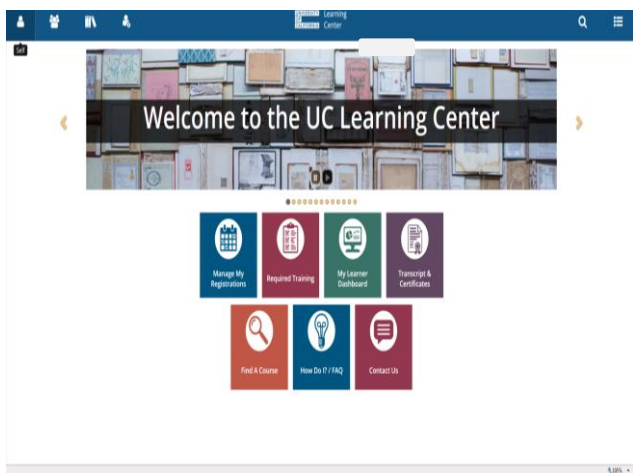
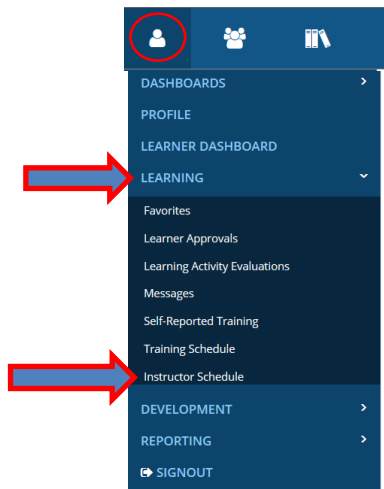


# UC LEARNING CENTER: Instructor Guide with Roster Navigation

UPDATED 2/12/2018



Log into  
<http://lms.ucdavis.edu>  
[u](#)



From your homepage, click “Self” icon, click **Learning**, click **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](#)

Current activities  
 Previous activities  
 Pending requests  
 Calendar  
**Upcoming activities**  
 Pending Requests

Records: 6

Activity	Code	Region	Requested By	Start Date	End Date	Conflict check
ILT Class: Conducting Culturally Inclusive Trainings	DAC-CM0286-030818		BRANDEE MEAD	3/8/2018	3/8/2018	No conflicts found.
ILT Class: Diversity Awareness for New Supervisors	DAC-HRS101-042618		BRANDEE MEAD	4/26/2018	4/26/2018	No conflicts found.
ILT Class: Intercultural Recruitment and Selection	DAC-CM0210-040418		BRANDEE MEAD	4/4/2018	4/4/2018	No conflicts found.
ILT Class: Leading and Managing in a Multicultural Community	DAC-CM0280-031418		BRANDEE MEAD	3/14/2018	3/14/2018	No conflicts found.
ILT Class: LGBTQ Inclusion in the Workplace	DAC-CM0231-031318		BRANDEE MEAD	3/13/2018	3/13/2018	No conflicts found.
ILT Class: LGBTQ Inclusion in the Workplace	DAC-CM0231-051818		BRANDEE MEAD	5/18/2018	5/18/2018	No conflicts found.

Delivery Method Legend

The first view you will see is “**Current Activities**.” This is the list of “e-courses” and “ILT Courses” (the top-level container) for all courses that you are listed as an instructor. This example shows **Upcoming Activities**



### INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see c

Search:  [Help](#)

-  [Activity](#)  [ILT Class: Conducting Culturally Inclusive Trainings](#)
-  [ILT Class: Diversity Awareness for New Supervisors](#)
-  [ILT Class: Intercultural Recruitment and Selection](#)
-  [ILT Class: Leading and Managing in a Multicultural Community](#)



#### CONDUCTING CULTURALLY INCLUSIVE TRAININGS (3/8/2018 - 3/8/2018)

Activity Type: ILT Class      Location: Hoagland Hall, Room 136, Hoagland Hall  
 Code: DAC-CM0286-030818      Instructor: MIKAEL B VILLALOBOS  
 Show More Details      Vendor: None

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

Instructions: Search:  [Help](#)   Filter by Status: **All** (Registered, Waived, In Progress, Replaced) View: Completion information Show Records: 10

Name	User Num...	Status	Status Date	Score	Duration Hrs Min	Passed	Completed	Signature Status
<input type="checkbox"/> JAIMIE N ALLEN	1233458	Cancelled	12/12/2017 2:29:08 PM PST	<input type="text" value="(Clear Value)"/>	<input type="text" value="(Clear Value)"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> KELLY LANDERS	819560	Registered	1/2/2018 11:07:15 AM PST	<input type="text" value="(Clear Value)"/>	<input type="text" value="(Clear Value)"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To view enrollee activity, click people icon –

Once open, you can filter the view with the **Filter by Status** dropdown – to see all currently registered, click Registered

**CAUTION:** if you use the **Status** filter, you will alter the enrollment status -

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

[Conducting Cultural...](#)

**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

If you would like to print a copy of the Roster, click **Activity Sign-in Sheet**

Click **Export to PDF**, then click **File** -It will open- Click File (top left corner) Click Print

The screenshot shows the Learning Center interface. At the top right, the 'View' dropdown is set to 'Completion information'. Below the table, the 'SEND E-MAIL' button is highlighted with a red circle. In the table, the checkboxes for 'JIMEN ALLEN' and 'KELLY L ANDERS' are also highlighted with red circles. The table contains the following data:

