#### Superior Court of California | County of Los Angeles |Human Resources Administration

SumTotal Learner User Guide



SumTotal Learn – How to Navigate SumTotal Learn as a Court Reporter

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### **1. INTRODUCTION**

Superior Court of California, County of Los Angeles (Court) is excited to offer you access to SumTotal Learn, our Learning Management System (LMS). The SumTotal Learn System allows you to electronically access, register for, and participate in online learning activities. This guide is designed to assist you in navigating and using the SumTotal Learn System to search for learning activities, participate in learning activities, and access your individual learning transcript.

The information provided in this document applies to our current, expanded teleworking environment. **Procedures are subject to change at a later date.** 

Please contact <u>training@lacourt.org</u> if you have questions regarding its content.

NOTE: The SumTotal Learn System also hosts the Court's performance and goal-setting management system, SumTotal Perform. As you navigate the dashboards in SumTotal Learn, you may notice that you can easily access resources from SumTotal Perform and vice versa.

# 2. ACCESS AND LOG-IN TO SUMTOTAL LEARN

#### Preparing to Access SumTotal Learn

To access SumTotal Learn from a computer, tablet, or mobile device not connected to the Court's network, you will be required to authenticate your identity. The verification is provided by entering a Multifactor Authentication (MFA) Code sent to a phone number of your choice.

If your 'Office Phone' is your authentication option, you will **not** be able to receive the phone call when away from your office. You must select an alternate option for authentication, such as "Text code to my authentication phone." This will allow you to enter your cell number to receive an authentication code text message to a cell phone.

If you are accessing SumTotal Learn from a computer connected to the Court's network, the MFA process below will not apply.

Note: The preferred browser for SumTotal Learn is Internet Explorer. Certain SumTotal features may

not perform properly in other browsers

### 2.1 UPDATE YOUR MULTIFACTOR AUTHENTICATION (MFA) PHONE NUMBER

You can update the phone number associated with MFA while connected to the Court's network. If you update this phone number, this will also change the phone number associated with the MFA for *Office 365*.

*Note:* To change or update the phone number associated with MFA while NOT connected to the Court's network, you must contact the Service Desk.

To update the phone number associated with MFA, follow these steps:

- 1. Sign in to your Microsoft Office 365 Online account at www.office.com
- 2. Click on your profile picture or initials in the upper right corner
- 3. Click on View Account
- 4. Go to Settings & Privacy
- 5. Click on the Privacy tab
- 6. Next to the field titled "Los Angeles Superior Court Terms of use," click View.



7. Click on Additional security verification.

Manage account	
Change password	
Set up self service password reset	
Additional security verification	
	-

8. Choose your preferred option and enter your authentication phone number.

Additional securi	ty verification	Арр	Passwords			
When you sign in with your password, y View video to know how to secure your		rom a reg	istered device. This makes it	harder for a ha	cker to sign in with	i just a stolen password.
what's your preferred option	1?					
We'll use this verification option by def	ault.					
Notify me through app						
how would you like to respo	ind?					
Set up one or more of these options. Le	arn more					
Authentication phone	United States (+1)	$\sim$				_
Office phone	Select your country or region	$\sim$				
Alternate authentication phone		$\sim$	Extension			
Authenticator app or Token	Set up Authenticator a	рр				
Authenticator ann - SM-6965U	Delete					

9. Click Save.

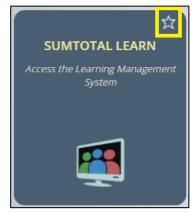
Q Overview	Settings & Privacy
₽⁄ Security info	Language & Region (preview) Privacy
🖵 Devices	
🔍 Password	Organization's notice
Organizations	Los Angeles Superior Court terms of use View
🔅 Settings & Privacy	
🎭 My sign-ins	Microsoft's notice

# **2.2 LOG-IN USING A COURT COMPUTER OR LAPTOP ON THE COURT'S NETWORK OR VPN**

**Step 1:** Access the SumTotal Learn website through CourtConnect at <u>Service and Support</u> > <u>Human Resources > SumTotal Learn > SumTotal Learn Login.</u>

Courtroom Support       Court Technology       Image: Support       Image: Support	脅 мү номе	LITIGATION AR	M	OURTECONI Ionday, May 17, VICE AND SUPPORT	2021 RESOURCES	CEO'S DESK	٩	SEARCH		
REFERENCE GUIDES         MY TIME AND BENEFITS         HR RESOURCES         CORONAVIRUS UPDATES         SUMTOTAL LEARN           rms         Human Resources Reference         Time entry, pay statements, and         Access HR information and         Find your latest Court updates         Access the Learning Management	Courtroom Support	Court	Human Resources	Judicial and	Juror Services	Legal Services/	Commu Of	nications	Self Help Services	
		Human Resources Ref Guides	IDES	Time entry, pay statemer	EFITS		5	Find you	AVIRUS UPDATES	SUMTOTAL LEARN Access the Learning Management

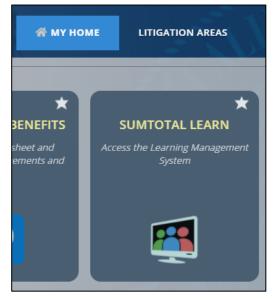
- <u>Note</u>: For faster access to SumTotal, you can add the SumTotal Learn tile to your CourtConnect home page. To add the tile, follow these steps:
  - $\circ$  Click the Star icon on the top right hand corner of the SumTotal tile.



