

STUDENT SUCCESS INTERNSHIP

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UCLC Project Student Support Internship (SSI)

INTRODUCTION	PROJECT DESCRIPTION	INVOLVEMENT
<p>The UC Learning Center is a system-wide learning management system for staff and faculty. It is based on providing access to training, online activities, and in-person professional development.</p>	<p>The main of this project was made to develop the Learner Guide for the UCLC system. The learner guide is used to register for learning activities, launching online activities, reviewing assigned transcripts, and to view your training transcripts.</p>	<p>My involvement with this project was mainly to allow myself to help and review my mentor with the involvement on how to apply these items to review. This also allowed me to new ideas for a guide and to learn about Word.</p>
Navigation		
<p>The navigation section allows us to properly view and select from: (Managing registrations, Required trainings, Transcripts & Certificates, Find a Course, How do I, Contact Us, and My UC Career</p>		
Searching for Activities		
<p>You can use the library to view available learning activities in a specific topic, you can use the “Search” magnifying glass to search for a specific topic and can also view activity details. You can view the description, information, and library</p>		
Registering for Activities	<p>View Status of Assigned Activities</p> <p>You will locate assigned activities. You are then required to complete a specific due date and may require retraining on a routine basis. You will also receive email notifications of new assignments.</p>	<p>View Training Transcript/ Certificate of Completion</p> <p>Your training transcript will include all activities you have completed in the UC Learning Center. You will also be able to download training certificates. You can transcript to PDF, print, or send.</p>
<p>You can access Library or the “Search” magnifying glass to locate an activity. You will be able to register for activities dates and times.</p>		
		Launching an Online Course
		<p>You will be able to find the activity to take and start on your activity session.</p>
		Resuming an Online Activity
		<p>You can pick up where you left on, on your activity.</p>
		Viewing your schedule
		<p>You will be able to see your training schedule with all your current organizations.</p>
		Cancel Registration
		<p>Whenever you view your training schedule you will locate your course name you wish to cancel, and you will go under Options to Cancel Registration. This will then take to the confirmation page, to cancel activity.</p>