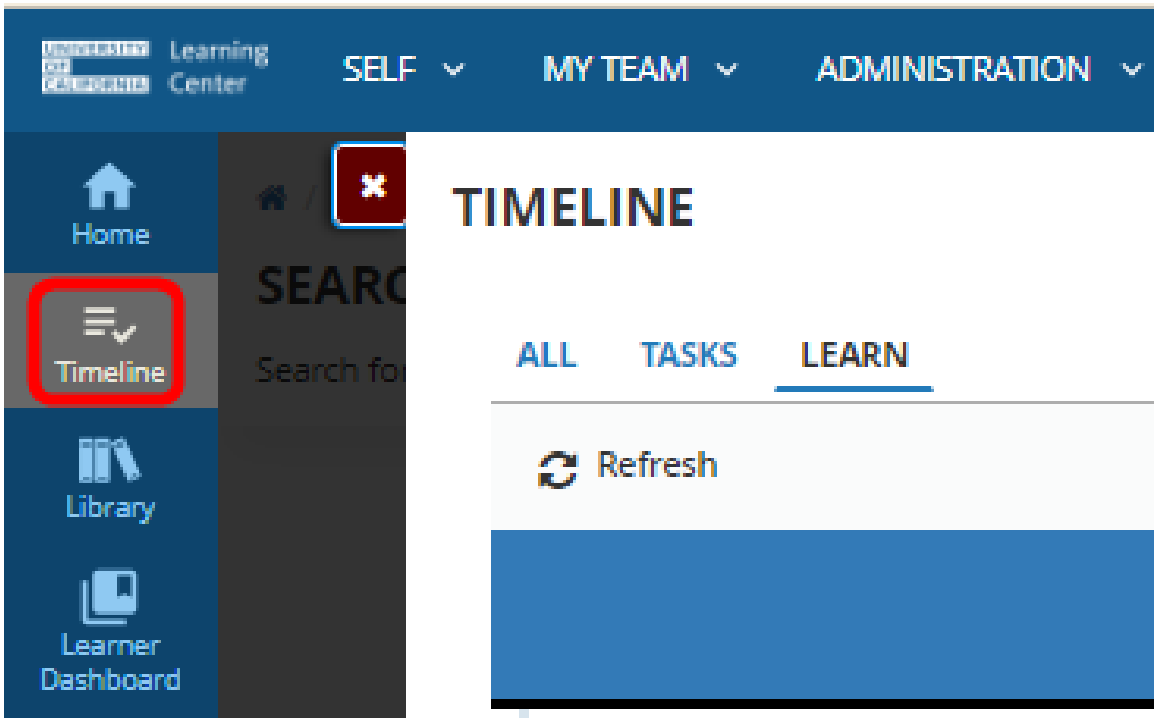
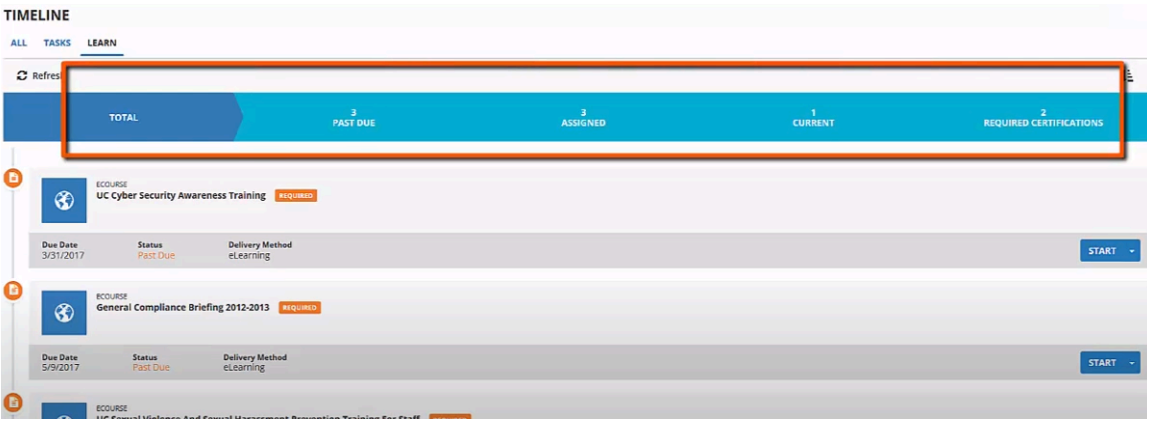
