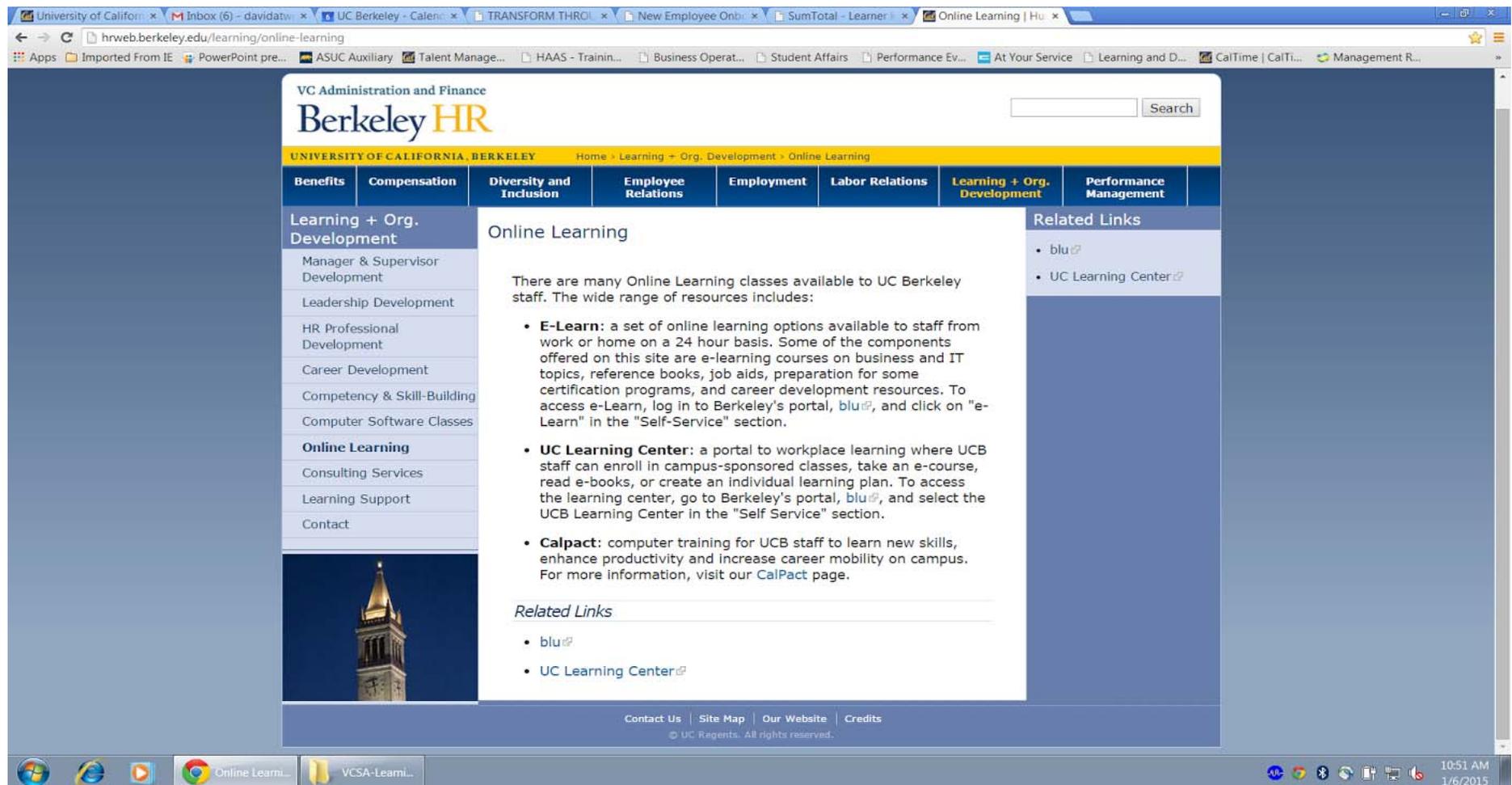


## ACCESSING UC BERKELEY'S LEARNING MANAGEMENT SYSTEM

The UCB Learning Management System (LMS) provides access to employees to search and register for both instructor led/in-person (ILT) and online classes (eCourse), along with resource documents and other learning activities that can be viewed, downloaded or printed.

To access the LMS you first click on the link provided in the same line as this document, in Resource Section of the Front Line Leader web page. It takes you to the screen below. Click on the UC Learning Center link at the bottom of the page.



