UC LEARNING CENTER:
Mobile App Guide

Introduction

The UC Learning Center is the web-based Learning Management System (LMS) used across the University of California for Systemwide training and development.

In addition to using the website, users have the option of downloading the mobile app to their smartphone. With the mobile app, users can:

- Launch online activities
- Download activities to your device
- Review assigned activities

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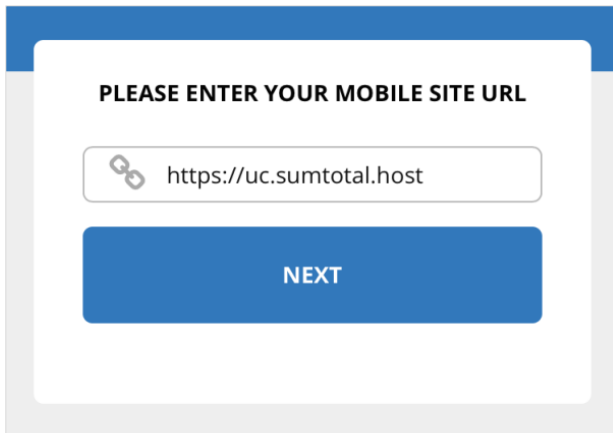
Setting Up the Mobile App

Downloading the Mobile App
The UC Learning Center's mobile app can be downloaded onto your iPhone or Android device. If using a tablet, it is recommended that you use the mobile site rather than download the mobile app.

Login to the App Store (iPhone) or Google Play (Android) and search "SumTotal." Follow the directions on your device to download the mobile app. Note: you may see two versions of the app. Choose the SumTotal Mobile app rather than SumTotal Classic.
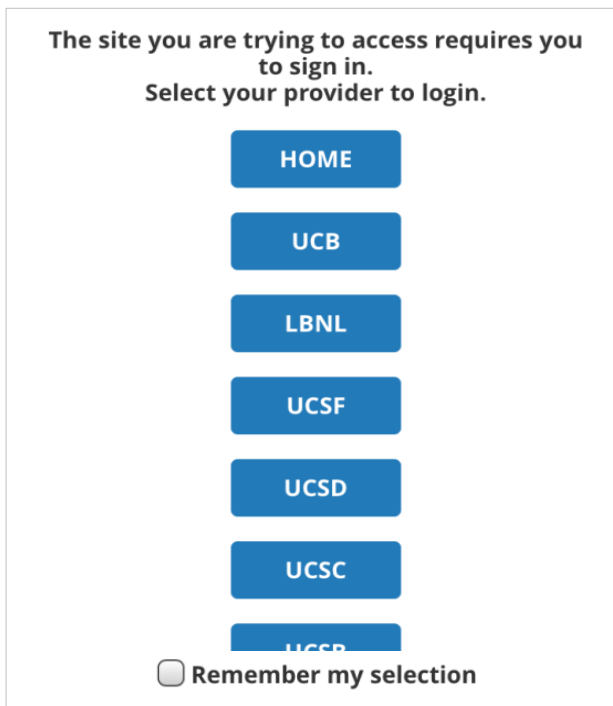
Logging In
Once the mobile app is downloaded to your device, you will be prompted to enter your mobile site URL: **https://uc.sumtotal.host**. Once you have entered this, press **Next**.

