This guide will help you become familiar with the new sccLearn interface and some of the terms.

- Page one provides a high-level overview of sccLearn, with visuals.
- Page two provides a glossary of commonly used terms.

### HOMEPAGE OVERVIEW

- **sccLearn logo** – Click to return to the Homepage from anywhere.

- **SELF** – Menu options related to your learning and development.
  - **SCCLean Learner**
  - **PROFILE**
  - **LEARNING**

- **LIBRARY** – Available topics to browse. Use the arrows to expand topics.
  - **LIBRARY**
  - **BUSINESS SKILLS (4)**

- **SEARCH** – Search for learning activities (courses, documents, and resources).

- **TIMELINE** – View your learning activities, including assigned and past due items.

Note: Numbers indicate quantity of items.

### QUICK ACCESS Buttons:

- **Getting Started**
- **Guides, Videos, and FAQ’s**
- **Registered Learning Activities**
- **Completed Training**
**GLOSSARY OF TERMS**

- **Activity** – includes Instructor-Led Training classes, Web Based Training, documents, and other resources
- **Class** – an offering of a course; may have multiple sessions (i.e. two days)
- **Course** – the name of the learning activity; may have several classes available
- **Diploma** – also known as a Certificate of Completion
- **Express Interest** – when a class is not currently scheduled for a course you are interested in, or you are not available to attend the scheduled dates, and you would like to be notified of a future class offering
- **Header** – shows Self, Library, scclinear, Search, and Timeline icons
- **Library** – the repository for learning activities for scclinear, listed by topic
- **Registration** – you have the option to enroll in a class you are interested in, Express Interest in a course, or Cancel Registration for a class
- **scclinear Homepage** – the main page where you can access the Header and Quick Access Links
- **Search** – differs from the Library in that you can type in the term (i.e. name, description, or keyword) you are looking for
- **Self** – where you can access your training, profile, and other features
- **Session** – an occurrence of a class (i.e. Day 1 of a two-day class)
- **Timeline** – where you can access your learning activities by category
  
  *(note: only applicable categories will appear); accessible from the Homepage
  - TOTAL: all activities
  - CURRENT: registered/in-progress
  - UPCOMING: registered/assigned
  - PAST DUE: overdue
  - ASSIGNED: required or recommended
  - CRITICAL: organized by due date
  - REQUIRED CERTIFICATIONS: required/in-progress

- **Training Analysis** – lists your assigned (required or recommended) training; can be accessed from Self > Development
- **Training Schedule** – lists your past, present, and future learning activities that you are registered for; accessible from the Homepage or Self > Learning
- **Training Transcript** – lists your completed training, including completion date; accessible from the Homepage or Self > Reporting

For assistance, please contact: TechLink Center at TLC@isd.sccgov.org or (408) 918-7000

05/2019 Look for more Quick Reference Guides at http://www.sccgov.org/LED/scclinear