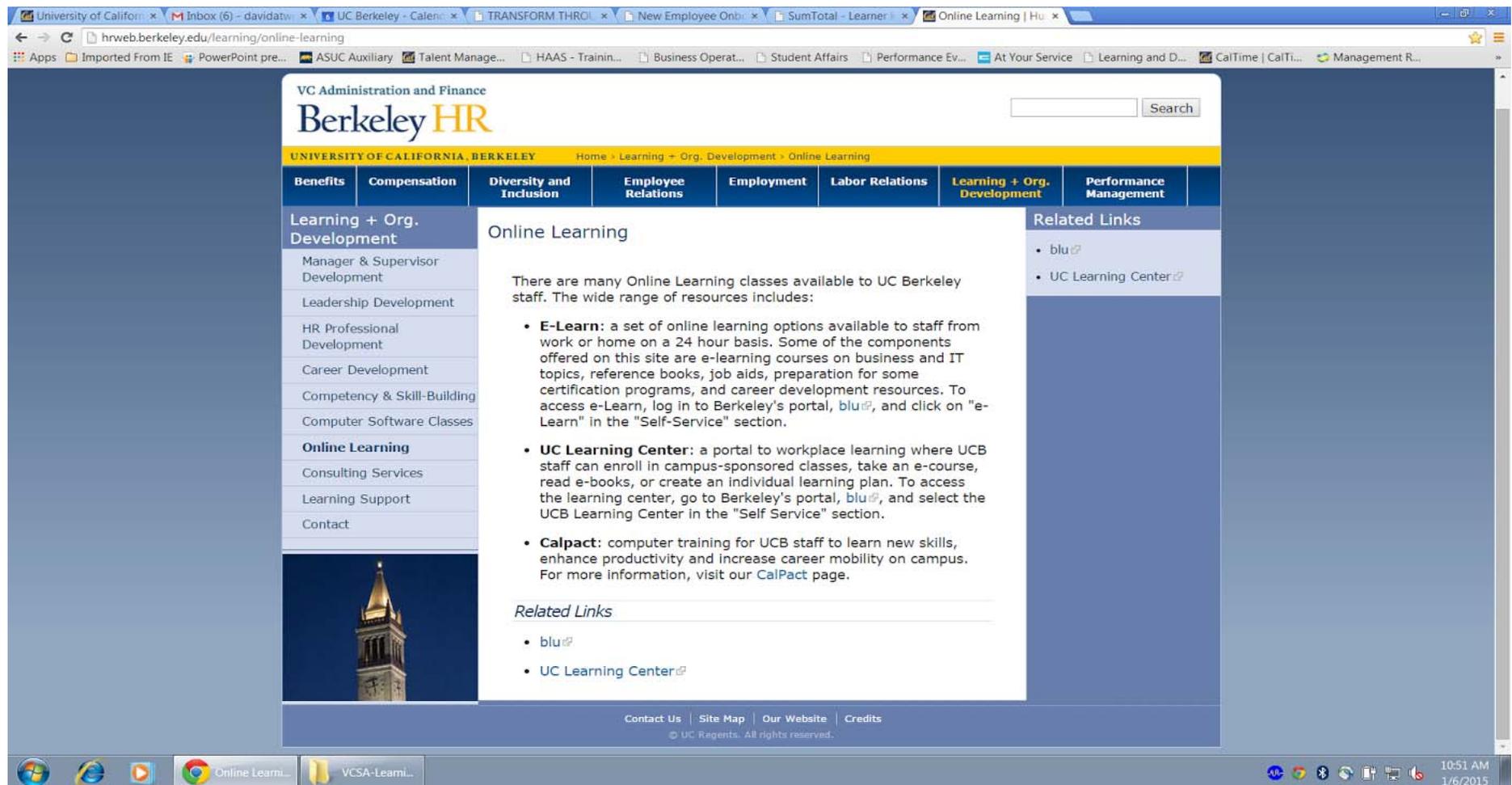# ACCESSING UC BERKELEY'S LEARNING MANAGEMENT SYSTEM

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.

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 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. <u>There are 4,000 online courses available free to UCB employees in Supervision, Management and Leadership.</u> When you click on this heading you see the below.

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.

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

Many learning activities include audio components, so be sure to access these in a quiet place, or use head phones. 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.