Name	User Num...	Status	Status Date	Score	Duration Hrs Min	Passed	Completed	Signature Status
<input checked="" type="checkbox"/> JIMEN ALLEN	1233458	Canceled	12/12/2017 2:29:08 PM PST					
<input checked="" type="checkbox"/> KELLY L ANDERS	819560	Registered	1/2/2018 11:07:15 AM PST					
<input type="checkbox"/> NATHAN A BARSTAD	1970826	Registered	1/23/2018 8:26:23 AM PST					
<input type="checkbox"/> RICARDO BUENROSTRO	1272225	Registered	1/25/2018 9:01:51 AM PST					
<input type="checkbox"/> ALI M CORDONE	1332625	Registered	8/16/2017 3:07:51 PM PDT					
<input type="checkbox"/> KRISTIN L DEES	1898959	Registered	8/14/2017 9:06:56 AM PDT					
<input type="checkbox"/> STEPHANIE R EATON	1658894	Registered	8/11/2017 2:12:02 PM PDT					
<input type="checkbox"/> LEANNA MARIE FRIEDRICH	1380922	Registered	11/20/2017 11:19:32 AM PST					
<input type="checkbox"/> ADRIAN GALINDO	895043	Registered	11/15/2017 4:32:12 PM PST					
<input type="checkbox"/> SANDRA J GLITHERO	62761	Canceled	8/7/2017 1:36:35 PM PDT					

Once the roster appears, you can:

Click the check boxes next to participant names, then click the **Send e-mail** button to send an e-mail to the selected participants OR

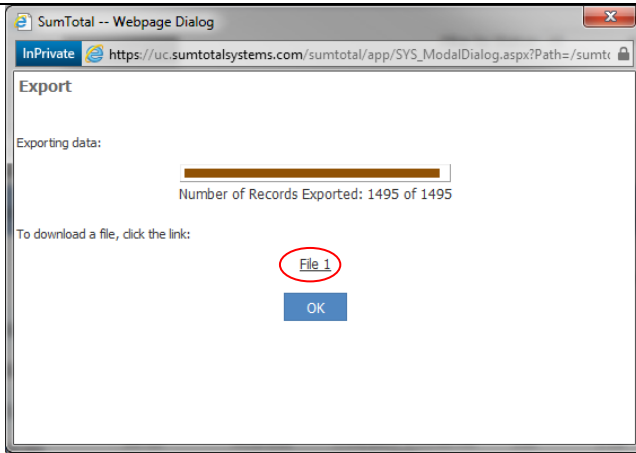
Click on the **View drop-down** to look at waiting list  
Click on the **icon that looks like a printer** to print the waitlist

Click on the **icon that looks like a table with a green arrow coming out of it** to export to Excel

When exporting to Excel, you will get a pop-up box asking for options. Leave the default answers.

Click the **Next** button

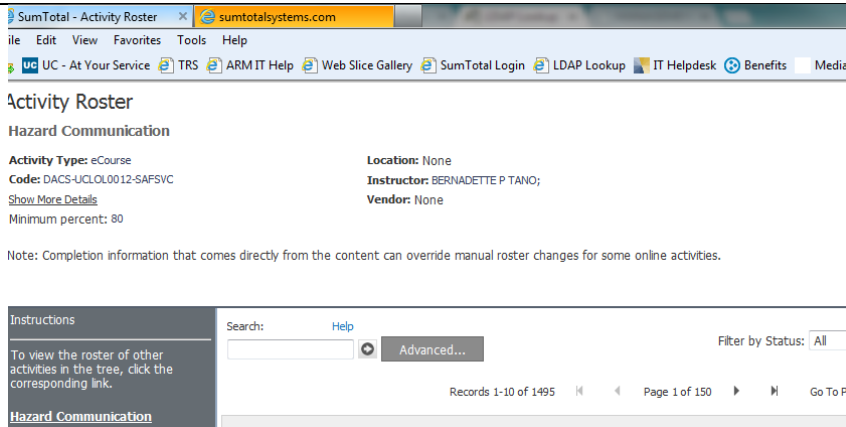
The screenshot shows the 'Export' dialog box in SumTotal. The 'Pages to Export' section has 'All pages' selected. The 'File Type' section has 'MS-Excel' selected. The 'Next' button is highlighted with a red circle.



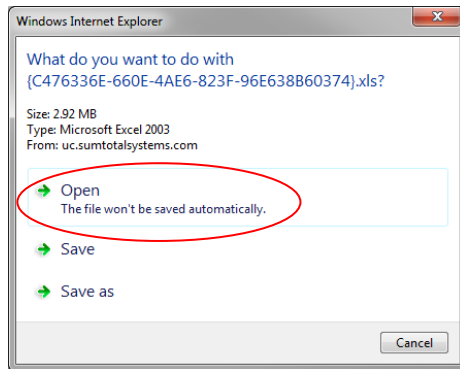
After a few seconds (depending on how large the file is, you will get this screen.

Click the “**File 1**” link

A new tab will open in the browser. Click OK to close the dialogbox.



Click on the new tab, highlighted in orange.



Click on the “**Open**” option and the roster will open in excel.