• Click Save to My Home



• The SumTotal Learn tile will appear on your CourtConnect homepage.



**Step 2:** If prompted, enter your Court single sign-on username and password.

**Step 3:** The browser will display the SumTotal Learn Home Dashboard/Landing Page.



# 2.3 LOG-IN USING A COMPUTER OR LAPTOP WITHOUT THE COURT'S NETWORK OR VPN

**Step 1:** Open Internet Explorer. (It is recommended that you use Internet Explorer to open SumTotal Learn.)



Step 2: Enter the URL (lacourt.sumtotal.host) into the address bar.

(🕞) 🕞 🚺 http://www.msn.com/?ocid=iehp	
MSN   Outlook, Office, Sky 🗡 📑	
🚖 🗗 Surface ▼	

**Step 3:** Log in with your Outlook email and password.

Microsoft	
mdiaz1@lacourt.org	
Enter password	
Forgot my password	

**Step 4:** As part of the security authentication, a code will be sent to the phone associated with your Court Outlook authentication. Enter the code received in the field provided, then click **Verify**. You will be logged in to SumTotal Learn.

**Note**: To update the method of authentication or change the phone number associated with authentication, please contact the service desk.

Microsoft						
Hemith/5@lacourt.org						
Enter code						
We texted your phone +X XXXXXXX05. Please enter the code to sign in.						
Code						
Having trouble? Sign in another way						
More information						
Verify						

Note: If prompted, select Yes to reduce the number of times you are asked to sign-in.

The steps will vary depending on which MFA preference you selected.



# 2.4 LOG-IN TO SUMTOTAL LEARN USING A MOBILE DEVICE

**Step 1:** Download the SumTotal Mobile App from the

Google Play or App Store.



Step 2: Enter the mobile Site URL: lacourt.sumtotal.host, then click Next.



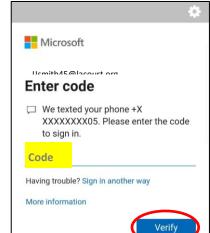
Step 3: Enter your court Outlook email and password, then click Sign in.

**Step 4:** As part of the security authentication, a code will be sent to the phone associated with your Court Outlook authentication. Enter the code received in the field provided, then click **Verify**. You will be logged in to SumTotal Learn.

**Note**: To change the phone number associated with authentication please, contact the Service Desk.

**Note:** If prompted, select **Yes** to reduce the number of times you are asked to sign-in.

The steps will vary depending on which MFA preference you selected.



Microsoft
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No <u>Yes</u>



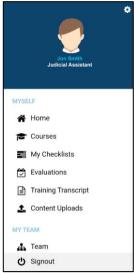
**Step 5:** You will be promoted to set-up an offline pin. Create and enter a 4- digit pin, select the box to remember your Username, then click **Done**.

**Step 6:** You will be logged in to your SumTotal Learn account. You may select the menu icon in the upper left navigation to search for courses, participate in learning activities, and view your training transcript.



When navigating through the SumTotal Learn site, there are icons regularly used to access different areas of the system. This section will provide you with a general overview of the main header buttons and functions as well as some of the key terminology used throughout the site.





# **3.1 HEADER MENU**

At the top of the SumTotal interface, you will find the **Header menu**. You can use this menu to find your way around the application from any page using the following buttons.

Â	SELF 🗸	Learning 🕶 Search		م @ في -
1	<b>*</b>	The <b>Home Button</b> icon directs you back to the SumTotal Learn Home Dashboard/ Landing Page.	SELF 🗸	The <b>Self</b> dropdown menu includes links to pages and functions related to yourself, including other dashboards, your profile, learning plans and history, and more.
Peo	arning • ple ming rigation	<ul> <li>The Learning dropdown menu displays 3 search options:</li> <li><u>People</u>: Search for employees</li> <li><u>Learning</u>: Search for courses</li> <li><u>Navigation</u>: Search for pages in SumTotal</li> </ul>	Search Q	The <b>Enterprise Search bar</b> allows you to search SumTotal Learn for courses, people, or pages, depending on which filter is chosen in the Learning dropdown menu.
	3	The <b>Help</b> icon provides online help with the SumTotal system, including instructions and tutorials.		The <b>Profile</b> icon displays your profile details, including your name, work email, job title, and direct manager.

On the left of the SumTotal interface, you will find the **Navigation** menu. You can use this menu to navigate to following commonly used pages:



The **Home Page** directs you back to the SumTotal Learn Home Dashboard/ Landing Page.



The **Timeline** displays your inprogress courses

Library	The <b>Library</b> displays all eLearning and virtual instructor- led courses.	Learner Dashboard	The <b>Learner Dashboard</b> displays the timeline and quick links to access your training schedule and training transcript.
My Team	<b>My Team</b> displays your reporting r	relationship	at the Court.

## **3.2 HOME DASHBOARD/LANDING PAGE BUTTONS**

Upon logging in to SumTotal, your home dashboard/landing page will display the following shortcut tiles:



• **My Profile:** Access your profile information including information about you and a list of your direct reports (if applicable).

(Your profile can also be accessed by clicking on the profile icon with the header menu).

• Performance Evaluation: Access information related to historical performance evaluations. (Your

performance evaluations can also be accessed from the Self dropdown  $\rightarrow$  Performance  $\rightarrow$  My Assessments).

• Learning Dashboard & Transcript: View information related to your own Learning Activities and Training Transcript.

(Your learner dashboard can also be accessed from the Self dropdown in the header menu).

