

# Overview: Learner Dashboard

## 1. Navigation Menu Tab

In this new update, you will click to process items as opposed to hovering as in the prior version. To see the choices available to Learners, click the **Self** icon and the choices will appear.

## 2. Self Menu Tab Options

Click on the sections to reveal drop down options under each section.

## 3. Library

Access the Library to look for training related information such as courses, knowledge documents, etc.

## 4. Home

Return to your home page.

## 5. Activity Search

Search for available training (Instructor Led Training and eCourses). Type the title or keywords for a course you are trying to find. You can also click **Find A Course** icon on the home page.

## 6. Timeline

Quick view of training to be completed. Can be filtered to show current, assigned, and overdue training.

The screenshot shows the UC Learning Center Learner Dashboard. At the top, a dark blue navigation bar contains a 'Self' icon (1), a 'Library' icon (2), a 'Home' icon (3), the 'UNIVERSITY OF CALIFORNIA Learning Center' logo (4), a search icon (5), and a menu icon (6). Below the navigation bar is a user profile for 'MARY ALMOND' with a close button (x). The main content area features a 'Welcome to the UC Learning Center' banner with a play button. Below the banner are seven colored tiles: 'Assigned Trainings' (7), 'Manage or Cancel My Registrations' (8), 'Find A Course' (5), 'Transcript & Certificates' (9), 'Safety Training Self-Assessment Campus Only' (13), 'How Do I? / FAQ' (10), and 'Contact Us' (11). A left sidebar menu is visible, with 'LEARNING' (2) expanded to show 'Favorites', 'Learning Activity Evaluations', 'Self-Reported Training', and 'Training Schedule' (8). Below 'LEARNING' are 'DEVELOPMENT' (7) with 'Training Analysis' and 'REPORTING' (9) with 'Training Transcript'. At the bottom of the sidebar is 'SIGNOUT' (12).

## 7. Assigned Trainings

Find any assigned training under **Self > Development > Training Analysis**. Or click **Assigned Training** icon on the home page.

## 8. Current Registrations

If you've registered for any trainings, they are listed under **Self > Learning > Training Schedule**. The list also includes eCourses which you've already started but have yet to complete. Or click the **Manage Or Cancel My Registrations** icon on the home page.

## 9. Training Transcript

View list of completed trainings under **Self > Reporting > Training Transcript**. Or click **Transcript & Certificates** icon on the home page.

## 10. Resources

View How To guides and FAQ's under **How Do I?>FAQ** icon located on the home page

## 11. Contact Us

## 12. Log Off

Click **Self > SIGNPOUT** to log out of your account

## 13. Campus ONLY

Complete Safety Training Self-Assessment.