VC Administration and Finance  
**Berkeley HR**

UNIVERSITY OF CALIFORNIA, BERKELEY Home » Learning + Org. Development » Online Learning

Benefits Compensation Diversity and Inclusion Employee Relations Employment Labor Relations **Learning + Org. Development** Performance Management

Learning + Org. Development  
Manager & Supervisor Development  
Leadership Development  
HR Professional Development  
Career Development  
Competency & Skill-Building  
Computer Software Classes  
**Online Learning**  
Consulting Services  
Learning Support  
Contact

**Online Learning**

There are many Online Learning classes available to UC Berkeley staff. The wide range of resources includes:

- **E-Learn:** a set of online learning options available to staff from work or home on a 24 hour basis. Some of the components offered on this site are e-learning courses on business and IT topics, reference books, job aids, preparation for some certification programs, and career development resources. To access e-Learn, log in to Berkeley's portal, [blu](#), and click on "e-Learn" in the "Self-Service" section.
- **UC Learning Center:** a portal to workplace learning where UCB staff can enroll in campus-sponsored classes, take an e-course, read e-books, or create an individual learning plan. To access the learning center, go to Berkeley's portal, [blu](#), and select the UCB Learning Center in the "Self Service" section.
- **Calpact:** computer training for UCB staff to learn new skills, enhance productivity and increase career mobility on campus. For more information, visit our [CalPact](#) page.

Related Links

- [blu](#)
- [UC Learning Center](#)

Contact Us | Site Map | Our Website | Credits  
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10:51 AM  
1/6/2015

From the above page, you may be asked to sign in with your UCB user name and password to access the Learning Management System. Once you are signed in, the system will automatically take you to your "home page" for learning - where you start your search for classes. See below.

The screenshot shows a web browser window with multiple tabs open, including 'University of California', 'Inbox (6) - davidatw...', 'UC Berkeley - Calenc...', 'TRANSFORM THRO...', 'New Employee Onbr...', 'SumTotal - Learner', and 'Online Learning | Hu...'. The address bar shows the URL: [https://ucsumtotalsystems.com/sumtotal/app/management/LMS\\_LearnerHome.aspx?FromLogin=1](https://ucsumtotalsystems.com/sumtotal/app/management/LMS_LearnerHome.aspx?FromLogin=1). The page header features the 'UC Learning Center' logo and navigation tabs for 'Assess', 'Plan', and 'Learn'. A user profile for 'DAVID ATWOOD' is visible in the top right corner, along with a 'log off' link. Below the header, there are icons for 'Learner', 'Manager', 'Report Manager', and 'Administrator'. The main content area includes a search bar with a 'Go' button and links for 'Advanced Search' and 'Search Tips'. A notification banner states: 'UC Extension Courses for 2015 are now available to UC Berkeley Staff at no cost!'. Below this, there is a section for 'Learning Center Navigation' with a detailed paragraph explaining the 'To Do List' and 'Learning Center Catalog'. A 'To Do' section is present, with tabs for 'Training Activities' and 'Teaching Activities', and a message: 'There are no records to display.' Below the 'To Do' section is a 'Catalog' section with three columns of links: 'Academic Policy and Practices', 'Business and Operations', 'Occupation-Specific Skills', 'Organizational Effectiveness', 'Supervision, Management and Leadership', and 'Technology, Systems and Software'. The Windows taskbar at the bottom shows the system clock as 10:50 AM on 1/6/2015, and several application icons are visible, including 'SumTotal - L...' and 'VCSA-Learni...'.

The lower half of this page is the Catalog. In blue type will be various topics organized under general headings like; Academic Practices and Policies and Supervision, Management and Leadership. Under the latter you will see topics for Leadership, Performance Management, etc. There are 4,000 online courses available free to UCB employees in Supervision, Management and Leadership. When you click on this heading you see the below.

UC Learning Center

Assess Plan Learn

Home > Catalog > Supervision, Management and Leadership

Search:    Search this category and sub-categories only [Advanced Search](#) | [Search Tips](#)

Filter by: **Supervision, Management and Leadership**

- Leadership
- Performance Management
- Supervision and Management
- Talent Management
- UC People Management Series

Related Categories

- Leadership
- Performance Management
- Supervision and Management
- Supervision, Management and Leadership
- Talent Management

**Supervision, Management and Leadership**

[Add category to favorites](#) [Print](#) [Export](#)

Activity Name	Activity Type	Code	Start Date	End Date
<b>4,000+ eCourses at no cost for Berkeley staff - SkillSoft Catalog Link</b>	eCourse	BECOV000		
A User Guide to the UCB Learning Center.pdf	Document	BEOA309		
David Logan: Tribal Leadership (17 mins)	Topic	BECOI001		
Influencing Others: The SCARF Model - David Rock (8:16)	Topic	BECOI006		
KEYS Track 1a- Principles of Supervision: Setting the Context	ILT Class	BECOK003-150128	1/28/2015	1/28/2015
KEYS Track 1b- Creating an Inclusive Work Environment	ILT Class	BECOK004-150203	2/3/2015	2/3/2015
KEYS Track 1e- Communication Skills: Listening and Feedback	ILT Class	BECOK007-150304	3/4/2015	3/4/2015
KEYS Track 3c- Compensation and Benefits - What Every Supervisor Needs to Know	ILT Class	BECOK027-150515	5/5/2015	5/5/2015
KEYS Track 4b- Dealing with Disputes and Disagreements	ILT Class	BECOK033-150527	5/27/2015	5/27/2015
KEYS Track 4c- Disability Management: Understanding the Process	ILT Class	BECOK034-150603	6/3/2015	6/3/2015

1 2 3 [Next](#) (1-10) of 25 records

**4,000+ eCourses at no cost for Berkeley staff - SkillSoft Catalog Link**

[Start](#) [View Details](#) [Other Actions](#)

Description: Select the start button to go to the eLearn - SkillSoft catalog. There are over 4,000 ecourses available on eLearn at no cost. Be sure to disable your popup blocker.

