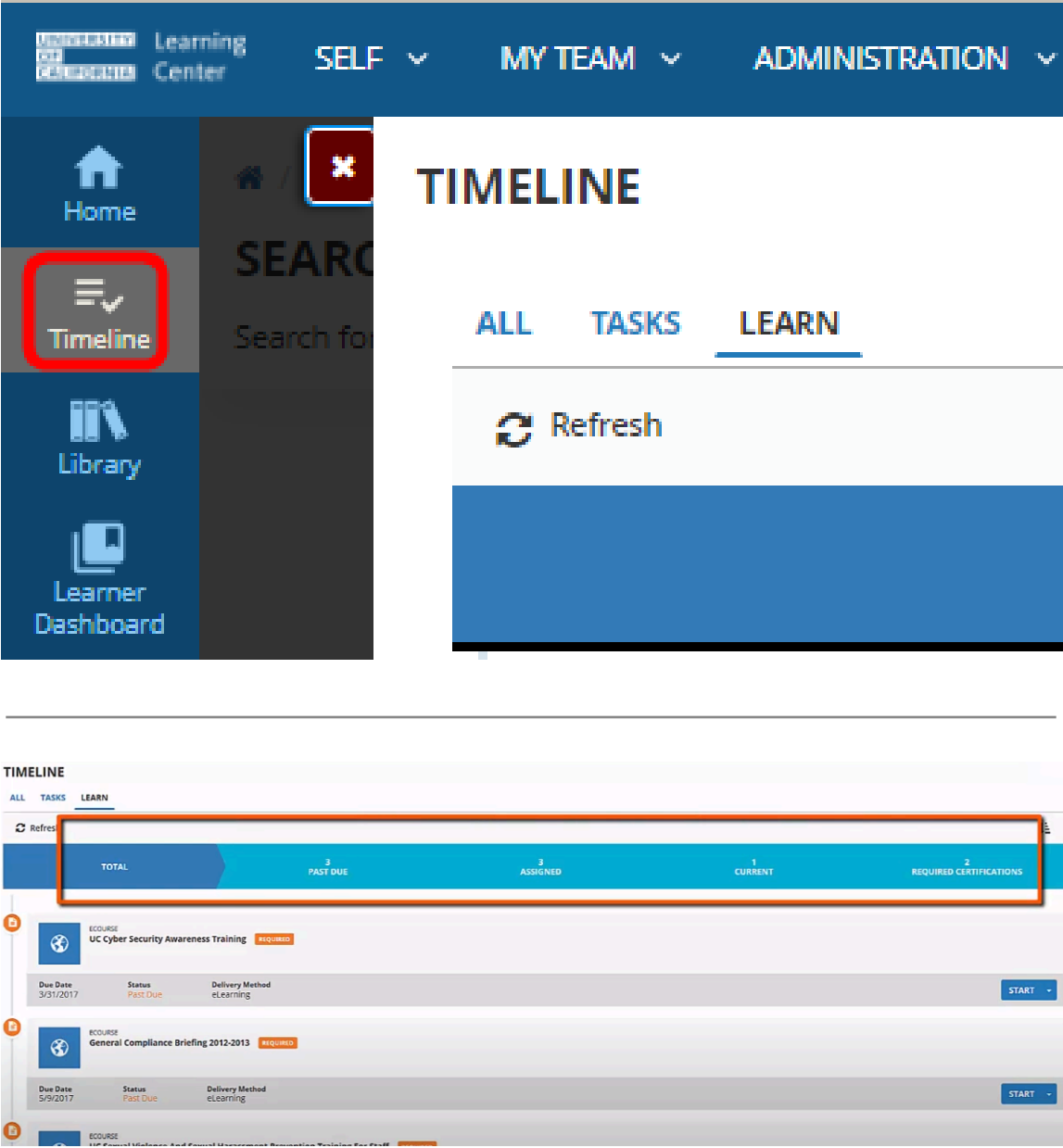


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Timeline

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

Step	Screen View	Instructions												
1.	 <p>The screenshot shows the Learning Center interface. The top navigation bar includes 'Learning Center', 'SELF', 'MY TEAM', and 'ADMINISTRATION'. The left sidebar contains 'Home', 'Timeline' (highlighted with a red box), 'Library', and 'Learner Dashboard'. The main content area displays 'TIMELINE' with tabs for 'ALL', 'TASKS', and 'LEARN'. A 'Refresh' button is visible. Below the screenshot, a detailed view of the 'LEARN' tab is shown, featuring a summary bar with the following data:</p> <table border="1"><thead><tr><th>Category</th><th>Count</th></tr></thead><tbody><tr><td>TOTAL</td><td>3</td></tr><tr><td>PAST DUE</td><td>3</td></tr><tr><td>ASSIGNED</td><td>3</td></tr><tr><td>CURRENT</td><td>1</td></tr><tr><td>REQUIRED CERTIFICATIONS</td><td>2</td></tr></tbody></table> <p>The list of courses includes:</p> <ul style="list-style-type: none">UC Cyber Security Awareness Training (Required, Past Due, eLearning)General Compliance Briefing 2012-2013 (Required, Past Due, eLearning)HR Fraud Mitigation And Fraud Management Remediation Training For HR	Category	Count	TOTAL	3	PAST DUE	3	ASSIGNED	3	CURRENT	1	REQUIRED CERTIFICATIONS	2	<p>To navigate to the Timeline, use the Timeline button on the left-side bar. The slideout panel will appear.</p> <p>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.</p>
Category	Count													
TOTAL	3													
PAST DUE	3													
ASSIGNED	3													
CURRENT	1													
REQUIRED CERTIFICATIONS	2													

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2.