• eLearning Courses: A shortcut to view the library defection of eLearning courses available to you.

# **3.3 USE NAVIGATION TO FIND THE LOCATION OF SUMTOTAL PAGES AND FEATURES**

If you are unable to locate a feature or page in SumTotal, you can use the "Navigate" feature. In this section you will learn how to search for a specific page within SumTotal using the "Navigate" feature.

• Click the Learning dropdown menu and select Navigation.

Learning 🔺	Search C	۲)
People		
Learning		
Navigation		
Reports		

• Type the page or feature you would like to navigate to and click the enter key on your keyboard to search.



- Following are commonly searched pages that can be accessed through the navigation:
  - Learner Dashboard Page: List of trainings that you have registered for or currently have in progress. See section 7.1 of this guide for more details.
  - Self-Reported Training Page: Submit a training credit request for outside training facilitated by an alternate provider that is not offered through Sumtotal Learn. See section 10 of this guide for more details.
  - Training Transcript Page: A transcript of all of your completed trainings that can be downloaded or emailed. See section 11 of this guide for more details.
- A page opens with results of pages in SumTotal that match the words that you included in the search bar. Locate the page you would like to access and click the **Navigate** button.

NAVIGATION -	learner das	shboard Q
9 results for "learner d	lashboard"	Sort By: Best Match 🗸
Learner Dashb		
Self/Learner Dashboard	NAVIGATE	
Dashboard		
Used to access the Hirin Self/Job Search/Dashbo	-	d reportlets.

### 4. FIND OR BROWSE LEARNING ACTIVITIES

To participate in SumTotal courses, you have the option of browsing the library of learning activities by topic or searching the learning activities by keyword. In this section you will learn how to browse learning activities by topic and how to search for learning activities by keyword or name while using SumTotal on a computer.

### **4.1 BROWSE LEARNING ACTIVITIES USING A COMPUTER**

• Click on the Library Icon in the Navigation bar.



• In the Library, click on a delivery method to browse a list of Learning Activities. eLearning activities can be completed at any time while Instructor Led (Live) courses have sessions with specific start and end times.

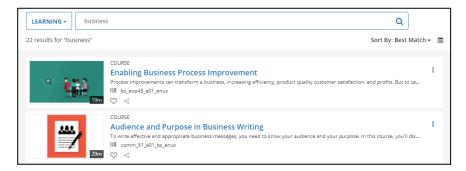


#### **4.2 SEARCH FOR A LEARNING ACTIVITY BY NAME USING A COMPUTER**

• Select **Learning** in the dropdown menu to the left of the blue search bar to only return learning activities.



- Enter your search term in the search bar. You can use the asterisk (\*) to search for partial words (for example, entering finance\* will return results for "finance" and "financial").
- Press Enter to perform the search.



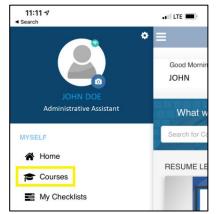
## **4.3 BROWSE LEARNING ACTIVITIES USING A PHONE/TABLET**

In this section you will learn how to browse learning activities by topic and how to search for learning activities by keyword or name while using SumTotal on a phone/tablet.

• Click on the Menu icon



• Click on Courses.

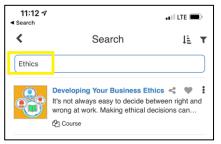


#### 4.4 SEARCH FOR A LEARNING ACTIVITY BY NAME USING A PHONE/TABLET

#### • Click on the Search icon



• Enter your search term in the search bar.



## **5. REGISTER FOR A LEARNING ACTIVITY**

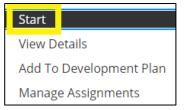
In this section you will learn how to register for eLearning activities and instructor-led courses from the SumTotal Learn Library.

## **5.1 REGISTER FOR ELEARNING USING COMPUTER**

• Click on the More Actions button on the right-hand side and click Start.



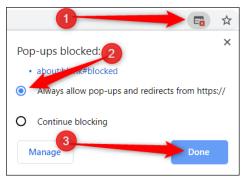
• Select Start in the drop-down menu that appears



• **Pop Up Blocker**: The course should launch in a separate window. If it does not, you may need to disable the pop-up blocker on your browser. To disable the pop-up blocker, follow the steps below:

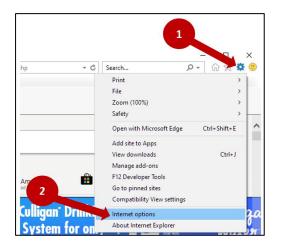
#### Chrome:

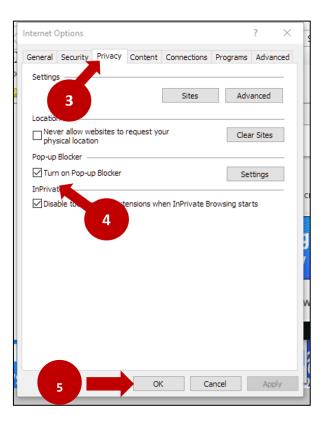
- 1. Click on the icon to see site-specific options.
- 2. Select "Always Allow Pop-ups and Redirects."
- 3. Click Done.



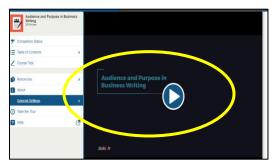
#### **Internet Explorer:**

- 1. Click the Tools icon at the top right of your browser.
- 2. Click Internet options.
- 3. Click the Privacy tab.
- 4. Under Pop-up Blocker section, deselect the checkbox next to Turn on Pop-up Blocker.
- 5. Click **Ok**.



