Contents

Contact and Support ...................................................................................................................................... 3
Introduction .................................................................................................................................................... 4
Log in to the UC Learning Center (UCLC) ..................................................................................................... 5
Access the UCLC with UCSF MyAccess ....................................................................................................... 6
Compatibility/System Information .................................................................................................................. 7
The New UC Learning Center Interface ...................................................................................................... 11
The Learner Dashboard .................................................................................................................................. 13
The Library ................................................................................................................................................... 14
Search ......................................................................................................................................................... 16
View Classes Using the Timeline ................................................................................................................ 17
View Your Training Schedule ...................................................................................................................... 18
Launch Online Learning ............................................................................................................................... 22
Register for Instructor Lead Training (ILT) ................................................................................................... 23
Training Transcript ....................................................................................................................................... 24
Print or Export Diplomas .............................................................................................................................. 26
Sign Out ....................................................................................................................................................... 28
Mobile App ................................................................................................................................................... 29
Contact and Support

The UCSF Learning & Organization Development department supports the UC Learning Center (UCLC) for the entire UCSF Health community.

For support and additional services, please contact the following:

- **UC Learning Center Login**  
  [http://training.ucsf.edu](http://training.ucsf.edu)  
  original: [https://learningcenter.ucsfmedicalcenter.org](https://learningcenter.ucsfmedicalcenter.org)

- **UCSF MyAccess Login**  
  [http://myaccess.ucsf.edu](http://myaccess.ucsf.edu)

- For UCSF MyAccess login issues, and to ensure that your computer is setup correctly for the UC Learning Center, please contact: **IT Service Now 1.415.514.4100.**

- **UC Learning Center Support Form**  
  [https://support.learning.ucsf.edu](https://support.learning.ucsf.edu)

- **UC Learning Center Training Request Form**
Introduction

The UC Learning Center (UCLC) is the University of California Office of the President (UCOP) Learning Management System (LMS) for all UC campuses and labs. SumTotal is the software company that develops the LMS.

Through the UC Learning Center (UCLC), you have access to eLearning courses, details and registration for Instructor Lead Training (ILT), as well as access to your Training Transcript for completed and expired training activities.

Objectives

In this document, you will learn just enough to get comfortable navigating and exploring some key features and capabilities of the upgraded UC Learning Center.
Log in to the UC Learning Center (UCLC)

The UC Learning Center is available through the new UC Learning Center website. There you will also find information regarding upcoming training and technical support.

- CLICK the Login button.
  - You will be prompted to either login to UCSF MyAccess, or automatically forwarded to the UC Learning Center.

NOTE: If you’ve already logged in to UCSF MyAccess website, you will be automatically forwarded to the UC Learning Center (UCLC).
Access the UCLC with UCSF MyAccess

The UC Learning Center is now accessible with your UCSF MyAccess Login.

- If you navigate to either the new UCLC website, or the original UCLC Login webpage, you will be automatically forwarded to the UCSF MyAccess Login webpage.
- TYPE your UCSF MyAccess ID and Password to easily login.

NOTE:
If you navigate to the UCSF MyAccess Applications Page, you can either SEARCH or SCROLL to locate the UC Learning Center (UCLC).
Compatibility/System Information

For all browsers, you should:

- **Enable cookies**: A web interface provides access to modules in the UCLC. If you are using a web browser, you must have the browser set to enable cookies. You can view this setting in the browser’s security dialog box.

- **Allow pop-ups**: You must disable the utility programs that block the opening of pop-up browser windows. When a user logs in to the UCLC, the program detects the existence of pop-up blockers and reminds users to turn them off.

**NOTE:**
To ensure that your computer is setup correctly for the UC Learning Center, please contact: IT Service Desk 1.415.514.4100.
Desktop Browser Compatibility Matrix & Operating System Support List

SumTotal Learn is compatible with the following desktop web browsers:

<table>
<thead>
<tr>
<th></th>
<th>Microsoft Internet Explorer 11.1</th>
<th>Microsoft Edge1</th>
<th>Mozilla Firefox 56 &amp; 57</th>
<th>Google Chrome 63</th>
<th>Apple Safari 9.1.3, 10.1.2, 10.0, 10.1, &amp; 11.0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learn</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Advanced Reporting</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

SumTotal Learn supports operating systems that runs the browsers listed above. This includes:

- Apple OSX 10.10, 10.11, 10.12, and 10.13.