The screenshot shows the Learning Center interface. At the top, a progress bar indicates 3 PAST DUE, 3 ASSIGNED, 1 CURRENT, and 2 REQUIRED CERTIFICATIONS. Below this, a course card for 'UC Cyber Security Awareness Training' is displayed. The card shows a 'Due Date' of 3/31/2017, a 'Status' of 'Past Due', and a 'Delivery Method' of 'eLearning'. A 'START' button is visible on the right side of the card. Below the course card, a 'TIMELINE' section is shown, which includes a 'Refresh' button and a similar progress bar. The timeline lists two courses: 'UC Cyber Security Awareness Training' (Due Date: 3/31/2017, Status: Past Due, Delivery Method: eLearning) and 'General Compliance Briefing 2012-2013' (Due Date: 5/9/2017, Status: Past Due, Delivery Method: eLearning). The 'Due Date' field for the first course in the timeline is highlighted with a red box.

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.

This screenshot shows the same Learning Center interface as in the previous screenshot. The 'START' button for the 'UC Cyber Security Awareness Training' course is highlighted with a red box. The 'TIMELINE' section is also visible, showing the same two courses as before.

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.

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The screenshot shows a dashboard with a top navigation bar containing the following items: TOTAL, 3 PAST DUE, 3 ASSIGNED, 1 CURRENT, and 2 REQUIRED CERTIFICATIONS. Below this, a list of courses is displayed. The first three courses are marked as 'REQUIRED' and have a status of 'Past Due'. The fourth course is marked as 'I.E. COURSE' and has a status of 'Registered'. A red box highlights a 'CANCEL REGISTRATION' button at the bottom right of the course list.

Course Title	Status	Delivery Method
UC Cyber Security Awareness Training	Past Due	eLearning
General Compliance Briefing 2012-2013	Past Due	eLearning
UC Sexual Violence And Sexual Harassment Prevention Training For Staff	Past Due	eLearning
Staff Training 2016-17 Year End Appraisal	Registered	Classroom Training

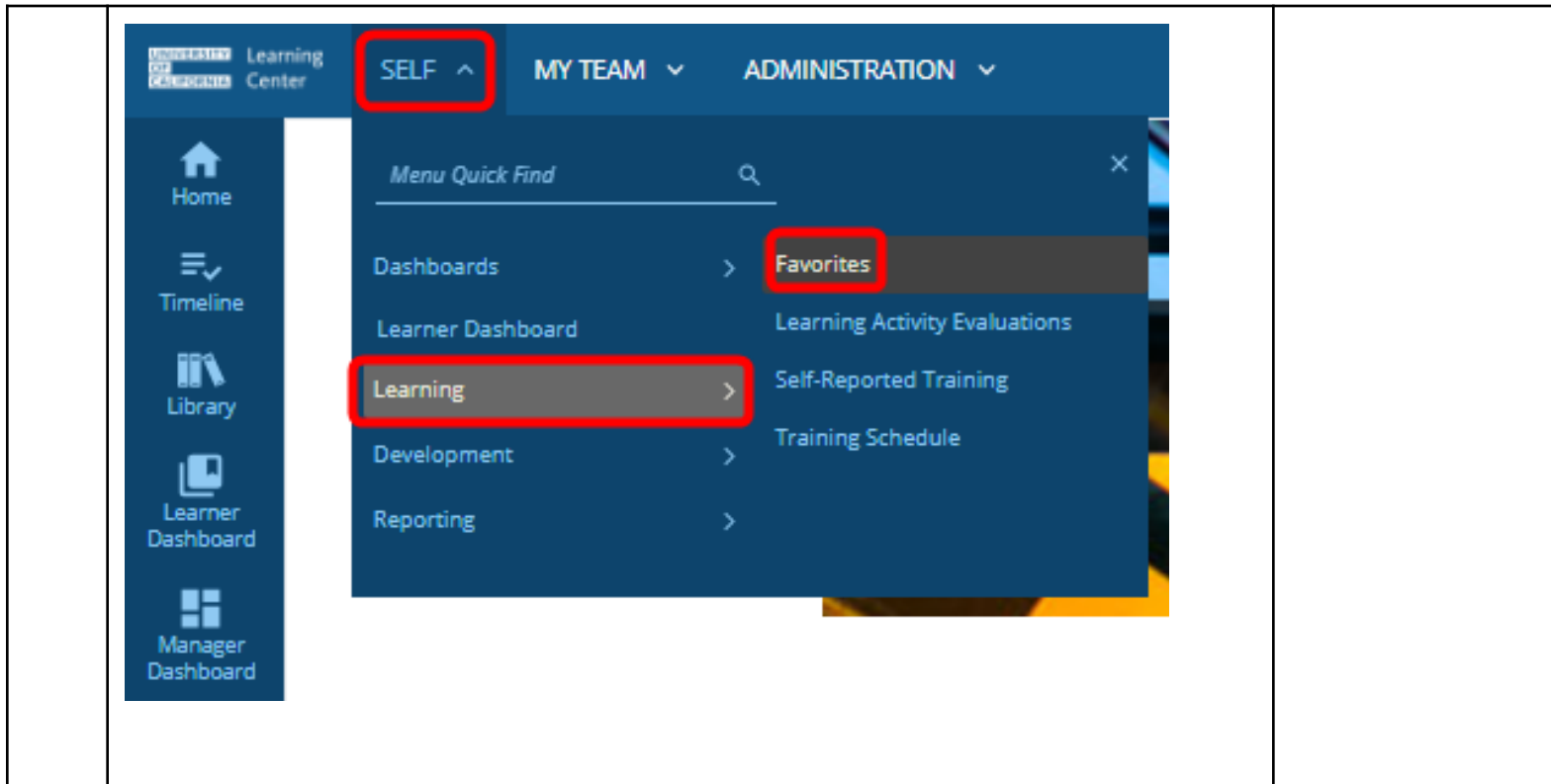
4.

