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 training@lacourt.org 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.**
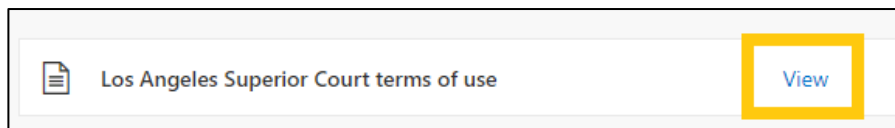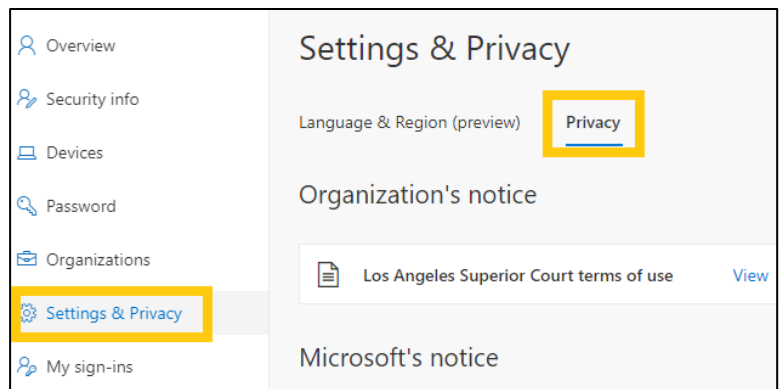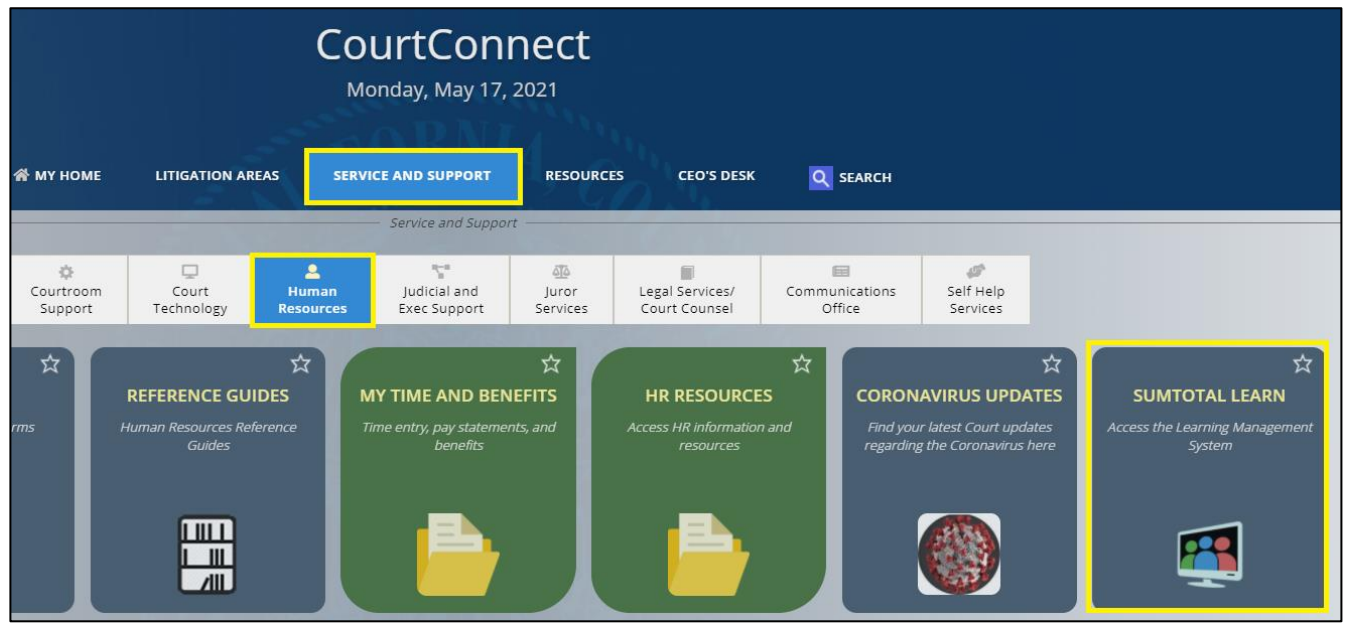

7. Click on **Additional security verification**.
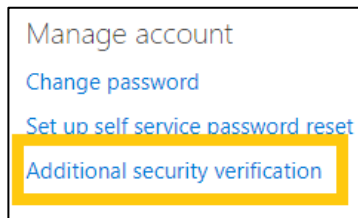
8. Choose your preferred option and enter your authentication phone number.
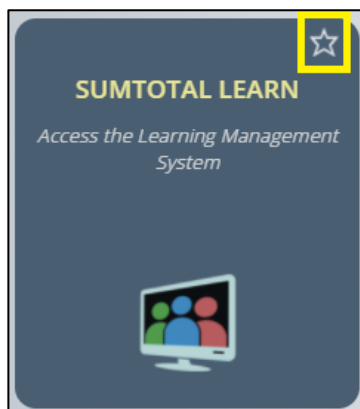
9. Click **Save**.

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 [CC] at Service and Support > Human Resources > SumTotal Learn > SumTotal Learn Login.

- *Note:* For faster access to SumTotal, you can add the SumTotal Learn tile to your CourtConnect home page. To add the tile, follow these steps:
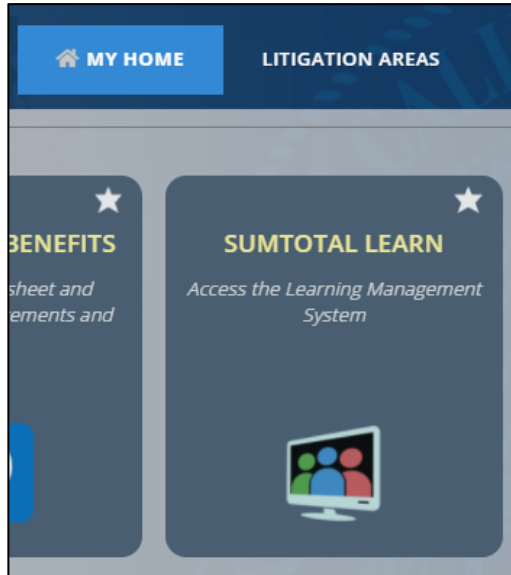
    o Click the Star icon ☆ on the top right hand corner of the SumTotal tile.
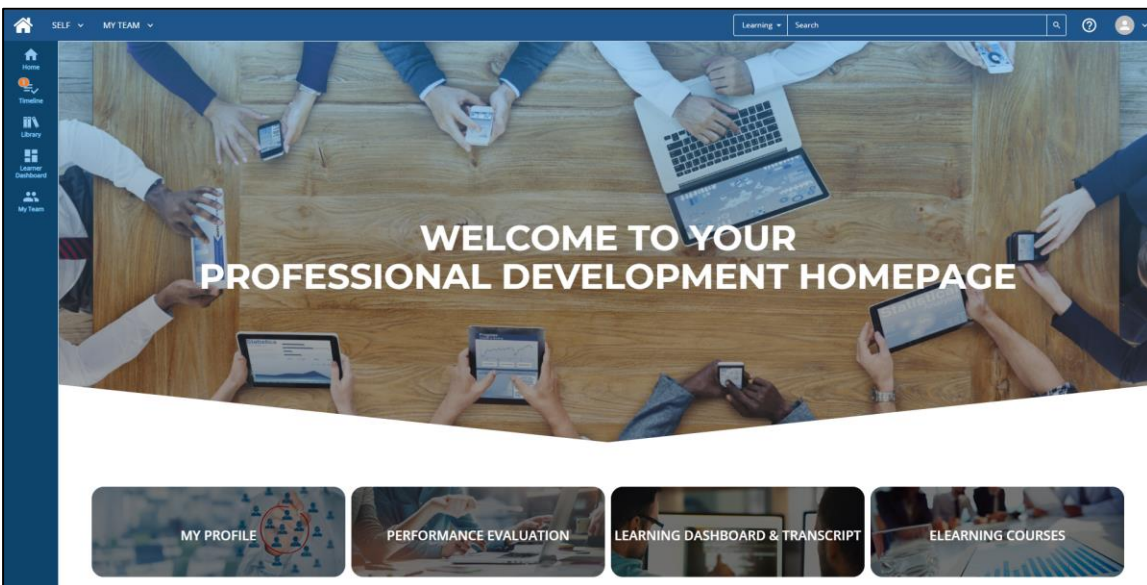
o   Click **Save to My Home**

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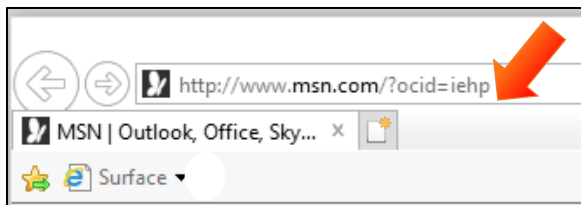
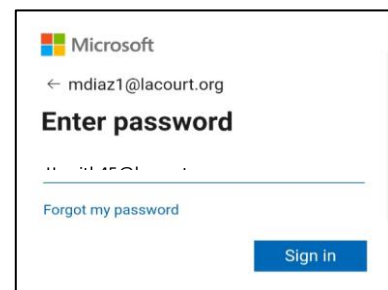## 2.3 LOG-IN USING A COMPUTER OR LAPTOP WITHOUT THE COURT'S NETWORK OR VPN

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.

