

UNC Cancer Network Learning Portal




Site Coordinator Quick Reference

The UNC Cancer Network Learning Portal (<https://learn.unccn.org>) is the home for resources needed by site coordinators to successfully host live UNCCN

Telehealth and Community Lunch and Learn Lectures on site. This document contains information about setting up your learning portal account as a site coordinator, accessing lecture materials and connection information, and uploading rosters and paper evaluations after a lecture has concluded.

Setting Up an Account

1. Navigate to the UNC Cancer Network Learning Portal (<https://learn.unccn.org>) and click or tap **Create Account** and complete and submit the account creation form.


Log In  Create Account

Note the username and password that you create during this process, as you will use it to log in any time you want to access the learning portal resources or courses.

2. After you have successfully created an account and logged in, send an email to unccn@unc.edu that includes your name, site name, and your UNCCN Learning Portal username. UNCCN staff will add a special designator to your account that will allow you to access site coordinator-only pages and resources on the learning portal. You will receive a follow-up email once this process has been completed.

Accessing Lecture Materials

1. Navigate to the UNC Cancer Network Learning Portal (<https://learn.unccn.org>) and log in with your learning portal username and password.
2. In the menu bar, click or tap on **Site Coordinator Materials**. The Site Coordinator Materials page will load. Telehealth and Community Lunch and Learn Lectures will be listed by date.
3. Click or tap on a hyperlinked lecture title. The resource page for that lecture will load. The resource page contains:
 - a. The lecture description, learning outcomes, and information about the lecture speaker(s).
 - b. Lecture Flyer(s) (Pending or Approved)
 - c. Presentation Handout(s)
 - d. Roster Template(s)
 - e. Evaluation Handout(s)
 - f. Lecture Connection Information
4. Click on the hyperlinks to print or download any of the resources.

 Site Coordinator Materials

Uploading Rosters and Paper Evaluations

Lecture rosters and/or paper evaluations should be uploaded to the UNC Cancer Network Learning Portal. To upload documents to the portal, the files must be one of the supported formats (.pdf, .doc, .docx, .jpeg, .jpg, .png, .tif, .tiff, .zip).

1. Navigate to the UNC Cancer Network Learning Portal (<https://learn.unccn.org>) and log in with your learning portal username and password.
2. Follow the steps above for **Accessing Lecture Materials** and navigate to the lecture resource page for the correct lecture.
3. Scroll to the bottom of the resource page and complete the **Roster/Evaluation Upload** form. Drag and drop files from your computer or click the select button to choose files that are saved on your computer.
4. Once all files have been added to the form, click **Submit**. You will receive an email confirmation to the address you entered in the form.

Roster/Evaluation Upload

Use the form below to submit the participant roster for your site. You will receive an email confirmation once the roster has been successfully received.

Your Name *

First Last

Your Email Address *

Site Name *

Roster/Evaluation Upload *

Drop files here or

Have questions or a problem? Contact the UNCCN staff at unccn@unc.edu or by calling 919-445-1000.