



# UC LEARNING CENTER:

## Manager / Supervisor Guide

Updated 7/25/2021

21.2

## Introduction

The UC Learning Center is the web-based Learning Management System (LMS) used across the University of California for Systemwide training and development. Those who have direct reports identified in the UC Learning Center will receive the Manager Role, in addition to the standard Learner Role. In some cases, individuals may be given the Manager Role if they have been identified as needing access to manage the training of those who are not their direct reports.

With the Manager Role, you can:

- View training history and status of assigned training of direct reports or viewable users
- View direct reports or viewable users current training schedule
- Register direct reports or viewable users for activities
- Assign activities to direct reports or viewable users

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## Logging into the UC Learning Center

Log in at [lms.ucdavis.edu](https://lms.ucdavis.edu) using your UC Davis Login (Kerberos).

# UC DAVIS

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Central Authentication Service (CAS)

Username:

Passphrase:

LOGIN

[Need Help?](#)

## Navigation

### Homepage

When you first login to the UC Learning Center, you will see the homepage. Here you can launch activities you are currently registered in, navigate to your training schedule or transcript, and use search features to locate activities you wish to take. These will all be reflected on your own account. You can also get information about your direct reports.

The Manager view is an enhanced version of the Learner view. For more information on Learner access, refer to the Learner Guide.

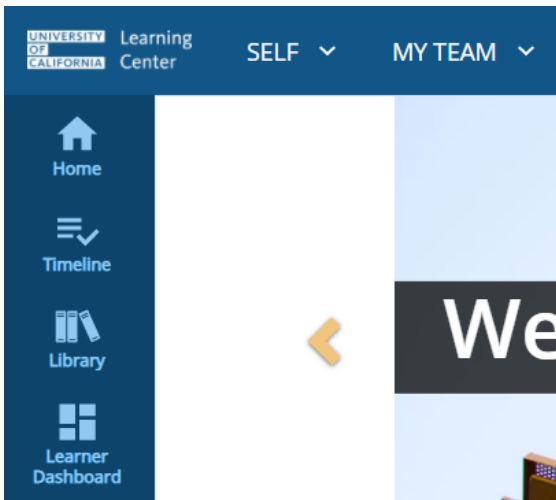


- **Manage My Registrations:** View your Training Schedule, where you can see both upcoming in-person activities you have registered to attend, as well as any online activities you are currently in progress with.
- **Required Training:** View a list of your required and recommended training where you can see details about last completed, Expiration, and your assignment status.
- **My Learner Dashboard:** Access your required training and recently launched training
- **Transcript & Certificates:** View transcripts for any courses you have completed in the UC Learning Center.
- **Find a Course:** Search for a course.

- **How To:** Short YouTube [instructional videos](#)
- **Support:**
  - UC Davis Campus:
    - Contact UC Davis Staff Development and Professional Services at [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu) for assistance with the UC Learning Center.
  - UC Davis Health:
    - Please open an incident ticket through [ServiceNow](#) or call (916) 734-HELP (4357) for assistance with UC Learning Center.

**Top Menu**

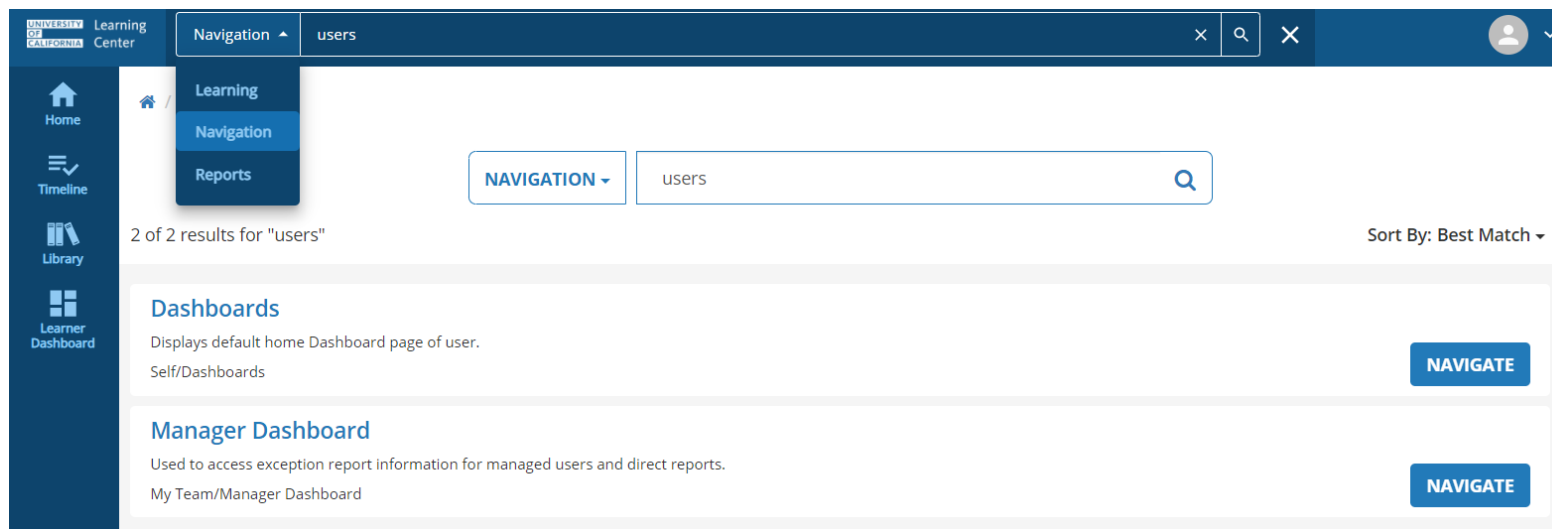
Looking from left to right, you see the logo, which is clickable and redirects to the home page when clicked. Then there are the **Self** and **My Team**, menus featuring dropdown menus for access to each selection's menu of items.



There is a **Menu Quick Find Search** which allows quick access to linked pages within your user account, including assistance with navigation within the LMS. If you select Navigation and type a keyword, the search reveals directly to the “keyword” objects.

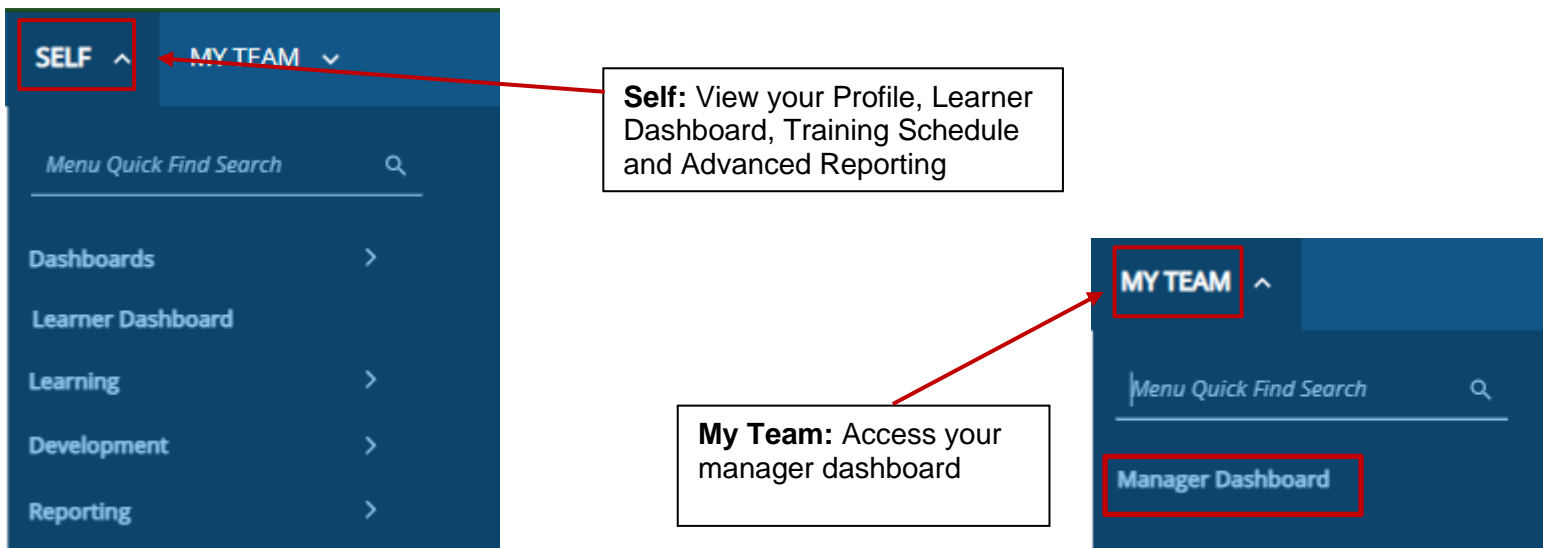


Example: First, select Navigation, next enter "Users" in the search field, then click enter, and you can navigate directly to the associated pages.



