What is the Tufts Learning Center?

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

Learning Center Registration

Self-Registration

The self-registration tool can be accessed from a link on the Tufts Learning Center login web page, located at http://learncenter.uit.tufts.edu/. It enables a user to input their registration information and request an account from the Learning Center administrators. The administrator will review the account request to verify that it contains the correct Tufts Username, Tufts email address, and university affiliation. Once approved, users receive an email from the administrator and may log in and finalize their account.

To self-register and request a Learning Center account:

1. Open your web browser and go to http://learncenter.uit.tufts.edu/. You’ll be presented with the Tufts Learning Center login box.

2. Click the click here to register now link.

The Learning Center registration page opens.

3. Enter the following information:
   - Username = Your Tufts Username
     Examples: bjon03, jdoe01, jsmith01
   - Password = Any password you like
   - First Name = Your first name
   - Last Name = Your last name
   - Email = Your Tufts email address

   Department = Your departmental affiliation
   Examples: Finance, HR, Purchasing, TTS

IMPORTANT NOTES:

You MUST use your Tufts Username (formerly called your UTLN) as your Username and your Tufts email address. Accounts with incorrect usernames or personal email addresses will be rejected.

If you have forgotten your password, please do not create another account. Send an email to learncenter@tufts.edu and request a password reset.

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

   If you see a “Username is already used” prompt, contact an administrator. Please do not use an alternate username.

5. Close your web browser to complete the process.

   Accounts will be processed Monday through Friday, between 9:00 and 5:00. Please allow 48 hours (during business hours) for approval. If you have not received confirmation after 48 weekday hours, contact the system administrators at learncenter@tufts.edu.
Using the Learning Center

Learning Center Home

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

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

The first time you click the ENTER link for a departmental Learning Center, (e.g., Finance), you will receive a one-time Signup User prompt designed to save your user information.

Click Save and the departmental Learn Center will open.

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

Navigating the Sub-Learning Centers

My Learning Plan

A My Learning Plan link is located on every page to make checking your past, current and future enrollments fast and easy.

Learning Links

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

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

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

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

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

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

Technical Assistance

Questions? Click the Contact Us link or send an email to learncenter@tufts.edu.