This guide will outline your Training Schedule which displays your learning activities. You can decide what you want to see and how you want to display the results. In addition, you can Cancel Registration for any registered activities. There are two ways to access the Training Schedule. Note: Assigned activities (required or recommended) cannot be removed from your schedule.

2.1) By default, the CURRENT/UPCOMING category will be displayed. Click on a category to display activities associated with that category.

2.2) The status of the activity will appear in this column. Examples of status can include:
- REGISTERED – for activities registered for but not yet started.
- ATTENDED – for completed activities (Web based, Instructor Led or Certifications).
- CANCELED – for activities you have canceled.

2.3) Select activities using this Selection check box.

2.4) Click Cancel Registration for selected registered activities that you need to drop.

2.5) The START button will allowing you to quickly launch a web based activity that you are registered for.
3) Still in the Training Schedule, click the **COMPLETED** category to view results for completed training activities.  
**Note: Your complete history available in sccLearn will be displayed, so if you have been using sccLearn for five years, the report would reflect that.**

3.1) If you would like details for a specific activity in your records, you can search for it by typing in the Title and clicking the Search icon.

3.2) Quick click options allow you to Export to Excel or Print the report.

3.3) Click the Title Bar Selection check box to select all the activities listed in the results.

3.4) The activities can be sorted by clicking on the Header Title.

3.5) The Score indicates the score you achieved in a web-based course, however, this is course dependent and may not always be displayed.

3.6) Activities that you have Attended and:
- Passed will indicate a Yes in this Passed column.
- Unsuccessfully completed will indicate a No in this Passed column.

3.7) For completed web-based activities, you will see a REVIEW button, allowing you to review courses you have already completed. For other activities such as Instructor Led Training classes, OPTIONS will allow you to View Progress Details for the class.

4) To return to the Homepage, click on the sccLearn Logo on the Header.

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**http://www.sccgov.org/LED/sccLearn**

05/2018