



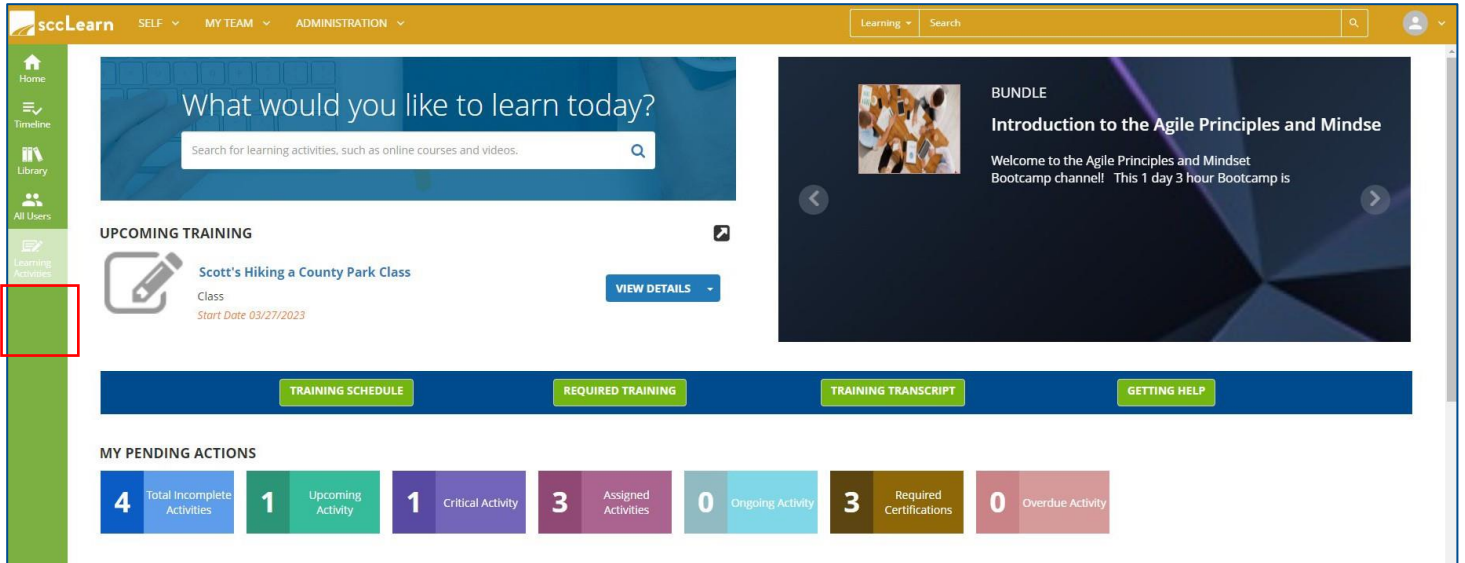
sccLearn Administrator Quick Reference Guide (QRG) – Course Creation



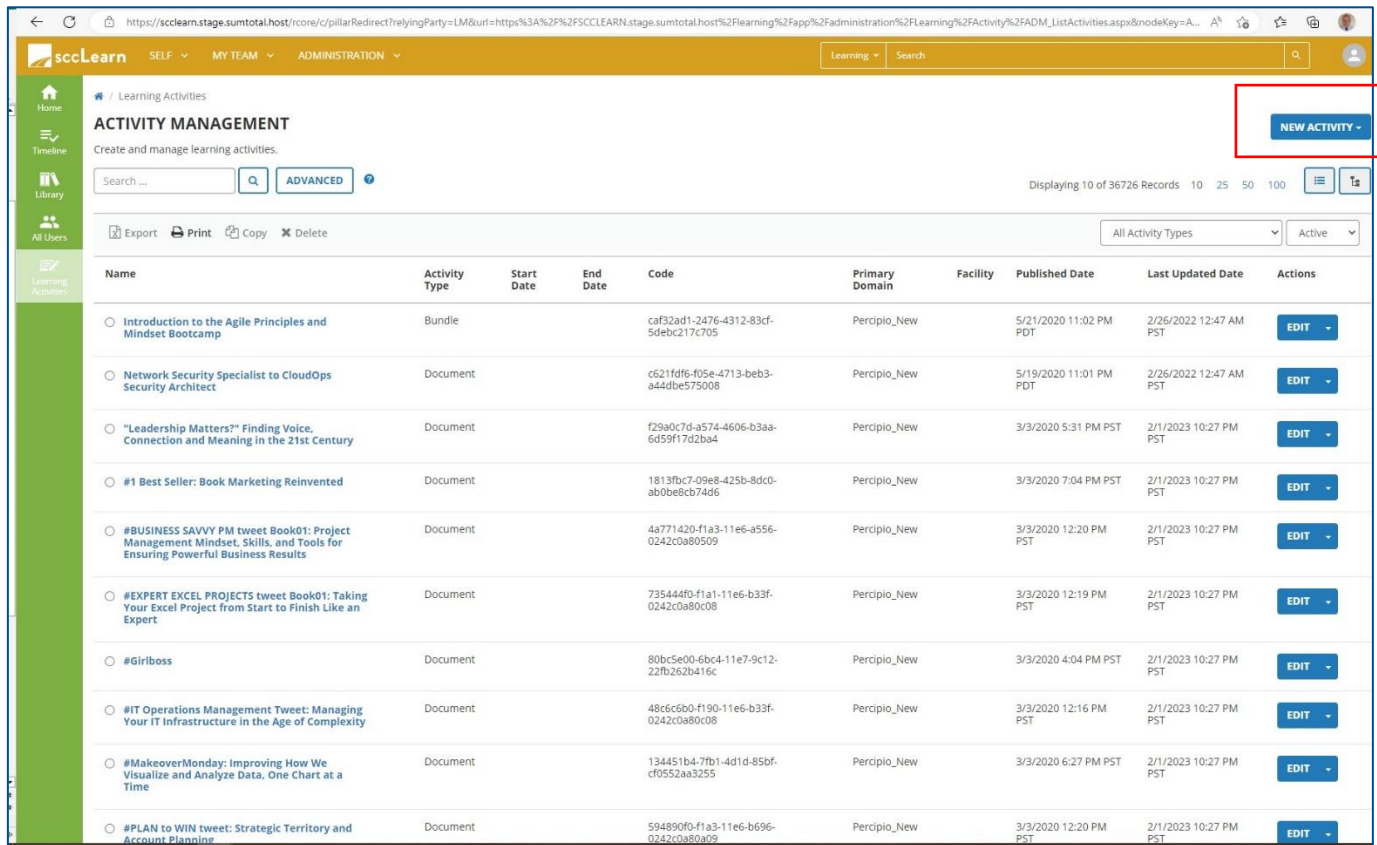
For further assistance, please submit a ticket through [Ask Clara](#) (only available on the County's intranet) or email Askclara@tss.sccgov.org.