1 SumTotal applications do not support Internet Explorer or Edge in Compatibility Mode.
# Tablet Compatibility Matrix

<table>
<thead>
<tr>
<th></th>
<th>iPad with iOS 9.x, 1</th>
<th>iPad with iOS 10.x &amp; 11.x 1</th>
<th>Android 6.x 1</th>
<th>Android 7.x, 8.x 1</th>
<th>Windows 8.1 Pro</th>
<th>Windows 10 (Surface Pro &amp; Laptops)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learn</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Advanced Reporting</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Sumtotal Mobile App</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1 Includes support for iPad Mini & 7-inch Android Tablets at 1024x768 resolution. Only supported in landscape mode. Administration pages are not supported on tablets.

Updated 3/26/18
# Mobile Platform Compatibility Matrix

<table>
<thead>
<tr>
<th></th>
<th>iPhone iOS 10 &amp; 11 2</th>
<th>Android 6.x, 7.x, &amp; 8.x</th>
<th>Blackberry 10.3.2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SumTotal App</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Workforce Management</strong></td>
<td>Yes - Safari</td>
<td>Yes - Native Android Browser</td>
<td>Yes - Native Blackberry Browser</td>
</tr>
<tr>
<td><strong>Expense (17.1)</strong></td>
<td>Yes - Safari³</td>
<td>Yes - Native Android Browser</td>
<td>No</td>
</tr>
</tbody>
</table>

¹SumTotal Growth Edition is supported on the SumTotal Classic App.
²For iOS 10, both 32 bit & 64 bit are supported. iOS 11 only supports 64 bit applications.
The New UC Learning Center Interface

The new UC Learning Center Home Page displays when you log in.

You can CLICK the icons on the Header Menu, and Shortcut Tiles to go directly to the most commonly used pages.
### The New UC Learning Center Interface (cont'd)

The following icons always appear on the **Header Menu** at the top of the screen:

<table>
<thead>
<tr>
<th>Icons</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![User Icon]</td>
<td>Self</td>
<td>Use this icon to access your Learner Dashboard to find Quick Links, Training Activities, Timeline, and Learning Assignments.</td>
</tr>
<tr>
<td>![Team Icon]</td>
<td>My Team</td>
<td>If you are a Manager and have direct reports, you will can assign and monitor your team’s training activities through the Manager Dashboard.</td>
</tr>
<tr>
<td>![Library Icon]</td>
<td>Library</td>
<td>Access the Library to look for training-related information such as courses, knowledge documents, etc.</td>
</tr>
<tr>
<td>![Search Icon]</td>
<td>Search</td>
<td>Find the training you need quickly by using the Enterprise Search feature.</td>
</tr>
<tr>
<td>![Timeline Icon]</td>
<td>Timeline</td>
<td>Navigate to the Timeline to view and perform actions on pending tasks.</td>
</tr>
</tbody>
</table>

**NOTE:**

CLICK The UC Learning Center logo to always navigate back to the Home Page.
The Learner Dashboard

The **Learner Dashboard** is your personalized home page. Here you will find quick links to help you get started, check your **Training Transcript**, **Training Schedule**, **Timeline** and other activities.

1. **CLICK** the **Self** icon to access the **Learner Dashboard**.

**NOTE:**
You can also access the **Learner Dashboard** through the **Home Page > My Learner Dashboard**.
The Library

The Library allows you to locate a variety of training activities by category. You can use the navigation pane (left) to browse by topic and CLICK the arrows to expand or minimize lists of subtopics.

1. CLICK the Library icon to find training activities.
The Library (cont’d)

1. You can also **SEARCH** for a specific learning activity by **TYPING** key words in the **Activity** entry box.

2. You can **CLICK Full Library** to expand your **SEARCH**.
Search

The Search icon always appears on the top right of the Header Menu.

1. When CLICKED, the Enterprise Search panel slides out to reveal a Search entry box.
2. TYPE the name of the course or learning activity that you are looking for.
View Classes Using the Timeline

The **Timeline** replaces the “To Do” list from the previous version of SumTotal.

- The **All** and **Tasks** tabs divide activities by Current, Upcoming, and Past Due.
- The **Tasks** tab allows you to view your Upcoming, Current, and Past Due tasks, including instructor assignments.
- The **Learn** tab displays learning activities to which you are assigned or registered.

**NOTE:**
If you have already completed an activity, it no longer appears on the **Timeline**.
View Your Training Schedule

In addition to your **Timeline**, you can also choose to view your upcoming scheduled activities, completed activities, or the classes in which you are assigned to the waiting list from your **Training Schedule**. You can also search for specific courses or cancel a registration.

1. **CLICK** the **Home** button (UC Learning Center Logo)
2. **CLICK** **Manage My Registrations**.