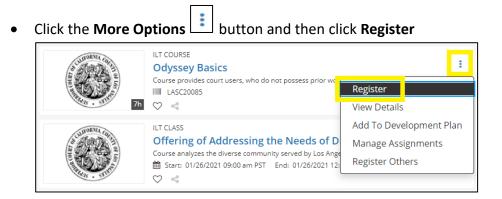


• The eLearning activity will open in a new window. Click the **Play** icon in the middle of the screen.



- Please note that your screen may look different depending on which course you choose.
- To expand to full screen, click on the full screen icon located on the bottom right of the player.
- To zoom in and out with a keyboard shortcut, hold CTRL and press the + key to zoom in.
- Hold CTRL and the key to zoom out.

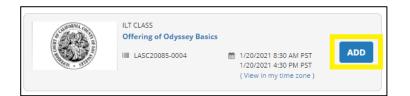
### **5.3 REGISTER FOR ILT USING COMPUTER**



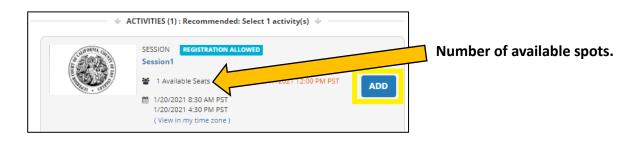
• The activity registration page will open. On this page you can filter the offerings for the course by seat availability, location, and start and end date.

↓ ACTIVITIES (1) : Select an activity ↓								
Filter:		Seat Availability:		Location:		Start (MM/dd/yy	yy):	End (MM/dd/yyyy):
Search	Q	Available	~	All	~	e.g. 12/08/20	m	e.g. 12/08/202

• Locate the offering you would like to attend and click Add.



• The session will appear. Select the session you would like to attend and click Add.



#### Click Register



## 6. PARTICIPATE IN ELEARNING ACTIVITIES

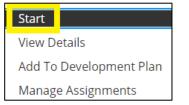
In this section you will learn how to participate in eLearning activities from the SumTotal Learn Library.

## **6.1 PARTICIPATE IN ELEARNING USING COMPUTER**

• Click on the **More Actions** button on the right-hand side and click **Start**.

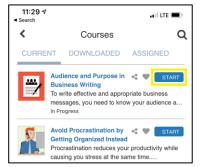


• Select Start in the drop-down menu that appears



#### **6.2 PARTICIPATE IN ELEARNING USING PHONE/TABLET**

• In the library of courses, click the blue **Start** button.

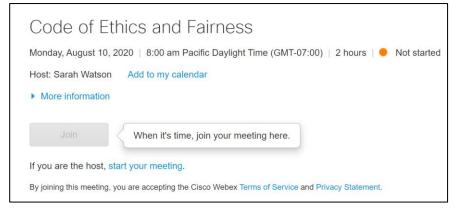


### **6.3 PARTICIPATE IN ILT COURSE HOSTED IN WEBEX**

- Check your inbox for a meeting invitation from the SumTotal Learn system. The invitation will include the details including the course description, meeting date and time, and link to the virtual meeting room.
- Click the link in your email and to join the Webex course. A new window will open with the meeting link.



• A new window will open with the meeting link.



• When it's time to join the meeting, the Join button will be green. Click on Join.



Type your name and email address in the available fields. The Join button will turn green. If you are using a court issued computer or laptop, you will automatically be connected to the Webex. If you are using a non-court issued device, click on Join by browser located next to the Join button. You will not be required to download anything.

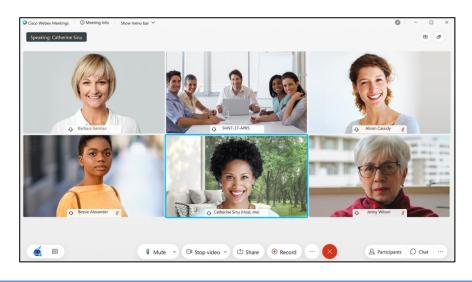
More information		
Your name:	Joe Employee	
Email address:	JEmployee@email.com	Try the new Webex web app!
	Join 🚽 🚽 Join by browser 🕦	<ul> <li>Nothing to install</li> <li>Simple, intuitive, and even faster</li> </ul>
	If you are the host, start your meeting.	<ul> <li>Ideal for participants who need basic meeting features</li> <li>Learn more</li> </ul>
	By joining this meeting, you are accepting the Cisco Weber	

• Click the audio connection options in the Webex Meetings. Next, choose how you want to hear the audio in the meeting.



- **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type. You can change your headset, speakers, and microphone.
- **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

- **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.
- **Don't connect audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.
- You will enter the virtual meeting room via the web player and be connected to your facilitator and other participants.

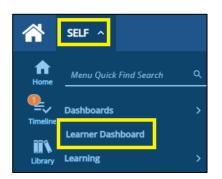


# 7. PARTICIPATE IN ASSIGNED ELEARNING ACTIVITIES

In this section you will learn how to participate in trainings that have been assigned to you.

## 7.1 PARTICIPATE IN ASSIGNED ELEARNING USING COMPUTER

• Click the **Self** dropdown on the top left hand corner and click on **Learner Dashboard**.



• Click Assigned in the Training Activities Menu on the left of your screen



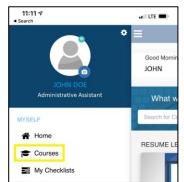
• Click the **blue button** on the right-hand side of the assigned task to take action on it.