For the complete sccLearn Learner Guide, [click HERE](#).

From the Homepage, go to the **Learning Activities** page.



On the top-right, select **New Activity**.



Under **NEW ACTIVITY**, search for and select **Instructor Led Training Course**



General Properties

Name

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

Name: *

A Sample for Training

Primary Domain

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

Primary Domain: *

SCC

BROWSE...


Activity Image

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

Activity Image:

Enter URL:

Upload Image:

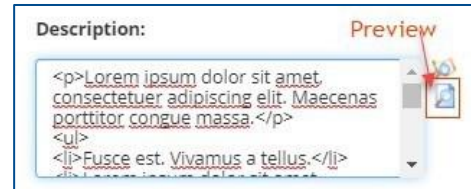


EDIT

DELETE

Description

Type your description.

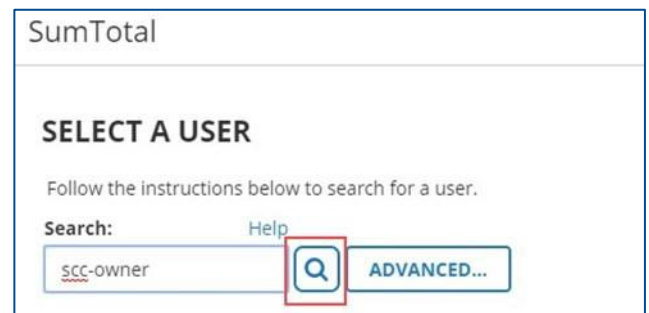
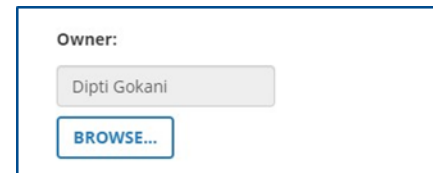


IMPORTANT: Owner

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**.



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 |

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 activities

- 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, the system will check the status of the activity.

