



sccLearn Administrator Quick Reference Guide (QRG): Course Creation



sccLearn is available to all County employees as well as Extra Help Staff.

If you are an employee and do not have access to sccLearn, please an IT Ticket though [Ask Clara](#) (only available on the County's intranet) or email Askclara@tss.sccgov.org.

sccLearn Quick Reference Guide

For the complete guide download it here

The image shows two screenshots of the sccLearn application interface. The top screenshot is the dashboard, and the bottom screenshot is the 'ACTIVITY MANAGEMENT' page.

Dashboard Screenshot:

- Header: sccLearn, SELF, MY TEAM, ADMINISTRATION, Learning, Search.
- Left Navigation: Home, Timeline, Library, All Users, Learning Activities.
- Main Content:
 - Search bar: "What would you like to learn today?"
 - UPCOMING TRAINING: "Scott's Hiking a County Park Class" with a "VIEW DETAILS" button.
 - BUNDLE: "Introduction to the Agile Principles and Mindset".
 - Navigation tabs: SCHEDULE, REQUIRED TRAINING, TRAINING TRANSCRIPT, GETTING HELP.
 - MY PROFILE: 4 Total Incomplete Activities, 1 Upcoming Activity, 1 Critical Activity, 3 Assigned Activities, 0 Ongoing Activity, 3 Required Certifications, 0 Overdue Activity.

ACTIVITY MANAGEMENT Screenshot:

- Header: sccLearn, SELF, MY TEAM, ADMINISTRATION, Learning, Search.
- Left Navigation: Home, Timeline, Library, All Users, Learning Activities.
- Main Content:
 - Section: "ACTIVITY MANAGEMENT" with subtext "Create and manage learning activities."
 - Search bar and "ADVANCED" filter.
 - Actions: Export, Print, Copy, Delete.
 - Table with columns: Name, Activity Type, Start Date, End Date, Code, Primary Domain, Updated Date, Actions.
 - Table Data:

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Updated Date	Actions
Introduction to the Agile Principles and Mindset Bootcamp	Bundle	5/21/2020 11:02 PM PDT	2/26/2022 12:47 AM PST	caf323d1-2476-4312-83cf-5deb217c705	Percipio_New	2/26/2022 12:47 AM PST	EDIT
Network Security Specialist to CloudOps Security Architect	Document	5/19/2020 11:01 PM PDT	2/26/2022 12:47 AM PST	621fd9f6-f05e-4713-beb3-a44db9e575008	Percipio_New	2/26/2022 12:47 AM PST	EDIT
"Leadership Matters?": Finding Voice, Connection and Meaning in the 21st Century	Document	3/3/2020 5:31 PM PST	2/1/2023 10:27 PM PST	f29a0c7d-a574-4606-b3aa-6d55f17d2b84	Percipio_New	2/1/2023 10:27 PM PST	EDIT
#1 Best Seller: Book Marketing Reinvented	Document	3/3/2020 7:04 PM PST	2/1/2023 10:27 PM PST	1813fbc7-09e8-425b-8dc0-ab0be8cb74d5	Percipio_New	2/1/2023 10:27 PM PST	EDIT
#BUSINESS SAVVY PM tweet Book01: Project Management Mindset, Skills, and Tools for Ensuring Powerful Business Results	Document	3/3/2020 12:20 PM PST	2/1/2023 10:27 PM PST	4377142b-f1a3-11e6-b33f-0242c0a80c08	Percipio_New	2/1/2023 10:27 PM PST	EDIT
#EXPERT EXCEL PROJECTS tweet Book01: Taking Your Excel Project from Start to Finish Like an Expert	Document	3/3/2020 12:19 PM PST	2/1/2023 10:27 PM PST	735444f0-f1a3-11e6-b33f-0242c0a80c08	Percipio_New	2/1/2023 10:27 PM PST	EDIT
#GIRiboss	Document	3/3/2020 4:04 PM PST	2/1/2023 10:27 PM PST	80bc5e00-6bc4-11e7-9c12-22fb262b416c	Percipio_New	2/1/2023 10:27 PM PST	EDIT
#IT Operations Management Tweet: Managing Your IT Infrastructure in the Age of Complexity	Document	3/3/2020 12:16 PM PST	2/1/2023 10:27 PM PST	48c6c6b0-f190-11e6-b33f-0242c0a80c08	Percipio_New	2/1/2023 10:27 PM PST	EDIT
#MakeoverMonday: Improving How We Visualize and Analyze Data. One Chart at a Time	Document	3/3/2020 6:27 PM PST	2/1/2023 10:27 PM PST	134451b4-7fb1-4d1d-85bf-cf0552aa3255	Percipio_New	2/1/2023 10:27 PM PST	EDIT
#PLAN to WIN tweet: Strategic Territory and Account Planning	Document	3/3/2020 12:20 PM PST	2/1/2023 10:27 PM PST	594890f0-f1a3-11e6-b696-0242c0a80c09	Percipio_New	2/1/2023 10:27 PM PST	EDIT

Annotations:

- A yellow box labeled "1st click on Learning Activities" points to the "Learning Activities" menu item in the left navigation.
- A yellow box labeled "2nd click on New Activities" points to the "NEW ACTIVITY" button in the top right of the Activity Management page.