## Using the Manager Tools

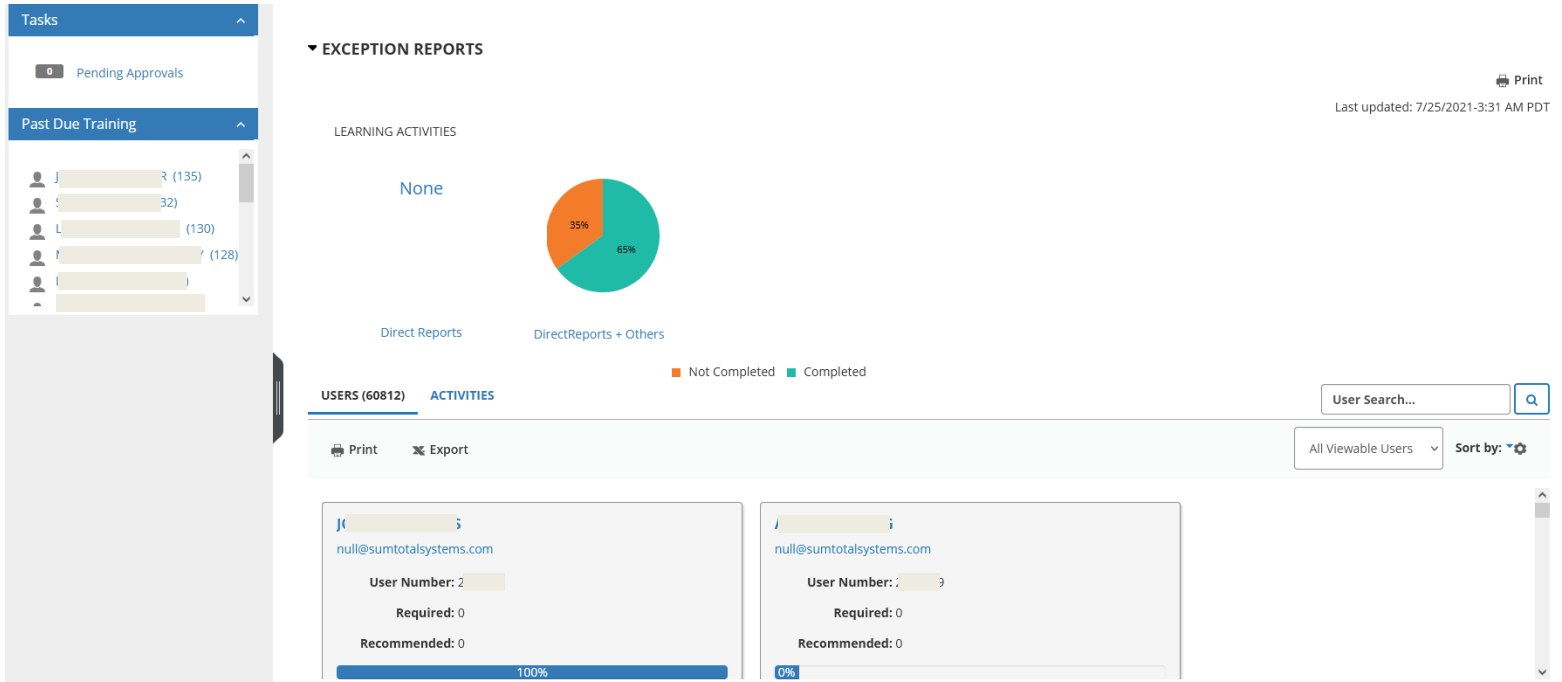
Once you have been identified as the manager of a user in the UC Learning Center, you will automatically have the **My Team** appear in the Top Menu. This will give you access to a **Manager Dashboard**.



## Manager Dashboard

When you navigate to your **Manager Dashboard**, you will be able to see:

- A snapshot of your current exception report, which shows the overall status of your managed users' assigned training.
- A list of your managed users with the status of their individual assigned training.



### Note:

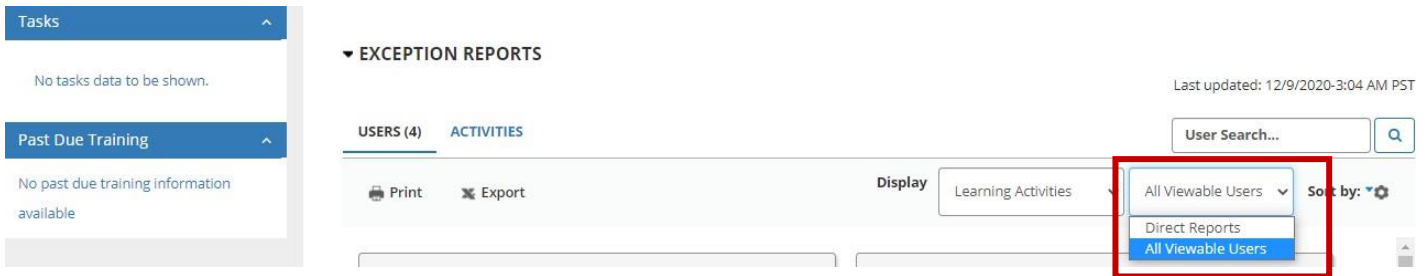
Manager Dashboard is updated nightly, so if one of your users completed training *after* the latest update, it will not appear in this view until the next update. However, the user's training transcript and schedule are displayed in real time and will show you their latest status.

## View Managed Users

In the Manager Role, you have the ability to view information about your managed users and the progress of their assigned activities.

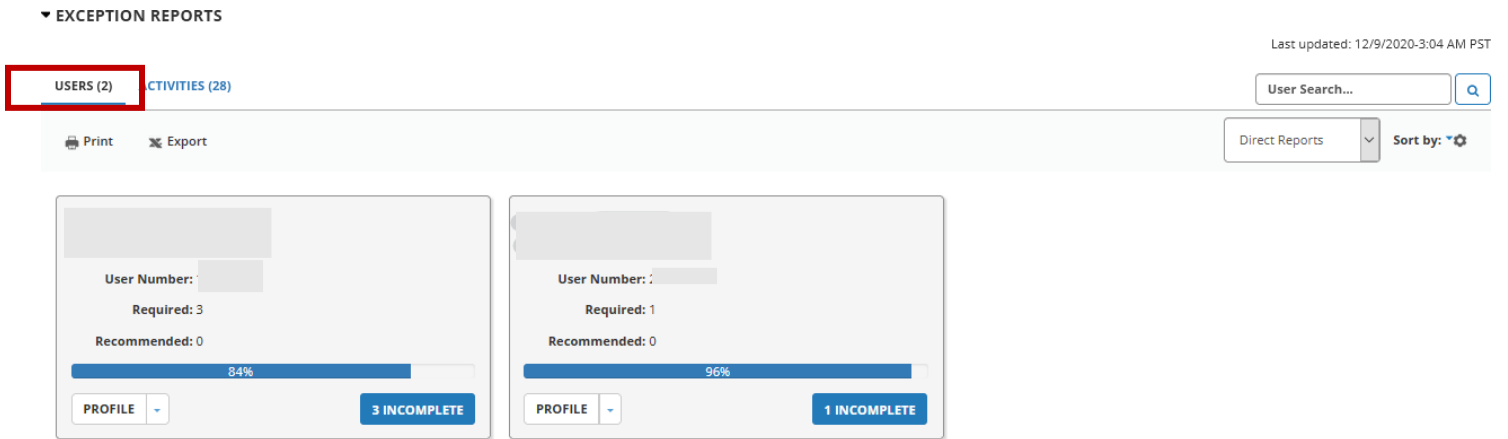
Your viewable users will all be displayed in tiles on your **Manager Dashboard**. You can scroll through these tiles to locate a particular individual or you can search the user by name, or sort in ascending or descending order (by name, assignment progress, etc).

