sccLearn

Administrator Self-Paced Learning Activities

Please complete this information for reference:

Name: _____

Department: _____

Email Address: _____

Phone Number: _____

You are required to use the sccLearn Sandbox (https://scclearn.stage.sumtotal.host) and the Administration Reference Guide to complete the activities in this guide.

Revision History

Ver.	Description	Date
1	Initial Version	August 2020

1 - Congratulations!

If you are reading this guide, you have located all the tokens in the Orientation to Administration web-based training and are taking the next step to becoming an Administrator of sccLearn!

Remember, there are four requirements for you to be granted permission to administer the Production sccLearn system:

1. Web-based Orientation to sccLearn Administration training ✓
2. Self-paced hands-on learning in the sccLearn sandbox system ←
3. Check-in session ┼
4. Pass the sccLearn Administration Training Quiz ┼

For assistance or to schedule your check-in session, reach out to your LED contact or **LED@ceo.sccgov.org**.

*You are required to use the sccLearn Sandbox (**https://scclearn.stage.sumtotal.host**) and the **Administration Reference Guide** to complete the activities in this guide.*

Overview of this Guide

The guide is designed for you to practice creating and managing the activities associated with the administrator role in sccLearn. You'll be practicing activities related to **Instructor-Led Training** which are delivered in a classroom setting or virtually as a webinar via an online platform.

You are expected to complete the activities in the order presented as they are built upon each other. You will begin by navigating the sandbox system and creating courses, then you'll build on that skill to create the classes associated with the courses, following this you'll manage the rosters for the classes before working through miscellaneous activities. You will be working with both single and multiple day classes and have ample opportunities to practice.

As you work through this self-paced learning activity packet:

1. "sccLearn" **always** refers to the sandbox: **https://scclearn.stage.sumtotal.host**.
2. Use the **sccLearn Administration Reference Guide** for specific directions and tips on completing the task.
3. Use the check boxes to keep track of the completed tasks
4. Questions have been included to reinforce your learning. Take the time to answer these and discuss your answers during your check-in session.
5. Instructions within curly brackets { } allow you to customize the activity. Substitute the text in the brackets with the requested information.
6. The course or class title to be used to complete the activity will be formatted in a blue banner. Be sure to select the correct title.

Activity Title

Note:

- While your current administration role may be limited to one area such as Roster Management, you are required to **complete all activities** in this guide to have a full understanding of the administration permissions that have been approved for you.

2 - Navigation

In this activity, you will:

- Reinforce the navigating techniques you learned in the Orientation to sccLearn Administration training
- Explore the sandbox system (**https://scclearn.stage.sumtotal.host**)

*You are required to use the sccLearn Sandbox (**https://scclearn.stage.sumtotal.host**) and the **Administration Reference Guide** to complete the activities in this guide.*

Explore the Sandbox System

☐ Login to the sandbox system.

☐ Navigate to the Administrator Management page.

Note:

- Refer to the Orientation to sccLearn Administration training for guidance on how to access the Administrator Management page.

Baking Bread 101

☐ Filter to view classes and look for the **Baking Bread 101** classes.

> **QUESTIONS:**
>
> How many classes have been created?
>
> What are the dates for the classes?
>
> Are they single or multi-day classes?
>
> How can you tell the difference between the single and multi-day classes?

Sample for Training

☐ Filter for the **Sample for Training** and sort by Start Date.

> **QUESTIONS:**
>
> How many classes have been created?
>
>
> When was the first class offered?
>
>
> What is the last date scheduled for the class?

3 - Course Creation

In this activity, you will:

- Create courses in the sandbox environment for instructor-led training activities and webinars based on information provided.
- Validate the courses and move them to production.
- As a learner, verify the courses appear in the library catalog and can be seen when searched.
- As a learner, register for and *Express Interest* in a course.

Notes:
- Unless specified, all tasks are completed using the administrator role.
- When completing an exercise as a learner, navigate to the sccLearn home page before performing the task.

You are required to use the sccLearn Sandbox (https://scclearn.stage.sumtotal.host) and the Administration Reference Guide to complete the activities in this guide.

