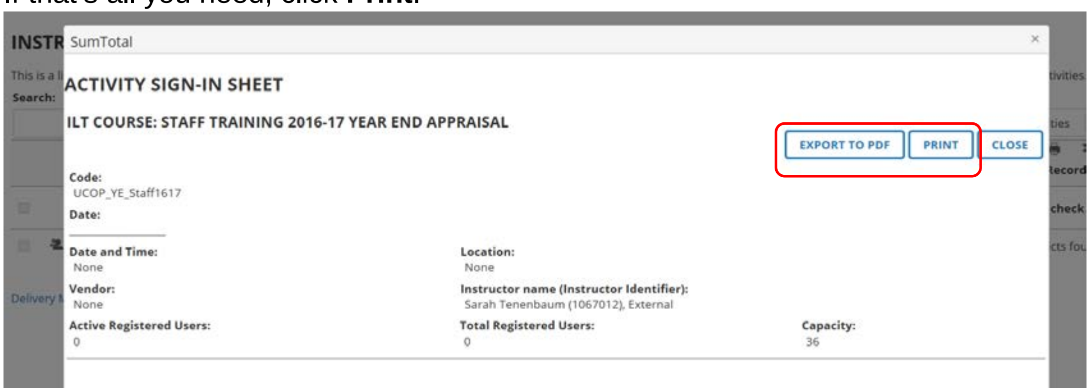
The UC Learning Center provides sign-in sheets with pre-filled participant information. Each participants needs to sign next to their name to indicate attendance.

To download or print a sign-in sheet:

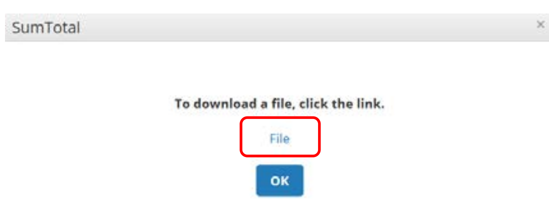
1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule).(page 3)
2. Search for **Activity by Name and/or Status** (page 3)
3. Locate the activity you wish to view and click the **Roster Icon.**



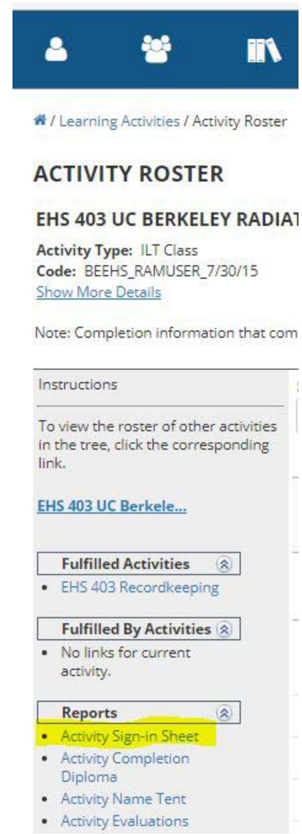
4. You will see the sign-in sheet for the activity, which lists only registered participants.
5. If that's all you need, click **Print**.



6. You can also **Export to PDF**, when the dialogue window appears click **File** to download PDF, then **OK** to close window. The PDF may open in another tab or window depending on your browser settings.