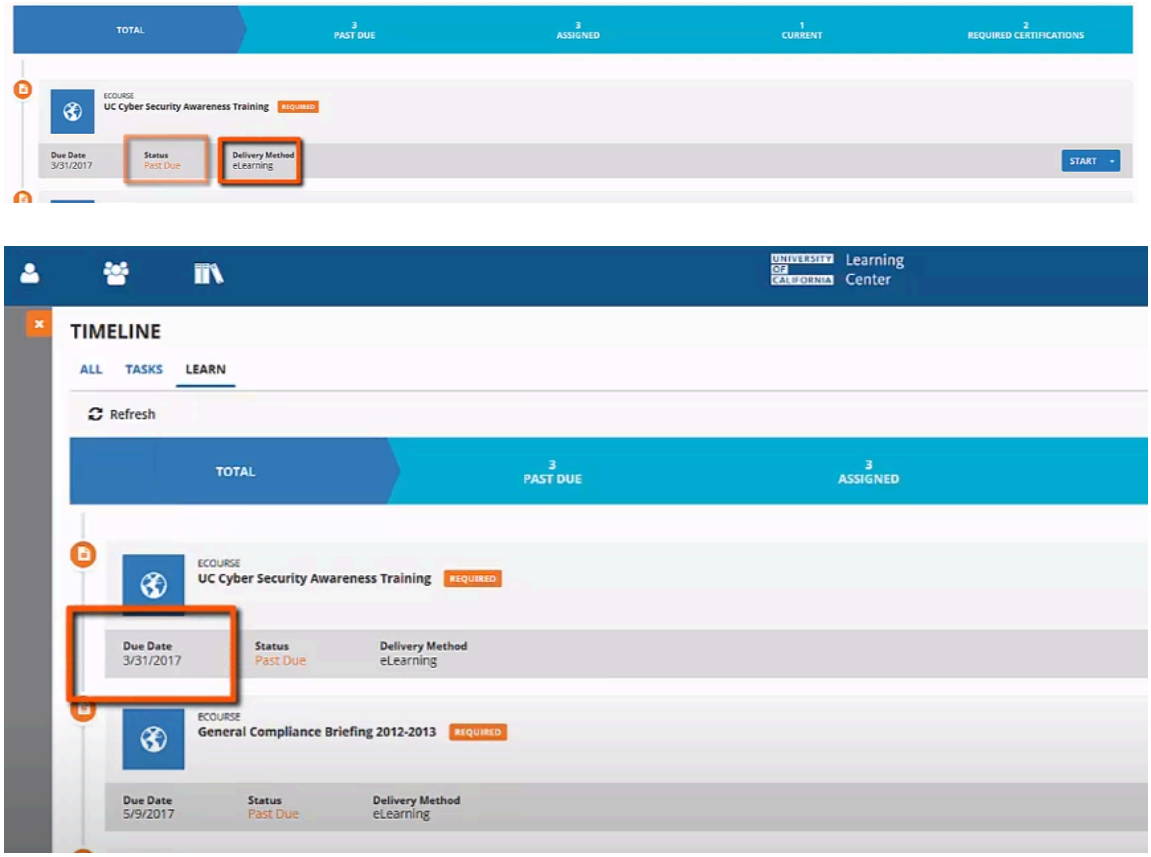
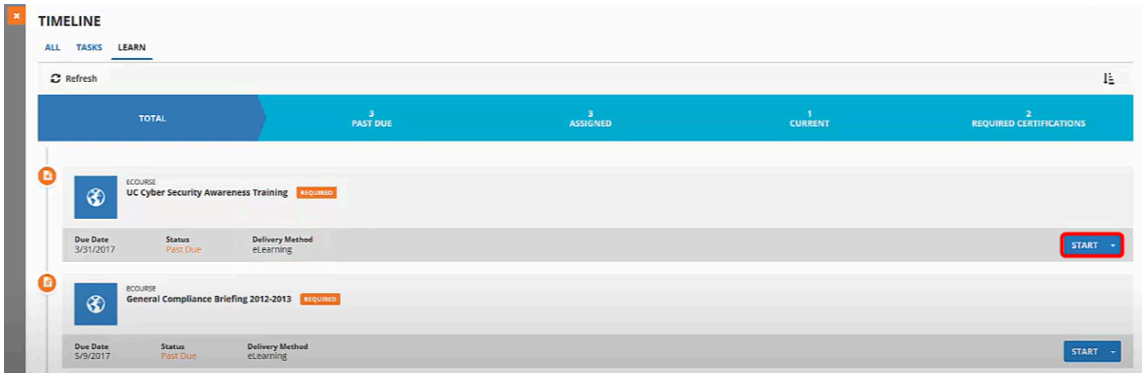
Berkeley People & Culture