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General Properties

Name

Replace “**New Activity...**” with the title of the course you are creating.

Name: *

Primary Domain

Your default domain is automatically added.
Do **not** change unless directed to do so.

Primary Domain: *

Activity Image

Select an image for your training to enhance the sccLearn user experience.

Activity Image:

Enter URL:

Upload Image:

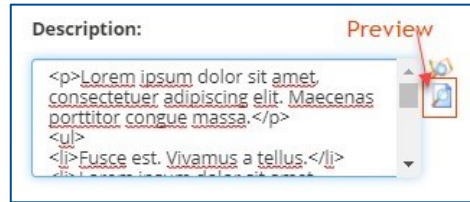




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Description

Type your description

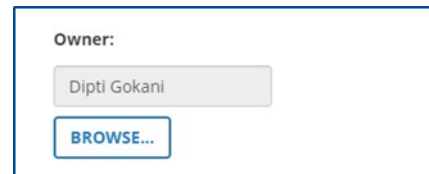


IMPORTANT: Owner

The Activity Owner is **required to be set to your department** in sccLearn for organizing, tracking and auditing purposes.

To change the Owner:

1. Click the **Browse** button.
2. In the **Search** field, type **SCC-Owner** and click the **search icon**.



SumTotal

SELECT A USER

Follow the instructions below to search for a user.



3. Select the owner

SCC-OWNER-ASR	SCC-OWNER-LED
SCC-OWNER-CCO	SCC-OWNER-LP
SCC-OWNER-CEO	SCC-OWNER-LR
SCC-OWNER-CEPA	SCC-OWNER-OES
SCC-OWNER-CJIC-JRS	SCC-OWNER-OSEC
SCC-OWNER-CONTR	SCC-OWNER-PARKS
SCC-OWNER-EAP	SCC-OWNER-PARKS-EXT
SCC-OWNER-EO	SCC-OWNER-PHD
SCC-OWNER-EWD	SCC-OWNER-PRO
SCC-OWNER-INFOSEC	SCC-OWNER-PROC
SCC-OWNER-ISD	SCC-OWNER-RM



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Status

Required Setting: **Active** - The course must be Active to be able to register for it.

Optional Setting: **Express Interest** - If selected, your course will allow learners to express interest to be notified when a class is offered.

Status

Control the availability of this activity for use in other activ

- Active
 - Hide from search results for Learners and Managers
 - Canceled
 - No registration required
 - Hide in Manager mode
 - Hidden from Transcript
 - Can be copied
 - Can be subscribed
 - Can be fulfilled
 - User cannot register for the individual activity
- Note: If the user wishes to launch or register for this activity, th

Express interest

Estimated Duration

Enter the number of **instructional hours**.

Estimated duration: *

Hours	Minutes
7	00

Minimum and Maximum Capacity

Capacities will be entered at the class level and not the course level. Leave these two fields blank.

Minimum capacity:

Maximum capacity:

User Notes

User Notes are displayed on the activity summary page (under the Notes tab) and are also emailed to the learner when they have successfully completed their registration for the class.

User notes:

You will receive the webinar link and further information the day before the webinar. Questions about this webinar can be sent to: Dipti Gokani

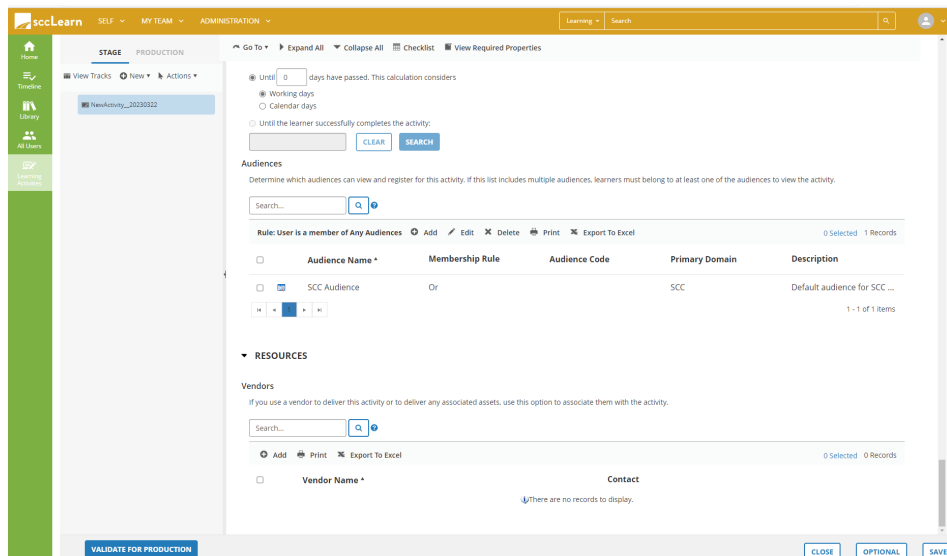
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Registration Instructions

Registration Instructions are displayed to the learner while they are completing their registration for the class.

Registration instructions:

After you successfully register for the webinar class in sccLearn, you will receive the webinar link and further information the day before the webinar.



Finally, click on
Validate for production

*Note that it may take up to 30 minutes for your class to be searchable