Note: If you are already on the **Activity Roster** page→,



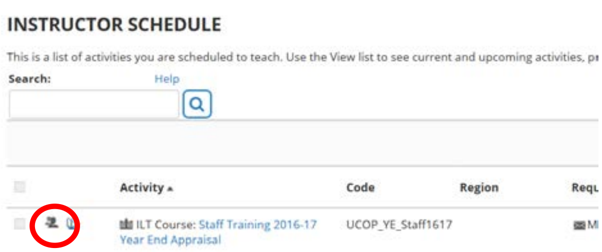
on the left menu under **Reports** →

you can print the roster by click on the **Activity Sign-in Sheet** →

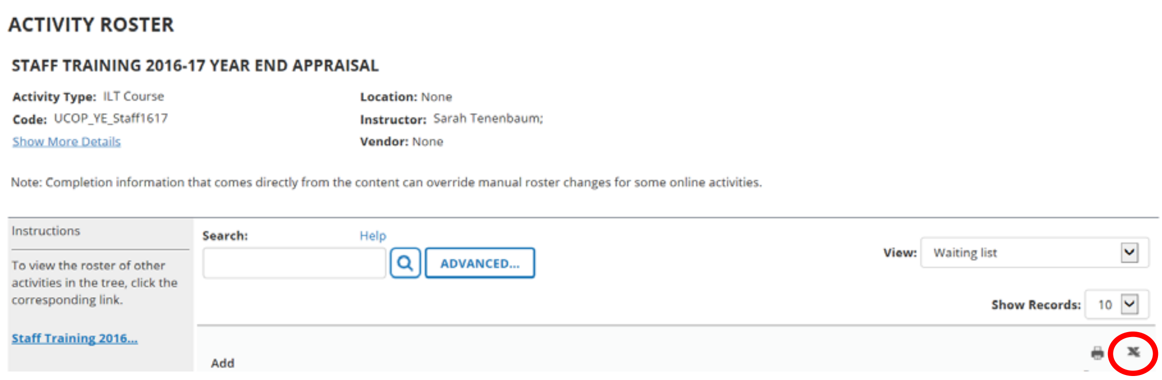
Export to Excel

To export a roster to Excel:

1. Navigate to **Instructor Schedule** (Self → Learning → Instructor Schedule)**.** (page 3)
2. Select relevant **Activity Status** (page 3).
3. Locate the activity you wish to view and click the **Roster Icon.**

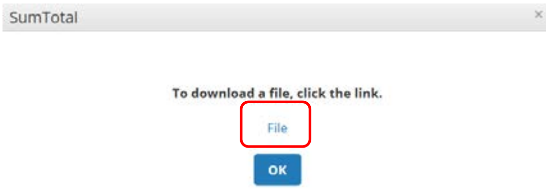


4. On the right-hand side of the roster you will see an **Export to Excel** icon next to the print icon.

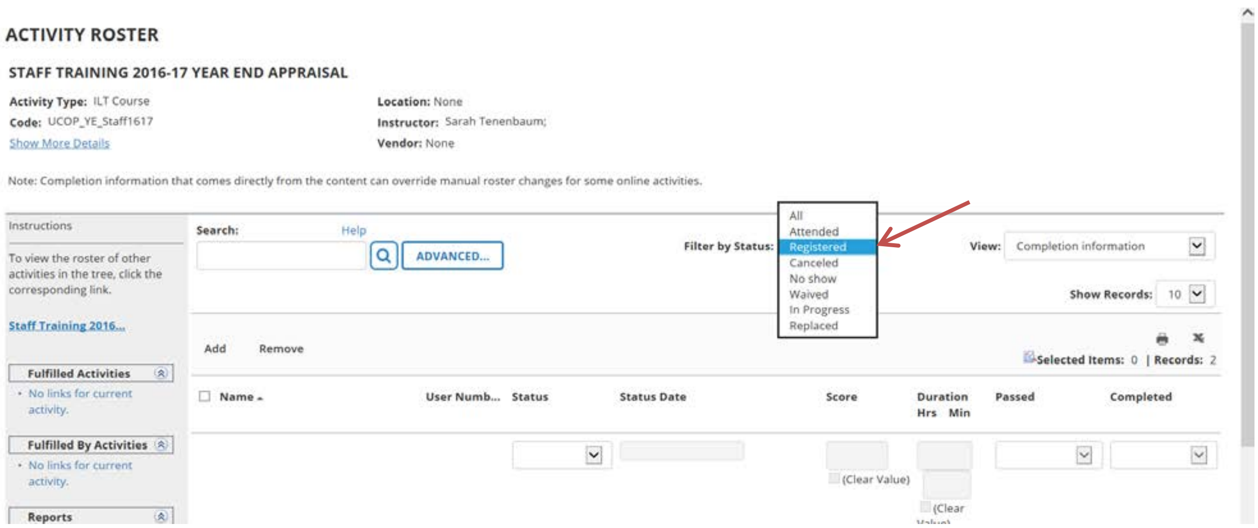


5. When you click the Export to Excel icon another dialogue window appears giving you the option to modify or limit, the information you are pulling, or change to a format other than Excel. eg .csv, xlsx

6. Click **Next** and another window appears, click **File** to download the PDF, then **OK** to close the window. The PDF will open another tab or window depending on your browser settings.



