	Class	Date	Time	Notes
February	SharePoint Intermediate - Site Administration - rescheduled from 2/14	Tuesday, February 27, 2018	1:30-4:30	
	Excel - Introduction	Wednesday, February 28, 2018	9a-4p	
March	Influencing without Authority	Thursday, March 8, 2018	8:30-12:30	
	SharePoint Intermediate - Document Management	Wednesday, March 14, 2018	9a-noon	
	Presentation Skills	Thursday, March 15, 2018	9a-4p	
	Excel 2016 - Intermediate	Wednesday, March 21, 2018	9a-4p	
	Tableau Workshop	Thursday, March 22, 2018	9a-12p	
	Tableau Workshop	Thursday, March 22, 2018	1p-4p	
	Cascade Fundamentals	Wednesday, March 28, 2018	9a-11a	
April	SharePoint Fundamentals	Tuesday, April 3, 2018	9a-4p	
	Project Management Part 1 - Initiating a Project	Thursday, April 5, 2018	8:30-12:30	
	SharePoint Intermediate - Site Administration	Wednesday, April 11, 2018	1:30-4:30	
	Project Management Part 2 - Planning and Estimating a Project	Wednesday, April 18, 2018	8:30-12:30	
	Project Management Part 3 - Scheduling and Tracking a Project	Tuesday, April 24, 2018	8:30-12:30	
	Accomplishing More with Less	Wednesday, April 25, 2018	830-430	
	Excel 2016 - Advanced	Wednesday, April 25, 2018	9a-4p	
May	SharePoint Intermediate - Document Management	Wednesday, May 9, 2018	9a-noon	
	Excel 2016 - Power Users	Wednesday, May 16, 2018	9a-4p	
	Write Right - Baseline Business Writing Skills	Thursday, May 17, 2018	8:30-4:30	
June	SharePoint Intermediate - Site Administration	Wednesday, June 13, 2018	1:30-4:30	
	Get to the Point! - Effective Business Writing	Tuesday, June 19, 2018	830-430	
	Excel 2016 - Pivot Tables	Wednesday, June 20, 2018	9a-4p	
	Cascade Fundamentals	Tuesday, June 26, 2018	9a-11a	
July - Dec	Cascade Fundamentals	Wednesday, September 26, 2018	9a-11a	
	Cascade Fundamentals	Tuesday, December 11, 2018	9a-11a	
	## Classes added frequently - Check Back Often			
CPR/AED	CPR/AED Class	Thursday, March 8, 2018	9a-12p	**Franklin**
	CPR/AED Class	Thursday, March 8, 2018	1p-4p	**Franklin**
	CPR/AED Class	Tuesday, March 20, 2018	9a-12p	**Kaiser**
	CPR/AED Class	Tuesday, March 20, 2018	1p-4p	**Kaiser**
	CPR/AED Class	Thursday, April 19, 2018	9a-12p	**Kaiser**
	CPR/AED Class	Thursday, May 17, 2018	9a-12p	**Franklin**
	CPR/AED Class	Thursday, May 17, 2018	1p-4p	**Franklin**

To register, log in to the UC Learning Center, search for the class, choose a session and submit.
Please cancel at least 48 hours in advance.

ucop.edu/ucoplearningcenter

QuickStart Guide for UC Learning Center

Access the UC Learning Center
1. Open an internet browser.
2. Type http://www.ucop.edu/ucoplearningcenter/ in the Address box and click Login.
3. Enter your UCOP User name and password and click **Login**.

To Navigate the UC Learning Center click the Self Tab on the top left or the icons from the main screen.
The UC Learning Center Logo always returns you to the main screen.

JOHN BLAKE ✕

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Manage My Registrations | Required Training | My Learner Dashboard | Transcript & Certificates

Find A Course | How Do I? / FAQ | Contact Us

Search for Activities by name
1. Click **Magnifying Glass** from the top right.
2. Or Click the **Find a Course** icon.
3. Enter your search criteria in the Search box.
4. Click **All Results**.

Browse the Library of courses
1. Click the **Library** icon from the top left.
2. Click a category name.
3. Browse the section to locate the activity.

Register for a Class
1. Search or Browse for the course you would like to take.
2. Click the **down arrow** next to select. SELECT ▼
3. Click **register**.
4. If there are multiple sessions choose the date you want.
   5. Click **Next** then Click **Submit**
DONE 6. **Then click Done**
7. If there are no Sessions available – click **Express Interest** – this will create a list of employees interested in the class.

Launch an E-course or webinar
1. Search or Browse for the course you would like to take
2. Click **down arrow** for the activity options.
START 3. Choose **Start**.
       4. Follow the Prompts.
NOTE: Pop-up blockers may prevent E-courses from starting.

Take Required Training
1. From the Main Menu click **Required Training**.
2. Click **Start** to the left of the activity name to launch the activity.

Continue an E-course or Required Training
1. From the main menu click **Manage my Registrations**.
2. Locate the course you want to re-start.
3. Click **Start**. START

Review a completed E-course or webinar
1. Search or Browse for the course you would like to take.
2. Click **down arrow** for the activity options.
3. Choose **Start**.
4. Click **Review** at the prompt. REVIEW

Cancel Activity
1. From the main menu click **Manage my Registrations**.
2. Select the box to the **left** of the activity you wish to cancel.
3. In the Task list at top, select **Cancel Registration**.
4. Verify cancellation by clicking. CANCEL MARKED

View your Training Schedule
1. From the Main Menu click **Manage my Registrations**.

View Your Transcript
1. Click the **Self** tab in the top left.
2. Choose **reporting**.
3. Choose **Training Transcript**.

Access Online Help
1. Click **How Do I** for video tutorials.
2. Click **Contact Us** for the Learning and Development homepage.

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