	COURSE American Disability Act - LEP REQUIRED	
Status Assigned		REGISTER -
	COURSE CJER - CJER Online: Professional Development For You And Your Team (#7310) REQUIRED	
Status Registered		START +

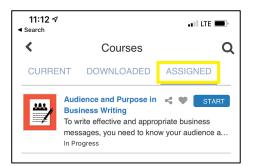
- If your manager has assigned you the activity, you will see the Register button for the activity. Click the **Register** button to register for the activity. Your manager will receive a request to approve the registration.
- If your manager has registered you for the activity, you will see the Start button. Click the Start button to begin the activity.

#### 7.2 PARTICIPATE IN ASSIGNED ELEARNING USING PHONE/TABLET

• Click on **Courses.** 



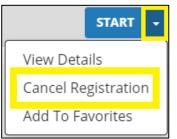
• Click Assigned.



### 8. CANCEL REGISTRATION FOR A LEARNING ACTIVITY USING A COMPUTER



- - Locate the course you would like to cancel the registration for. Click on the arrow next to the Start button and click **Cancel Registration**.



•

• Click on Confirm Cancellation.



# 9. RECORD COMPLETION OF A LEARNING ACTIVITY

In this section you will learn how to record completion for learning activities. SumTotal will automatically record completion for most of the courses in the library. However, some mandatory courses still require that you submit verification of completion in order to obtain credit hours.

# 9.1 ACTIVITIES THAT AUTOMATICALLY RECORD COMPLETION ON A COMPUTER

CJER	CJER-Employee Motivation Upon completing this course and closing the window, a pop-up box will appear requesting that you certify completion of the course. Upon selecting "Yes", you certify that you have completed the training in its entirety and are hereby responsible for the content provided. Falsely certifying course completion may lead to disciplinary Course O 1 Hour 9 Minutes IIII CJER65005e	Start View Details
------	--	-----------------------

#### • Click Start

**IMPORTANT:** Do not close any windows while participating in the eLearning activity. This page must remain open while you participate in the eLearning activity as it will record the elapsed time and your completion of the course.

	🛦 Online activity is in progress. Do not close this page. You will be automatically redirected on completion.		
CJER- EMPLOYEE MOTIVATION			
	We have attempted to launch your course in a new window, but a popup blocker is preventing from opening it. Please click the below button to relaunch the course.		

• Complete the course in the new window that opens and close the window after the training has been completed.

			<u>A</u> c	Online acti	vity is in progress.	Do not close	this page. Yo
JER- EMPLOYEE MOT	IVATION						
							••••
		We have attemp	pted to launch	your cours	se in a new window	, but a popun	blocker is pre
C Employee Motivation - court	videos				-	o x	START
Not secure   www2.com	rtinfo.ca.gov/cjer/	803.htm					
					Search CJER (	staff)	
					С	ALIFC	
Judicial Resources No	twork	CJER Home			TH	ie judicia	
Leadership & C	ourt Staff Edu	cation					
Toolkits Pro	grams Calendar	Courses & Videos	Education	Rules	Faculty & TCs	Leade	
Leadership & Court Staff Ed	ucation > Programs Ca	lendar > Employee Motivation					

• Depending on the eLearning activity, the training will automatically be added to your transcript or the following question will appear. Click **Yes** to record completion. If you click **No**, SumTotal will not record completion of the course.

Have yo	ou comple	eted this a	activity?
	NO	YES	

# 9.2 ACTIVITIES THAT AUTOMATICALLY RECORD COMPLETION ON A PHONE/TABLET

Depending on the eLearning activity, the training will either open in the SumTotal app and automatically be added to your transcript after completion, or a new window will open once you click **Start**. If your eLearning activity opens in a new window, follow these steps to record completion:

• Complete the course in the new window and click **SumTotal** to return to the app.



• Click **Yes** to record completion of the course. If you click **No**, the Sumtotal app will not record completion of the course and you will have to start the course again.

COURSE COMPLETION				
Have you completed this course?				
NO	YES			

#### 9.3 ACTIVITIES THAT REQUIRE VERIFICATION OF COMPLETION

For courses that require you to submit verification of completion, you will find that a PDF document opens after you click **Start**. Follow the instructions in section 10 of this guide to submit verification of completion for mandatory courses.

**Note**: *The preferred device to participate in these courses is a computer. The courses may not be accessible on a phone or tablet.* 



#### **10. SUBMIT VERIFICATION OF COMPLETION FOR MADANTORY TRAINING**

Under the California Rules of Court (CRC), Rules 10.474(b)(2) and 10.474(c)(2), California Labor Code 6401.7(a)(4); and State Administrative Manual Section 0752 Continuing Education, all California trial court managers, supervisors, and other personnel must complete minimum education requirements.

This section provides you with essential information about mandatory training courses, including how to verify completion to receive training credit in SumTotal Learn.