Note: It's recommended to presort before you export. If you only want those who are currently enrolled (versus those who cancelled 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 and you may need to manipulate the data later.

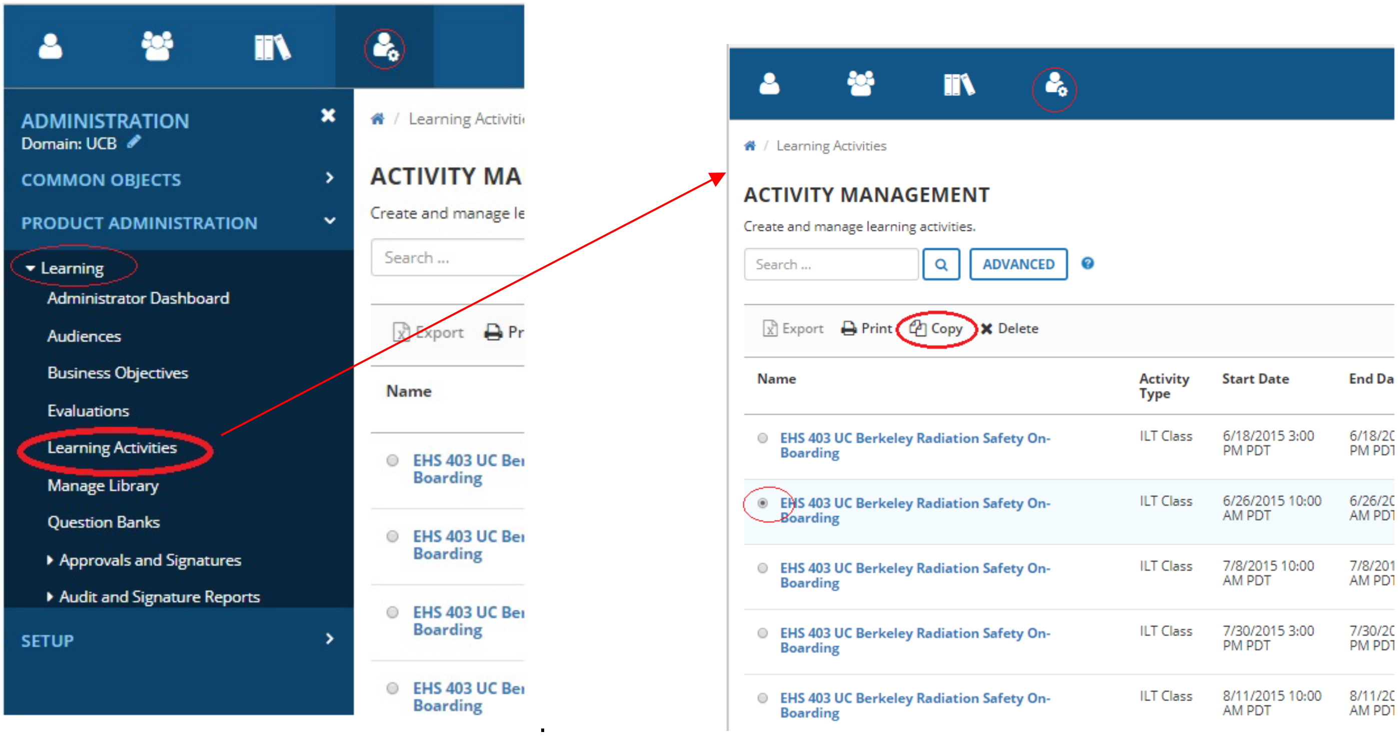


Creating New Activities

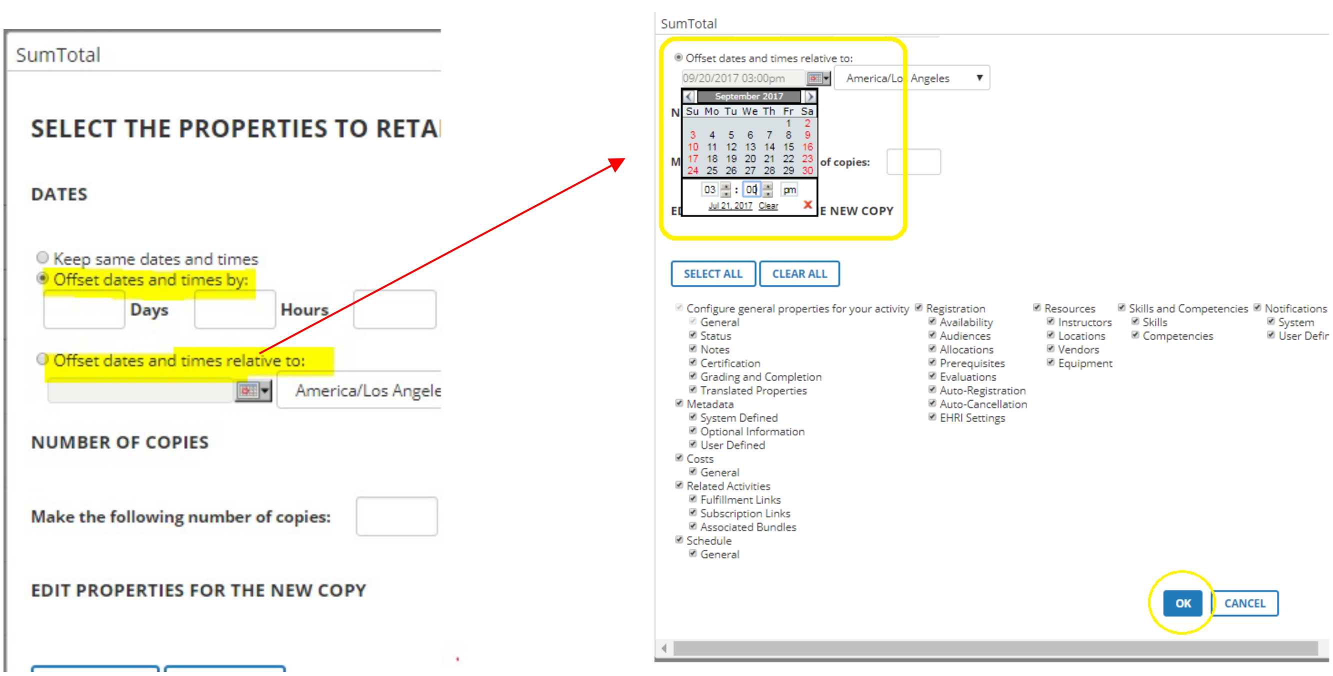
If you plan to offer a class again in the future let your training coordinator know so they can save steps by copying an existing activity and make minor changes, e.g. date, time, instructor or location to the new instance. Or, if you happen to have Administration rights you can always build a course from scratch.