Next, you will need to sign in to your location's specific site. You may check the box for "**Remember my Selection**" before clicking on your location; this will prevent you from having to choose your location the next time you open the app. Click your location name to proceed and login through your location.
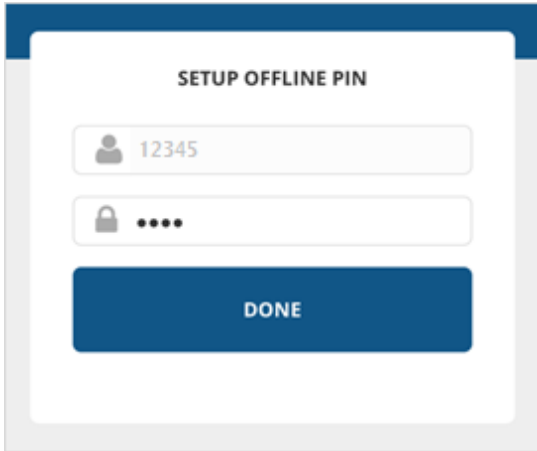
The mobile app will prompt you to setup an offline pin. This will allow you to access downloaded courses when your phone is offline. Enter a pin of your choice and press **Done.**
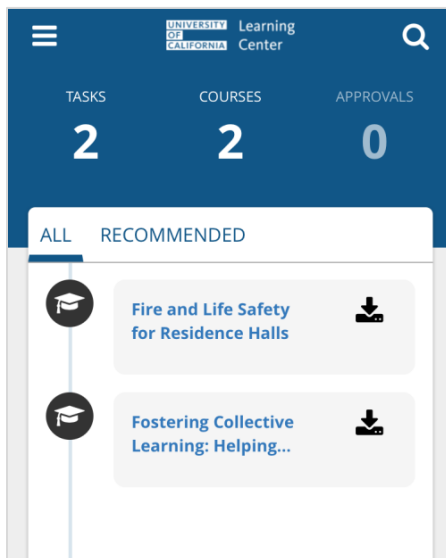

Navigation

Homepage
When you first login to the UC Learning Center mobile app, the homepage will display a top menu with activity categories, as well as list of courses. Click on each item to view activities within the category.
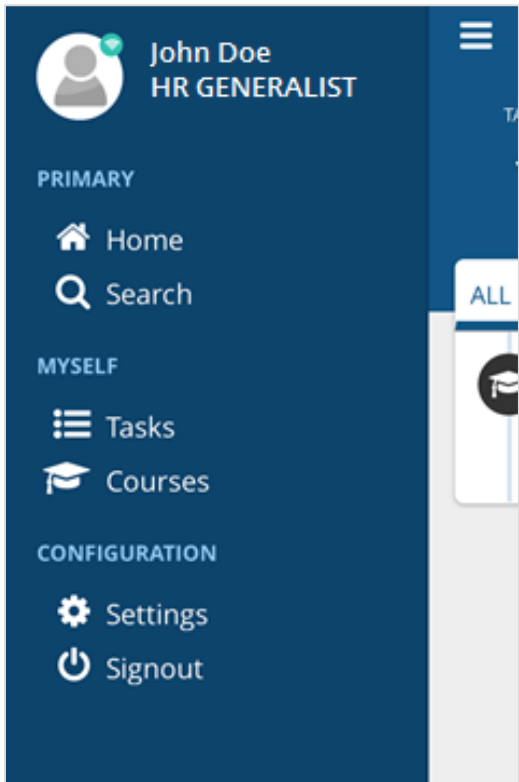
- **Tasks** displays activities that you are in progress with, along with any recommended courses.
- **Courses** displays Current, Downloaded, or Assigned courses.
- **Approvals** displays items pending your approval. Your location may or may not require approvals.

At any point, you can click on the course name to begin that course. You also have the option to download the course to your smartphone and access it offline. For more information on this step, see the "Downloading an Activity" section on page <mark>six</mark>.

Slideout Menu

To access the Slideout Menu, click on the **Menu** button in the top left corner.

Click on your name to view your **Profile**. This includes basic information about your account, including your job title and email address, as well as any past-due assignments.

