

Getting Started with the Tufts University Learning Center

What is the Tufts Learning Center?

The Tufts University Learning Center, located at <http://learncenter.uit.tufts.edu/learncenter.asp> is an educational tool designed to fit all the training and professional development needs of Tufts University faculty and staff. User-driven web based e-learning courses (WBT) offer the flexible convenience of any-time scheduling along with the benefits of working at a pace that suits your learning style. If you prefer an instructor led course (ILT), you can view the monthly calendar of classes offered by participating departments. Once you've made your selection, click the class links on the calendar to sign-up online. The Learning Center will keep track of all of your scheduled, in-progress, and completed ILT and WBT courses, no matter which department sponsored the training.

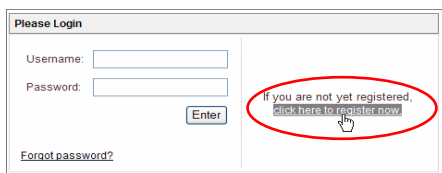
Learning Center Registration

Self Registration

The self registration tool can be accessed from a link on the Tufts Learning Center login web page. It enables a user who has not been pre-registered to input their registration information and request an account from the Learning Center administrators. The administrator will review the account request to verify that it contains the correct UTLN, Tufts email address, and university affiliation. Once approved, users receive an email from the administrator and may login and finalize their account.

To self register and request a Learning Center account:

1. Open your web browser and go to <http://learncenter.uit.tufts.edu/>. You'll be presented with the Tufts Learning Center login box.
2. Click the "...click here to register now" link.



The *Learning Center Sign Up* box will open.

3. Enter the following information:

Username* = *Your UTLN*

Examples: bjones03, jdoe01, jsmith01

Password = *Any password you like*

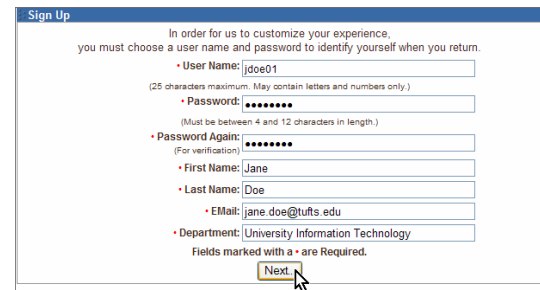
First Name = *Your first name*

Last Name = *Your last name*

Email* = *Your Tufts email address*

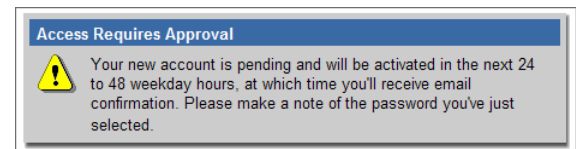
Department = *Your departmental affiliation*

Examples: Finance, HR, Purchasing, UIT



NOTE: You **MUST** use your Tufts Universal Login Name (UTLN) as your username and your Tufts email address. Accounts with incorrect usernames or personal email addresses will be rejected.

4. When finished, click **Next**. The *Access Requires Approval* box will display.



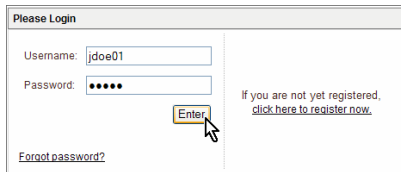
5. Close your web browser to complete the process.

Accounts will be processed Monday through Friday, between 9:00 A.M. and 5:00 P.M. Please allow 48 hours for approval. If you have not received confirmation after 48 weekday hours, contact the system administrators at learncenter@tufts.edu.

Once you've received email confirmation of account approval, you're ready for the final registration step – setting up a personal password recovery file.

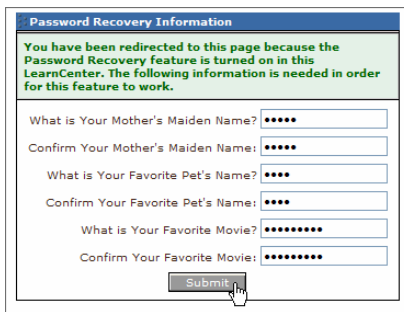
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- Open your web browser and go to <http://learncenter.uit.tufts.edu/>. Enter your username (*UTLN*), the password you selected during registration, and click **Enter**.



The *Password Recovery Information* window will open.

- The Learning Center provides you with the opportunity to recover your Learning Center password if you forget it. The **Password Recovery Information** screen asks you to select the answers to three questions.



The responses you create will be used to allow you to retrieve your password in the event that you forget it.

Enter your responses and make a note of them for future reference.



When finished, click **Submit**. The home page of the Tufts Learning Center will open.

Learning Center Terms

ILT -

Instructor Led Training takes place in a classroom with an instructor present.