Step 3: Log in with your Outlook email and 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.*
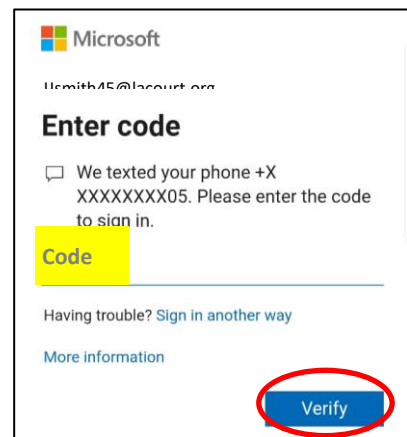
Note: If prompted, select **Yes** to reduce the number of times you are asked to sign-in.

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.
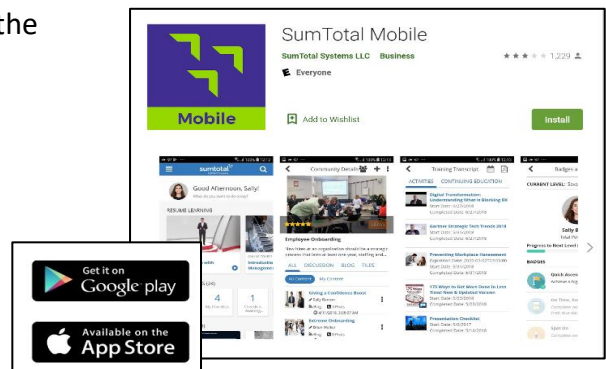
Step 2: Enter the mobile Site URL: **lacourt.sumtotal.host**, then click **Next**.
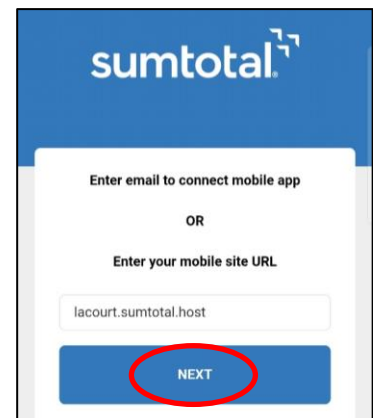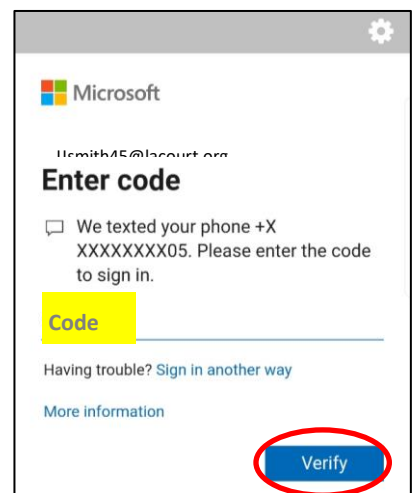
Step 3: Enter your court Outlook email and password, then click **Sign in**.
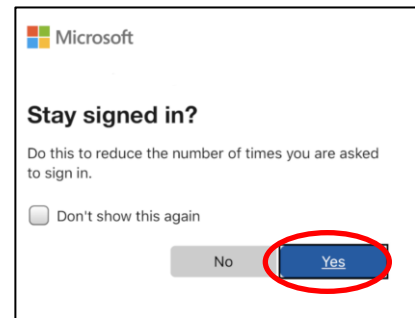
Step 4: As part of the security authentication, a code will be sent to the phone associated with your Court Outlook authentication. Enter the code received in the field provided, then click **Verify**. You will be logged in to SumTotal Learn.

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.

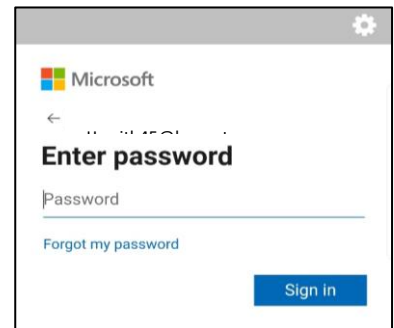The steps will vary depending on which MFA preference you selected.

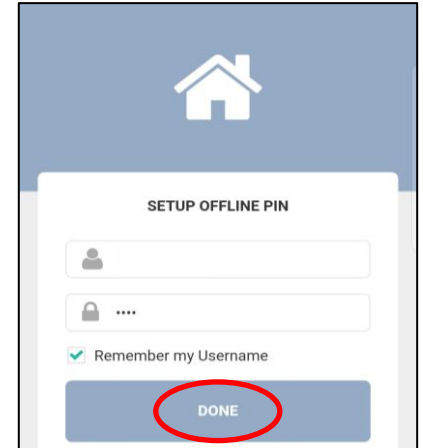**Step 5:** You will be promoted to set-up an offline pin. Create and enter a 4- digit pin, select the box to remember your Username, then click **Done**.

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.
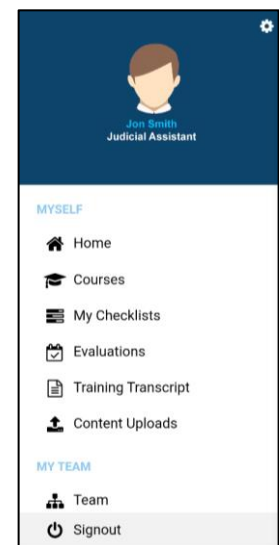
3. EXPLORE THE SUMTOTAL LEARN SITE

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.

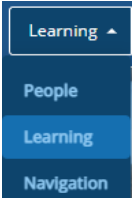|			
	The **Home Button** icon directs you back to the SumTotal Learn Home Dashboard/ Landing Page.	SELF ∨	The **Self** dropdown menu includes links to pages and functions related to yourself, including other dashboards, your profile, learning plans and history, and more.
	The **Learning** dropdown menu displays 3 search options: • <u>People</u>: Search for employees • <u>Learning</u>: Search for courses • <u>Navigation</u>: Search for pages in SumTotal		The **Enterprise Search bar** allows you to search SumTotal Learn for courses, people, or pages, depending on which filter is chosen in the Learning dropdown menu.
	The **Help** icon provides online help with the SumTotal system, including instructions and tutorials.		The **Profile** 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 in-progress courses

	The **Library** displays all eLearning and virtual instructor-led courses.		The **Learner Dashboard** displays the timeline and quick links to access your training schedule and training transcript.
	My Team displays your reporting 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:
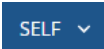
- **My Profile:** Access your profile information including information about you and a list of your direct reports (if applicable).

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

- **Performance Evaluation**: Access information related to historical performance evaluations. (Your performance evaluations can also be accessed from the Self dropdown → Performance →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 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**.

- 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.

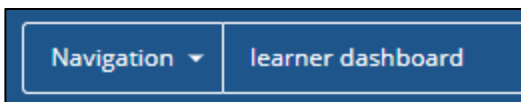   - **Self-Reported Training Page**: Submit a training credit request for outside training facilitated by an alternate provider that is not offered through Sumtotal Learn. See section 10 of this guide for more details.