Home navigates you to the homepage.
Search opens the search bar, where you can search for a course to take.
Tasks lists any activities you are in progress with, as well as recommended activities. You can start a course directly from here.
Courses displays current, downloaded, or assigned courses.
Settings allows you to modify your mobile app's settings.
Signout will log you out.
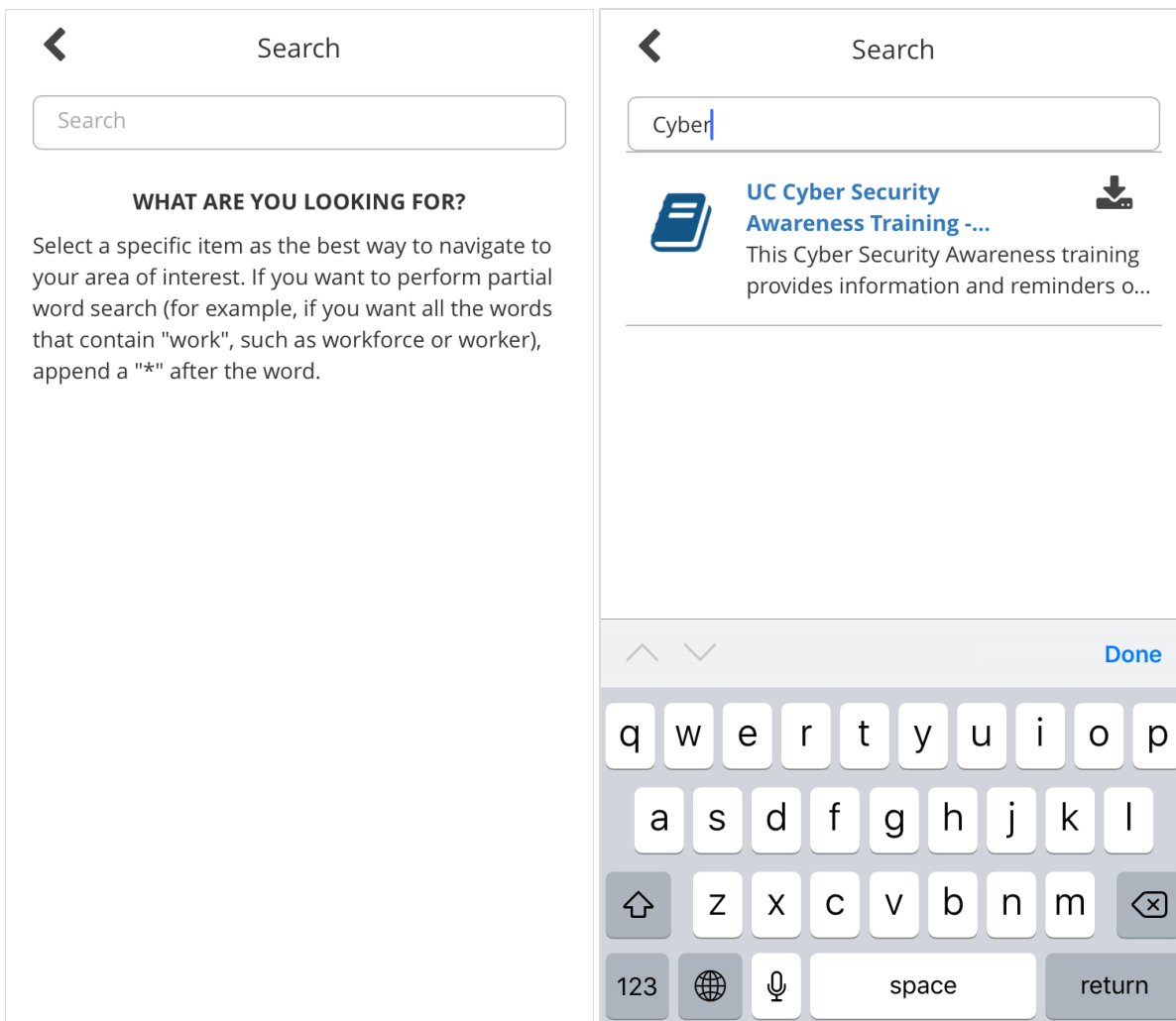
Searching for Activities

To search for a course:

1. Click on the **Search** button (magnifying glass) in the top right corner.
2. Type in the title or keyword for the activity you are looking for.
3. If you see the activity you are looking for, click on the title to navigate to the course description. From here, you can click **Start**. You will be given the option to **Download** or **Start Online**; this will either prompt the course to download to your smart phone, or run the course online. More information about downloading a course is available in "Downloading an Activity" on page six.