Timeline

To get to the Learning Center, go to: https://uc.sumtotal.host/Core/dash/home?domain=4

Step	Screen View	Instructions
1.	 	To navigate to the Timeline, use the Timeline button on the left-side bar. The slideout panel will appear. The Timeline displays all learning activities that you are registered for, including those you are in progress with. Here, you can see which of the courses are past due, assigned, current, and required.

2.		Each course will display the due date, status, and delivery method, which indicates if it is an eLearning, online course, or classroom training. It is always important to note the due date of your assigned courses and to complete these on time.
3.		From the Timeline, you can start taking an eCourse by clicking on the blue Start button. For classroom training classes, there is no Start button, but instead a Cancel Registration button. Click on this to cancel the registration for your classroom training.

<table>
<tr>
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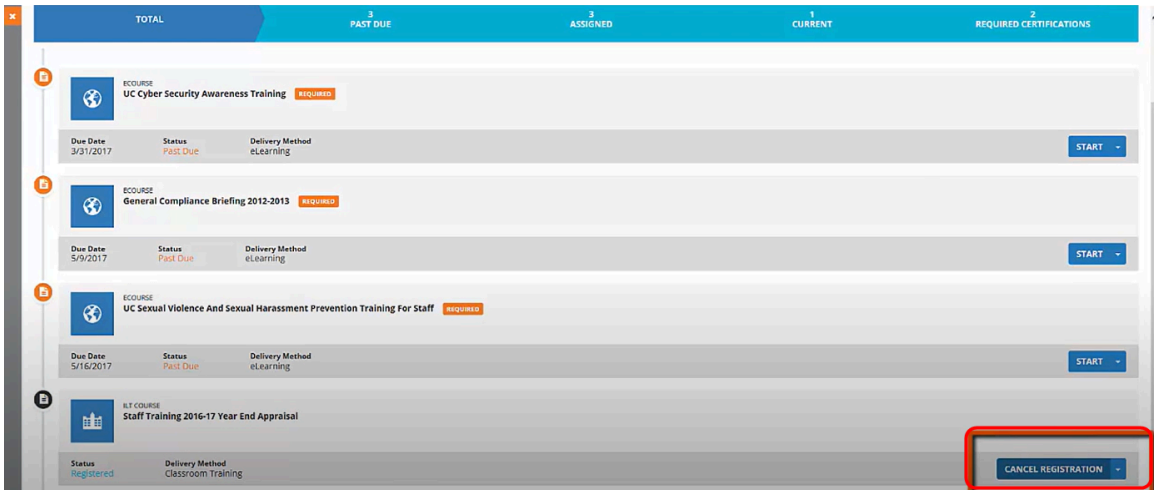
<td> 
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<td>4.</td>
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<td>On the right side of the blue buttons is a blue arrow. Click this to view more details about individual courses or to add courses to your favorites list.