    - **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.
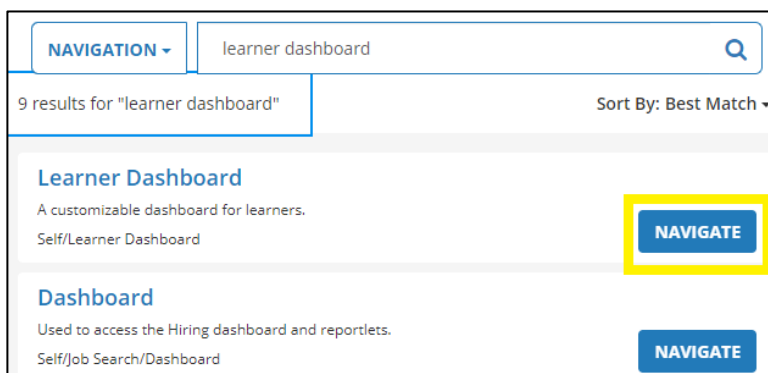
4. FIND OR BROWSE LEARNING ACTIVITIES

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.
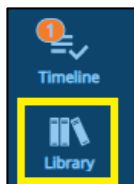
- In the Library, click on a delivery method to browse a list of Learning Activities. eLearning activities can be completed at any time while Instructor Led (Live) courses have sessions with specific start and end times.
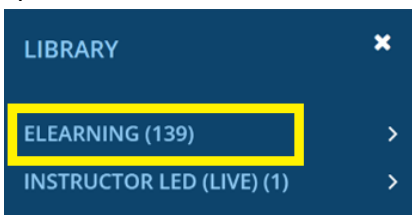
4.2 SEARCH FOR A LEARNING ACTIVITY BY NAME USING A COMPUTER

- 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.
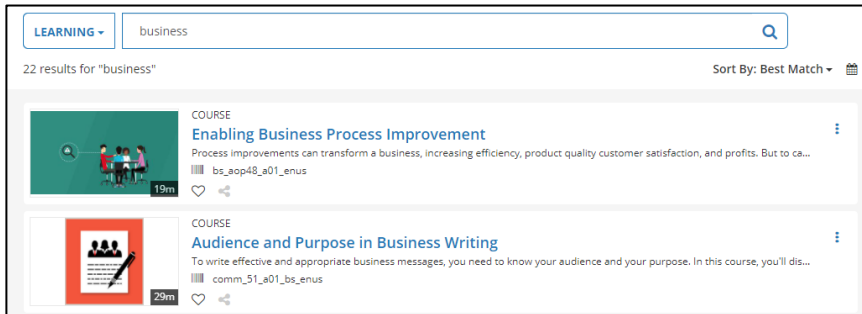
4.3 BROWSE LEARNING ACTIVITIES USING A PHONE/TABLET

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**
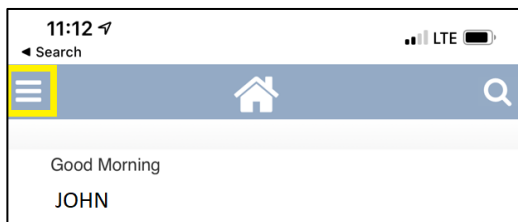
- Click on **Courses.**
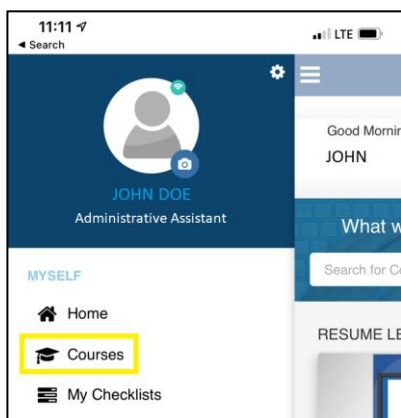
4.4 SEARCH FOR A LEARNING ACTIVITY BY NAME USING A PHONE/TABLET

- Click on the **Search icon**
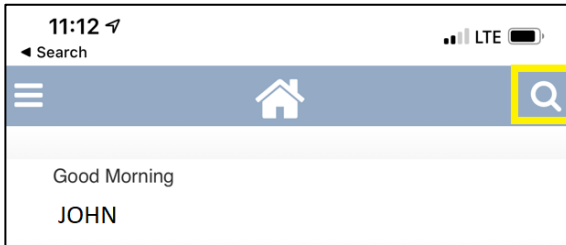
- **Enter your search term** in the search bar.
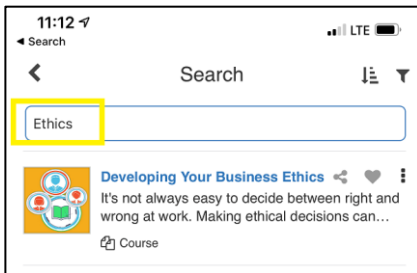
5. REGISTER FOR A LEARNING ACTIVITY

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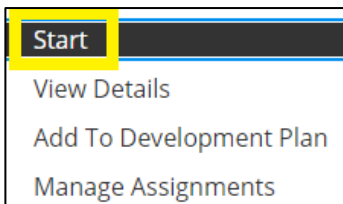
- **Pop Up Blocker**: The course should launch in a separate window. If it does not, you may need to disable the pop-up blocker on your browser. To disable the pop-up blocker, follow the steps below:

Chrome:

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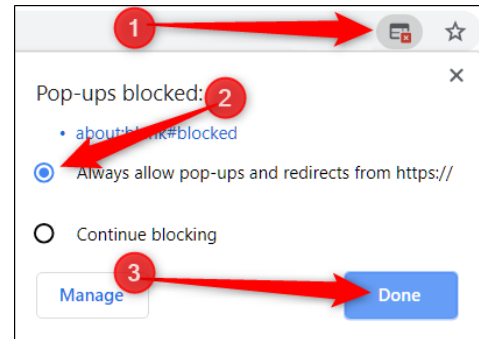
Internet Explorer:

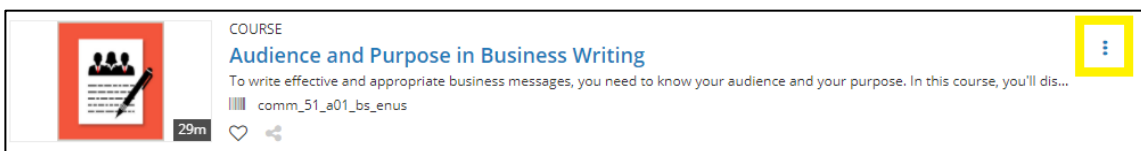1. Click the Tools icon at the top right of your browser.
2. Click **Internet options**.
3. Click the Privacy tab.
4. Under Pop-up Blocker section, deselect the checkbox next to Turn on Pop-up Blocker.
5. Click **Ok**.
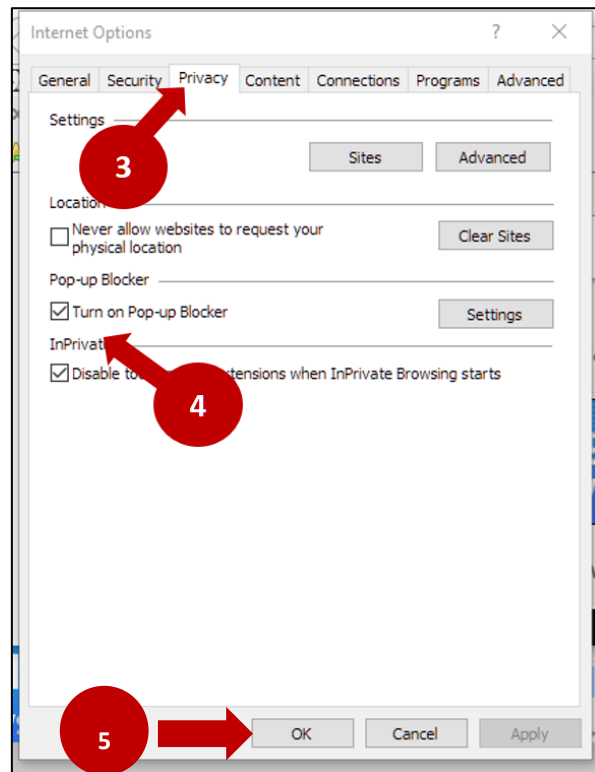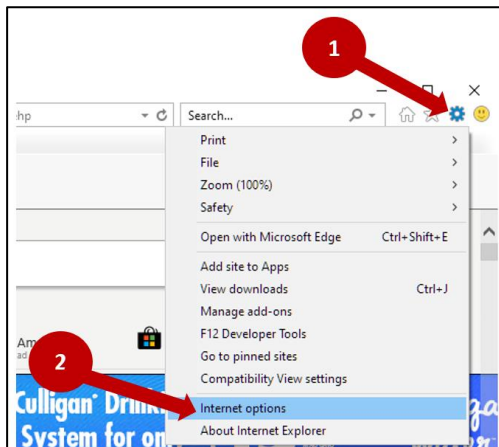
- The eLearning activity will open in a new window. Click the **Play** icon in the middle of the screen.
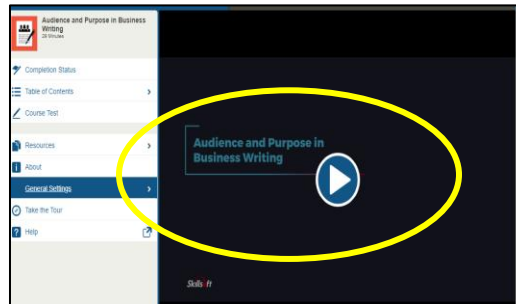
- Please note that your screen may look different depending on which course you choose.
- To expand to full screen, click on the full screen icon located on the bottom right of the player.
- To zoom in and out with a keyboard shortcut, hold CTRL and press the + key to zoom in.
- Hold CTRL and the - key to zoom out.

