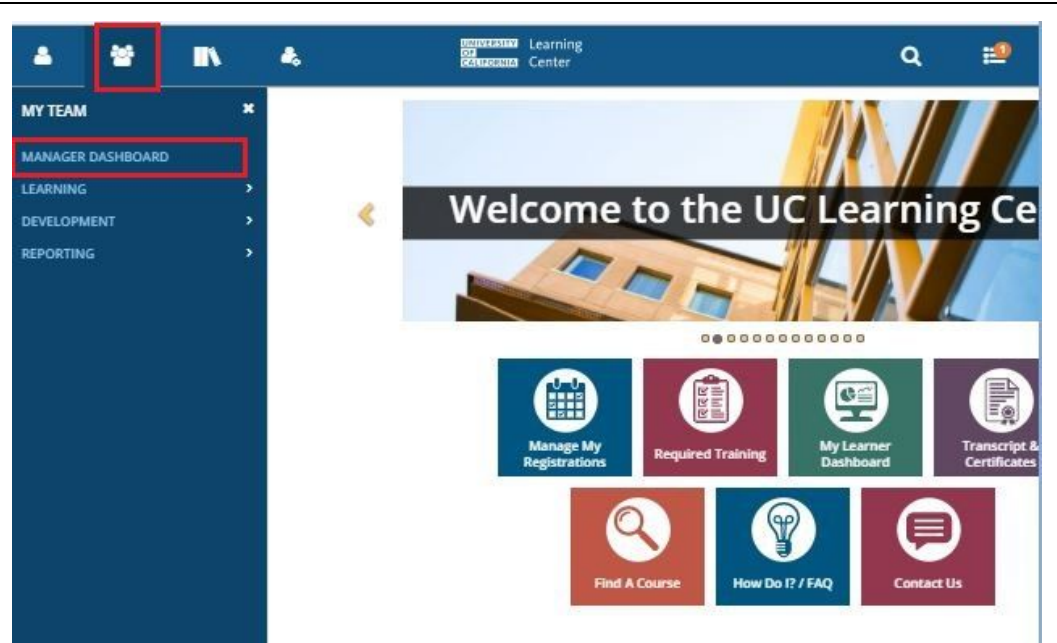


How to Access My Team Reports

To get to the learning center, go to: <https://uc.sumtotal.host/Core/dash/home?domain=4>

Click on the My Team icon in the top menu bar, then select **MANAGER DASHBOARD** to see a composite view of your direct reports.

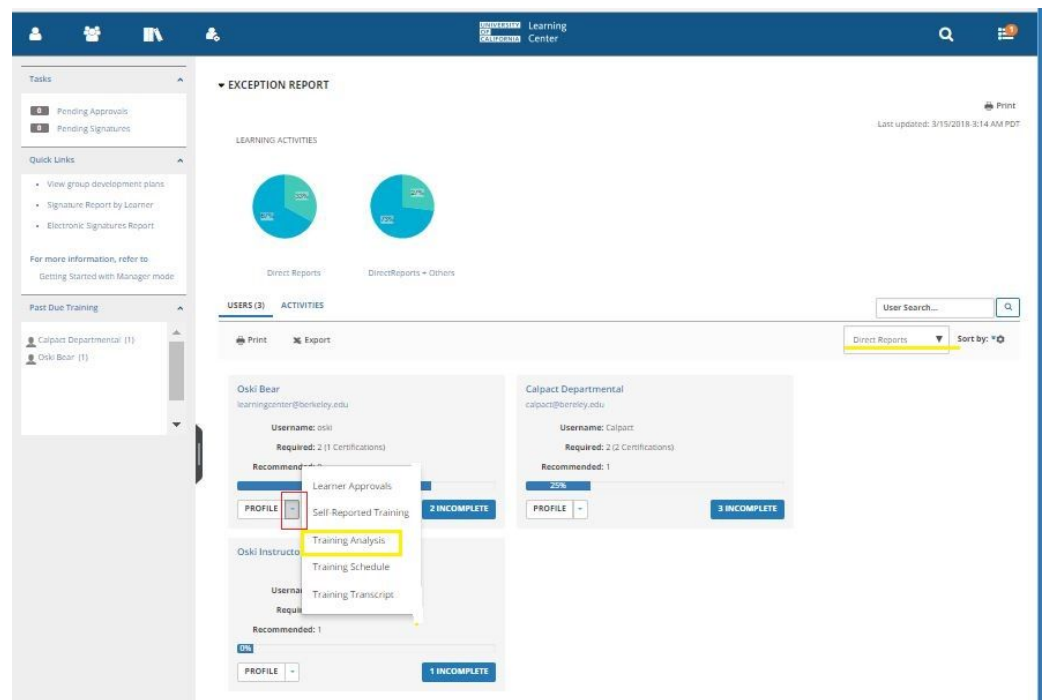


This will open to show your direct reports.