Copy Existing Class

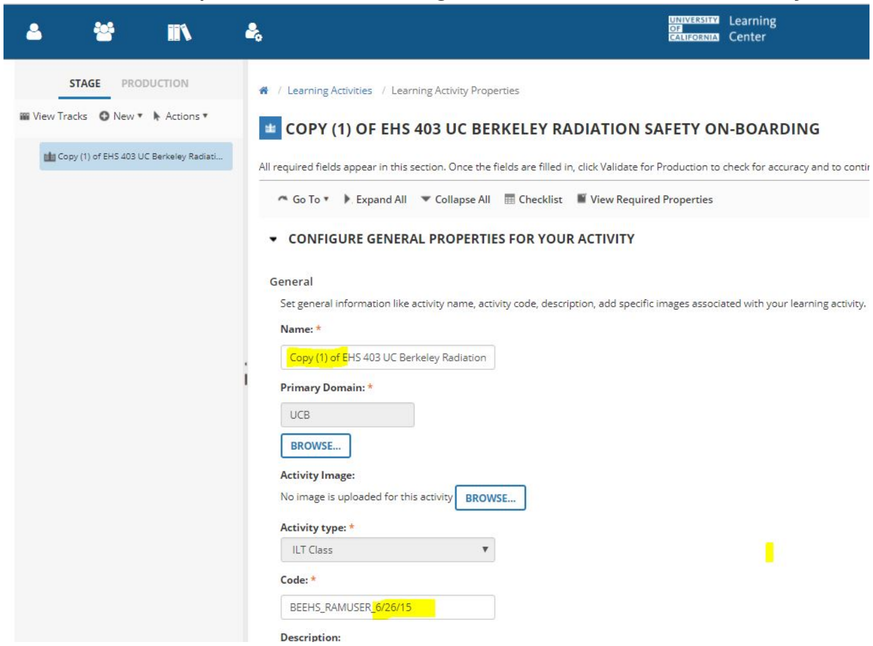
1. Navigate to **Learning Activities Menu** (Admin → Learning → Learning Activites)**.**
2. Search for the course you want to copy by course code or name.
3. From the class list, select the instance you wish to copy.



4. When the properties dialogue appears enter new dates and click OK

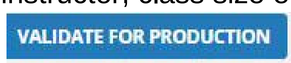


5. When the copied class dialogue opens, Delete "*Copy of*" text and modify course code number to match new respective dates using –YYMMDD for consistency.



6. Continue working your way through course details adjusting pertinent information as needed, e.g. location, instructor, class size etc. Click **Save**

7. Next, Click **Validate for Production.**

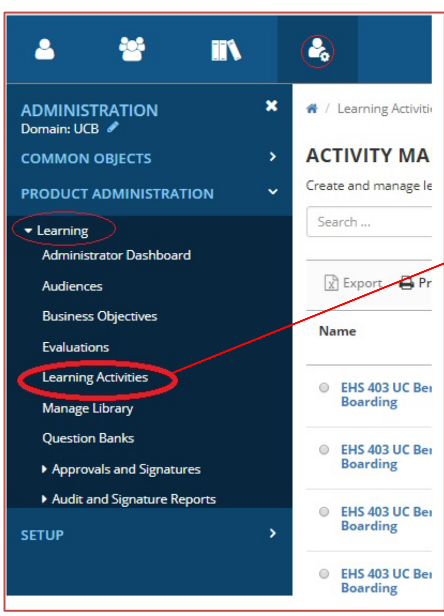


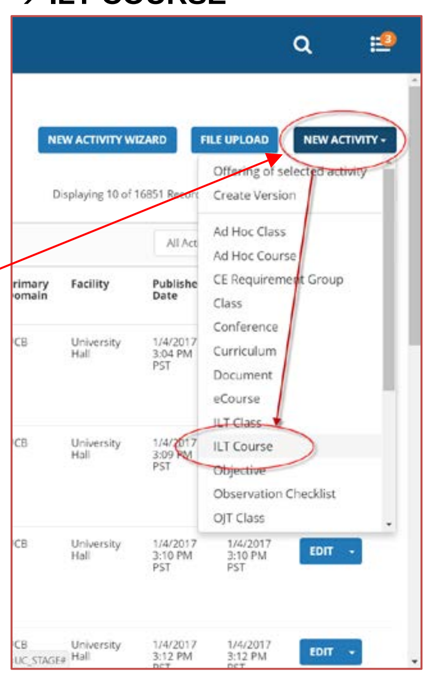
8. Assuming no conflicts are found Click Move to Production button.

