

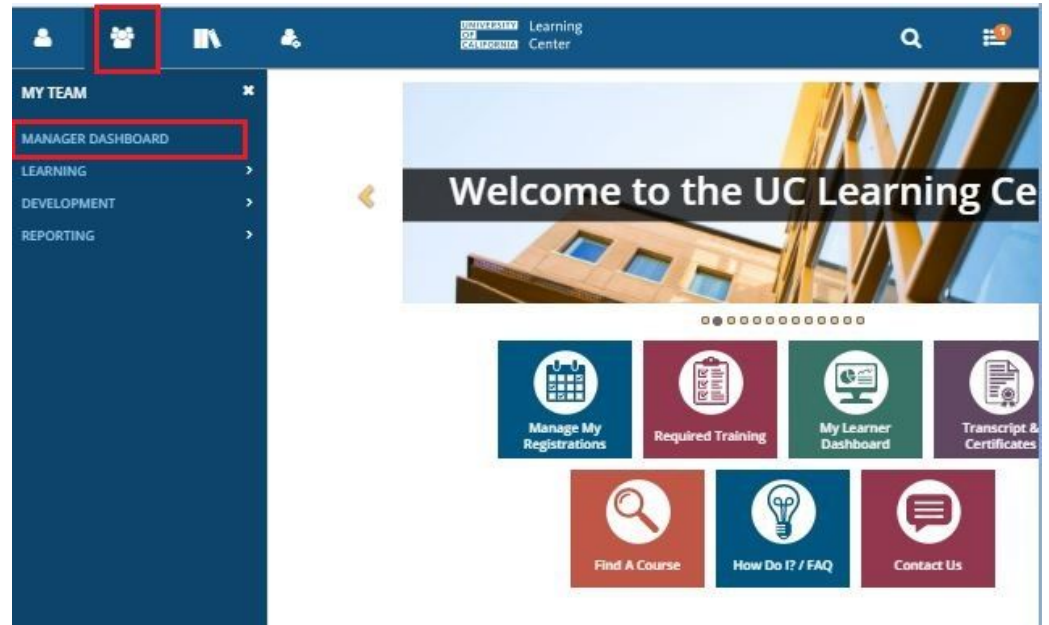
How to View the Compliance Status of your Direct Reports

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

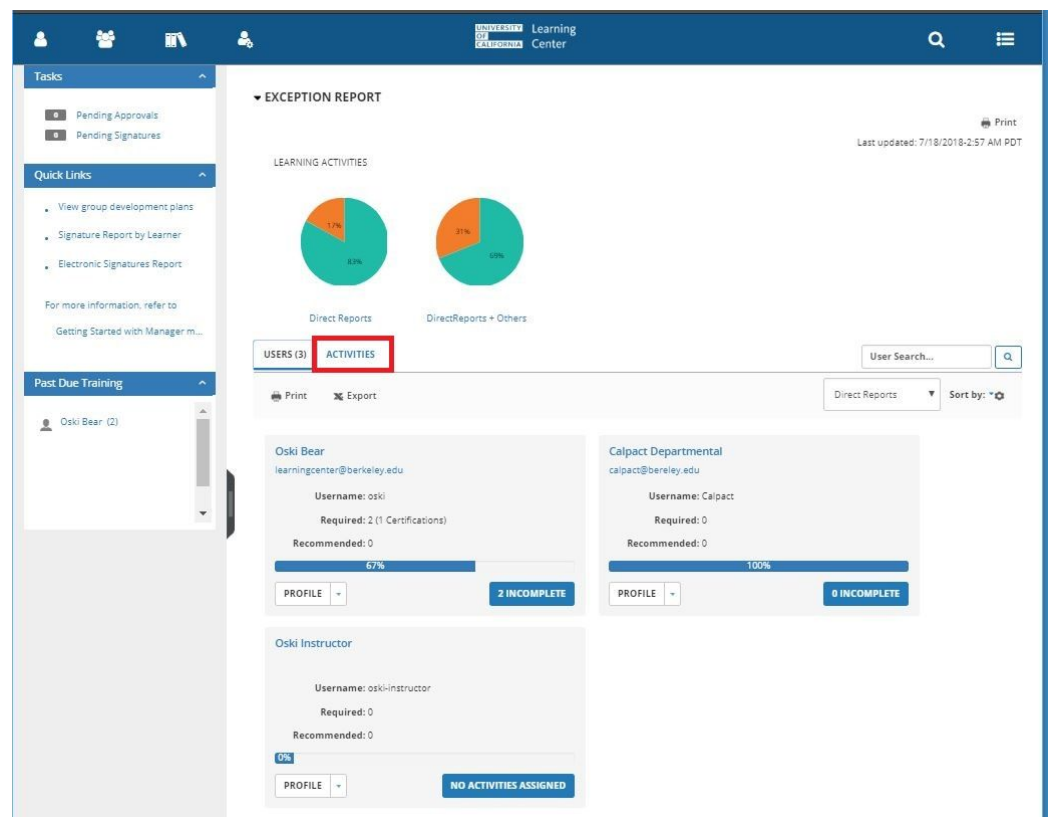
to see a composite view of your direct reports.