Use the scroll bars as needed to navigate to additional names.

The **PROFILE** drop down allows you to pass through to various reports.

The **Training Analysis** report passes you through to the individuals **“Required and Recommended”** summary.



You'll know you are observing records the way your employee sees them because of the eyeball icon which appears in the corner.

If you'd like to shorten the list displayed, activate the "Filter by;" drop down arrow to display "Required".

Now with the shorter list, look at course names and last completed dates.

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

Search: Help

Filter by:

Task:

Selected Items: 0 | Records: 8

Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
Document: User Guide to the UCB Learning Center.pdf	BECOA309		4/13/2017		5/13/2011		Recommended	Attended
eCourse: Privacy & Policy Fundamentals	BEIO003		6/12/2012	2/14/2011	6/21/2017		Required	Attended
eCourse: Privacy & Policy Fundamentals Course Certification	BEIO008		6/12/2012		6/21/2017		Required	Acquired
eCourse: Security Fundamentals	BEIO004		6/12/2012	2/14/2011			Required	Overdue
eCourse: Security Fundamentals Course Certification	BEIO007		6/12/2012				Required	Assigned
Document: Sexual Harassment/Sexual Violence Prevention Supplemental Training Certification	BE-SVSA-Letter	High	4/17/2017	4/26/2018	4/26/2017	4/26/2018	Required	Acquired
eCourse: UC Cyber Security Awareness Training - Refresher Certification	SECURITY-RE-BE-ECO	High	6/13/2017	6/13/2018	6/13/2017	6/13/2018	Required	Acquired
eCourse: UC Sexual Violence and Sexual Harassment Prevention Training for Staff Certification	SVSAST-BE-ECO-2016	Critical	4/17/2017	5/1/2018	5/1/2017	5/1/2018	Required	Acquired

Delivery Method Legend

Reminders are sent in advance in hopes that people will renew their certification *before* it expires.

Some people mistake seeing "Acquired" status to mean they don't need to take the training. That's not the case.

If they don't complete training by the expiration date, their status will flip to "Expired" and you as their supervisor will also be notified.

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:

Task:

Selected Items: 0 | Records: 7

Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
eCourse: Privacy & Policy Fundamentals	BEIO003		6/12/2012	2/14/2011	6/21/2017		Required	Attended
eCourse: Privacy & Policy Fundamentals Course Certification	BEIO008		6/12/2012		6/21/2017		Required	Acquired
eCourse: Security Fundamentals	BEIO004		6/12/2012	2/14/2011			Required	Overdue
eCourse: Security Fundamentals Course Certification	BEIO007		6/12/2012				Required	Assigned
Document: Sexual Harassment/Sexual Violence Prevention Supplemental Training Certification	BE-SVSA-Letter	High	4/17/2017	4/26/2018	4/26/2017	4/26/2018	Required	Acquired
eCourse: UC Cyber Security Awareness Training - Refresher Certification	SECURITY-RE-BE-ECO	High	6/13/2017	6/13/2018	6/13/2017	6/13/2018	Required	Acquired
eCourse: UC Sexual Violence and Sexual Harassment Prevention Training for Staff Certification	SVSAST-BE-ECO-2016	Critical	4/17/2017	5/1/2018	5/1/2017	5/1/2018	Required	Acquired

Notices to renew workshops are sent to the employee 30 and 15 days prior to expiration

Notices are sent to the employee and copied to their supervisor when certification Expires, and again at 15 and 45 days post expiration.

Delivery Method Legend

To go back to manager view, click on the eyeball icon to [Exit Emulation](#).

TRAINING ANALYSIS
This is a list of your required training. Use the V

Search: Help

Oski Bear

[Exit Emulation](#)

DASHBOARDS

PROFILE