9. Then Close to move on to the next task

Build an Instructor Lead course with offerings from Scratch

1. Navigate to **Learning Activities Menu** (Admin → Learning → Learning Activites)**.**
2. From Learning Activities select **New Activity → ILT COURSE**



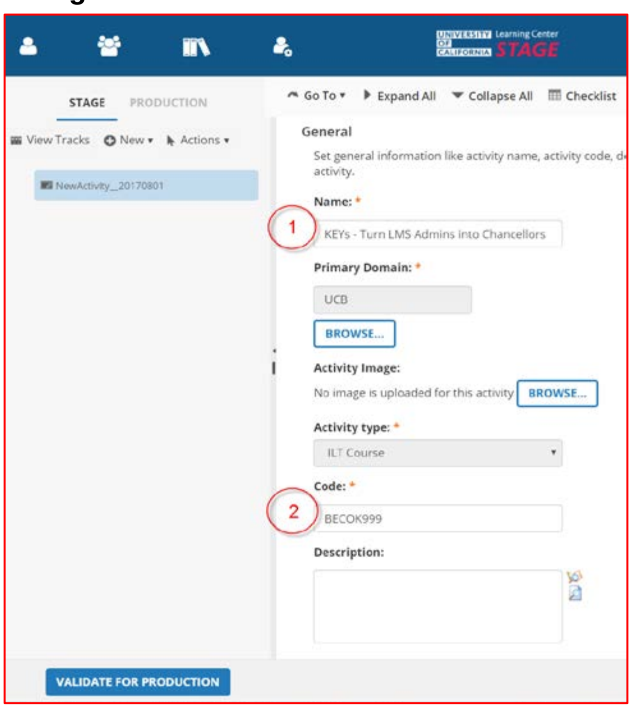


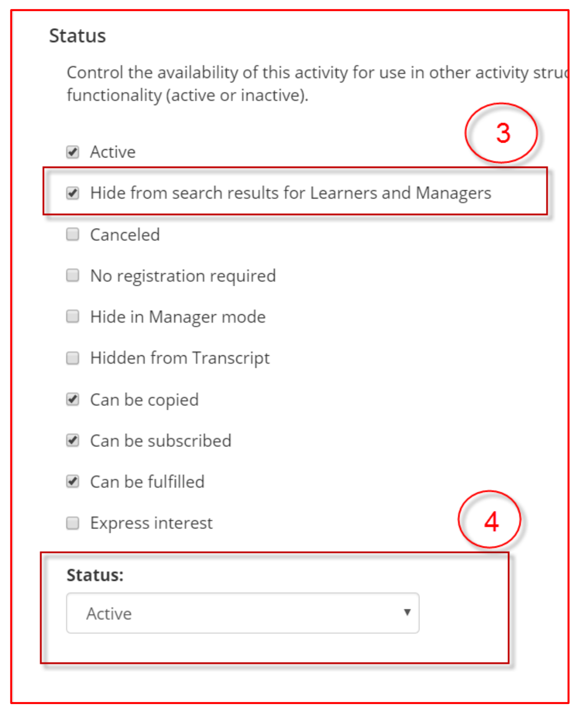
3. From the Activity window enter in a distinct course name and code consistent with Berkeley's standardized course/class naming convention add a proper prefix and appendix aligned with your unit and department

Campus Prefix	3 Letters for unit or program	3 digit number	separator	Number based on year|month|day	separator	Append to separate instances with same date e.g. am, pm or times 9, 10, 1.30, etc
BE	CPA	001	dash	170507	dot	time(s) if applicable
=Berkeley	Communications, Public Affairs	Number of course from 1-999	-	= May 7, 2017	.	10am, or 2pm, etc

For a listing of active, available, and archived codes see Box. Note: you may need to authenticate https://berkeley.box.com/s/dhr1e2n23han5rdop9e63uf92pqz1clo

4. You'll also need to scroll down to **Status** and click the **Hide from Search Results for Learners and Managers** button and set the Status to **Active**