5.3 REGISTER FOR ILT USING COMPUTER

- Click the **More Options** button and then click **Register**
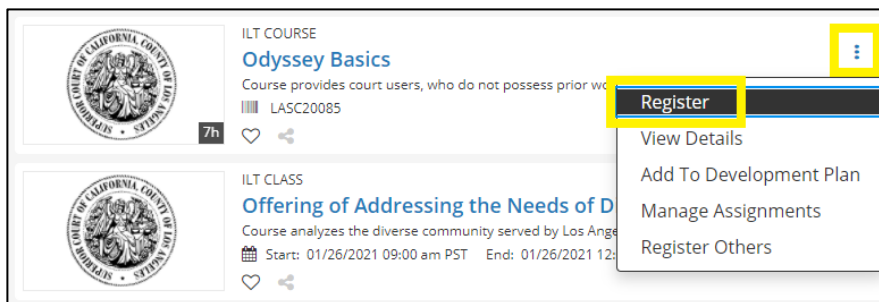
- The activity registration page will open. On this page you can filter the offerings for the course by seat availability, location, and start and end date.

- Locate the offering you would like to attend and click **Add**.
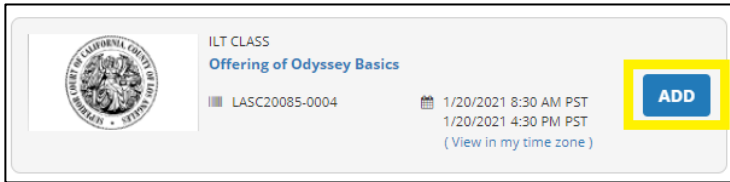
- The session will appear. Select the session you would like to attend and click **Add**.
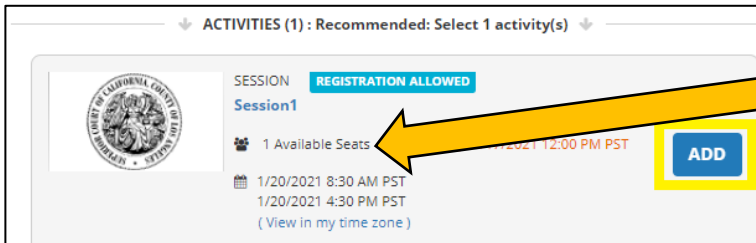
Number of available spots.

- 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**.
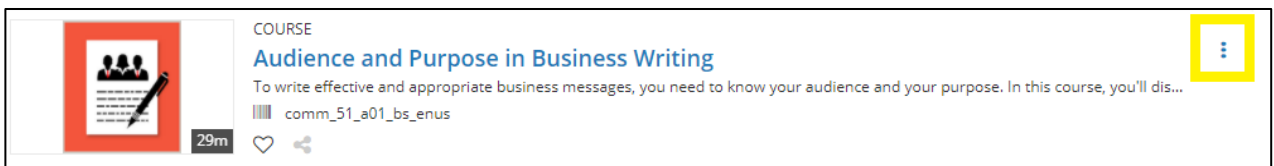
- Select **Start** in the drop-down menu that appears
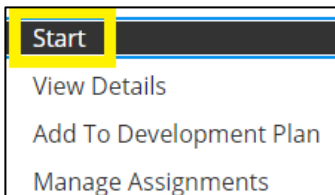
6.2 PARTICIPATE IN ELEARNING USING PHONE/TABLET

- In the library of courses, click the blue **Start** button.
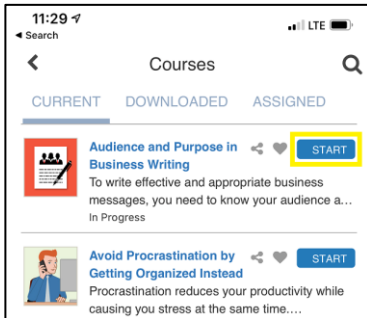
6.3 PARTICIPATE IN ILT COURSE HOSTED IN WEBEX

- 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.
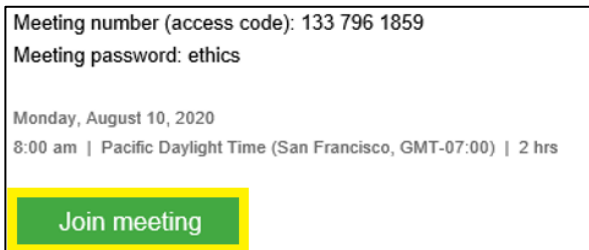
- A new window will open with the meeting link.
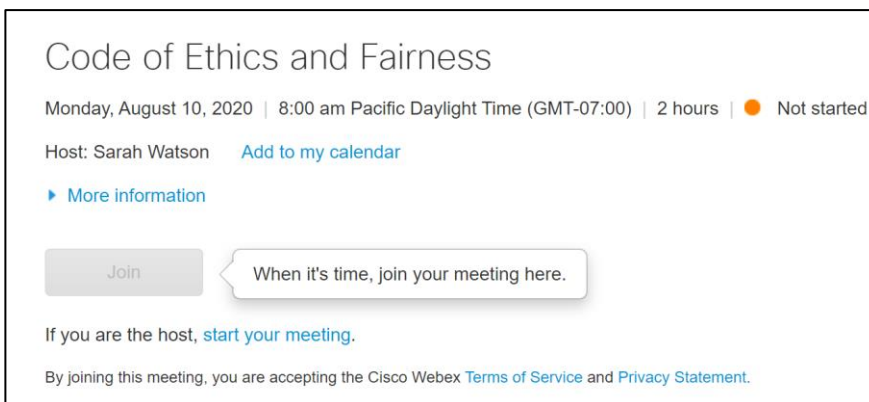
- When it's time to join the meeting, the Join button will be green. Click on Join.
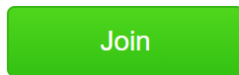
Join

- 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.

- Click the audio connection options in the Webex Meetings. Next, choose how you want to hear the audio in the meeting.
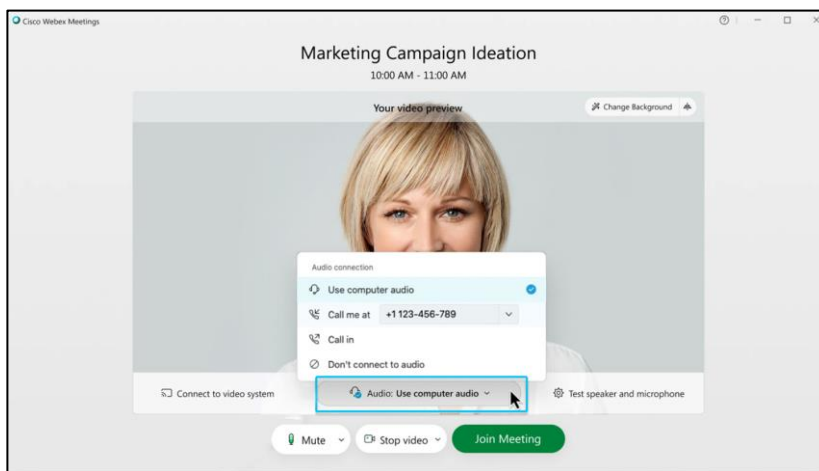
- o **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type. You can change your headset, speakers, and microphone.
- o **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