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

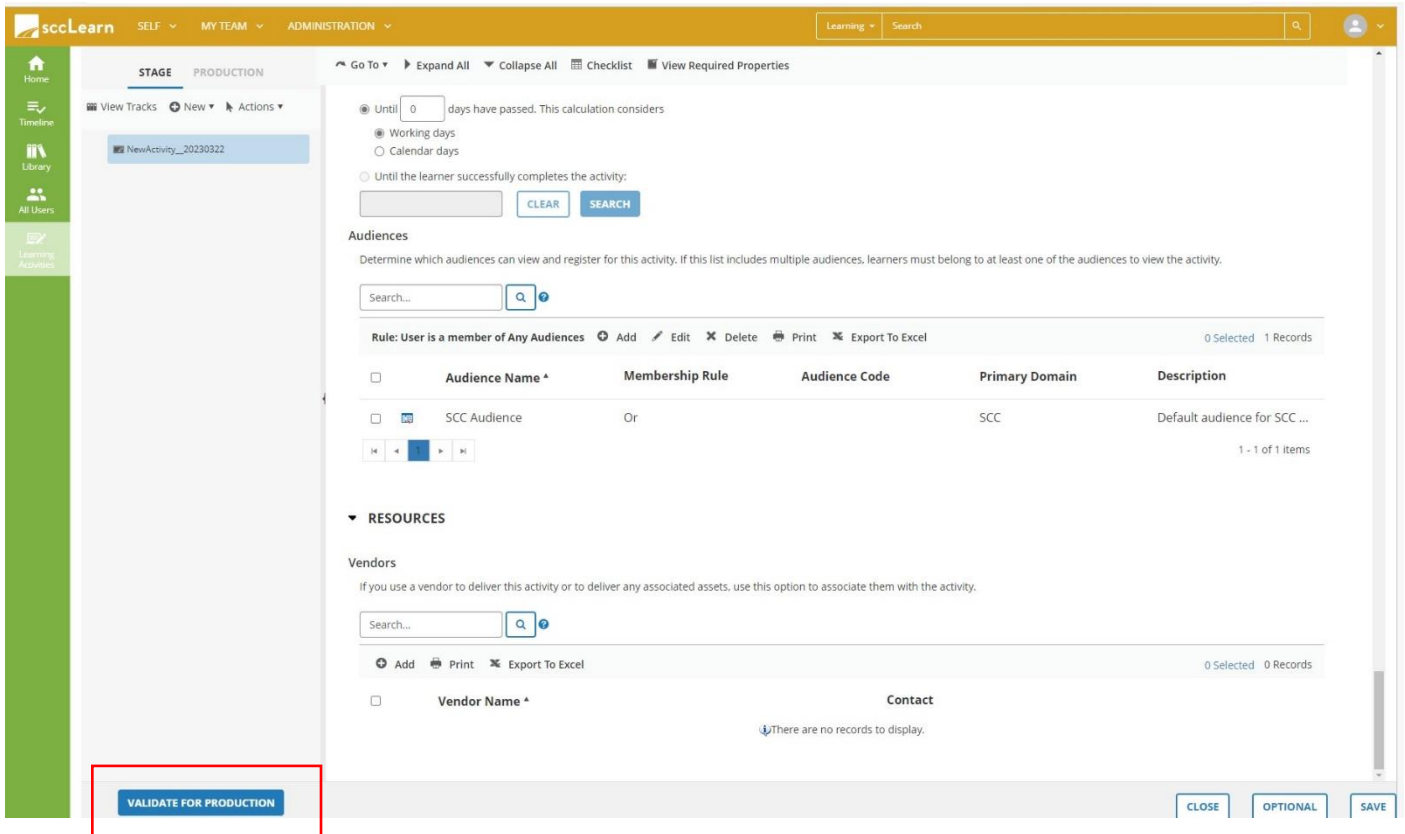
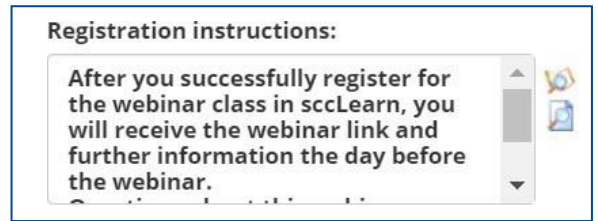
User Notes are displayed on the activity summary page (under the Notes tab) and are also emailed to the learner when they have successfully completed their registration for the class.

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

Registration Instructions

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



The screenshot shows the sccLearn interface with the 'STAGE' tab selected. The 'VALIDATE FOR PRODUCTION' button is highlighted with a red box. The interface includes a navigation sidebar, a main content area with various settings and lists, and a bottom bar with 'CLOSE', 'OPTIONAL', and 'SAVE' buttons.

STAGE PRODUCTION

Go To Expand All Collapse All Checklist View Required Properties

Until 0 days have passed. This calculation considers:
 Working days
 Calendar days

Until the learner successfully completes the activity:
CLEAR SEARCH

Audiences
Determine which audiences can view and register for this activity. If this list includes multiple audiences, learners must belong to at least one of the audiences to view the activity.

Search... Q

Rule: User is a member of Any Audiences Add Edit Delete Print Export To Excel 0 Selected 1 Records

| <input type="checkbox"/> | Audience Name ^ | Membership Rule | Audience Code | Primary Domain | Description |
|--------------------------|-----------------|-----------------|---------------|----------------|------------------------------|
| <input type="checkbox"/> | SCC Audience | Or | | SCC | Default audience for SCC ... |

1 - 1 of 1 Items

RESOURCES

Vendors
If you use a vendor to deliver this activity or to deliver any associated assets, use this option to associate them with the activity.

Search... Q

Add Print Export To Excel 0 Selected 0 Records

| <input type="checkbox"/> | Vendor Name ^ | Contact |
|----------------------------------|---------------|---------|
| There are no records to display. | | |

VALIDATE FOR PRODUCTION

CLOSE OPTIONAL SAVE

Validating and Moving your Course to Production: Moving your Course to Production makes it a live activity that is accessible to learners.