---

[Image](image-url)
Training Schedule (cont’d)

1. **CLICK** the desired tab to view the type of training that you wish to see like Current/Upcoming, Completed, Canceled, Waiting List or Pending Approval, etc., as well as information about your progress.

**NOTE:**
If the **Start** button appears next to the name of the course, you can open it by clicking this button.
Training Schedule (cont’d)

To **Cancel** your registration for a class or activity:

1. **SELECT** the check box next to the activity that you wish to cancel.

2. **CLICK** Cancel Registration.
Training Schedule (cont’d)

To Cancel your registration for a class or activity: (cont’d)

3. You **MUST CLICK** the **Cancel Marked** button to confirm your cancellation.

![Cancellation Confirmation](image-url)
Launch Online Learning

When you locate a course, document, or online training activity that displays the Start icon, you can access it immediately.

If you locate a training activity from your Training Schedule or the Library, or search for it using Enterprise Search:

1. CLICK the drop down arrow next to the Select button.

2. CHOOSE Start to launch the course.

NOTES:
If you do not complete a training activity in one sitting, you can relaunch it by CLICKING Start or Launch again.

You can also CLICK the course name itself to either Start an eCourse, or Register for an ILT.
Register for Instructor Lead Training (ILT)

To **Register** for an ILT that interests you:

1. **CLICK** the drop down arrow next to the **Select** button.

2. **CHOOSE Register** to sign up.

**NOTES:**
Some online activities do not require registration. The **Register** button will not appear for these types of activities.

Based on the type of activity, you may need to follow the workflow to make additional selections (such as selecting a required number of activities in a curriculum). If the class or activity is already full, you will be placed on a waiting list.
Training Transcript

We recommend that you always check your Training Transcript after completing each training activity to confirm that it has been correctly recorded in the system.

1. CLICK the Home button (UC Learning Center Logo).
2. CLICK Transcript & Certificates.
Training Transcript (cont’d)

You can view your Training Transcript online, or CLICK EXPORT TO PDF to print or download.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Score</th>
<th>Attended Duration</th>
<th>Completion Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILT Course: Pre-Ops RN/PACU RN</td>
<td>5/14/2015</td>
<td>5/14/2015</td>
<td></td>
<td></td>
<td>Attended</td>
<td></td>
</tr>
<tr>
<td>eCourse: UCLC Upgrade: UC Learning Center Upgrade For Managers</td>
<td>2/9/2015</td>
<td>2/9/2015</td>
<td></td>
<td></td>
<td>Attended</td>
<td></td>
</tr>
<tr>
<td>eCourse: 2014 Encryption and HIPAA Omnibus Briefing</td>
<td>9/16/2014</td>
<td>10/1/2014</td>
<td></td>
<td></td>
<td>Attended</td>
<td></td>
</tr>
<tr>
<td>eCourse: ICH Qale E-Learning</td>
<td>7/2/2013</td>
<td>7/2/2013</td>
<td>95</td>
<td>Days: 0, Hours: 0, Minutes: 0, Seconds: 25</td>
<td>Attended</td>
<td></td>
</tr>
</tbody>
</table>
Print or Export Diplomas

A diploma is proof that you successfully completed the requirements of a learning activity. You can print or export a diploma as a PDF file after successfully completing an activity.

1. From your transcript, click the Diploma icon next to the preferred training activity title.
Print or Export Diplomas (cont’d)

2. CLICK your preferred option when the Diploma appears:
   - Print
   - Export to PDF
   - Close.
Sign Out

To logout of the UC Learning Center:

1. CLICK the Self icon.
2. CHOOSE SIGNOUT.
Mobile App

With the SumTotal Mobile app, you can complete required training offline on smartphones or tablets after you download a course on mobile web.

1. **DOWNLOAD** the SumTotal Mobile app from the appropriate app store (Apples iTunes or Google Play).

2. **ENTER** the UC Learning Center URL: https://uc.sumtotal.host

3. **TAP** Next.

(Continued)
Mobile App (cont’d)

4. ENTER your UCSF MyAccess Username and Password (same as your full UCSF MyAccess login credentials).

5. TAP Sign In.

6. Your first log in on a new device must be online. You are prompted to create a pin (any four numbers you choose).

7. You have five attempts to successfully enter your pin on the SumTotal Mobile app. After the fifth fail, you need to log on to the UC Learning Center with a supported browser. You can then reset your offline pin when you return to the app and you will not lose any offline stored data.

- For UCSF MyAccess login issues, and to ensure that your device is setup correctly for the UC Learning Center, please contact: IT Service Now 1.415.514.4100.

- UC Learning Center Support Form