Categories: Academic Policy and Practices, Academic Policy and Practices > Academic Personnel, A...

Instructor: ALAN DE HERRERA [Cost Information: View Details](#)

Training Organization: UCB

Publish Date: Tuesday, April 15, 2014 3:08:16 PM PDT

Status: Not Registered

11:04 AM 1/6/2015

If you click specifically on UC People Management Series under the Supervision, Management and Leadership heading you will see this list of learning activities that focus specifically on skills and models that can be used at UCB to manage and develop staff.

The screenshot shows the UC Learning Center interface. The browser address bar displays the URL: <https://uc.sumtotalsystems.com/sumtotal/app/taxonomy/learnerSearch/LearnerSearch.aspx?RootNodeID=-1&NodeID=804&UserMode=0>. The user is logged in as DAVID ATWOOD.

The navigation path is: Home > Catalog > Supervision, Management and Leadership > UC People Management Series.

The search results table is as follows:

Activity Name	Activity Type	Code	Start Date	End Date
Simon Sinek: Why good leaders make you feel safe	Topic	BECO1022		
UC Coaching for Performance and Development	eCourse	UC-PMC-PERF-7		
UC Conducting Performance Appraisals	eCourse	UC-PMC-PERF-5		
UC Engaging and Developing Employees	eCourse	UC-PMC-PERF-4		
UC Giving and Receiving Feedback	eCourse	UC-PMC-PERF-3		
UC Hiring for Success	eCourse	UC-PMC-HIRE		
UC Managing Corrective Action	eCourse	UC-PMC-PERF-8		
UC Motivating, Recognizing, and Rewarding Employees	eCourse	UC-PMC-PERF-6		
UC Performance Management Overview	eCourse	UC-PMC-PERF-1		
UC Setting Expectations and Individual Performance Goals	eCourse	UC-PMC-PERF-2		

The detailed view for 'Simon Sinek: Why good leaders make you feel safe' shows the following information:

- Description:** What makes a great leader? Management theorist Simon Sinek suggests, it's someone who makes their employees feel secure, who draws staffers into a circle of trust. But creating trust and safety — esp...
- Categories:** Organizational Effectiveness > Analytical Thinking, Organizational Effectiveness > S...
- Training Organization:** UCB
- Content Type:** Professional Skills and Career Development
- Media Type:** Video
- Publish Date:** Monday, July 28, 2014 2:55:28 PM PDT
- Status:** Not Registered
- Cost Information:** View Details

The system tray at the bottom shows the date and time as 11:07 AM 1/6/2015.

To start a learning session you first click on the specific title, then Start. Follow the directions provided on screen after this.

The screenshot shows the UC Learning Center interface. The browser address bar displays the URL: <https://uc.sumtotalsystems.com/sumtotal/app/taxonomy/learnerSearch/LearnerSearch.aspx?RootNodeID=-1&NodeID=804&UserMode=0>. The user is logged in as DAVID ATWOOD.

The main content area is titled "Supervision, Management and Leadership > UC People Management Series". It contains a table of learning activities:

Activity Name	Activity Type	Code	Start Date	End Date
Simon Sinek: Why good leaders make you feel safe	Topic	BECO1022		
UC Coaching for Performance and Development	eCourse	UC-PMC-PERF-7		
UC Conducting Performance Appraisals	eCourse	UC-PMC-PERF-5		
UC Engaging and Developing Employees	eCourse	UC-PMC-PERF-4		
UC Giving and Receiving Feedback	eCourse	UC-PMC-PERF-3		
UC Hiring for Success	eCourse	UC-PMC-HIRE		
UC Managing Corrective Action	eCourse	UC-PMC-PERF-8		
UC Motivating, Recognizing, and Rewarding Employees	eCourse	UC-PMC-PERF-6		
UC Performance Management Overview	eCourse	UC-PMC-PERF-1		
UC Setting Expectations and Individual Performance Goals	eCourse	UC-PMC-PERF-2		

Below the table, the details for "UC Coaching for Performance and Development" are shown. It includes a "Start" button, "View Details", and "Other Actions" options. The description states: "Coaching for Performance and Development is the seventh course in the eight-part UC Performance Management Series. The series provides the fundamentals of performance management, including important ...". Other details include: Categories: Supervision, Management and Leadership, Supervision, Management and Leadership > Per...; Training Organization: Global; Publish Date: Monday, September 29, 2014 9:35:35 AM PDT; Status: Not Registered; Cost Information: View Details.

Many learning activities include audio components, so be sure to access these in a quiet place, or use headphones. Some activities ask you to print off workbooks to support the learning. Most allow you to pause, or close the activity while it maintains what you have completed so far. This allows you to start back where you left off when you sign in again later. Be sure to check this capability at the beginning of each activity.