You will automatically see all users you have been given access to view, either as your direct reports or as managed users whose training you are responsible for managing. If you manage more users than just direct reports, you can change your view from **All Viewable Users** to **Direct Reports** if you wish to only view your direct reports.



## View Status of Assigned Training

When you first enter your **Manager Dashboard** you will see an overview of your managed users and the status of their assigned training. The **Exception Report** at the top will show you the percentage of compliance your managed users are currently at for all training assigned to your managed users. For each individual, you will see the overall status of their currently assigned training. Click the blue **INCOMPLETE** button to see a more detailed report. Remember, you can also sort this list by process.



## Assigned Training by Activity

You can also see which trainings are assigned to your managed users and the overall completion of the training.

Switch from the **Users** view **Activities** view to see all the activities that are currently assigned to your managed users. You will now see how many are still required to complete each training and the overall percentage of completion.

USERS (2) **ACTIVITIES (28)** Activity Search... [Q]

Print Export All Viewable Users Sort by: [v]

- eCourse CANRA Training for Mandated Reporters (DAC-CANRA) Required: 0 Recommended: 0 100% 0 USERS
- eCourse Cash Handling (DAC-AFSCASH) Required: 0 Recommended: 0 100% 0 USERS
- eCourse CASHNet Deposit Training (DAC-AFSCASHNET) Required: 0 Recommended: 0 100% 0 USERS
- eCourse Clery Act Training for Campus Security Authorities (CSAs) (CLERY-DA-ECO) Required: 0 Recommended: 0 100% 0 USERS
- eCourse Credit Card Handling (DAC-AFS-CREDIT) Required: 0 Recommended: 0 100% 0 USERS
- ILT Course Employment Law and Liability (DACH-HRS109-D...) Required: 0 Recommended: 0 100% 0 USERS

Click on the blue **Users** button to see who is still required to complete the training.

### Individual Reports

To view a detailed report for an individual user:

1. Locate the user you wish to find out more information about.
2. Click on the blue **Incomplete** button.

icdavis.edu  
User Number: [redacted]  
Required: 3  
Recommended: 0  
84%  
PROFILE [v] **3 INCOMPLETE**

This will show you an overview of the user's assigned training, including a list of all training that has been assigned, the due date for each training, and their overall progress in completing all assigned training.

DETAILED EXCEPTION REPORT BY USER [redacted]  
List of activities assigned to this user.

Search [Q] Current Assignments Last Processed: Wednesday, December 9, 2020 3:04:23 AM PST Displaying 3 of 3 Records

Show all assignments (19) Filter by: [2]

Activity Name	Assignment Type	Assignment Status	Assignment Date	Due date	Expiration Date	Progress
▶ Employment Law and Liability	Required	In Progress	1/31/2020	7/24/2021	7/24/2021	0%
○ Principles of Leadership	Required	In Progress	1/31/2020	7/24/2021	7/24/2021	0%
○ Supervising in Environment [1]	Required	Assigned	1/31/2020	7/24/2021	7/24/2021	0%

Overall progress 84% [3]

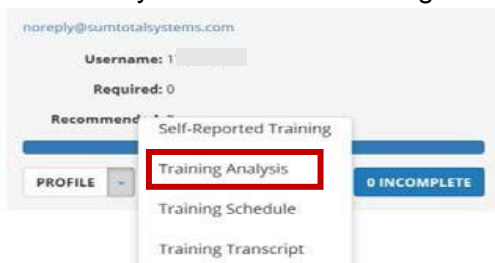
Print Export [4] CLOSE


1. Clicking the **Title** of the course will show you more information about the training.
2. Using the menu bar on the left side, you can filter the training to show only what assignments are **Overdue** or what has been **Completed**.
3. You will see when the information was **Last Processed** in the top right corner.
4. Clicking the **Close** button will take you back to the Manager Dashboard.



## Training Analysis

Another way to view a user's assigned training is to go to that user's Training Analysis page.



1. Locate the user you wish to find out more information about in your list of direct reports or viewable users.
2. Click the drop-down arrow next to the white **PROFILE** button.
3. Click **Training Analysis**.
4. This will launch **Emulation mode** which allows you to view Learning details about your managed users. You know you are in emulation mode by the orange banner across the top menu bar stating "You are emulating \_\_\_\_\_'s account." The "Self" now applies to the user account you are viewing. (To exit Emulation mode, click **EXIT EMULATION**  Exit Emulation)
5. The page provides an overview of the user's currently assigned training, the due date for each training, and current assignment status. Click the **View** drop down menu to see additional information.

A screenshot of the 'TRAINING ANALYSIS' page in Emulation Mode. At the top, a yellow banner reads 'You are emulating Z... 'S account. To end emulation mode, click Exit Emulation'. Below the banner, there's a search bar and a 'View' dropdown menu. The 'View' dropdown is open, showing 'All assigned training' selected. Below the search bar is a table with columns: Name, Code, Priority, Assigned Date, Due Date, Last Completed Date, Expiration date, Assignment Type, and Assignment Status. One row is visible for 'eCourse:UC Laboratory Safety Fundamentals Refresher Certification'.

Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
eCourse:UC Laboratory Safety Fundamentals Refresher Certification	DAC-UCLSFRE-UCLLOL0019-ECO		9/23/2019	9/23/2022	9/24/2019	9/23/2022	Required	Acquired

While in Emulation Mode, you can view the following training information for the user:

### View:

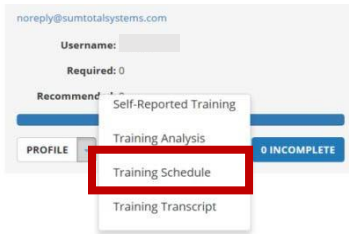
A screenshot of the 'View' dropdown menu. The dropdown is open, showing several options: 'All assigned training' (selected), 'All assigned training', 'Training assigned by job', 'Training assigned by organization', 'Training assigned directly', 'Training certifications', 'Assigned training requiring registration', 'Completed assigned training', and 'Certifications history'.

- All assigned training
- All assigned training
- Training assigned by job
- Training assigned by organization
- Training assigned directly
- Training certifications
- Assigned training requiring registration
- Completed assigned training
- Certifications history

## View Training Schedule

You can view a managed user's training schedule to see their current registrations and progress.

1. Locate the individual you wish to view.
2. Click the drop-down arrow next to the **PROFILE** button and select **Training Schedule**.



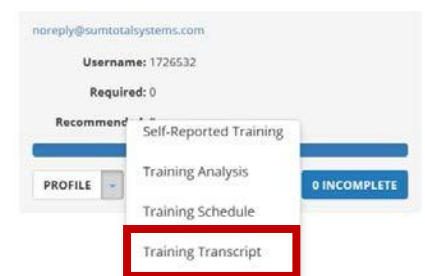
3. This will launch the **Emulation Mode**, which allows you to view Learning details about your managed users. You know you are in emulation mode by the orange banner across the top below the menu
4. Now you can see that user's registrations and other canceled, in progress or completed training.

A screenshot of the 'TRAINING SCHEDULE' page. At the top, there is a yellow banner that reads 'You are emulating [redacted]'s account. To end emulation mode, click Exit Emulation. EXIT EMULATION X'. Below the banner, the page title is 'TRAINING SCHEDULE'. A sub-header says 'This is a list of current training activities for which you are registered.' There is a search bar with a magnifying glass icon. Below the search bar, there are several tabs: 'CURRENT/UPCOMING' (selected), 'EXPRESSED INTEREST', 'PENDING SIGNATURES', 'COMPLETED', 'CANCELED', 'WAITING LIST OR PENDING APPROVAL', and 'LEARNER ATTACHMENTS'. Under 'CURRENT/UPCOMING', there are sub-tabs: 'ALL', 'ONGOING ACTIVITIES' (selected), 'UPCOMING ACTIVITIES', 'FIXED DURATION ACTIVITIES', and 'COMPLETION REQUESTED ACTIVITIES'. On the right, it says 'Displaying 1 of 1 Records' with filters for 10, 25, 50, and 100. Below the tabs, there are buttons for 'Export To Excel', 'Print', 'Cancel Registration', and 'View Calendar'. A table is shown with columns: 'Activity Name', 'Status', 'Code', 'Region', 'Start Date', 'End Date', and 'Actions'. One row is visible: 'UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors eCourse Certification' with status 'IN PROGRESS' and code 'SVSAST-DA-ECO-UC'. An 'OPTIONS' button is next to the row.