Create *{Your}* Hiking a County Park Course

☐ Create an **Instructor-Led Training course** with these criteria:

<table>
<tr>
<td rowspan="9">Course</td>
<td>Course Title</td>
<td colspan="3">Hiking Almaden Quicksilver County Park with {insert your name here}</td>
</tr>
<tr>
<td>Course Description</td>
<td colspan="3">Join {insert your name here} on a leisurely hike to explore what remains of the once-bustling mining operations in the hills above New Almaden on this 4-mile hike. Almaden Quicksilver County Park is spectacular in natural diversity and a landmark of California history. The park encompassing 4,163 acres, is the site of over 135 years of mining activities and former home to more than 1,800 miners and their families.

Learn more about <u>Almaden Quicksilver County Park</u> at the County of Santa Clara Park web pages.</td>
</tr>
<tr>
<td>Course Owner</td>
<td colspan="3">{Select your department owners' username}</td>
</tr>
<tr>
<td>Express Interest</td>
<td>Yes</td>
<td>Threshold</td>
<td>20</td>
</tr>
<tr>
<td>Est. Duration</td>
<td>4:00 Hours</td>
<td>Audience Type</td>
<td>SCC audience</td>
</tr>
<tr>
<td>Library</td>
<td colspan="3">Health and Wellness -> Fitness/Exercise
Parks and Recreation -> Individual Wellness</td>
</tr>
<tr>
<td>Special Instructions</td>
<td colspan="3">Do NOT move this course to production</td>
</tr>
</table>

☐ Verify Your Course

QUESTION:

As a learner, can you locate your course using the search feature? Please explain.

☐ Make the necessary changes to make your course visible.

QUESTIONS:

What did you change to make your course visible in sccLearn? Please explain.

As a learner, can you now locate your course using the Search feature? Please explain.

As a learner, can you locate your course in the Library catalog? Please explain.

As a learner, can you view details of the course? Please explain.

As a learner, can you Express Interest in your course? Please explain.

Note: Use the sccLearn Administration Reference Guide to complete the activities.

As a learner, why would registration be blocked for the course? Please explain.

As a learner, can you Express interest your course? Please explain.

Note:

- If these verification tasks did not work for you, try again after 30 minutes.

Create *{Your}* Painting Sunflowers Course

☐ Create a **Webinar** course with these criteria:

<table>
<tr><td rowspan="8">Course</td><td>Course Title</td><td colspan="3">Painting Sunflowers with {insert your name here}</td></tr>
<tr><td>Course Description</td><td colspan="3">Join {insert your name here} as we learn how to paint sunflowers.

For this course, you will need:

☐ Cardstock Paper (Several Sheets)
☐ Acrylic paints in yellows, oranges, brown and black
☐ Paint brushes in several sizes</td></tr>
<tr><td>Course Owner</td><td colspan="3">{Select your department owners' username}</td></tr>
<tr><td>Express Interest</td><td>No</td><td>Threshold</td><td>Leave Blank</td></tr>
<tr><td>Est. Duration</td><td>2:00 Hours</td><td>Audience Type</td><td>SCC audience</td></tr>
<tr><td>Library</td><td colspan="3">Employee -> Self-Management Skills -> Well-Being</td></tr>
<tr><td>Special Instructions</td><td colspan="3">None</td></tr>
</table>

☐ Verify Your Course

> **QUESTION:**
>
> As a learner, can you locate your course using the search feature? Please explain.

Create *{Your}* Desserts Course

1. Create an **Instructor-Led course** with these criteria:

<table>
<tr><td rowspan="8">Course</td><td>Course Title</td><td colspan="3">Desserts from around the world with {insert your name here}</td></tr>
<tr><td>Course Description</td><td colspan="3">Join {insert your name here} as we learn how to cook some of the most exciting desserts from the award-winning book written by chef {insert your name here}.</td></tr>
<tr><td>Course Owner</td><td colspan="3">{Select your department owners' username}</td></tr>
<tr><td>Express Interest</td><td>No</td><td>Threshold</td><td>Leave Blank</td></tr>
<tr><td>Est. Duration</td><td>6:00 Hours</td><td>Audience Type</td><td>SCC audience</td></tr>
<tr><td>Library</td><td colspan="3">Health and Wellness -> Nutrition</td></tr>
<tr><td>Special Instructions</td><td colspan="3">None</td></tr>
</table>

☐ Verify Your Course

> **QUESTION:**
>
> As a learner, can you Express interest your course? Please explain.