Course Title	Audience	Recertification Requirements
<b>Ethics Orientation</b> Access the course <u>HERE.</u>	Form 700 Filers	<ul> <li>Every two (2) years.</li> <li>California Rules of Court Rule 10.455.</li> <li>Click <u>HERE</u> for details.</li> </ul>
<b>Defensive Driver Training</b> Access the course <u>HERE</u> .	Employees with a valid driver's license	<ul> <li>Every four (4) years.</li> <li>State Administrative Manual (SAM) 0751.</li> <li>Click <u>HERE</u> for details.</li> </ul>
Sexual Harassment Prevention (Non-Supervisory) Access the course <u>HERE</u> .	Non-Supervisory Employees	<ul> <li>Every two (2) years.</li> <li>Government Code 12950.1.</li> <li>Click <u>HERE</u> for details.</li> </ul>
Preventing & Responding To Sexual Harassment For Supervisors & Managers Access the course <u>HERE</u> .	Supervisory Employees	<ul> <li>Every two (2) years.</li> <li>Government Code 12950.1</li> <li>Click <u>HERE</u> for details.</li> </ul>

To submit verification of completion for mandatory training courses, including Ethics Orientation (Form 700 filers), Defensive Driver, and Preventing & Responding To Sexual Harassment For Supervisors & Managers, follow the steps below.

- Download the completion verification document from the course and save it to your computer. •
- to access and complete the mandatory training course. Click on the library icon •
- Click on Mandatory Training. •

LIBRARY	×
ELEARNING	>
INSTRUCTOR LED (LIVE)	>
MANDATORY TRAINING	

Click on the title of the course you will be submitting a verification of completion. •

	DOCUMENT	
Stal OF The St	Defensive Driver	:
	mis course is manuatory for all individuals with a valid Driver License and must be take	
2 Contraction of the second se	EXTE50020e	
CALIFORNIA 2h 30m	$\heartsuit \prec$	

In the "Learner Attachments" section, click **Upload**. ٠

State of Sta	DOCUMENT DEFENSIVE DRIVER ATTENDED		:
2h 30m	♡ ◀	Completion Status	100% START
<u>Attempt History</u>			Acquired
Defensive Driver	DETAILS ACTIVITIES		
	A flash plug in is required and if you reduce risk before you step into the safely drive in hazardous weather co	iduals with a valid Driver License and must be taken every 4 years. Open the cours use the Chrome browser it might be blocked. The Defensive Driving Training will al ehicle by using trip planning and by conducting a pre-trip vehicle inspection; mod nditions; identify the dangers of distracted driving; and describe how to see and ar t might happen by being aware of your surroundings, perceiving what's going on a	low you to recognize and ify your driving habits to nticipate not only what is
	▹ Schedule and Pricing		ל ל
	<ul> <li>Additional Information</li> </ul>		
	Learner Attachments PENDING F	LE UPLOAD	UPLOAD

• The "Attachment Upload" screen will open. Enter the document name.

of Stal OF The	DEFENSIVE DRIVER	Attachment Upload		
		Name *		
Document		Defensive Driver Certificate		
LANIEL RAMOS		Upload a File *		
2 hrs 30 min	s	Drop file here or click to upload		
		Comments		

• Click on **Drop file here or click to upload** to select the completion verification document.

A STATE OF THE STA	DEFENSIVE DRIVER	Attachment Upload				
CALIFORNEIP		Defensive Driver Certificate				
┛ Document		Upload a File *				
LANIEL RAM	IOS		_			
2 hrs 30 mins		Drop file here or click to upload				

• Locate and select the document stored on your computer, then click **Open**.

Г

older			
enamed oyee he Courts is	<ul> <li>ELearning Instructional design Certificate - ATD 2020</li> <li>Test Learner Business Analysis Foundations Business Process Modeling</li> <li>Test Learner GTD certificate</li> <li>TestLearner Defensive Driver Certificate</li> </ul>		
		<ul> <li>Custom Files</li> </ul>	~

#### • Click Upload.

Attachment Upload				
Please upload your certificate of completion.				
Name *				
Defensive Driver Training				
Upload a File * TestLearner Defensive Driver Certificate.pdf CHANGE FILE UPLOAD Comments				
Defensive driver certificate				

#### • Click **Done**.

Attachment Upload				
Please upload your certificate of completion.				
Name *				
Defensive Driver Training				
Upload a File * DONE 100%				
Comments				
Defensive driver certificate				

• A green banner will appear indicating that the document has been successfully uploaded. **Click Submit**.

File uploaded successfully.				×
Attachment Upload				
Please upload your certificate of completion.				
Name *				
Upload a File *				
Drop file here or click to upload				
Comments				
Defensive driver certificate				
Uploaded Files				
File Name	Source	Size	Created Date	, s
Defensive Driver Training	TestLearner Defensive Driver Certificate.pdf	543.3 kB	7/7/2021 10:49:03 PM	-
				CANCEL

• The course details page confirms the attachment has been "SUBMITTED FOR REVIEW."

The "UPLOAD" button is no longer available. You have now completed all the steps for your submission.

DOCUMENT EFENSIVE DRIVER	1
2 <	Completion Status (0%)
DETAILS ACTIVITIES	
A flash plug in is required and if you use the reduce risk before you step into the vehicle safely drive in hazardous weather condition:	with a valid Driver License and must be taken every 4 years. Open the course using internet Explorer, Chrome browser it might be blocked. The Defensive Driving Training will allow you to recognize and by using trip planning and by conducting a pre-trip vehicle inspection: modify your driving habits to si (dentify the dangers of distracted driving; and describe how to see and anticipate not only what is happen by being aware of your surroundings, perceiving what's going on around you, and managing
Schedule and Pricing	
Additional Information	
Certification Details	
Library Details	
Learner Attachments     SUBMITTED FOR RI	EVIEW

# **11. SELF-REPORTED TRAINING**

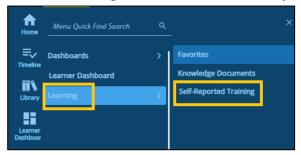
In this section you will learn how to submit a training credit request for outside training facilitated by an alternate provider that is not offered through Sumtotal Learn. Per the Court's Education Policy, employees who participate and complete outside training will submit a record of completion for any outside training to Human Resources. This request should only be submitted after the training has been completed and the employee has record of completion. Once the request is submitted, the Human Resources Employee and Organizational Development Unit will review outside training documentation to determine whether it meets the established criteria for training credit.