## Training Transcript

To view all completed training for a managed user, you can view their training transcript.

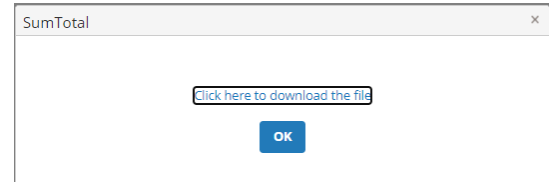
1. Locate the user you wish to find out more information about using the User Search function.
2. Click the drop-down arrow next to the white **PROFILE** button
3. Click **Training Transcript**.
4. This will launch **Emulation mode**, which allows you to view Learning details about your managed users. You know you are in emulation mode by the orange banner under top menu bar.
5. You will be taken directly to that user's transcript. Select the timeframe you wish to review using the year or date range filters. Note the default view is for one year.



You can view the transcript or individual certificates of completion and export them to PDF.





To export the training transcript to PDF:

1. Click **Export to PDF** in the top right corner.
2. Click the link to download the PDF
3. The PDF will open in a new window.



To export individual certificates to PDF:

1. Click the certificate logo next to the course name.
2. Click **Export to PDF** and follow the steps above.

ACTIVITIES								
Activity	Estimated Credit Hours	Start Date	Completion Date - Expiration Date	Score	Grade	Attended Duration	Code	
 eCourse: UC Cyber Security Awareness Training - Refresher		12/22/2016	12/22/2016 - 12/22/2017			Days: 0, Hours: 0, Minutes: 31, Seconds: 17	SECURITY-RE-OP-ECO	
 ILT Class: Open Session Staff Training 2016-17 Goal Setting		11/10/2016	11/10/2016				UCOP_GS_Staff1617_OP110616	
 eCourse: UC HIPAA Privacy and Security Training		7/18/2016	7/18/2016 - 7/18/2018			Days: 0, Hours: 0, Minutes: 12, Seconds: 20	OP_HIPAA	
 eCourse: UC Sexual Violence and Sexual Harassment		7/18/2016	7/18/2016 - 7/18/2018	100	100	Days: 0, Hours: 2,	AB1825-OP-ECO-2016	

## Register Users

A manager can register their managed users for courses. It is recommended to register users for in-person training and assign online training. **To register managed users:**

1. Locate the activity you wish to register by using either the **Catalog** or **Search** function.
2. Click the Ellipsis (More Options) to the right of the course title and select **Register Others**.

Filter Results Clear All 20 of 138 results for "construction safety orientation" Sort By: Best Match

More Actions

- Start
- View Details
- Add To Development Plan
- Manage Assignments
- Register Others

3. If this is an online course, click **Continue** to add users. If this is an in-person training, you will need to select the offering you wish them to attend first before you can click **Continue**.

Select Activities Available Capacity: Unlimited

eCourse : Construction Safety Orientation Available Capacity: Unlimited

**CONTINUE**

---

Select Users

**CANCEL** **SUBMIT** **RESET**

4. Click **Add** under Available Users to locate the users you wish to register.

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You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

**BIO SAFETY: BLOODBORNE PATHOGE...**

Select Activities Available Capacity: Unlimited

eCourse : Biosafety: Bloodborne Pathogens Training and Annual Refresher Available Capacity: Unlimited

**CONTINUE**

Select Users Available Capacity: Unlimited

Skip registering users to activities that have not contributed to the overall completion of the activity structure

**AVAILABLE USERS** Available seats: Selected users: 0, Available users: 0, Users not in allocation: 0

**REGISTRATION** Records: 0, Available seats: Unlimited, Users pending approval: 0

**Add** Select All Clear All Remove All

5. There are several options to narrow down the users you wish to add. As Manager, the only option that will be relevant is **Select Viewable Users**.

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You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

**BIO SAFETY: BLO**

Select Activities Available Capacity: Unlimited

eCourse Available Capacity: Unlimited

**CONTINUE**

Select Users Available Capacity: Unlimited

Skip registering users to activities that have not contributed to the overall completion of the activity structure

**AVAILABLE US** Records: 0, Available seats: Unlimited, Users pending approval: 0

**Add** Select Remove All

SumTotal

Select users by organization

Select users by job

Select users by manager


Select users who require the activity

Select viewable users

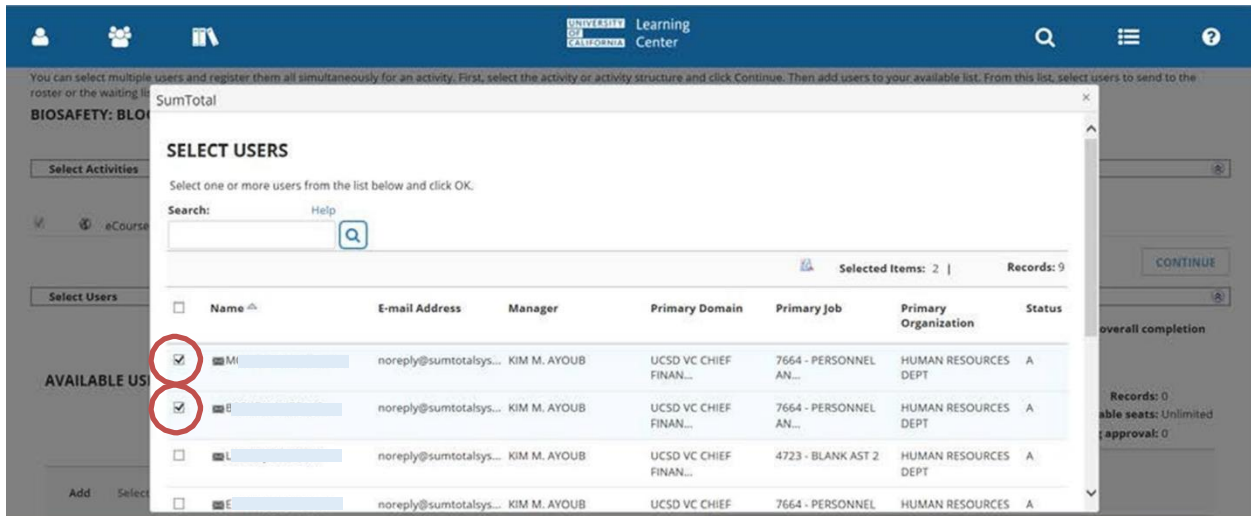
Select users by e-mail, user number, username, or NT account (separated by commas or semi-colons)

**CANCEL** **NEXT**

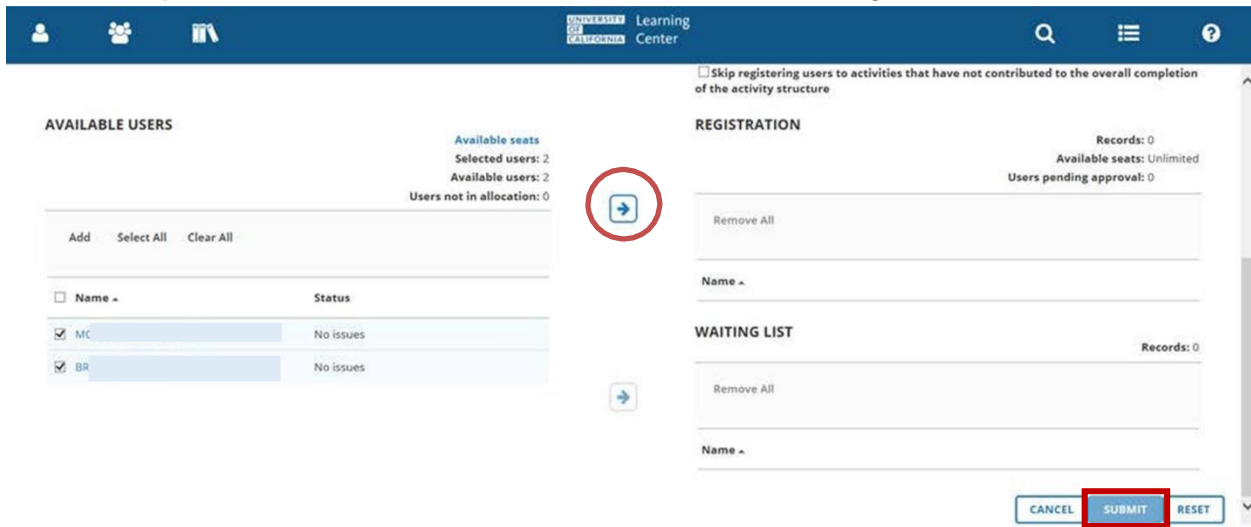
6. Click **Next**. You now have the option to:

- Type a user's name in the search box and click the  button.
- Browse the list of users for individuals you wish to register.
- Click **Select All** at the bottom of the page to select all active users or select the top box to select all users on the current page.

