sccLearn Administrator Quick Reference Guide (QRG) – Course Creation
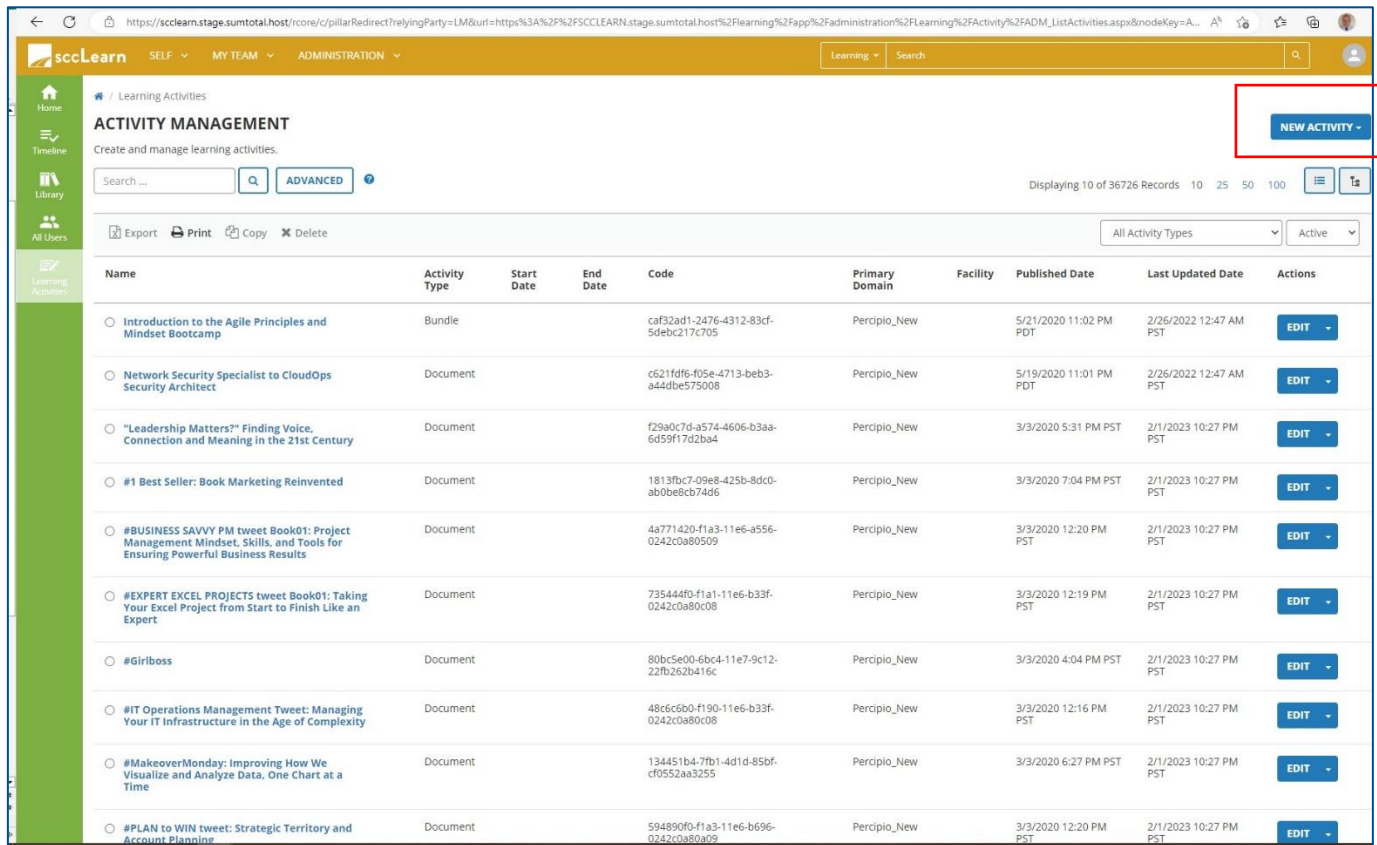
For the complete sccLearn Learner Guide, **click HERE**.