## **11.1 SUBMIT A SELF-REPORTED TRAINING REQUEST**

- Ensure you are logged in to SumTotal Learn by following section 2.2 or 2.3 of this guide.
- Click on the Self menu on the top left corner of the screen.



• Click on Learning and then click on Self-Reported Training.



• The Self-Reported Training page will open. Click on New.



• The Self-Reported Training Properties page will open. Under the "Name" field, enter the name of the external training that you completed.

**Note**: As you enter the name of the training, be sure to specify some details to help you clearly identify the training. Following are some examples:

- o Month, Year, Title, Location
- Aug 2021, Administrative Assistant External Training, Quiet Cannon
- o 2021, Diversity Conference: Supervisory Workshop, San Diego



• To upload a certificate of completion, click on **Browse**.

Upload Attachment/Certificate:	
	BROWSE

**Note**: Accepted files include JPEG, PNG, PDF.

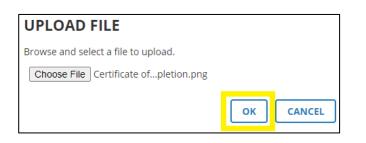
• A new window opens. Click on Choose File.



• Choose a file from your computer and click **Open**.

$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $>$ This PC $>$	Desktop	>	√ ∂	Search Desktop			9
Organize 🔻 New folder					-		?
🖈 Quick access	î						^
↓ Downloads		Certificate of Completion	J				
File name: Cer	¥ tificate o	of Completion	~	All Files Open		Cancel	~

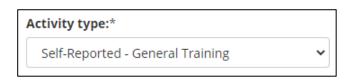
• Click **Ok**.



• For the **Description** field, write a description of the course.

Description:
Participated in the Time Management training series provided by ABC Inc. The training covered best practices to ensure we manage our time efficiently and effectively by prioritizing tasks and using planners.

• For the **Activity type** field, the response will be auto-populated as Self-Reported – General Training. <u>Do not</u> change this field.



• For the **Start Date** field click on the calendar icon to choose a start date and change the training start time.

	Start date:							
Ì	<	[	Decer	nber	202	)		7
	Su	Мо	Tu	We	Th	Fr	Sa	-
			1	2	3	4	5	۲.
	6	7	6µ1	) 9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
		08		50		am		
				2020			x	

• For the **End Date** field click on the calendar icon to choose an end date and change the training end time.



• For the **Duration** field, enter the length of the training. Depending on the length, you may enter a number in the day(s), hour(s), and/or Minute(s) fields.

Duration:			
Day(s)	Hour(s)	Minute(s)	Second(s)
	2		

• Check the box that reads "Training SHOULD be reflected on my transcript."

Training should NOT be reflected on my transcript
 Training SHOULD be reflected on my transcript

• Click Next.



• A summary page opens. The User Name, First Name, Middle Name, Last Name, and Work-Email Address fields will be auto-filled with your information. Review the remaining fields with the details of your self-reported training request to ensure the information is accurate.

**<u>Note</u>**: The Activity Code field does not need to be completed.

User Name	First Name			
123456	John			
Middle Name	Last Name			
	Doe			
Work E-mail Address	Activity Title			
jdoe@lacourt.org	Administrative Assistant External Training			
Activity Code	Activity Description			
	Participated in the Time Management Training series provided by ABC Inc.			
Activity Type	Estimated Duration			
Self-Reported - General Training	Day(s) Hour(s) Minute(s) Second(s)			
Training End Date	Training Start Date			
12/1/2020 🛍 11:45 AM	12/1/2020 🗎 9:45 AM			

• Verify that the information is accurate, update any fields that may need correction, and click **Submit Form**.



#### **11.2 REVIEW THE DETAILS OF SUBMITTED SELF-REPORTED TRAINING REQUEST**

- Click on the Self menu on the top left corner of the screen.
- Click on Learning and then click on Self-Reported Training.



ff Home	Menu Quick Find Search	٩	· ·	
=,	Dashboards	>	Favorites	
Timeline	Learner Dashboard		Knowledge Documents	
Library	Learning	>	Self-Reported Training	
Learner Dashboar				

• The Self-Reported Training page opens. All Self-Reported Training requests that you have submitted appear on this page. To check the details of your submitted self-reported training request, click on **Self-Reported Training** under the **Form** field.

	Name	Activity Type	Start Date 🔺	End Date	Status	Comments	Document Attached	Form
• /	Administrative Assistant External	Self- Reported - Gener	12/1/2020	12/1/2020	Approved	Request has been approved. No additional information is needed.	document	Self Reported Training

• A new page opens with the details of the self-reported training request that you submitted.