3 - Class Creation

In this activity, you will:

- Create classes in the sandbox environment for instructor led training activities and webinars based on information provided.
- As a learner, locate and register for the classes.

Notes:
- Unless specified, all tasks are completed using the administrator role.
- When completing an exercise as a learner, navigate to the sccLearn home page before performing the task.

Create *{Your}* Hiking a County Park Class

☐ Create a class for *{Your}* **Hiking a County Park** course with these criteria:

Single Day ILT Class				
Start Date/Time	*{7 days **prior to** today}* at 8:30 am	**End Date/Time**	*{7 days **prior to** today}* at 12:30 pm	
Maximum Capacity	10	**Exp. Int. Notification**	Yes	
Class Owner	*{Select your department owners' username}*			
Est. Duration	4:00 Hours			
Registration Deadline	Noon day prior	**Cancellation Deadline**	Noon day prior	
Minimum Capacity	6	**Waitlist Threshold**	Leave Blank	
Audience Type	No change from course			
Instructor	*{Select an instructor username – do not use your own name}*			
Location	*{Select a physical location}*			
Waiting List	Smart	**Hold Time**	72 hours	
Wait list Exp.	Same as registration deadline			

☐ Verify Your Class

QUESTIONS:

As a learner, can you see the class dates? Please explain.

As a learner, can you register for the class? Please explain

Create *{Your}* Painting Sunflowers Webinar Class

☐ Create a class for *{Your}* **Painting Sunflowers** course with these criteria:

Single Day Webinar Class	**Start Date/Time**	{7 days *from* today} at 11:30 am	**End Date/Time**	{7 days *from* today at 1:30 pm
	Maximum Capacity	10	**Exp. Int. Notification**	No
	Class Owner	{Select your department owners' username}		
	Est. Duration	2:00 Hours		
	Registration Deadline	Noon day prior	**Cancellation Deadline**	Noon day prior
	Minimum Capacity	4	**Waitlist Threshold**	Leave Blank
	Audience Type	No change from course		
	Instructor	{Use your own name}		
	Location	{Select a virtual location}		
	Waiting List	Smart	**Hold Time**	72 hours
	Wait list Exp.	Same as registration deadline		

☐ Verify Your Class

> **QUESTION:**
>
> As a learner, can you see the class dates and locations? Please explain.
>
>
>
> As a learner, can you register for the class? Please explain.

Create *{Your}* Desserts Class

☐ Create a multiple day class for ***{Your}* Desserts** course with these criteria:

Multiple Day Class	**Start Date/Time**	*{Monday of next week}* at 8:30 am	**End Date/Time**	*{Friday of next week}* at 4:00 pm
	Maximum Capacity	20	**Express Interest Notification**	No
	Class Owner	*{Select your department owners' username}*		
	Est. Duration	6:00 Hours (Total duration)		
	Registration Deadline	Noon day prior first session	**Cancellation Deadline**	Noon day prior first session
	Minimum Capacity	14	**Waitlist Threshold**	Leave Blank
	Audience Type	No change from course		
	Waiting List	Smart	**Hold Time**	72 hours
	Wait list Expiration	Same as registration deadline		
Session 1	**Start Date/Time**	*{Monday of next week}* at 8:30 am	**End Date/Time**	*{Monday of next week}* at 10:30 am
	Est. Duration	2:00 Hours (Session duration)		
	Instructor	*{Select an instructor username}*		
	Location	*{Select a location}*		
Session 2	**Start Date/Time**	*{Wednesday of next week}* at 8:30 am	**End Date/Time**	*{Wednesday of next week}* at 10:30 am
	Est. Duration	2:00 Hours (Session duration)		
	Instructor	*{Select an instructor username}*		
	Location	*{Select a location}*		
Sessio	**Start Date/Time**	*{Friday of next week}* at 2:00 pm	**End Date/Time**	*{Friday of next week}* at 4:00 pm

Est. Duration	2:00 Hours (Session duration)	
Instructor	*{Select an instructor username}*	
Location	*{Select a location}*	

☐ Verify Your Class

> **QUESTION:**
>
> As a learner, can you see the class dates and locations? Please explain.
>
>
>
> As a learner, can you register for just one session? Please explain.

