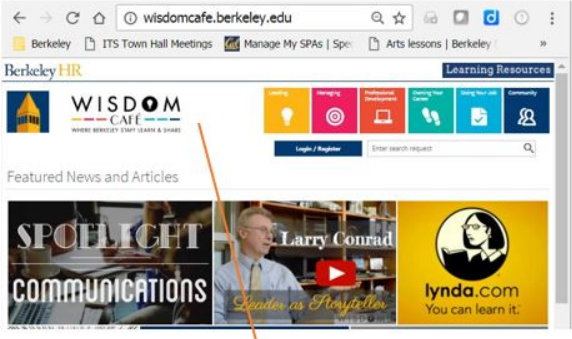

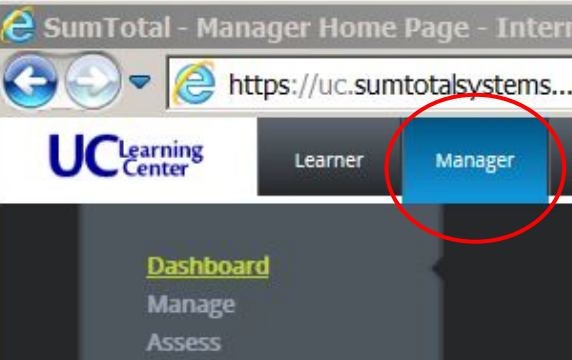


# How Managers Check Compliance Status

Please follow these steps to verify that required learning activities have been completed by your direct reports in the UC Learning Center LMS.

<p>1. Go to <a href="http://wisdomcafe.berkeley.edu">http://wisdomcafe.berkeley.edu</a> scroll to the footer</p>	 <p>The screenshot shows the website <a href="http://wisdomcafe.berkeley.edu">wisdomcafe.berkeley.edu</a>. The footer area contains a navigation menu with the following items: Login / Register, Announcements, UC Learning Center, About the Community, Contact Us, e-Learn Courses &amp; Videos, Leading Managing, Professional Development, Owning Your Career, Doing Your Job Community, and Berkeley. An orange arrow points from the 'UC Learning Center' link in the footer to the next screenshot.</p>
<p>2. Click on the “UC Learning Center” link</p>	 <p>The screenshot shows the UC Learning Center website. The 'Manager' tab is highlighted with a red circle. Below the navigation bar, the 'Dashboard' link is visible.</p>
<p>3. Once in the UC Learning Center hover your mouse pointer on the “Manager” tab and click on the “Dashboard” link.</p>	 <p>The screenshot shows the UC Learning Center Manager Dashboard. The 'Dashboard' link is highlighted in green. Below it, the 'Manage' and 'Assess' links are visible.</p>

4. Expand the Exception Report bar if no employee records appear at the bottom of the page.

The screenshot displays a software interface for an 'Exception Report'. At the top, there are tabs for 'Manager' and 'Administrator', and a search box for 'Manager Name'. Below this is a section titled 'Exception Report' with a refresh icon and a timestamp 'Last updated: 6/14/2017-9:55 PM PDT'. Underneath, there are two pie charts labeled 'LEARNING ACTIVITIES': 'DIRECT REPORTS' and 'DIRECTREPORTS + OTHERS'. The main content area is titled 'USERS (18) ACTIVITIES' and includes a search bar, 'Print' and 'Export' buttons, and a 'Direct Reports' filter. Three employee cards are shown:

Employee	Username	Required	Recommended	Completion %	Incomplete
Employee A	19846	2 (2 Certifications)	3	16.7%	5
Employee B	769092	0	0	100%	0
Employee C	1773634	0	2	66.7%	2

An 'Actions' dropdown for Employee A is expanded, showing 'Employee View' (highlighted with a red arrow) and 'Transcript' options. Below the cards, another user entry is partially visible with Username: 1658184.

5. If the Required field shows "0" no further action is needed at this time.

6. If the Required field shows 1 or more, click on the Actions dropdown & select **Employee View**

7. Now that you are in employee view, look for the training sort filter located on the right.

UC Learning Center  
Learner Manager Administrator

Manager Name (Employee View)

Current Registration  
UC Sexual Violence and Sexual Harassment Certification  
More

Completed Registrations >

Pending Activities >

Certifications History >

To Do

RECENTLY LAUNCHED

eCourse SVSAST-BE-ECO-2016  
UC Sexual Violence and Sexual Harassment Prevention Training for Staff

TRAINING (5)

All Training Sort by: Due Date Ascending

eCourse In Progress SVSAST-BE-ECO-2016  
UC Sexual Violence and Sexual Harassment Prevention Training for Staff  
Assignment Type: Required Priority: Critical Due Date: 6/9/2017

eCourse ASSIGNED SECURITY-BE-ECO  
UC Cyber Security Awareness Training  
Assignment Type: Required Priority: High Estimated Duration: 55 minutes Due Date: 6/17/2017

Document ASSIGNED BECOA309  
A User Guide to the UCB Learning Center.pdf

8. Activate the dropdown arrow and Filter for **Required Certifications**

All Training Sort by: Due Date Ascending

All Training SECURITY-BE-ECO

Current Training

Upcoming Training

Assigned Training

Required

Certifications AB1825-BE-ECO-2016

9. Now scan for this individual's completion status on

a. **UC Sexual Violence and Sexual Harassment Prevention Training for Supervisors and Faculty eCourse aka AB1825-BE-ECO-2016**

- OR -

b. **UC Sexual Violence and Sexual Harassment Prevention Training for Staff eCourse aka SVAST-BE-EOC-2016**

The screenshot shows the UC Learning Center interface for a Manager. The top navigation bar includes 'Learner', 'Manager', and 'Administrator'. A search bar and a dropdown for 'Manager Name (Employee View)' are visible. The main content area is divided into sections: 'To Do', 'NEXT TEACHING ACTIVITY', and 'TRAINING (3)'. The 'TRAINING (3)' section lists three items:
 

- Academic (ASE) Orientation - 08/30/2017**: Status 'ACQUIRED', Priority 'High', Expiration Date '8/30/2017 9:30 AM PDT'.
- Sexual Harassment/Sexual Violence Prevention Training**: Status 'Required', Priority 'High', Expiration Date '6/8/2018', Acquired Date '6/8/2017'.
- UC Cyber Security Awareness Training**: Status 'OVERDUE', Priority 'High'.
- UC Sexual Violence and Sexual Harassment Prevention Training for Supervisors and Faculty**: Status 'EXPIRED', Priority 'Critical', Expiration Date '5/6/2017', Acquired Date '5/7/2015'.

 A red circle highlights the 'Required Certificati...' dropdown menu in the training list.

If it is **Overdue** or **In Progress** – they need to complete it.

If it is **Expired** they need to renew it.

If it is **Acquired** – no further action is needed at this time. Other “required training” such as Cyber Security - still need to be completed - but an individual’s merit increase eligibility is not contingent on date of completion.

10. Activate the arrow next to your Manager Name to navigate back to workgroup view or log out.

This close-up shows the dropdown menu for 'Manager Name (Employee View)'. The menu is open, displaying three options:
 

- Manager - log off
- Switch to workgroup view
- Employee - Change view

 A red circle highlights the dropdown arrow on the right side of the menu. A yellow arrow points to the 'Switch to workgroup view' option.