- Select the **check box** next to the user(s) name you wish to register. Click **OK** at the bottom to continue.



- Click the **Top Arrow Button** to move the selected users over to Registration.



- Click **Submit** once you have selected the users to be moved over.
- The users are now registered for the activity.

**Note:** If the activity is in-person they will receive an email notification of their registration. If the activity is **online** there is **no registration notification**, so you may want to inform them they need to complete the training.

## Manage Assignments

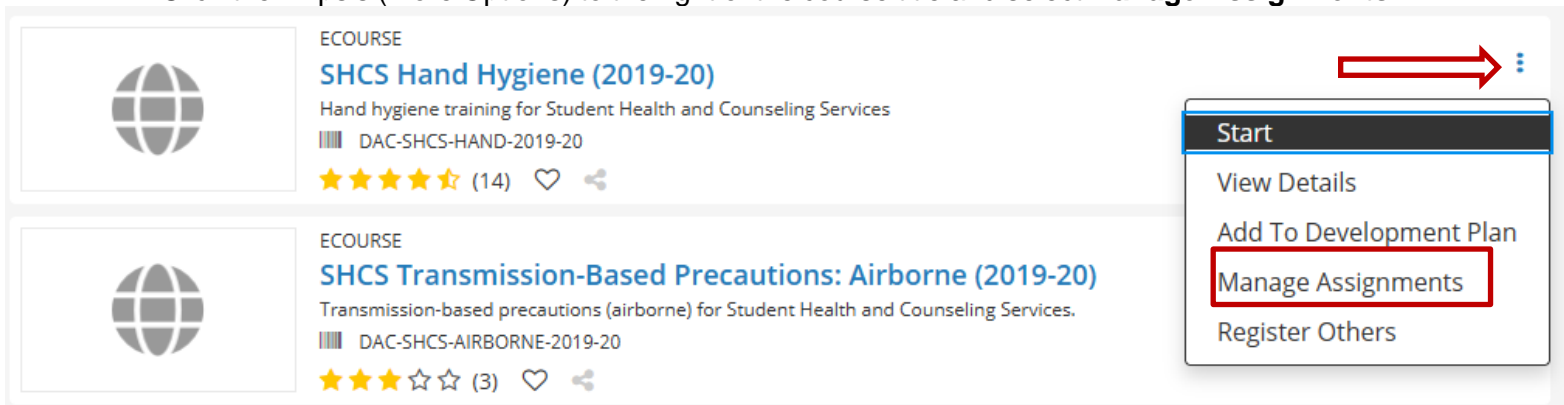
A manager can assign their managed users for courses. Manager assignments are recommended for **individual** assignments only. To assign managed users:

1. Locate the activity you wish to register by using the **Search** function.

**Note:** Be sure to select the correct search action “Learning” to look up Learning Activities.



2. Click the Ellipsis (More Options) to the right of the course title and select **Manage Assignments**.

A screenshot showing two course cards. The first card is for 'SHCS Hand Hygiene (2019-20)' and the second is for 'SHCS Transmission-Based Precautions: Airborne (2019-20)'. For the first course, a red arrow points to an ellipsis icon on the right. A dropdown menu is open for this course, listing options: 'Start', 'View Details', 'Add To Development Plan', 'Manage Assignments' (highlighted with a red box), and 'Register Others'.

3. To add a new assignment, click **Add**.

## MANAGE USER ASSIGNMENTS FOR SHCS Hand Hygiene (2019-20)

List of users assigned to this activity.

**Last Processed:** Sunday, July 25, 2021 3:31:08 AM PDT

Current Assignments ▼

**Add**

 Print  Export

Direct Reports ▼

Direct Reports

**All Viewable Users**

You either do not have any direct reports or none of your direct reports are currently assigned to this activity.

**EDIT**

**REMOVE**

▸ Assignment

▸ Assignment Type

▸ Assignment By

- Select the user(s) you wish to assign the activity to (**Note:** You may need to click All Viewable Users if you do not have Direct Reports) and click **Next**.

Manage Assignments

### SELECT USERS

Select either one or all users to set assignment options.

Search

[Direct Reports](#)  
[All Viewable Users](#)

<input type="checkbox"/>	Name	User Number	Primary Job	Manage
<input type="checkbox"/>	K		CV JOB	
<input checked="" type="checkbox"/>	M	1970431	0520 - SYS ADM 4	RICHARD

- Set the **Type** (Required or Recommended) and choose a **Start Date**

Manage Assignments

### EDIT ASSIGNMENTS FOR Hand Hygiene

Select either one or all users to set assignment options.

Select: All | None    Sort by: Name

Name	Type	Status	Due Date
N	Recommended	Assigned	No Due Date

**Assignment Options:**  
Selected users (1)

**Type:**  
 Required  
 Recommended  
 Ignore Previous Completions

**Start Date:**  
 Today  
 Days from today  
 On

**Time zone:**  
UTC

**Priority:**  
None

- Scroll down to set the **Due Date** and click **Apply to Selection**, then click **Done**.

**Due Date:**  
 No Due Date  
 Within 30 Days  
 By

**Time zone:**  
UTC

**Assignment Notes:**

**Status:**  
Assigned



- Under the **Manage Assignments** screen, you can **Edit** or **Remove** the assignment.

Manage Assignments

**MANAGE USER ASSIGNMENTS FOR** Hand Hygiene

List of users assigned to this activity.

Search [ ] [ ]

Last Processed: Wednesday, June 21, 2017 9:32:52 PM PDT Current Assignments [ ]

Refresh Add Print Export

All Viewable Users [ ]

Show all assignments (2)

Filter by:

- Assignment Status
- Assignment Type
- Assignment By

<input type="checkbox"/>	Name	User Number	Assignment Date	Due date	Priority	Type
<input type="checkbox"/>	AN		6/21/2017	7/22/2017	Require	
<input type="checkbox"/>	AN		2/24/2016	-	Recomm	

Records 1-2 of 2 Page 1 of 1

EDIT REMOVE

**Check the box** next to the activity you wish to edit or remove, then click the **EDIT** or **REMOVE** button below the activity list.

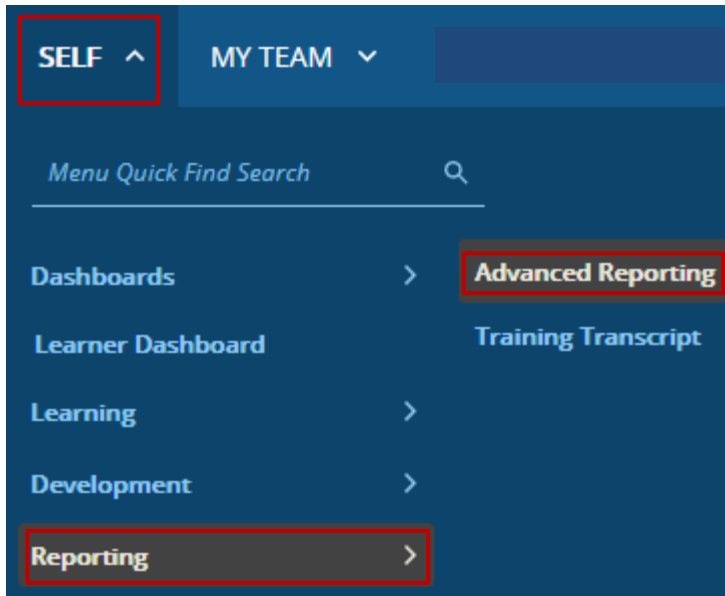
**Note:** Users should receive an assignment notification later that night. If you need to assign training to staff based on job code / department and want to include transfers/new hires in the future, please contact the appropriate training group of the activity to setup an **Audience** to make the assignment.

