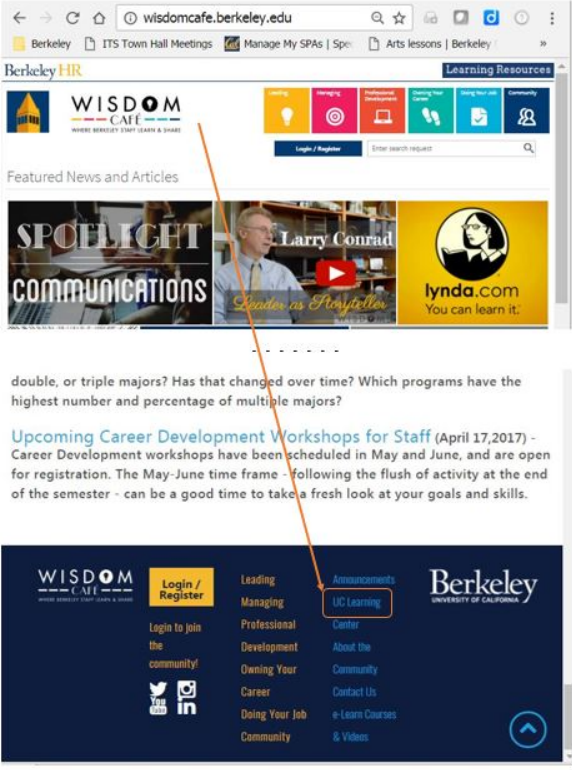
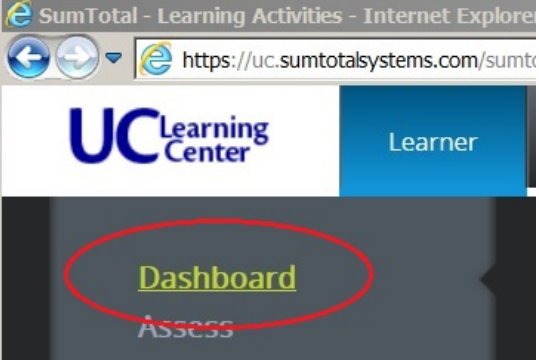
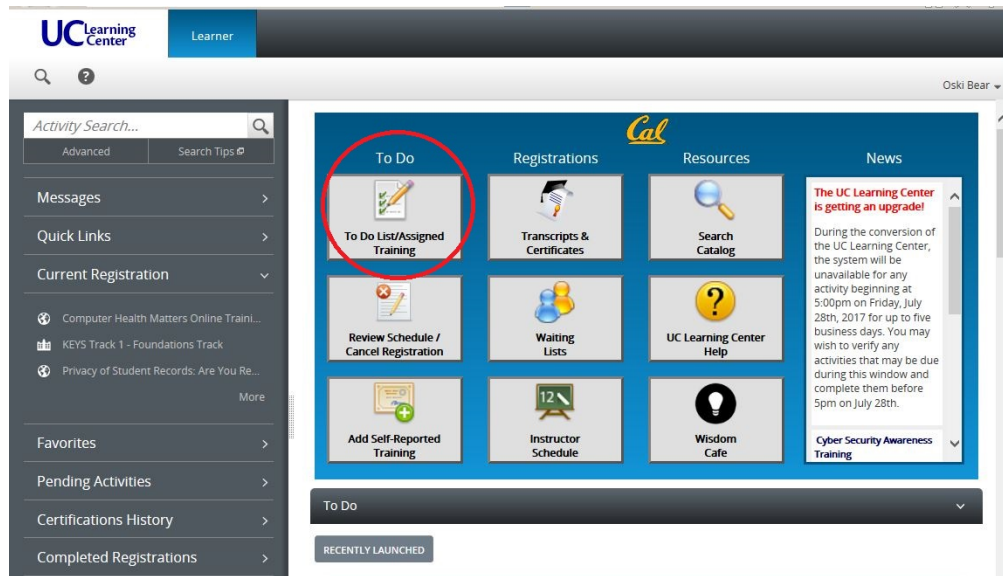


# How Staff Check Compliance Status

Please follow these steps to verify your completion status for required activities in the UC Learning Center LMS.