When a course is added to your favorites list, you can navigate to this using the Self menu (Self > Learning > Favorites).</td>
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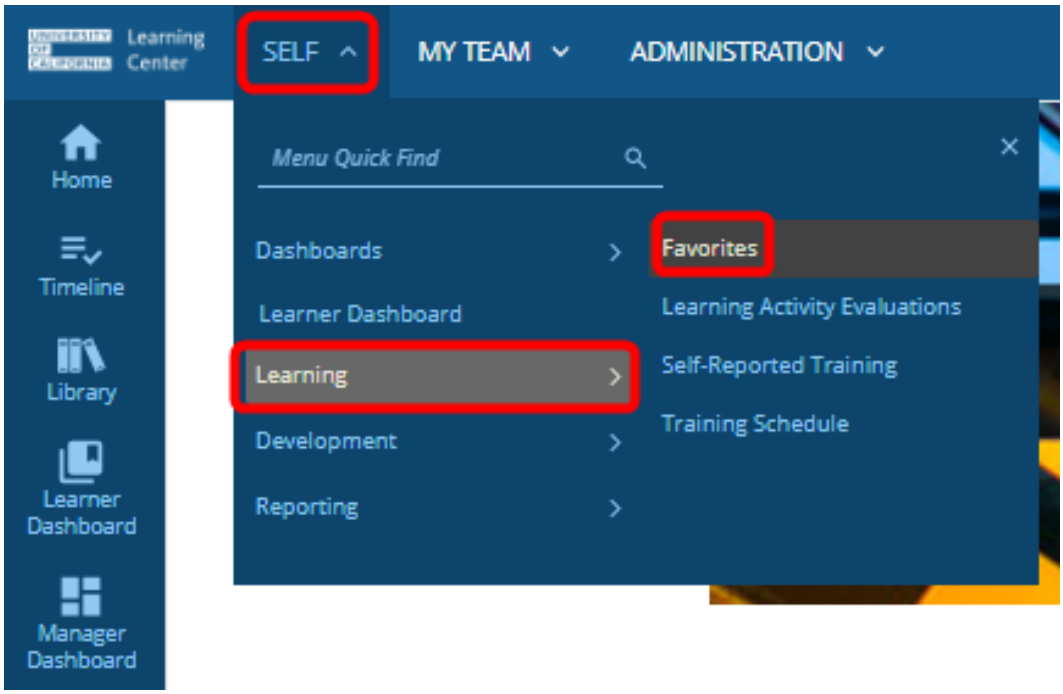
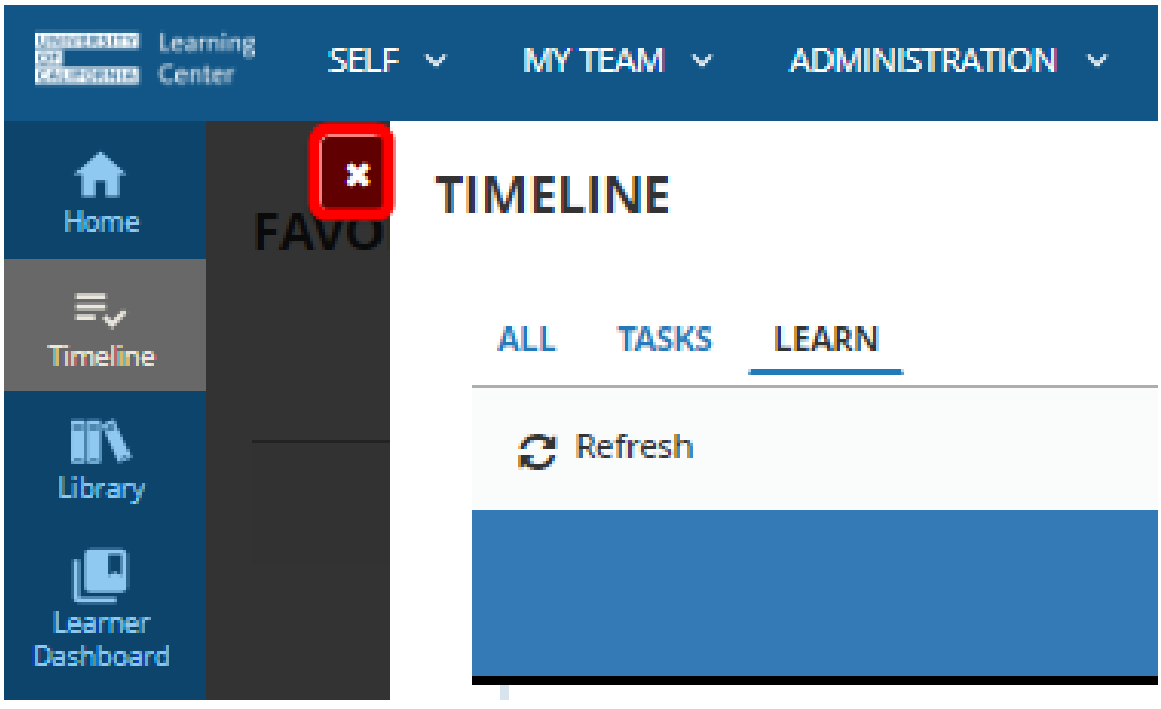
		
5.		To navigate away from the timeline slideout menu at any point, click on the red box in the top-left corner.