From the Homepage, go to the **Learning Activities** page.
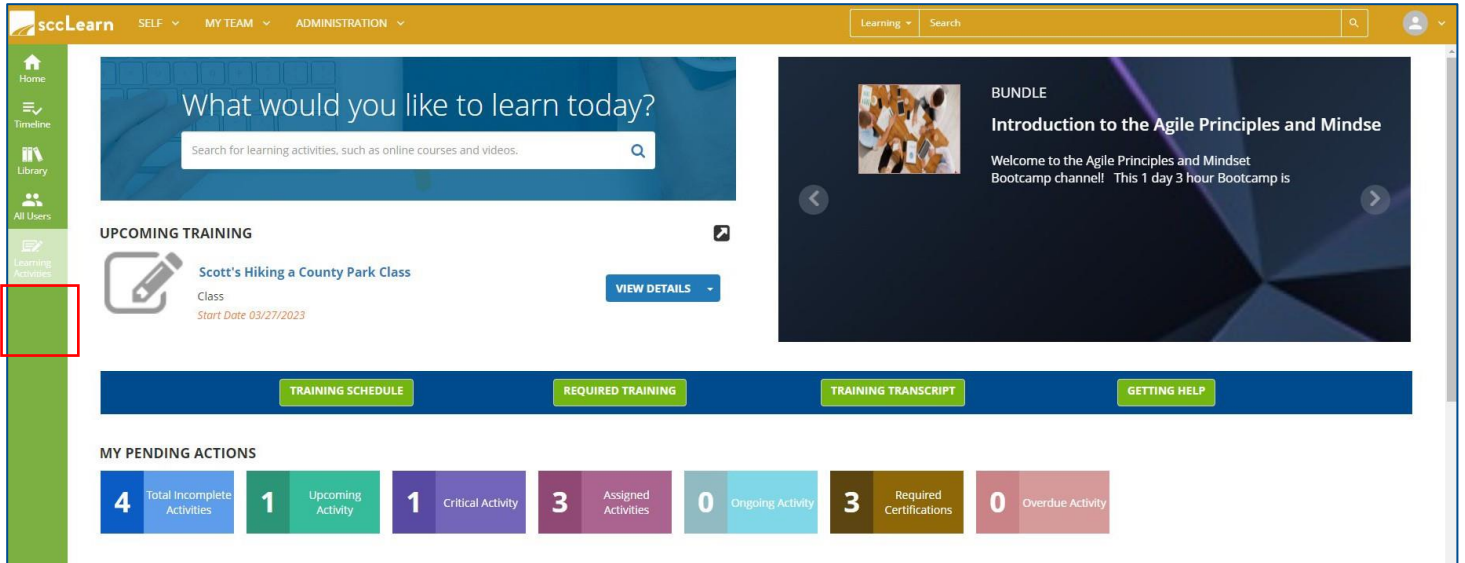
On the top-right, select **New Activity**.

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.

Primary Domain

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

Activity Image

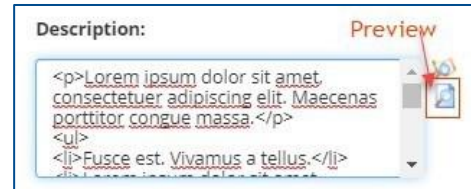Select an image for your training to enhance the sccLearn user experience.
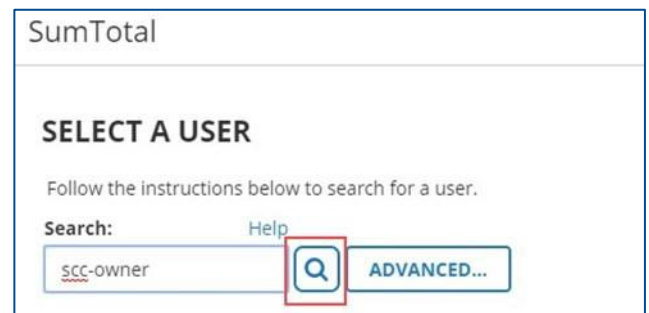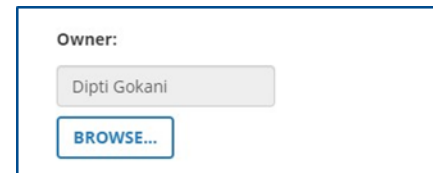
Description