Note: Not all courses are available on the mobile app. If your search does not yield any results, the course may not be available.
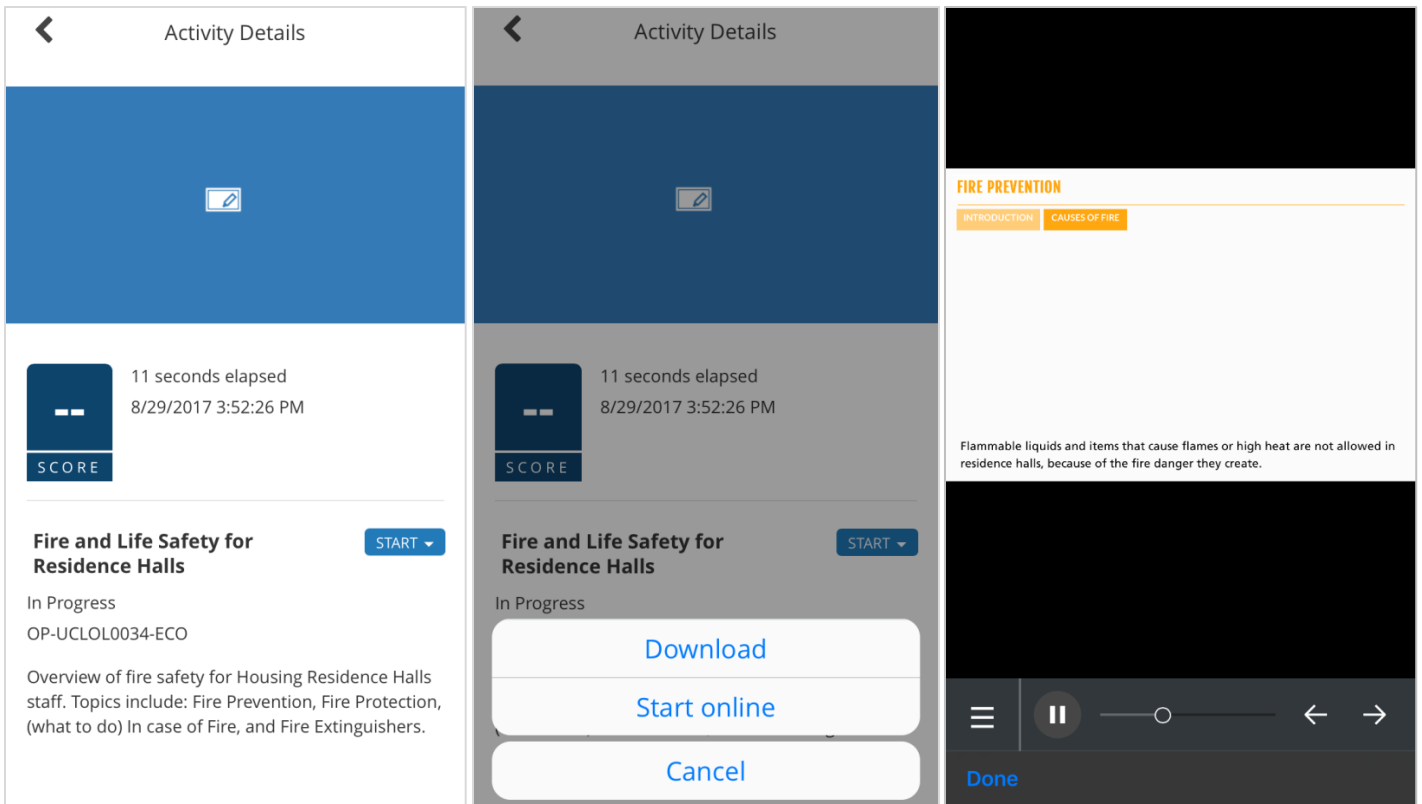
NOTE TO ADMINISTRATORS: update with actions you want your users to take when they cannot find a course via search on mobile.