This will open to show your direct reports and their overall training completion status.

You can click on **INCOMPLETE** to see what training remains if anyone is not listed as 100%.

For more information, you can also move from the default (**USERS** view) to **ACTIVITIES** view.



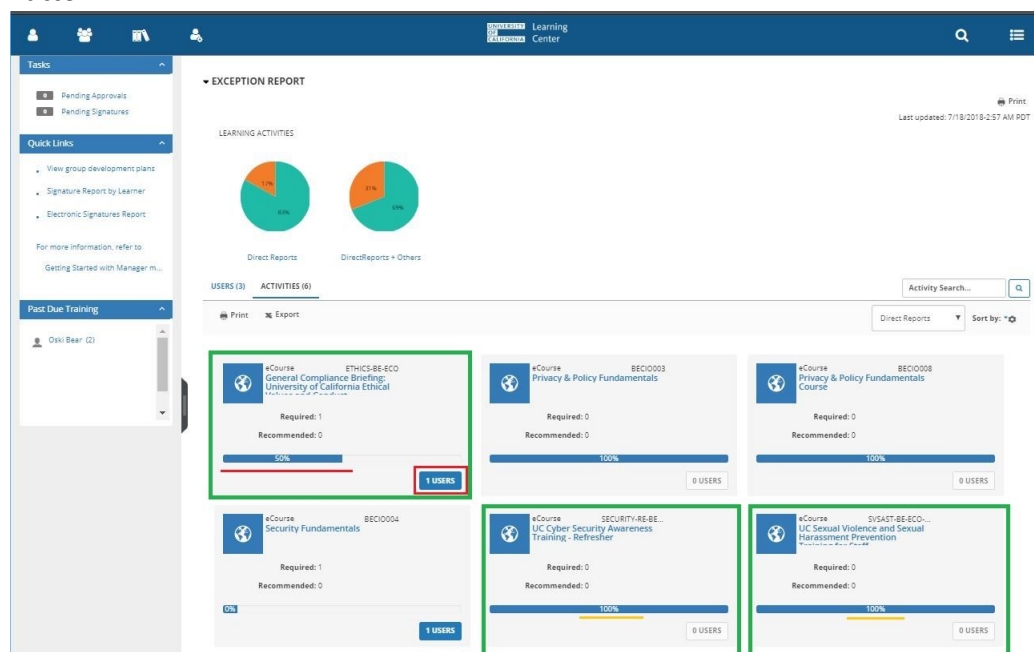
Once in **ACTIVITIES** view, you should focus on the 3 compliance workshops:

- General Compliance Briefing: UC Ethical Values and Conduct
- UC Cyber Security Awareness Training
- UC Sexual Violence and Sexual Harassment Prevention Training

Again, if you see 100% - your direct reports are in compliance.

If a topic has < 100% - click on the **USER** button.

Button



The DETAILED EXCEPTION Report will show you the names of those who still need to complete training.

The screenshot shows the 'DETAILED EXCEPTION REPORT BY ACTIVITY' for 'General Compliance Briefing: University of California Ethical Values and Conduct'. The report includes a sidebar with navigation links, a main area with a progress bar (50%), and a table of user completion status. The table has columns for 'Name', 'Username', 'Assignment Type', 'Assignment Date', 'Due date', and 'Progress'. The first row shows 'Oski Bear' with username 'oski', required assignment, date 4/2/2018, due date 5/16/2018, and 0% progress. The table also includes buttons for 'REGISTER OTHERS' and 'CLOSE'.

Name	Username	Assignment Type	Assignment Date	Due date	Progress
Oski Bear	oski	Required	4/2/2018	5/16/2018	0%

Note: It's been brought to our attention there are some "Ghost" instances of outdated training requirements appearing for some people. We hope these will disappear when the system is updated over the weekend (July 21-22). If the upgrade does not resolve the matter, please know it is our intention to clear these out as soon as we can thereafter.