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 learn- ers 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:
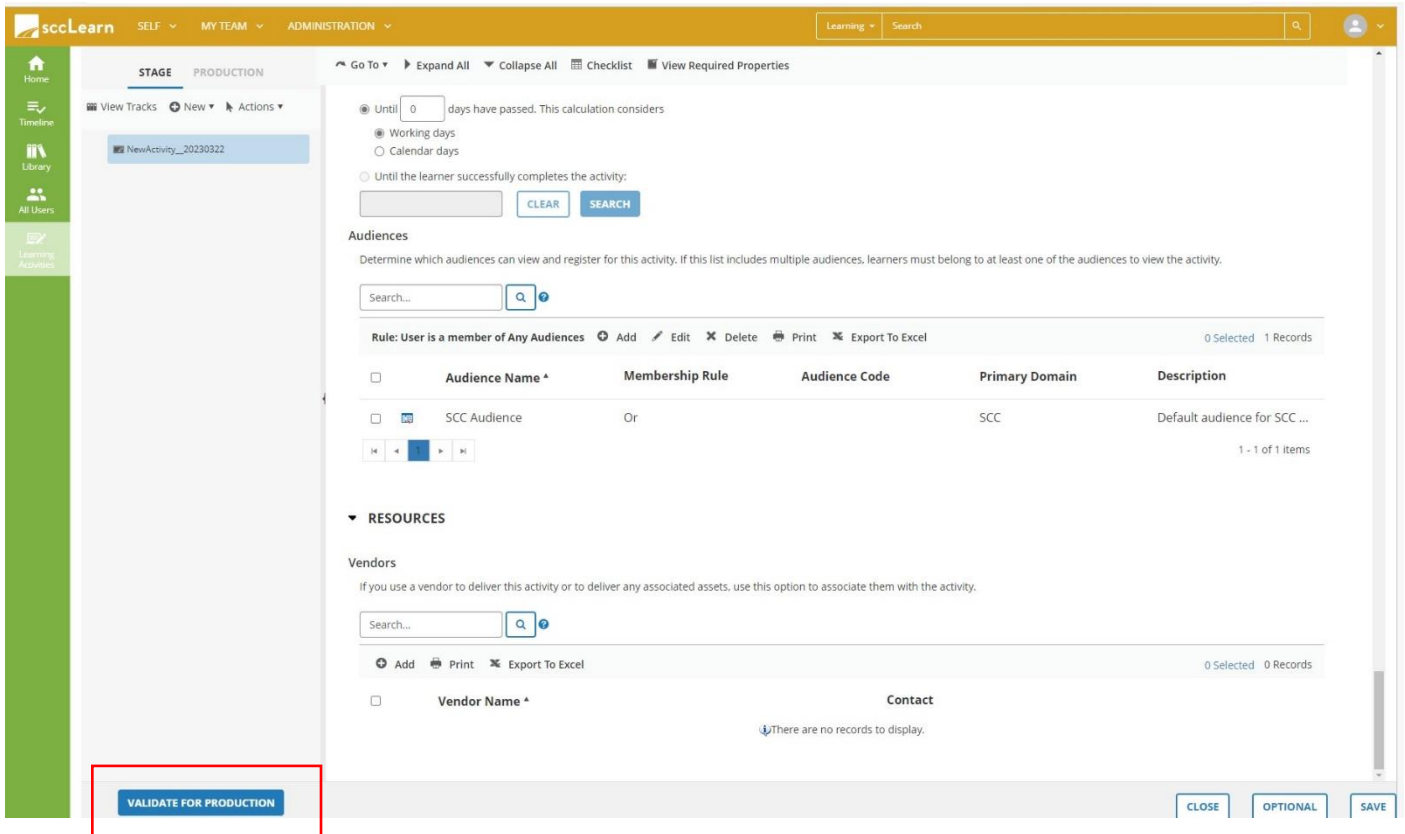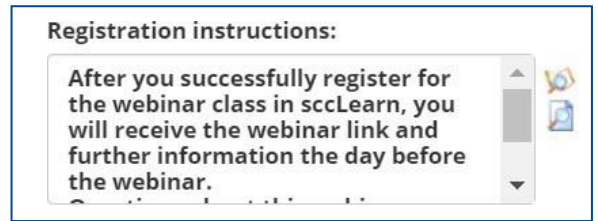
Maximum capacity:

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

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.

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