ADMINISTRATIVE ASSISTANT EXTERNAL TRAINING				
▶View Details	Current Status: Pending Approval (1/1)			
User Name	First Name			
123456	John			
Middle Name	Last Name			
	Doe			
Work E-mail Address	Activity Title			
jdoe@lacourt.org	Administrative Assistant External Training			
Activity Code	Activity Description			
	Participated in the Time Management Training series provided by ABC Inc.			
Activity Type Self-Reported - General Training	Estimated Duration           Day(s)         Hour(s)         Minute(s)         Second(s)           0         2         0         0			
Training End Date           12/1/2020	Training Start Date           12/1/2020			

• To close this window, click Cancel.

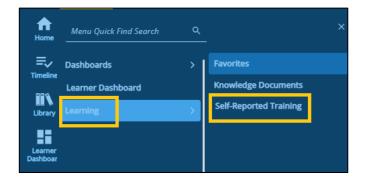


#### **11.3 CHECK STATUS OF SELF-REPORTED TRAINING REQUEST**

Once you have submitted a Self-Reported Training request, you can check the status of your request to determine whether it is pending approval, has been approved, or has been denied.

- Click on the Self menu on the top left corner of the screen.
- Click on Learning and then click on Self-Reported Training.





The Self-Reported Training page will opens All Self-Reported Training requests that you have submitted appear on this page. To check the status of the request, review the Status and Comments fields. The Status column will display one of the following: Pending Approval, Approved or Rejected. If the training approver includes notes or is requesting an action from you, the message will display in the grey box under the Comments section.

Name	Activity Type	Start Date 🔺	End Date	Status	Comments	Document Attached
Administrative Assistant External	Self- Reported - Gener	12/1/2020	12/1/2020	Approved	Request has been approved. No additional information is needed.	document

Name	Activity Type	Start Date	End Date	Status	Comments	Document Attached
Administrative Assistant External	Self- Reported - Gener		12/1/2020	Rejected	Please provide a certificate of completion for the request to be approved.	document

## **12. TRAINING TRANSCRIPT**

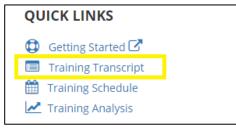
In this section you will learn how to access, print, and export the Training Transcript to view the trainings that you have completed.

## **12.1 ACCESSING YOUR TRAINING TRANSCRIPT USING A COMPUTER**

- Click on the Home icon.
- Click Learning Dashboard & Transcript.



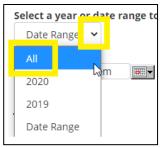
• Under the Quick Links, Click on Training Transcript



• The Training Transcript page opens. On this page, you can filter the trainings that you have participated in by date range. To choose a date rage, change the start and end date and click **Refresh**.

Select a year or date	range to filter completed train	ning records.
Date Range 🛛 🛩		
Start Date	End Date	
12/29/2019 09:47am	₩ 12/29/2020 09:47am	REFRESH

• If you have submitted Self-Reported training, click on **Date Range** and click **All** to also view approved self-reported training on your transcript.



#### **12.2 PRINTING AND EXPORTING TRAINING TRANSCRIPT USING A COMPUTER**

To print or export the training transcript to a PDF document, click on the **Print** or the **Export to PDF** buttons located on the top right-hand corner of the training transcript page.

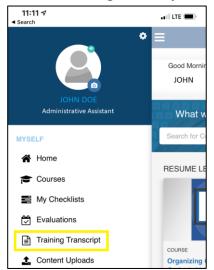


# **12.3 ACCESSING YOUR TRAINING TRANSCRIPT USING A PHONE/TABLET**

• Click on the Menu icon

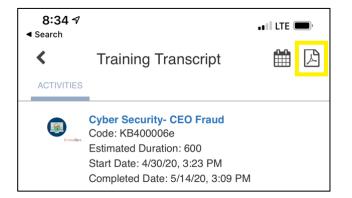


#### • Click on Training Transcript

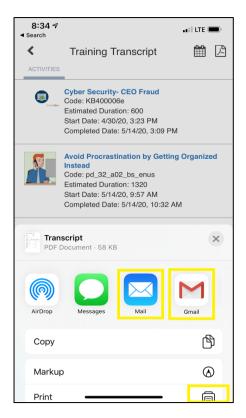


#### **12.4 EXPORTING YOUR TRAINING TRANSCRIPT USING A PHONE/TABLET**

• Click on the PDF Icon



Choose one of the options to export the transcript. The options available will depend on the apps that are enabled on your phone and can include email, text, and print. If you have an email account connected, tap on the icon to email the transcript. If you are wirelessly connected to a printer, you can also click the printer icon to print the transcript.



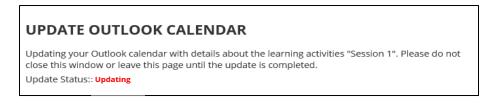
#### **13. ADD LEARNING ACTIVITY TO OUTLOOK CALENDAR**

After you register for a class, you may receive a notification email. The email will include information about the class and a link for you to add the class to your Outlook calendar.



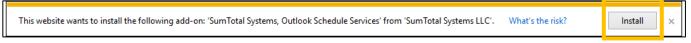
Open the link from the notification email using Internet Explorer.

After clicking on the link you will be taken to a page that displays the following message:

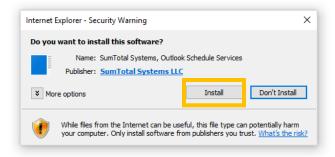


You may be prompted to install the **Outlook Schedule Service** from SumTotal.

• Click on **Install** on the notification banner.



• A pop up will appear asking you if you want to install the software. Click on Install.



The installation should be automatic, and the **Update Outlook Calendar** will update to **Complete**. Check your Outlook Calendar to confirm the class has been added.