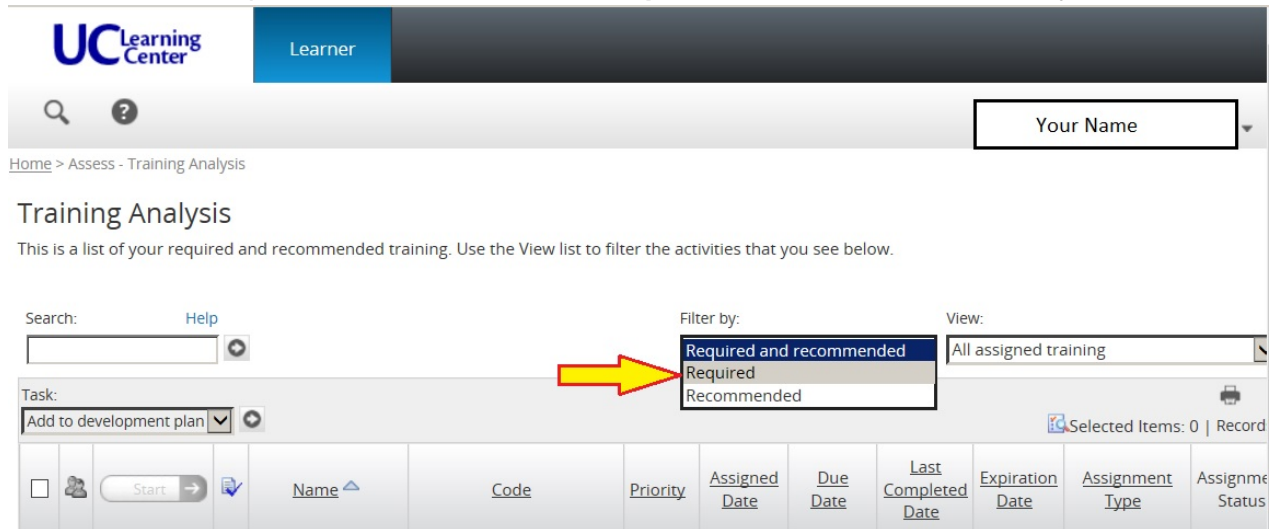
<p>1. Go to <a href="http://wisdomcafe.berkeley.edu">http://wisdomcafe.berkeley.edu</a> scroll to the footer</p>	
<p>2. Click on the "UC Learning Center" link</p>	

4. Once on your Dashboard click on the **To Do List/Assigned Training** Button



5. This passes you through to your Training Analysis Page

6. Activate the dropdown arrow and Filter for **Required Certifications** to narrow your list



7. Now scan for this individuals 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-ECO-2016**

UC Learning Center | Learner | Your Name

Home > Assess - Training Analysis

### Training Analysis

This is a list of your required training. Use the View list to filter the activities that you see below.

Search:  Help | Filter by: Required | View: All assigned training

Task: Add to development plan | Selected Items: 0 | Records: 3

		Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
<input type="checkbox"/>	Start →	Document:Sexual Harassment/Sexual Violence Prevention Training Certification	BE-SVSA-Letter	High	3/21/2017	3/28/2018	3/28/2017	3/28/2018	Required	Acquired
<input type="checkbox"/>	Start →	eCourse:UC Cyber Security Awareness Training - Refresher Certification	SECURITY-RE-BE-ECO	High	5/4/2017	5/4/2018	5/4/2017	5/4/2018	Required	Acquired
<input type="checkbox"/>	Start →	eCourse:UC Sexual Violence and Sexual Harassment Prevention Training for Staff Certification	SVSAST-BE-ECO-2016	Critical	3/21/2017	4/24/2017			Required	Overdue

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 individuals’ merit increase eligibility is not contingent on date of completion for this cycle.

8. If you need to complete training click on the Start button

Start →

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