- o **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.
  - o **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.
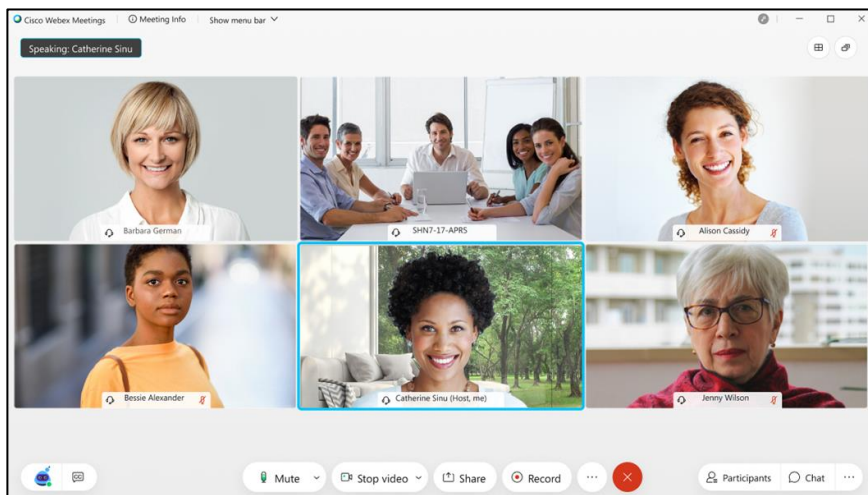
7. PARTICIPATE IN ASSIGNED ELEARNING ACTIVITIES

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**.
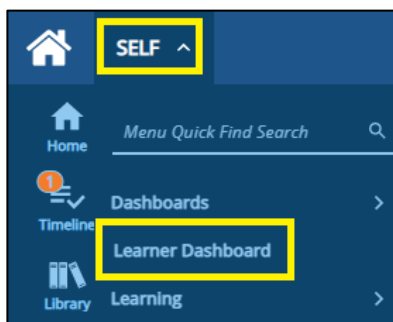
- Click **Assigned** in the Training Activities Menu on the left of your screen
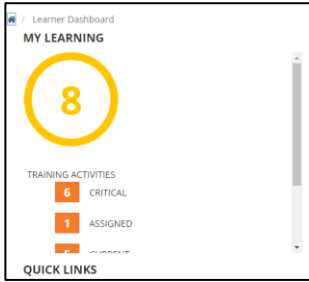
- Click the **blue button** on the right-hand side of the assigned task to take action on it.
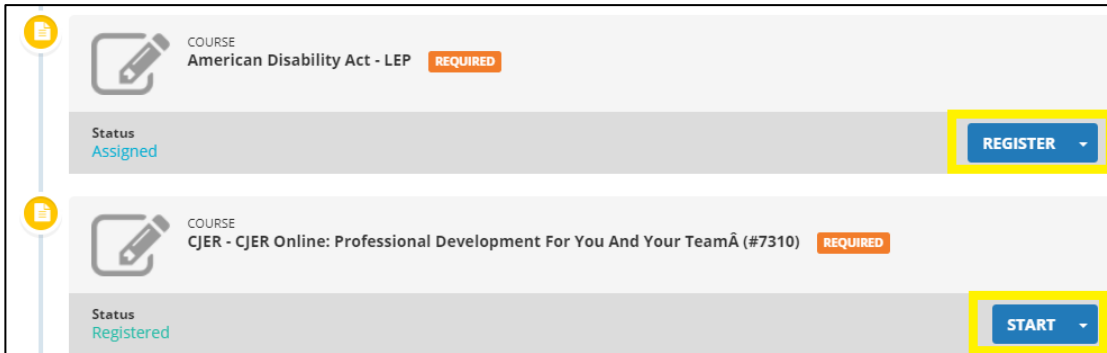
- o If your manager has assigned you the activity, you will see the Register button for the activity. Click the **Register** button to register for the activity. Your manager will receive a request to approve the registration.
- o If your manager has registered you for the activity, you will see the Start button. Click the **Start** button to begin the activity.

7.2 PARTICIPATE IN ASSIGNED ELEARNING USING PHONE/TABLET

- Click on **Courses.**
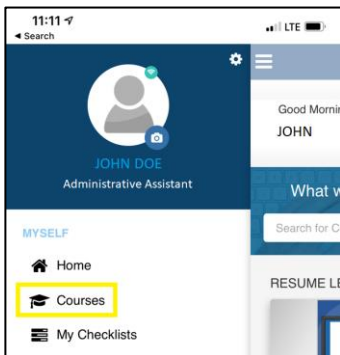
- Click **Assigned**.
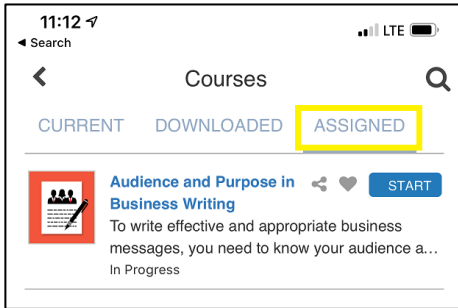
8. CANCEL REGISTRATION FOR A LEARNING ACTIVITY USING A COMPUTER

- Click on the **Timeline** Icon.

- Locate the course you would like to cancel the registration for. Click on the arrow next to the Start button and click **Cancel Registration**.
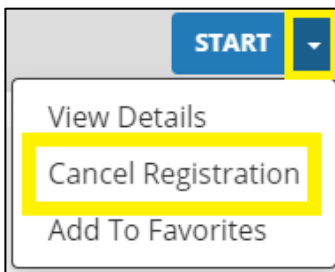
- Click on **Confirm Cancellation.**
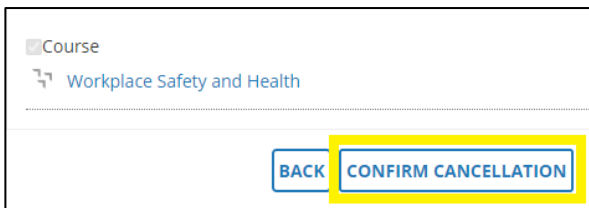
9. RECORD COMPLETION OF A LEARNING ACTIVITY

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
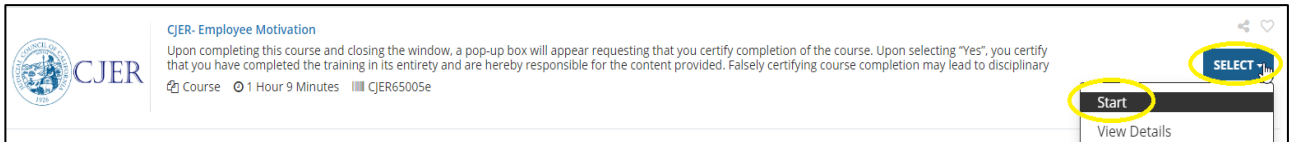
- Click **Start**

  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.*
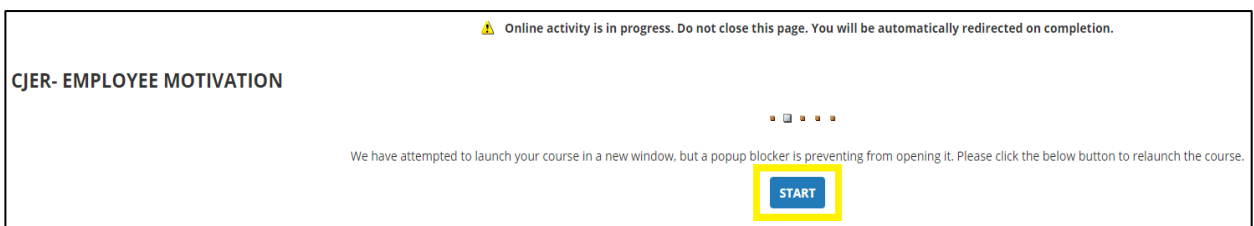
- Complete the course in the new window that opens and close the window after the training has been completed.
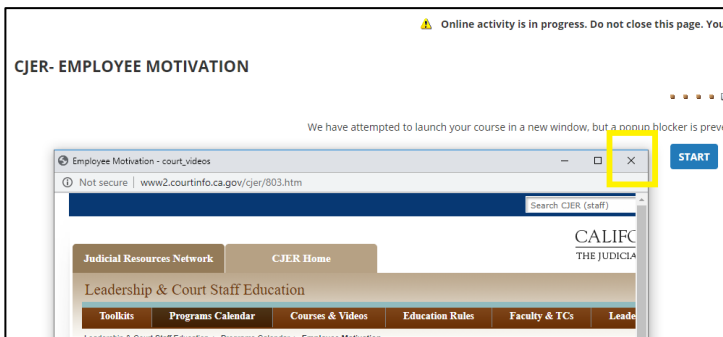
- Depending on the eLearning activity, the training will automatically be added to your transcript or the following question will appear. Click **Yes** to record completion. If you click **No**, SumTotal will not record completion of the course.
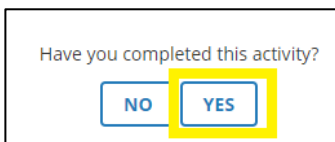
9.2 ACTIVITIES THAT AUTOMATICALLY RECORD COMPLETION ON A PHONE/TABLET

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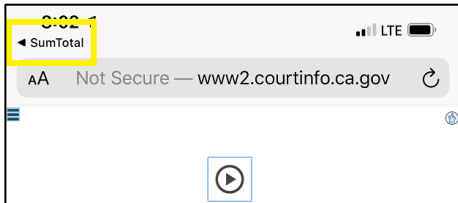
- Click **Yes** to record completion of the course. If you click **No**, the Sumtotal app will not record completion of the course and you will have to start the course again.