WBT -

Web Based Training, or *e-learning*, refers to the Learning Center online courses.

E-Learning -

Short for **electronic learning**, e-learning is another term for a web-based training.

Events -

Events are ILT sessions (classes). The event name is often the same as the subject of the training.

Enroll (Enrollments) -

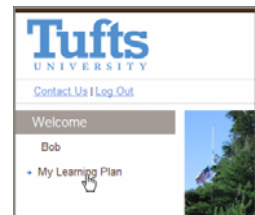
Register for an ILT or WBT session. The term *Enrollments* is also used generically to describe your past, current, and pending ILT and WBT sessions. See *My Learning Plan*.

Assignments -

Assignments refers to mandatory WBT. It is also used to describe mandatory attendance or outside work related to a course.

My Learning Plan -

Use this sidebar link to update your password and personal information, view assignments, view ILT and WBT past, current, and future enrollments or assignments, and messages from instructors and Learning Center administrators.



Using Learning Center

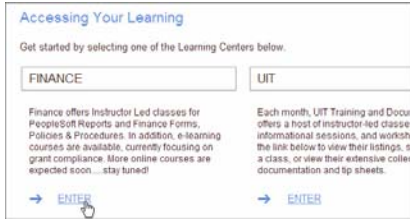
Learning Center Home

The structure of Tufts University Learning Center is similar to that of a wheel, with the main Learning Center as the hub and departmental *sub-learning centers* as the spokes of the wheel. Links to each departmental learning center are located in the lower half of the main Learning Center home page, under the heading **Accessing Your Learning**.

You can browse, sign up for instructor led training, or take a web-based course in any or all of the departmental Learning Centers. Note that some departmental training may be restricted to its employees. Use the *Contact Us* link, located at the top of each page, if you are uncertain about the open or closed status of a particular training session.

When you click the **Enter** link, the departmental Learn Center will open a new browser window.

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Next, we'll explore the common links found within the departmental Learning Centers.

Navigating the Sub-Learning Centers

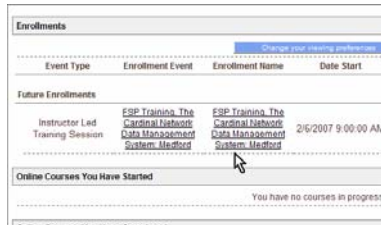
My Learning Calendar

My Learning Calendar is a personal calendar that lists your Learning Center activities for the day. You can also add your own reminders and schedule.



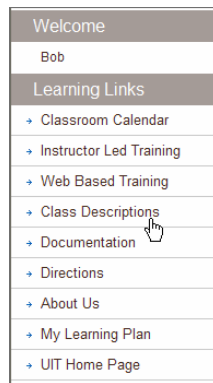
My Learning Plan

A *My Learning Plan* link is located on every page to make checking your past, current and future enrollments fast and easy (see **Terms** section).

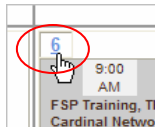


Learning Links

Each sub center contains its own sidebar links, customized to suit their needs. Some links, such as *My Learning Plan*, are common to all sidebars in all the Learning Centers, while others, such as *About Us*, is an optional link. Below is a brief description of the most common links used by all the departmental learning centers.



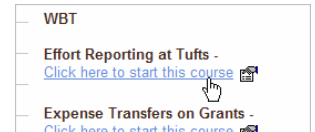
Classroom Calendar lists all actively scheduled ILT sessions by the month. Click on a date to view a detailed description of the scheduled sessions and sign up directly from the **Enrollment** link located at the end of the **Session** description.



Instructor Led Training lists all the actively scheduled ILT sessions available for enrollment. To enroll in a session, click the **Event Name**.

ILT Event Name	Description	ILT Start Date & Time	ILT End Date & Time	Enrollment Open Date & Time	Enrollment Close Date & Time	Location
Getting Started in Excel: Medford	This class will be held in the TAB Lab.	1/24/2007 9:30:00 AM	1/24/2007 12:00:00 PM	1/3/2007 8:00:00 AM	1/24/2007 8:00:00 AM	Medford Campus
Getting Started in PowerPoint 2003: Medford	This class will be held in the TAB Lab.	1/25/2007 9:30:00 AM	1/25/2007 12:00:00 PM	1/3/2007 8:00:00 AM	1/25/2007 8:00:00 AM	Medford Campus
Getting Started in Dreamweaver	This class will be held in	2/21/2007	2/21/2007	1/18/2007	2/21/2007	Medford

Web Based Training lists all available courses within a Learn Center. Because these courses are on the web server, you can take this course from any location at anytime of the day or night. Just click the link to begin.