Before Proceeding with Section 4: Schedule Check-in Session

☐ Schedule a check-in session with your LED contact (or **LED@ceo.sccgov.org**) to verify your activities have been configured correctly and discuss any questions you may have.

4 - Pre-Class Roster Management

In this activity, you will:
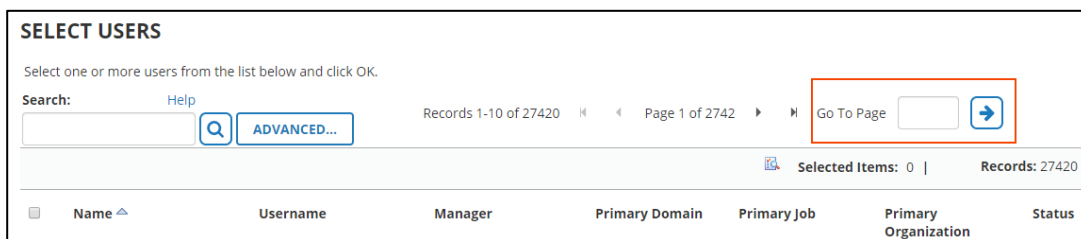
- View the roster for an Instructor Led Training (ILT) class
- Email the learners to remind them of the upcoming class
- Export and manipulate the roster using Excel
- Add learners to the roster and the waitlist
- Register learners for the class and wait list
- Cancel / drop learners
- Print and export rosters for the class

Note:

- These activities do not follow the same order as the sccLearn Administrator Reference Guide.

Special Instructions

To avoid learner conflicts during this activity, please select learners from the page number associated with *{your birthdate}* and the instructions provided in the notes. So, if your birthday is on June 29, you would select learners from page 29.

SELECT USERS

Select one or more users from the list below and click OK.

Search: Help

Records 1-10 of 27420 |◄   ◄   Page 1 of 2742   ►   ►| Go To Page [   ] →

[🔍] [ADVANCED...]

Selected Items: 0 | Records: 27420

	Name △	Username	Manager	Primary Domain	Primary Job	Primary Organization	Status
☐							

*You are required to use the sccLearn Sandbox (**https://scclearn.stage.sumtotal.host**) and the **Administration Reference Guide** to complete the activities in this guide.*

Add Learners to Roster and Wait List

{Your} Painting Sunflowers Class

Notes:

- Select learners from the page number associated with *{your birthdate}*.
- If you need additional learners, select learners from the page number associated with *{your birthdate} + 50.*

☐ One manager has seen this class and would like to register their team for a team building activity.

Add **six** learners to the class as registered learners.

☐ A few learners are working as Disaster Service Workers and are unable to access sccLearn but really think this class would provide the mindfulness break they need. They have called asking if you can register them for *the* upcoming class.

Add **three** learners to the class as registered learners.

☐ Learners in a different Agency have heard you can register learners, so have also called you to register them for the same training.

Add **three** learners to the class.

> **QUESTION:**
>
> Did you add them to the class as registered learners or wait listed learners?
>
> Please explain.

☐ Add **three** additional learners to the class waitlist.

Cancel Learner Registration

☐ One learner called to say they won't be able to attend the class. You asked them to cancel their own registration as that would be the best practice, but as they have been reassigned duties and are unable to access scclearn.

Cancel **one** registered learner from the roster.

QUESTION:

Which learner did you cancel?

How many learners have:

Registered?   Wait listed?   Canceled?

Email Learners

☐ Prepare an email with the webinar access information to registered learners for the upcoming class . Remind them to have the supplies such as paper, paints and brushes close by if they would like to paint along with you. ***Do not send the email***.

☐ Prepare an email for wait listed learners letting them know there may be available spots. Provide the webinar access information and remind them they should have the supplies such as paper, paints and brushes close by if they would like to paint along with you. ***Do not send the email***.

QUESTION:

Why should you not send the emails from the sandbox system? Please explain.

Export Learner Names

☐ Export the learner names to Excel. Use the filters and sort by name.

> **QUESTION:**
>
> What other reasons could the Export feature be helpful for? Please explain.

Prepare the Roster

☐ Export the built-in roster to a PDF file so you can send the class roster to the instructor.