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.*
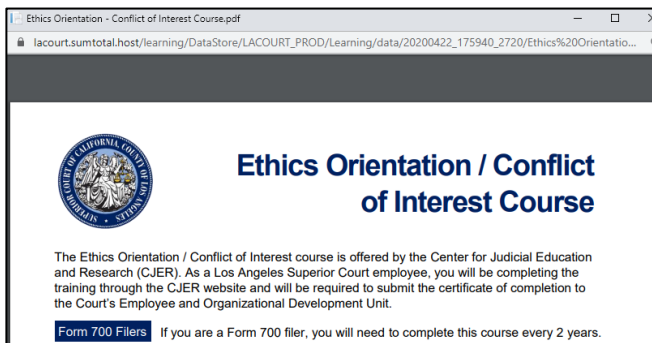
10. SUBMIT VERIFICATION OF COMPLETION FOR MADANTORY TRAINING

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

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.
- Click on the library icon to access and complete the mandatory training course.
- Click on **Mandatory Training**.
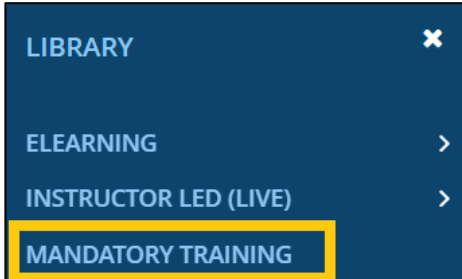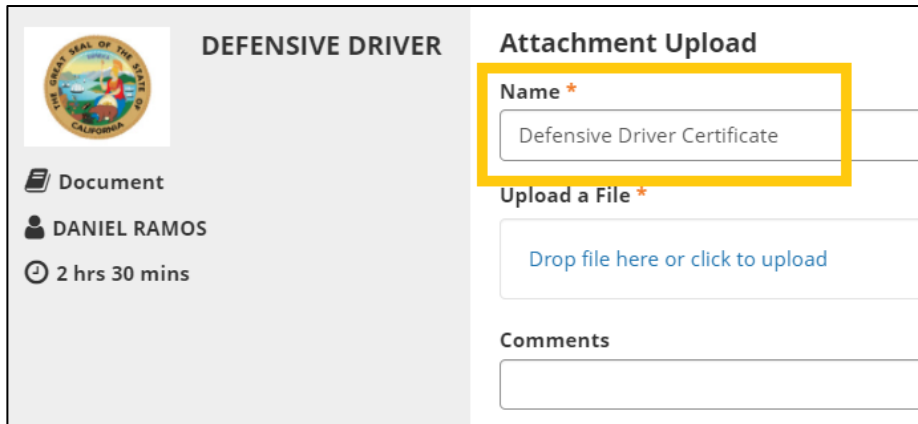
- Click on the title of the course you will be submitting a verification of completion.
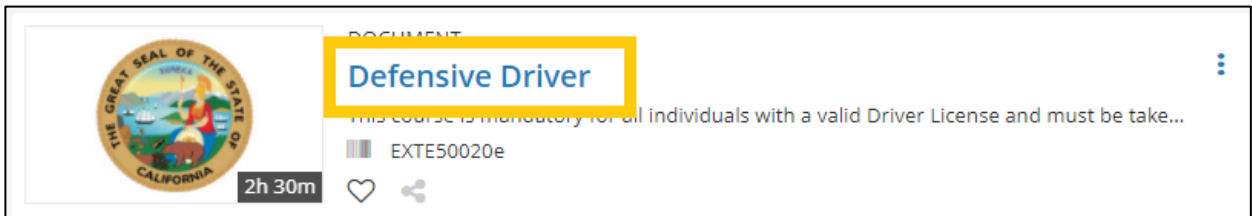
- In the "Learner Attachments" section, click **Upload**.
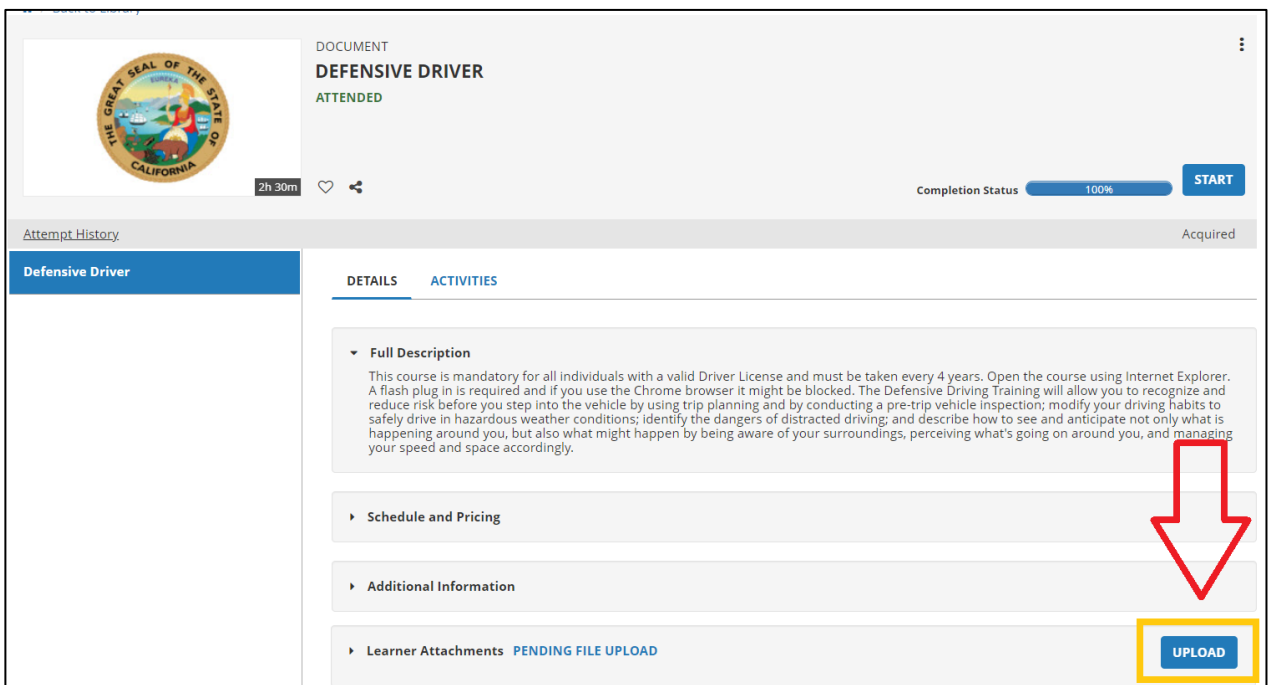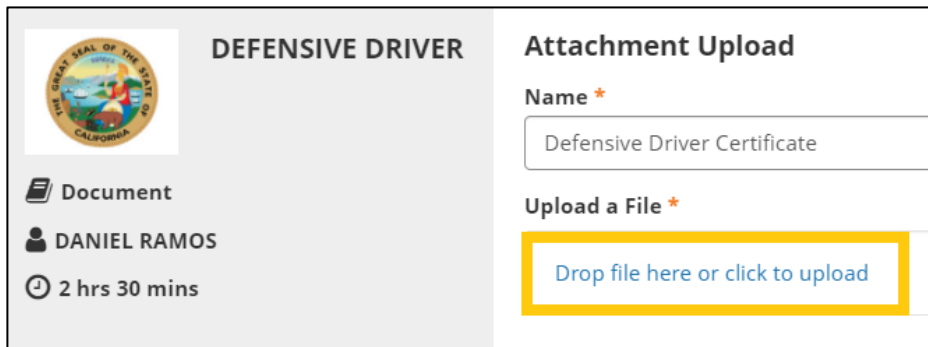
- The "Attachment Upload" screen will open. Enter the document name.