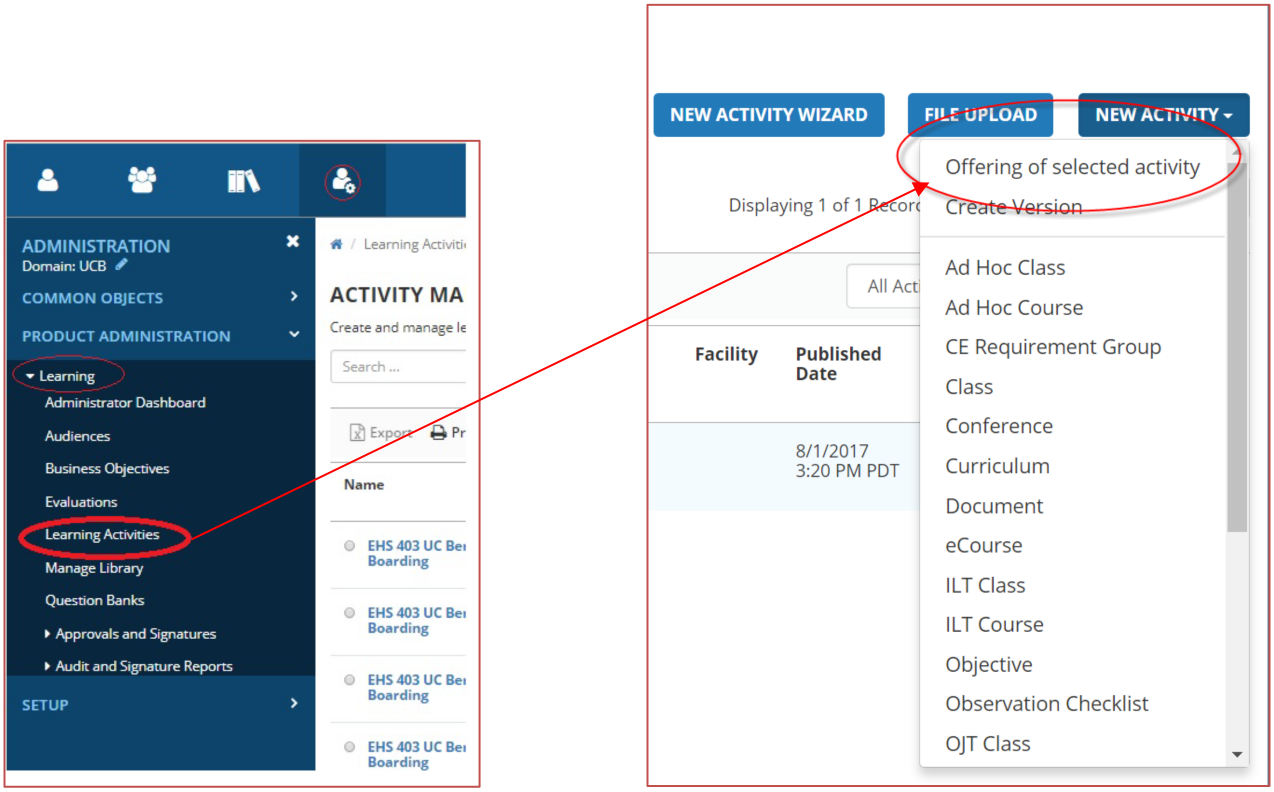




5. Once you have set these four options, simply save the course and select **Validate for Production → Move to Production** to make the course live. (No other settings are mandatory. Do not add in any scheduled dates to the course level, as these are added in on the class/offerings level).

Build a new Class based on you new Course

1. Navigate back to **Learning Activities Menu** (Admin → Learning → Learning Activites) search for your course, then select **New Activity → Offering of Selected Activity.**



2. From the Offerings Wizard – set the duration and capacity of the class, then select **Build Offering**. **DO NOT SET THE DATE**, you will add that in later.
3. From the Offerings Page:
   a. Give the class a distinctive name with the date appended onto it e.g. Coaching for Success BECOP234-170812 ([Standardized naming convention](#)).
   b. **Uncheck** the **Hide from Search Results for Learners and Managers** button.
   c. Set the start date and end date
   d. Once you have modified those settings, simply save the class and select **Validate for Production → Move to Production** to make the class live.

Note: The reason we hide at the Course level and display at the class level is to avoid visual redundancy on participant transcripts. Showing data in both places would display every event or activity twice.