## Advanced Reporting - Campus

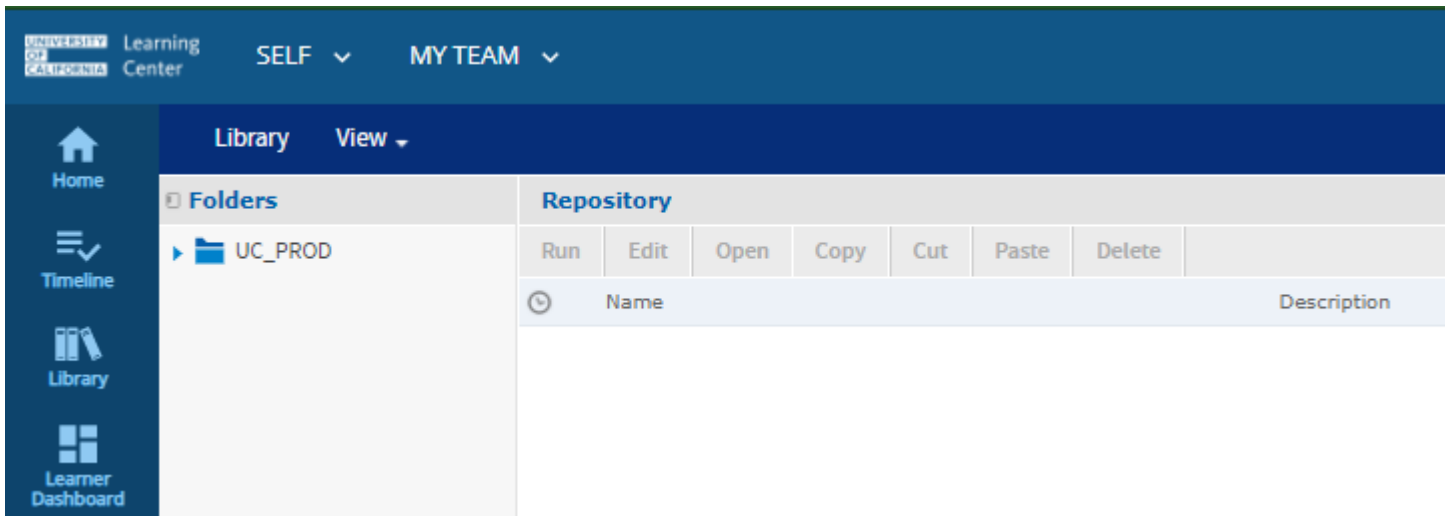
In preparing reports, supervisors can confirm their employees' training status in a few ways. The easiest is to run an "UCD Campus Assigned Training Status Report" through their Advanced Reporting dashboard in the UC Learning Center (<http://lms.ucdavis.edu>). There are several report templates in the UCD Campus Folder to choose from.

- Click the **Self** menu (upper left-hand corner of screen), click **Reporting**, and then click **AdvancedReporting**.



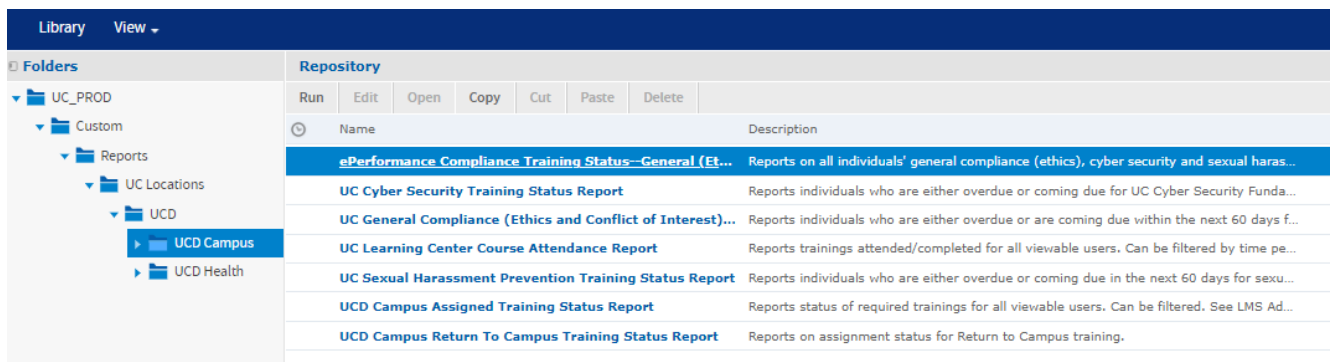


2. Your screen should now display the Advanced Reporting dashboard:



3. Expand the folder list on the left-hand side of your screen to reach the **UCD Campus** folder:

UC\_PROD > Custom > Reports > UC Locations > UCD > UCD Campus



4. Click the name of the report you wish to run

**UCD Campus Assigned Training Status Report** Shows all individuals' assigned training status. This guide uses ePerformance Compliance Training Status—Cyber and Sexual Harassment Prevention Report as an example.

5. Once your report appears, you can export it **or** Sort/Filter within the LMS report by clicking on the column title

## To Export:

Click the export icon and choose the desired format (e.g. Excel).



The screenshot shows the top navigation bar with the title "ePerformance Compliance Training Status--General (Ethics), Cyber and Sexual Harassment Prevention" and a refresh icon. Below the navigation bar is a toolbar with a "Back" button, a search icon, and a "search report" field. The main content area displays a table titled "UC General Compliance, UC Cyber Security and UC Sexual Harassment Prevention Training Status--All Employees". The table has columns for Name, Email, Position, Department, Supervisor Name, Course, Current Requirement Satisfied?, and Next Due. A red circle highlights the export icon in the toolbar, and a red arrow points to the "Excel" option in the dropdown menu.

Name	Email	Position	Department	Supervisor Name	Course	Current Requirement Satisfied?	Next Due
		004026 - SPC STDT BYA (4926 14454)	STUDENT HOUSING		UC Cyber Security Awareness Fundamentals	Yes	4/3/21
		004026 - SPC STDT BYA (4926 14454)	STUDENT HOUSING		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	3/7/22
		000483 - FUNDRAISER 5 (0483 99271)	MED:HEALTH SCIENCES DEVELOPMNT		UC Cyber Security Awareness Fundamentals	Yes	2/6/21
		000483 - FUNDRAISER 5 (0483 99271)	MED:HEALTH SCIENCES DEVELOPMNT		UC General Compliance Briefing: University of California Ethical Values and Conduct	Yes	6/19/22
		000483 - FUNDRAISER 5 (0483 99271)	MED:HEALTH SCIENCES DEVELOPMNT		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	3/11/21
		004128 - RECR PRG INSTR 2 (4128 108881)	CAMPUS RECREATION AND UNION		UC Cyber Security Awareness Fundamentals	No	1/11/19
		004128 - RECR PRG INSTR 2 (4128 108881)	CAMPUS RECREATION AND UNION		UC General Compliance Briefing: University of California Ethical Values and Conduct	No	5/15/18
		004128 - RECR PRG INSTR 2 (4128 108881)	CAMPUS RECREATION AND UNION		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	No	4/22/18
		004194 - MATERIALS MGT HC SPEC 3 (4194 108859)	CARDIAC CATHETERIZATION LAB		UC Cyber Security Awareness Fundamentals	Yes	8/27/21
		004194 - MATERIALS MGT HC SPEC 3 (4194 108859)	CARDIAC CATHETERIZATION LAB		UC General Compliance Briefing: University of California Ethical Values and Conduct	Yes	6/8/22
		004194 - MATERIALS MGT HC SPEC 3 (4194 108859)	CARDIAC CATHETERIZATION LAB		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	10/23/21