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

- Locate and select the document stored on your computer, then click **Open**.
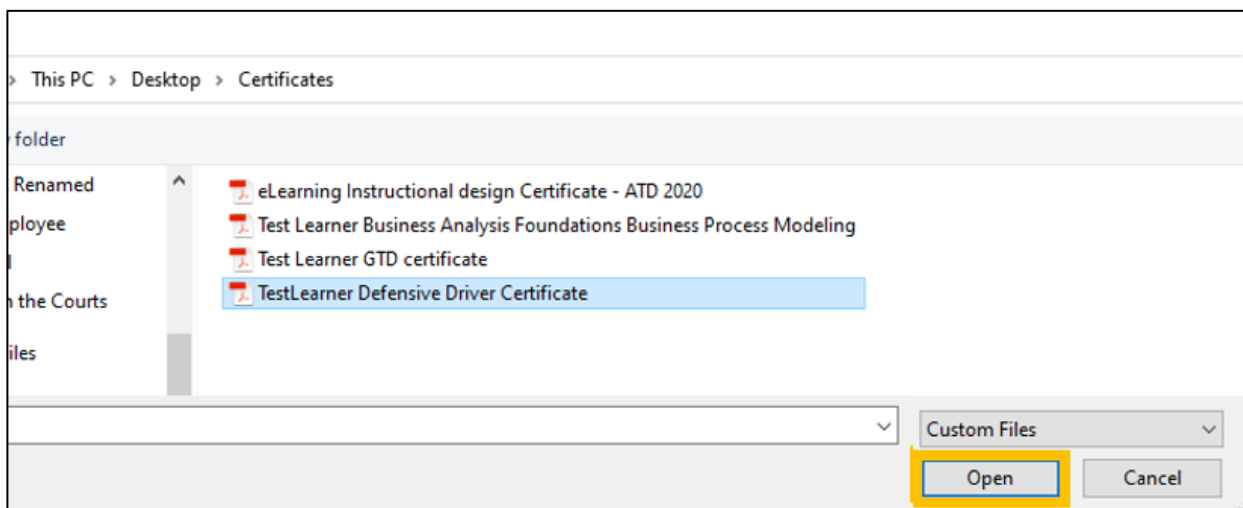
- Click **Upload**.

- Click **Done**.

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

- 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.

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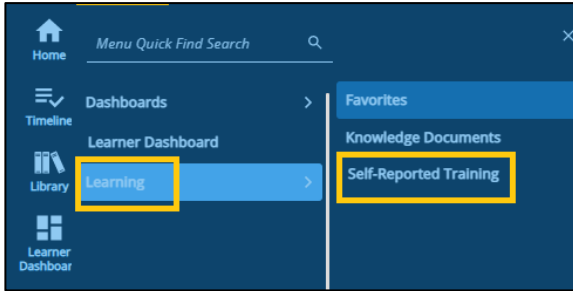
- The Self-Reported Training page will open. Click on **New**.

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

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

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

- A new window opens. Click on **Choose File**.

UPLOAD FILE

Browse and select a file to upload.

Choose File | No file chosen
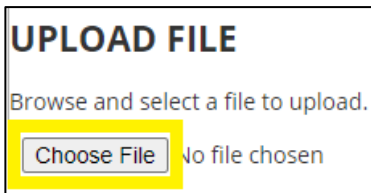
- Choose a file from your computer and click **Open**.

- Click **Ok**.

UPLOAD FILE

Browse and select a file to upload.

Choose File | Certificate of...pletion.png

OK | CANCEL
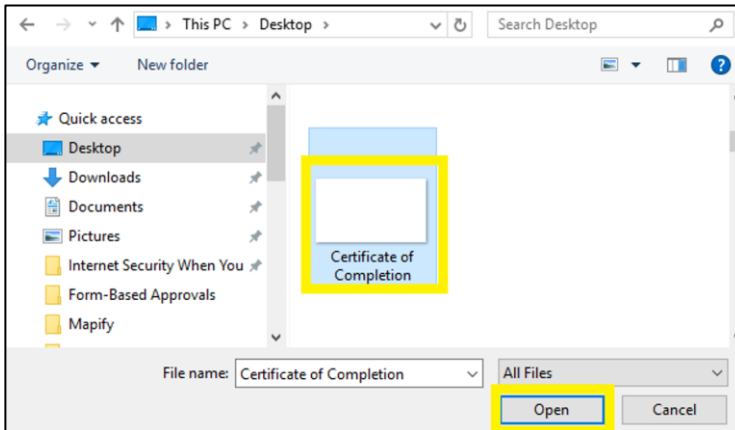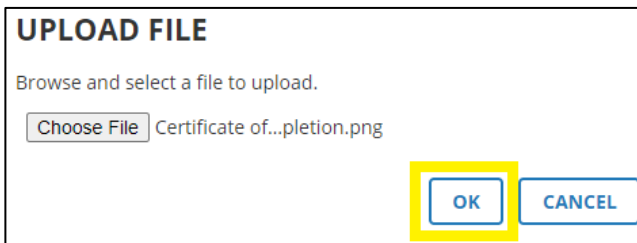
- For the **Description** field, write a description of the course.

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. Do not change this field.

Activity type:*

Self-Reported - General Training ⌄

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

Start date:

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	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
Dec 29, 2020 Clear ✗

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

End date:

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

09 : 50 am
Dec 30, 2020 Clear ✗

- 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."

- 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.

  Note: The Activity Code field does not need to be completed.

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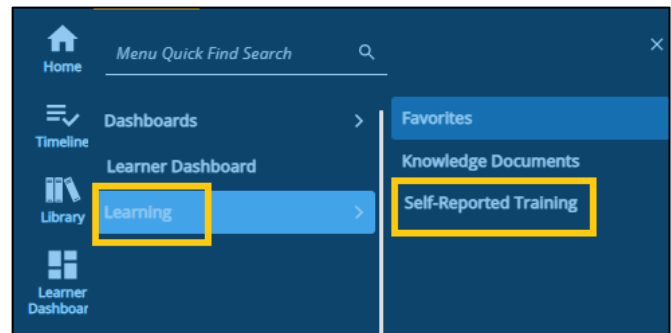
- The Self-Reported Training page opens. All Self-Reported Training requests that you have submitted appear on this page. To check the details of your submitted self-reported training request, click on **Self-Reported Training** under the **Form** field.

	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
123456

First Name
John

Middle Name

Last Name
Doe

Work E-mail Address
jdoe@lacourt.org

Activity Title
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): 0   Hour(s): 2   Minute(s): 0   Second(s): 0

Training End Date
12/1/2020   11:25 AM

Training Start Date
12/1/2020   9:25 AM

- 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.
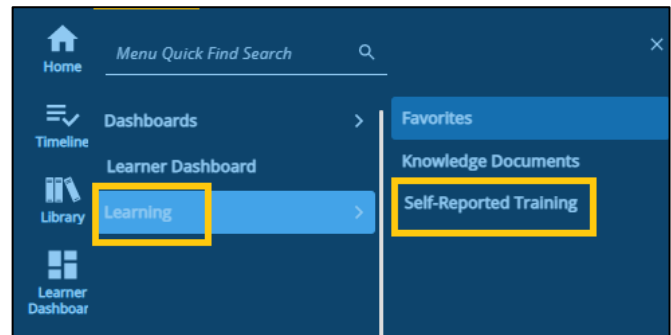

- Click on the Self menu on the top left corner of the screen.

- 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	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
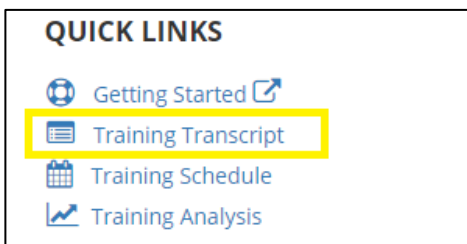
- Click on the Home icon.