☐ View the immediate printing dialogue box in the event you need to print a roster.

Add Learners to Roster and Wait List

{Your} Hiking a County Park Class

Notes:
- Select learners from the page number associated with *{your birthdate} + 70.*
- If you need additional learners, select learners from the page number associated with *{your birthdate} + 150.*

☐ Add **ten** learners to the class as registered learners.

☐ Add **three** learners to the class as wait listed learners.

Add Learners to Roster and Wait List

{Your} Desserts Class

Notes:

- Select learners from the page number associated with *{your birthdate} + 90.*
- If you need additional learners, select learners from the page number associated with *{your birthdate} + 125.*

☐ Add **five** learners to the class as registered learners.

☐ Add **three** learners to the class as wait listed learners.

☐ Cancel **one** of the registered learners.

5 - Post-Class Roster Management

In this activity, you will:

- Mark Attendance for:
    - Waitlisted learners that attended as walk-in learners
    - Walk-in learners that were not registered
    - Registered Learner that was not able to cancel
    - Registered learners that did not attend
    - Registered learners that attended
- Correct the status of a no-show learner
- View course completion Information

Mark Attendance

{Your} Hiking a County Park Class

> **Notes:**
> - To avoid learner conflicts during this activity, please select learners from the page number associated with *{your birthdate + 300}*.
> - When marking attendance, remember to set the correct date and time as sccLearn defaults to the current date and time.

Registered Learner That Was Not Able To Cancel

☐ One learner emailed the evening before the class to notify you they would not be able to attend and were not able to cancel their registration.

Cancel **one** learner from the roster.

> **QUESTION:**
>
> What could prevent the learner from canceling their own registration?

Registered Learners That Did Not Attend

☐ Three registered learners did not sign the roster.

Mark **three** registered learners with the no-show status for the class date.

> **QUESTION:**
>
> Which learners did you mark with a no-show status?

Wait Listed Learners That Attended As Walk-In Learners

☐ One learner who was on the wait list, decided to come to the class to see if there were open seats and was able to take the class.

Move **one** wait listed learner to the roster.

> **QUESTION:**
>
> Which learner did you move into the class?

Walk-In Learners That Were Not Registered

☐ Two unregistered learners decided to come to the class. There were seats available and they completed the class.

Add **Two** walk-in learners to the roster.

> **QUESTION:**
>
> Which learners did you add to the class?

Registered Learners That Attended

☐ Adjust the roster so that the remaining registered learners attended the class as planned.

> **QUESTION:**
>
> How many learners have:
>
> Attended?   Canceled?   No-Show?

Waitlisted Learners That Did Not Attend

☐ Remove the **remaining** wait listed learners from the waiting list.

> **QUESTION:**
>
> How many learners were still on the waiting list?

Correct the Status of a No-Show Learner

☐ One of the registered learners arrived late and did not have time to sign the roster. They have called and are asking you to update the status to reflect their attendance.

Correct the status of **one** no-show learners to attended.

> **QUESTION:**
>
> For which learner did you correct the status?

View Course Completion Information

A Sample for Training course

☐ We contracted with the vendor to deliver the **A sample of training course** to 200 employees by the end of the year.

Export the completion information to Excel.

QUESTIONS:			
Complete the table to help you determine if we need to create additional classes to meet the goal.			
Class Date	**Attended?**	**Canceled?**	**No Show?**
How many more classes would meet the need?			

6 - Miscellaneous Tasks

In this activity, you will:

- Edit a class already in production
- Copy and modify an existing class
- Cancel an existing class
- Deactivate an existing course

Edit A Class Already In Production

{Your} Painting Sunflowers Class

☐ Change the date of *{Your}* **Painting Sunflowers Class** to {*14 days from today*}.

Special Instruction:

- Do **NOT** move this class into production after making the edits.

> **QUESTION:**
>
> As a learner, which class dates are available for registration? Explain why.

☐ Publish *{Your}* **Painting Sunflowers Class**.

> **QUESTIONS:**
>
> As a learner, which class dates are now available for registration? Explain why.
>
> What is the impact of this date change on the registered learners?

Copy Class

{*Your*} Painting Sunflowers Class

☐ You have been asked to create two more classes of *{Your}* **Painting Sunflowers Class**, to increase mindfulness amongst the employees.