## To Sort/Filter within the LMS Report:

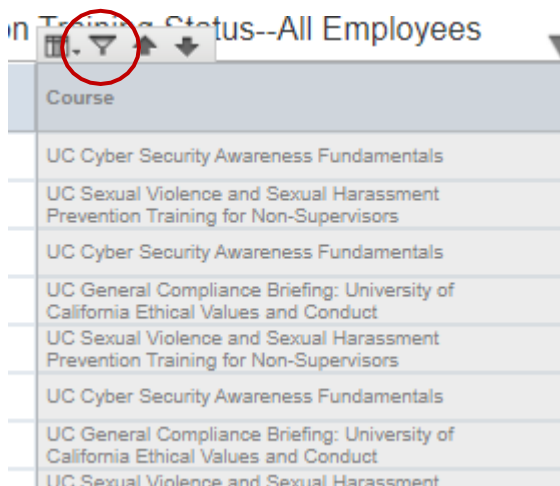
When you run the report, it will provide all data. Click on the Course Name or Course Code, or any other column title to bring up sort/filter options:



The screenshot shows the same LMS report interface as above, but with the filter icon (a funnel) in the "Course" column header highlighted with a red circle. The table data is partially visible, showing columns for Name, Email, Position, Department, Supervisor Name, Course, Current Requirement Satisfied?, and Next Due.

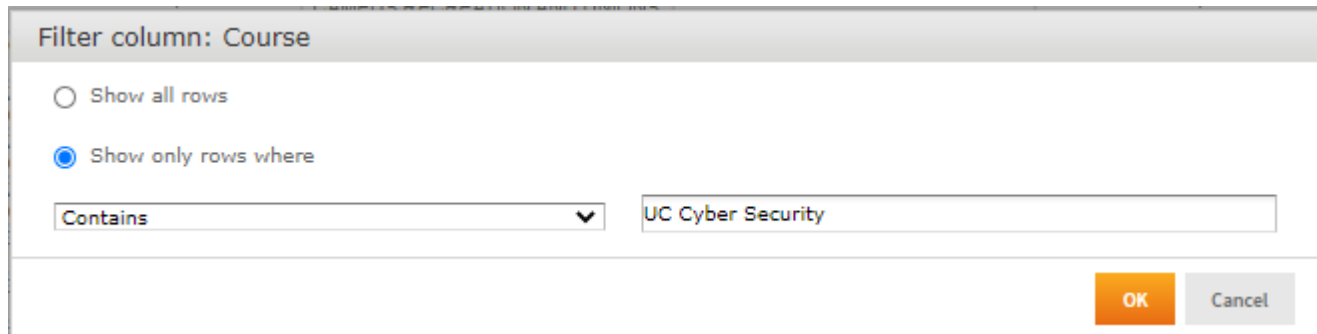
Name	Email	Position	Department	Supervisor Name	Course	Current Requirement Satisfied?	Next Due
		004026 - SPC STDT BYA (4926 14454)	STUDENT HOUSING		UC Cyber Security Awareness Fundamentals	Yes	4/3/21
		004026 - SPC STDT BYA (4926 14454)	STUDENT HOUSING		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	3/7/22
		000483 - FUNDRAISER 5 (0483 99271)	MED:HEALTH SCIENCES DEVELOPMNT		UC Cyber Security Awareness Fundamentals	Yes	2/6/21
		000483 - FUNDRAISER 5 (0483 99271)	MED:HEALTH SCIENCES DEVELOPMNT		UC General Compliance Briefing: University of California Ethical Values and Conduct	Yes	6/19/22

Click the Filter icon to bring up filter options - This example uses the "Course" column as the filter subject



The screenshot shows the filter dropdown menu for the "Course" column. The menu is open, showing a list of course names: "UC Cyber Security Awareness Fundamentals", "UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors", "UC Cyber Security Awareness Fundamentals", "UC General Compliance Briefing: University of California Ethical Values and Conduct", "UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors", "UC Cyber Security Awareness Fundamentals", "UC General Compliance Briefing: University of California Ethical Values and Conduct", and "UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors". A red circle highlights the filter icon in the table header.

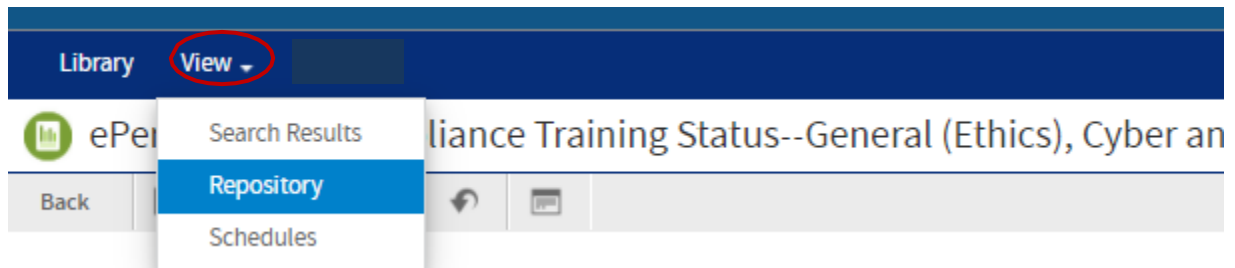
After you click the filter icon you can click “Show only rows where” you may either use “Equals” or “Contains” and use your appropriate title in place of UC Cyber Security (or, you may use a date, etc)



If you wish to filter before you export to excel, you can hover over the export icon, and then as XLSX (Once you have exported to Excel, you can sort and filter by course name or date, or even last name to see all completions for your supervised employees)

## Return to Report List

If you would like to run other reports, select View > Repository to return to the report list.

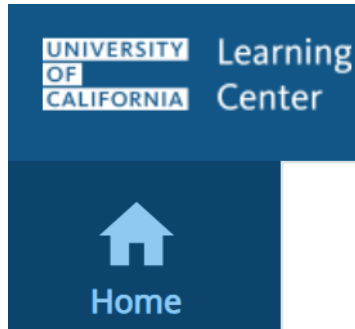


Reports you can run include:

- **ePerformance Compliance Training Status—Cyber and Sexual Harassment Prevention**  
Shows all individuals’ cyber security awareness and sexual harassment prevention status training status. (Best for identifying mandatory training compliance for Pay4Performance program.)
- **UC Cyber Security (Initial and Refresher) Training Status Report**  
Shows individuals who are either overdue or coming due for cyber security awareness training.
- **UC Learning Center Course Attendance Report**  
Use this report if you would like to view all training completed by your employees. (Can be filtered to only display trainings completed during a given time period.)
- **UC Sexual Harassment Prevention Training Status Report**  
Shows individuals who are either overdue or coming due for sexual harassment/sexual violence prevention training.
- **UCD Campus Assigned Training Status Report**  
Use this report to view the status of all training assigned to your employees.

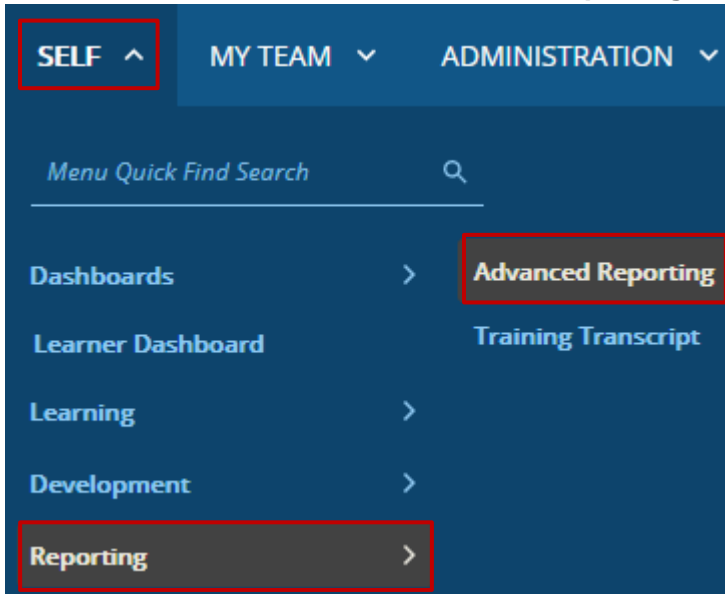
## Exit Advanced Reporting

Either click the “University of California Learning Center” logo in the top left corner of your page or you can click the HOME icon to return to your UC Learning Center homepage:

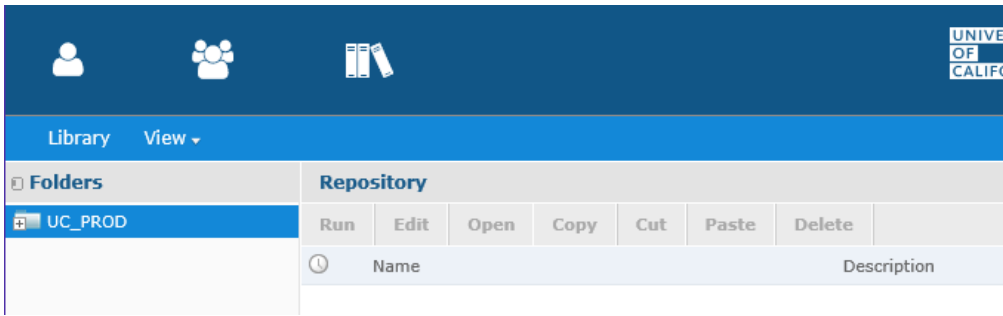


## Advanced Reporting - Health

1. Click the **Self** menu then click **Reporting**, and then click **Advanced Reporting**.



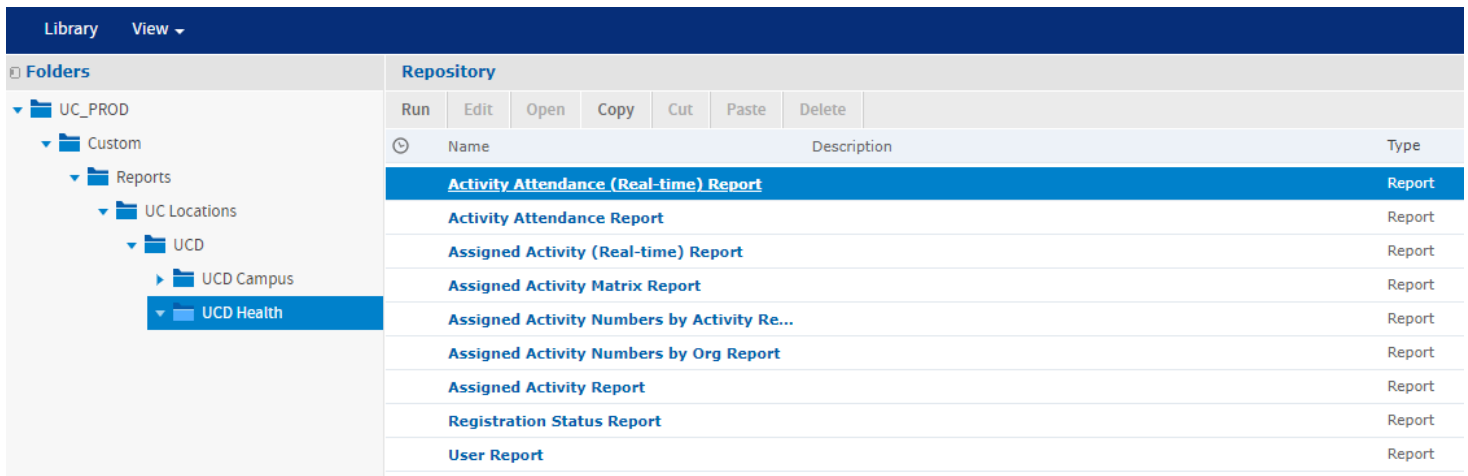
2. Your screen should now display the Advanced Reporting dashboard:



## For Health

Expand the folder list on the left-hand side of your screen to reach the UCDH folder:

UC\_PROD > Custom > Reports > UC Locations > UCD > UCD Health



## Execute Report

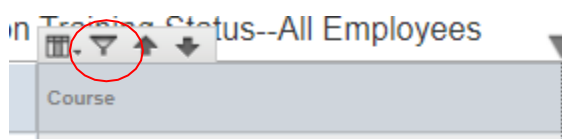
Click the report you wish to run

Name	De
<b>Activity Attendance (Real-time) Report</b>	
Activity Attendance Report	
Assigned Activity (Real-time) Report	
Assigned Activity Matrix Report	
Assigned Activity Numbers by Activity Re...	
Assigned Activity Numbers by Org Report	
Assigned Activity Report	
Registration Status Report	
User Report	

Once report appears, you can export it or Sort/Filter within the LMS report (before exporting)

### To sort/filter within the LMS Report:

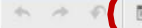
Once you run the report, it will provide all data. Left click on the Course Name or Course Code, or any column title/heading to bring up sort/filter options:



## Options

Narrow your results by applying a filter from the Options menu

Activity Attendance (Real-time) Report Data refreshed 2021-01-13 at 13:44:39

Back  100% search report

Activity Name	Activity Code	Full Name	User Name	Completion Status	Start Date	End Date
CRC 1.0 How to Work with the IRB	DAHS-CTSC-IRB-1				Jan 9, 2021	Jan 13, 2021
UC Laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1					Jan 13, 2021
UC Laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1					Jan 13, 2021
UC Laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1					Jan 13, 2021
UC Laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1					Jan 13, 2021
UC Laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1					Jan 13, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021
Nova StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT					Jan 31, 2021



**Input Controls**

Activity Code contains

End Date is on or after

Apply OK Reset Cancel Save

**To Export:**  
Click the export icon and choose the desired format (e.g. Excel).

Back  

- PDF
- Excel (Paginated)
- Excel
- CSV
- DOCX
- RTF
- ODT
- ODS
- XLSX (Paginated)
- XLSX**
- PPTX
- HSDE

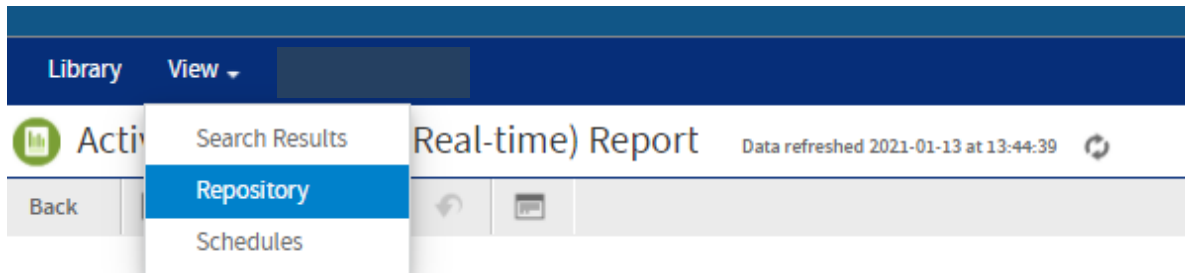
Activity Name	Activity Code
1.0 How to Work with the IRB	DAHS-CTSC-IRB-1
laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1
laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1
laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1
laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1
laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1
laboratory Safety Refresher	DAC-UCLSFRE-UCLLO0019-ECO-v1
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT
StatStrip Checklist 2021	DAHS-NSCNOVA21-POCT

(Once you have exported to Excel, you can sort and filter by course name or date, or even last name to see all completions for your supervised employees)



## Return to report list

If you would like to run other reports, select View > Repository to return to the report list.



## Contacts

### UC Davis Campus:

- **Learning and Development**  
[sdps@ucdavis.edu](mailto:sdps@ucdavis.edu)  
530-752-1766

### UC Davis Health:

- **Learning & Development**  
[HS-T-D@ucdavis.edu](mailto:HS-T-D@ucdavis.edu)  
916-734-2676
- **Center for Professional Practice of Nursing**  
[hs-cppn@ucdavis.edu](mailto:hs-cppn@ucdavis.edu)  
916-734-9790
- **Information Technology Education**  
[hs-itedu@ucdavis.edu](mailto:hs-itedu@ucdavis.edu)
- **Help Desk**  
916-734-HELP (4357)