- Click **Learning Dashboard & Transcript.**
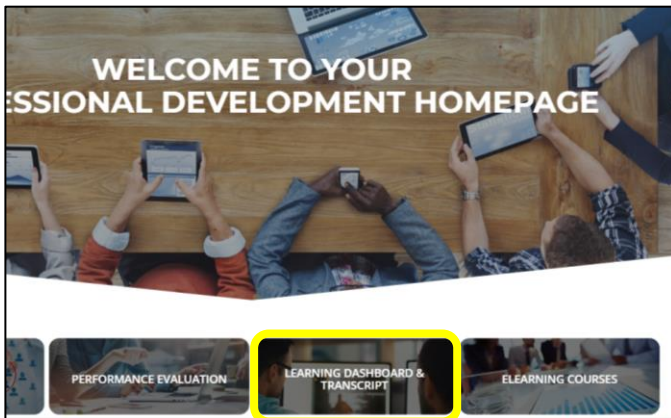
- Under the Quick Links, Click on **Training Transcript**

- 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**.

- If you have submitted Self-Reported training, click on **Date Range** and click **All** to also view approved self-reported training on your transcript.
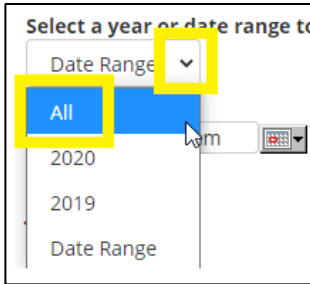
12.2 PRINTING AND EXPORTING TRAINING TRANSCRIPT USING A COMPUTER

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.
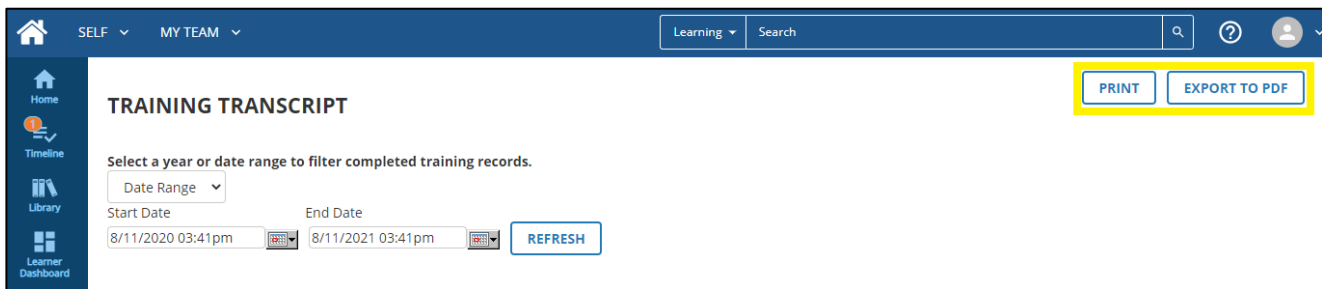
12.3 ACCESSING YOUR TRAINING TRANSCRIPT USING A PHONE/TABLET

- Click on the **Menu icon**
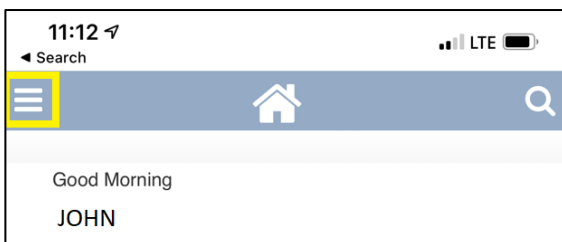
- Click on **Training Transcript**
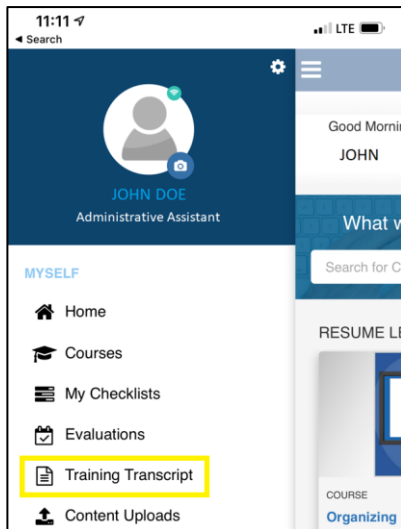
12.4 EXPORTING YOUR TRAINING TRANSCRIPT USING A PHONE/TABLET

- Click on the **PDF Icon**
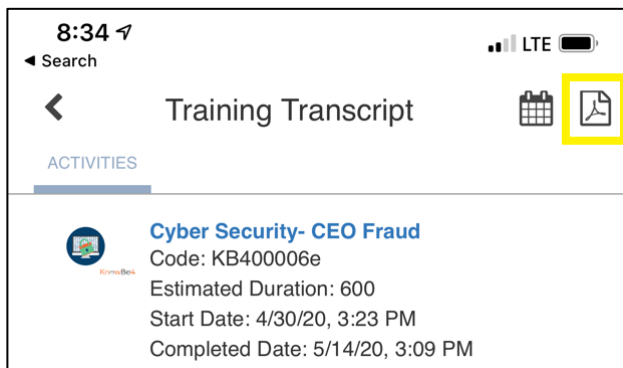
- Choose one of the options to export the transcript. The options available will depend on the apps that are enabled on your phone and can include email, text, and print. If you have an email account connected, tap on the icon to email the transcript. If you are wirelessly connected to a printer, you can also click the printer icon to print the transcript.
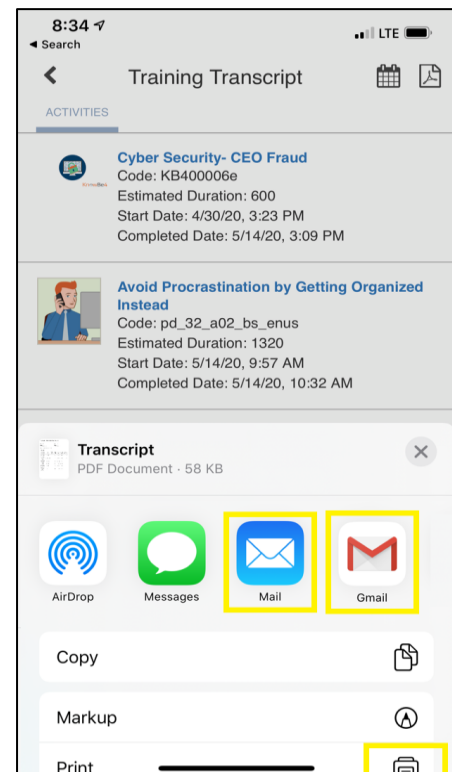
13. ADD LEARNING ACTIVITY TO OUTLOOK CALENDAR

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:

> **UPDATE OUTLOOK CALENDAR**
>
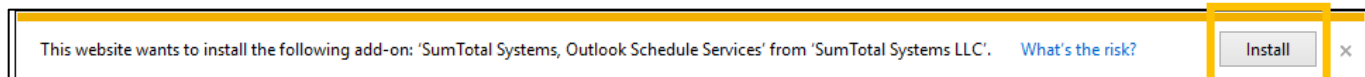> Updating your Outlook calendar with details about the learning activities "Session 1". Please do not close this window or leave this page until the update is completed.
> Update Status:: **Updating**

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

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

> This website wants to install the following add-on: 'SumTotal Systems, Outlook Schedule Services' from 'SumTotal Systems LLC'.   What's the risk?   Install   ×

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

> Internet Explorer - Security Warning   ×
>
> **Do you want to install this software?**
>
>   Name: SumTotal Systems, Outlook Schedule Services
>   Publisher: **SumTotal Systems LLC**
>
> ⌄ More options   Install   Don't Install
>
> 🛡️ While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?

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.

> **UPDATE OUTLOOK CALENDAR**
>
> Updating your Outlook calendar with details about the learning activities "Session 1". Please do not close this window or leave this page until the update is completed.
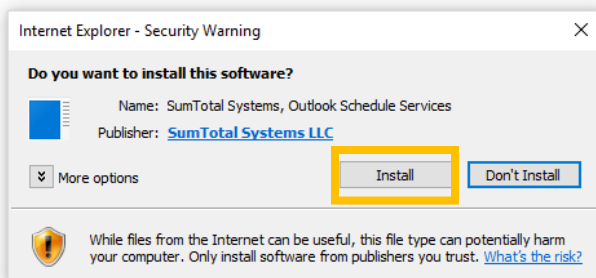> Update Status: **Complete**