Launching an Activity

To launch an activity:

1. Locate the activity you wish to take. This can be done by using the **Search** feature, or by clicking on the course name if it appears on your homepage. On the homepage, it may appear under the Current, Downloaded, or Assigned tabs.
2. When you find the activity you wish to take, click on the course name to view more details and click **Start**. From here, you will be given the option to **Download** or **Start Online**. This will either prompt the course to download to your smart phone, or run the course online. More information about downloading a course is available in "Downloading an Activity" on page six.
3. The course will now begin. Navigate through the course as desired. To exit the course at any time, click **Done** in the bottom left corner.
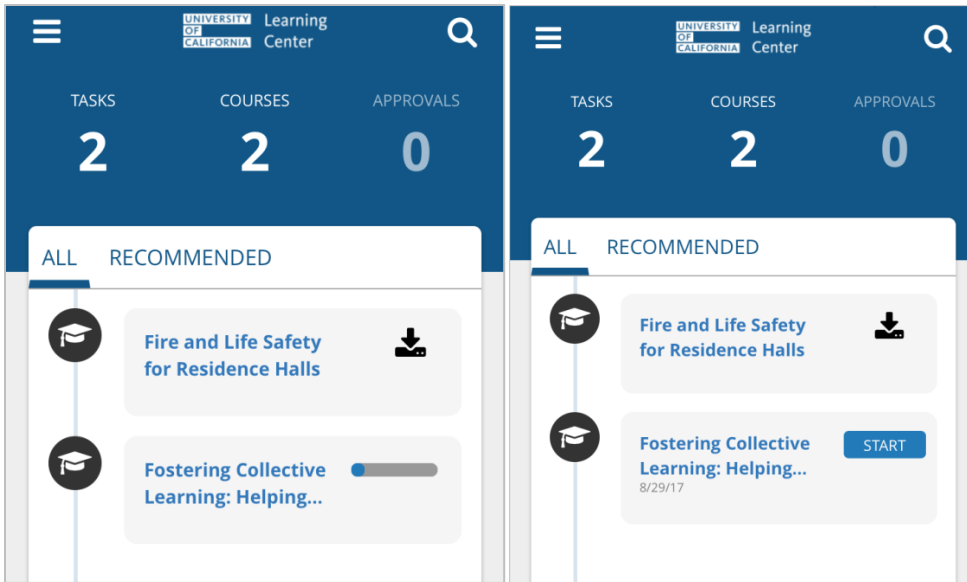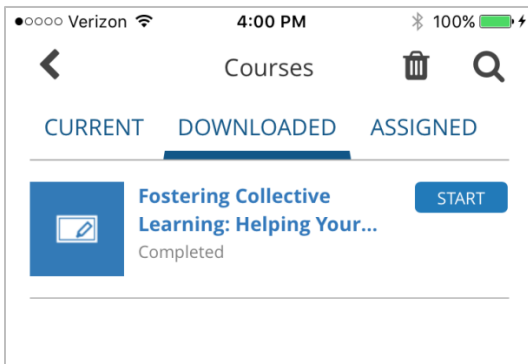
Downloading an Activity

Activities can be downloaded to your mobile device, allowing you to complete them while offline. This can be useful if you do not want to use cellular data to take a course, or do not have access to a WiFi connection.

Follow the steps above to begin an activity, and then click **Download**. This will begin the download process. You can also download the course by clicking on the download icon next to the course name in the menu. Once a course is downloaded to your device, the blue **Start** button will appear instead of this download icon.

Now that the course is downloaded to your phone, you can access it in the **Downloaded** tab on the main menu under Courses.

If you complete an activity offline, access the app online to sync the progress data back to the UC Learning Center. Deleting a course will retain any progress and data is synced when you are next online.

Once you have completed the downloaded course, you may want to delete it from your device for the sake of phone storage. To do so, navigate to the Courses list on the main menu or click on the Courses tab in the Slideout Menu. Click on the trashcan in the top right corner, select the courses you wish to delete, and click **Delete.**

Note: To automatically delete downloaded courses once they are completed, turn this feature on in **Settings.**

Contacts [fill in your location's information]