UNIVERSITY OF CALIFORNIA Learning Center

Activity Request Process
Instructor-Led Training

Plan your course and offerings logistics

→ Download, complete, and submit ILT activity request form* to ucrlearning@ucr.edu

→ The UCLC admins will process the request and notify you when done. Advertise your activity to participants and have them register.

→ Check the roster at least 1-3 days before the class will take place and decide to either cancel or proceed based on registration numbers.

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Optional: Email participants — prework, materials, QR code instructions, etc.

→ Download a sign-in sheet for those unable to scan QR Code for Attendance.

→ Hold class/sessions and have attendees sign-in **OR** scan QR Code for Attendance.**

→ Submit final roster to ucrlearing@ucr.edu, if you did not use the QR code or if not all attendees could scan the code.

Changes?

Email ucrlearning@ucr.edu if you need to cancel or change a date, time, location, etc.

**Initial forms are for the first time a course is offered. The Additional Offering form is for offerings of established courses.*
***Virtual event attendance processes may vary. You may find a QR Code for attendance available on the roster.*

UCR Human Resources Employee and Organizational Development