Copy the class so it is available on {*the first and third Thursday of next month*}. Make any necessary edits and publish the new classes.

> **QUESTION:**
>
> As a learner, which class dates are now available for registration? Explain why.

{*Your*} Hiking a County Park Class

☐ You have been asked to create three more classes of *{Your}* **Hiking Class** for the same reasons.

Copy the class so it is available on {*the next 3 Wednesdays*}. Make any necessary edits and publish the new classes.

> **QUESTION:**
>
> As a learner, which class dates are now available for registration? Explain why

Add Learners to Roster and Wait List

{Your} Hiking a County Park Class

Notes:

- To avoid learner conflicts during this activity, please select learners from the page number associated with *{your birthdate + 225}*.

☐ Add **ten** learners to the **first** available class as registered learners.

☐ Add **three** learners to the **first** class as wait listed learners.

☐ Add **five** learners to the **final** class as registered learners.

Cancel Class

{Your} Painting Sunflowers Class

☐ Cancel the class with the **earliest** date. Answer the questions as you work through the steps. Remember not to send notifications to the learners.

> **QUESTIONS:**
>
> For the class with the earliest date, how many learners have:
>
> Registered?   Wait listed?   Canceled?
>
> Why do we not want to remove learners that have expressed Interest in your class?
>
> As a learner, which class dates are now available for registration? Explain why

Deactivate Course

{Your} Hiking a County Park Course

☐ Due to social distancing protocols in place at the County, it has been determined that it is not possible maintain the 6 ft distance. You have been asked to deactivate the course. Answer the questions as you work through the steps. Remember not to send notifications to the learners.

QUESTIONS:

How many learners have:

Registered?   Wait listed?   Expressed Interest?

As a learner, can you locate your course using the Search feature? Explain why

As a learner, can you locate your course using the Library feature? Explain why

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7 - Optional Activities

You have practiced multiple generic scenarios and situations as part of this self-paced activity guide. Even though the scenarios may not represent those you may administer in the production sccLearn system, the activities may be similar.

Working with scenarios that would apply to your department would provide the most direct learning experience. It is recommended you practice your scenarios in the sandbox before working in the production system.

If you do not have an immediate activity that you need to administer in sccLearn, feel free to use these optional activities to further build your skills and confidence.

In this optional activity, you will:

- Create single and multi-day webinar classes
- Manage the roster for those classes.
- Cancel a class

*You are required to use the sccLearn Sandbox (**https://scclearn.stage.sumtotal.host**) and the **Administration Reference Guide** to complete the activities in this guide.*

Managing Rosters for Multi-day Classes

{Your} Desserts Class

☐ Mark attendance for:

Two waitlisted learners that attended as walk-in learners

Two walk-in learners that were not registered

Two registered Learners that did not attend

The remaining registered learners that all attended

☐ Correct the status of one no-show learner that attended the first session only.

> **QUESTION:**
>
> What is the status of the learner that only attended the first session?

Create a Single Day Class

☐ Create a class that will help County employees learn how to ergonomically set up their home office spaces before the end of the month.

Note:

You will first need to create the course.

☐ Assign learners to the class and manage the roster for the class.

Create Multi-Day Class

☐ Create a Knitting class that will help County employees learn a new skill to help with mindfulness and relaxation using the criteria provided.

Course Title	Knit Wits with *{insert your name here}*
Course Description	Join *{insert your name here}* as we learn how to make hats for newborn babies to donate to the Valley Medical Center NICU unit.
Frequency	Three-hour class that occurs twice over two weeks.

☐ Add the maximum number of learners to each class and mark the attendace ensuring you have a mix of:

- Waitlisted learners that attended as walk-in learners
- Walk-in Learners that were not registered
- Registered Learner that was not able to cancel
- Registered Learners that did not attend
- Registered Learners that attended

☐ The Knit Wits class has been hugely popular however, it is hard for employees to commit to a three hour class so you have been asked to create a multi-day webinar class which is two hours for easier for employees to commit to.

Note:

Copying the class may be easier.

☐ Change class dates to a Saturday as it's difficult for employees to attend the class during the week and continue with practicing the skill.

☐ With the shelter in place, it's hard to find the correct yarn locally so you have been asked to cancel the class.