This screenshot shows a closer view of the course list. A mouse cursor is clicking on the 'START' button of the 'General Compliance Briefing 2012-2013' course. A dropdown menu is visible, containing the options 'View Details' and 'Add To Favorites'.

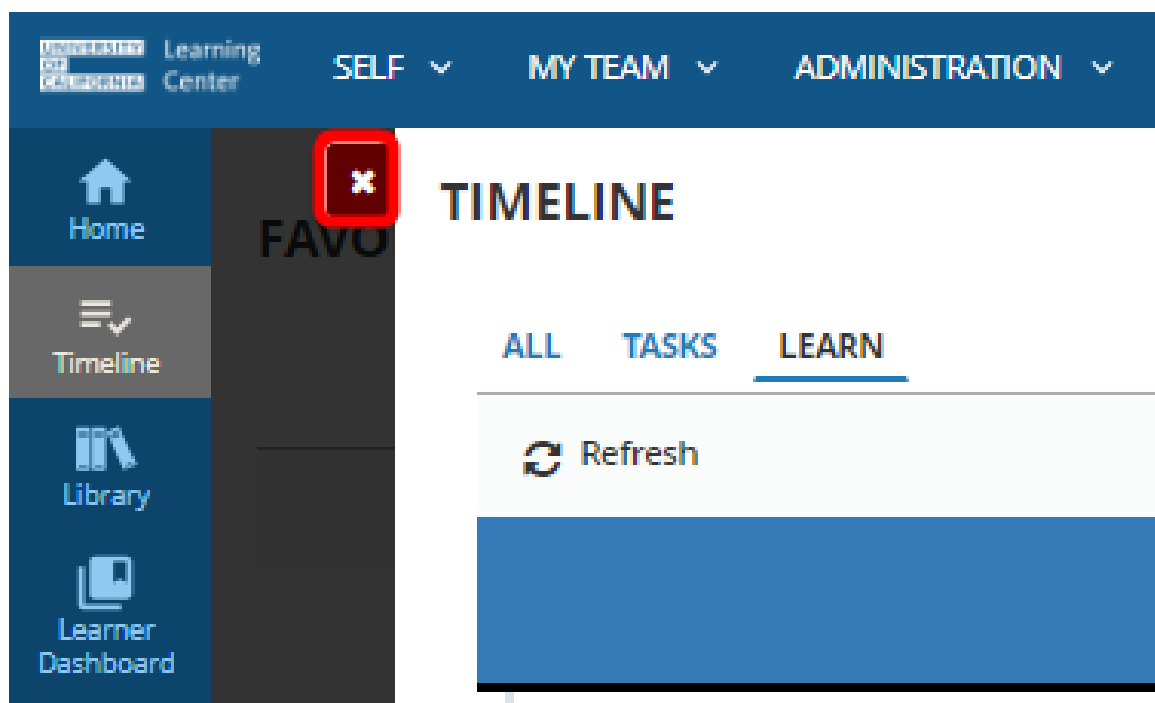
On the right side of the blue buttons is a blue arrow. Click this to view more details about individual courses or to add courses to your favorites list.

When a course is added to your favorites list, you can navigate to this using the Self menu (Self > Learning > Favorites).

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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.