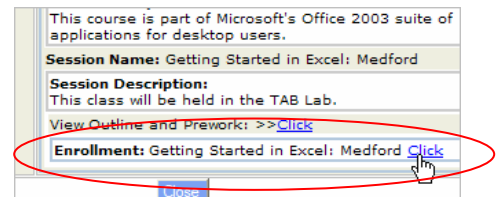
Not sure that a particular ILT or WBT course will fit your needs? **Class Descriptions** provides a brief overview of the entire active and inactive ILT and WBT catalog of course offerings available within that Learn Center.

Documentation includes links to course manuals, tip sheets, forms, and assignment-related materials.

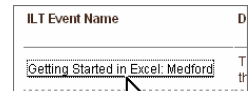
Enrolling

There are several ways to enroll in an ILT session.

- Click the **Classroom Calendar** date links to open the **Event** description box. An **Enrollment** link is located at the bottom of the window.



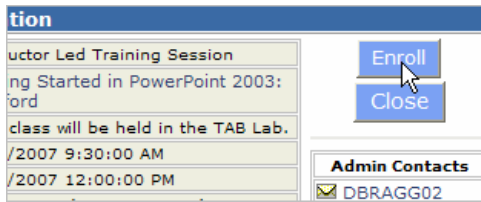
- Within the **Instructor Led Training** page (sidebar link), you can click the **Event Name** link to open the **Enrollment Information** window.



To enroll in a course:

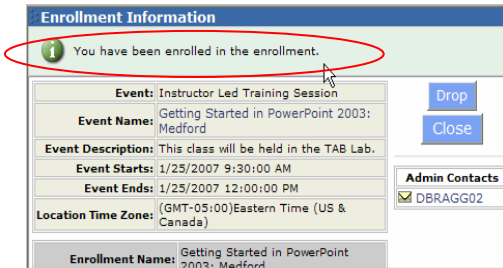
- Open an **Enrollment Information** window and click the **Enroll** button.

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Click the **Close** button.

2. Within 10 seconds, you will see a confirmation notice appear at the top of the *Enrollment Information* window.



3. Click the **Close** button to close the *Enrollment Information* window.

If you click the **My Learning Plan** link, you'll see your new training session listed as one of your *Enrollments*.

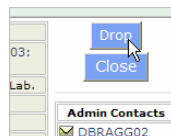
Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster
Instructor Led Training Session	Getting Started in PowerPoint 2003: Medford	Getting Started in PowerPoint 2003: Medford	1/25/2007 9:30:00 AM	1/25/2007 12:00:00 PM	Approved	Roster Not Available
Instructor Led Training Session	FSP Training: The Cardinal Network Data Management System: Medford	FSP Training: The Cardinal Network Data Management System: Medford	2/8/2007 9:00:00 AM	2/8/2007 12:30:00 PM	Approved	Roster Not Available

To drop a course:

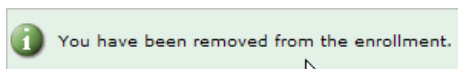
1. Click the course link underneath **Enrollment Name**. The *Enrollment* window will open.

Event Type	Enrollment Event	Enrollment Name
Instructor Led Training Session	Getting Started in PowerPoint 2003: Medford	Getting Started in PowerPoint 2003: Medford

2. Click the **Drop** button in the upper right corner of the *Enrollment* window



3. Confirmation of your removal from the course will appear in the top of the *Enrollment* window.



4. Your *Event* will continue to be listed in **My Learning Plan**, but the status will be listed as *User Dropped*.

Enrollment Name	Date Start	Date End	Status
Getting Started in PowerPoint 2003: Medford	1/25/2007 9:30:00 AM	1/25/2007 12:00:00 PM	User Dropped
FSP Training: The Cardinal Network Data Management System: Medford	2/8/2007	2/8/2007	

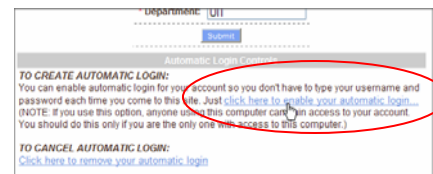
Enabling Automatic Login

The Learning Center includes an automatic login feature that, when enabled, saves you from having to type your username and password each time you visit the Learning Center.

Learning Links
UIT
Finance
My Learning Plan

To enable automatic login:

1. Login to the Learning Center and click the **My Learning Plan** link.
2. Scroll down the page and click the "click here to enable automatic login ..." link under the **To Create Automatic Login** section.



If successful, you'll see a confirmation message.

3. Return to the Learning Center home page and replace any links you may have saved to the login page with a link to the Learning Center home page. You can also save a link to any of the sub-learncenters.

If you have any questions or problems using the Tufts University Learning Center, click the **Contact Us** link or send an email to learncenter@tufts.edu.

