Berkeley People & Culture
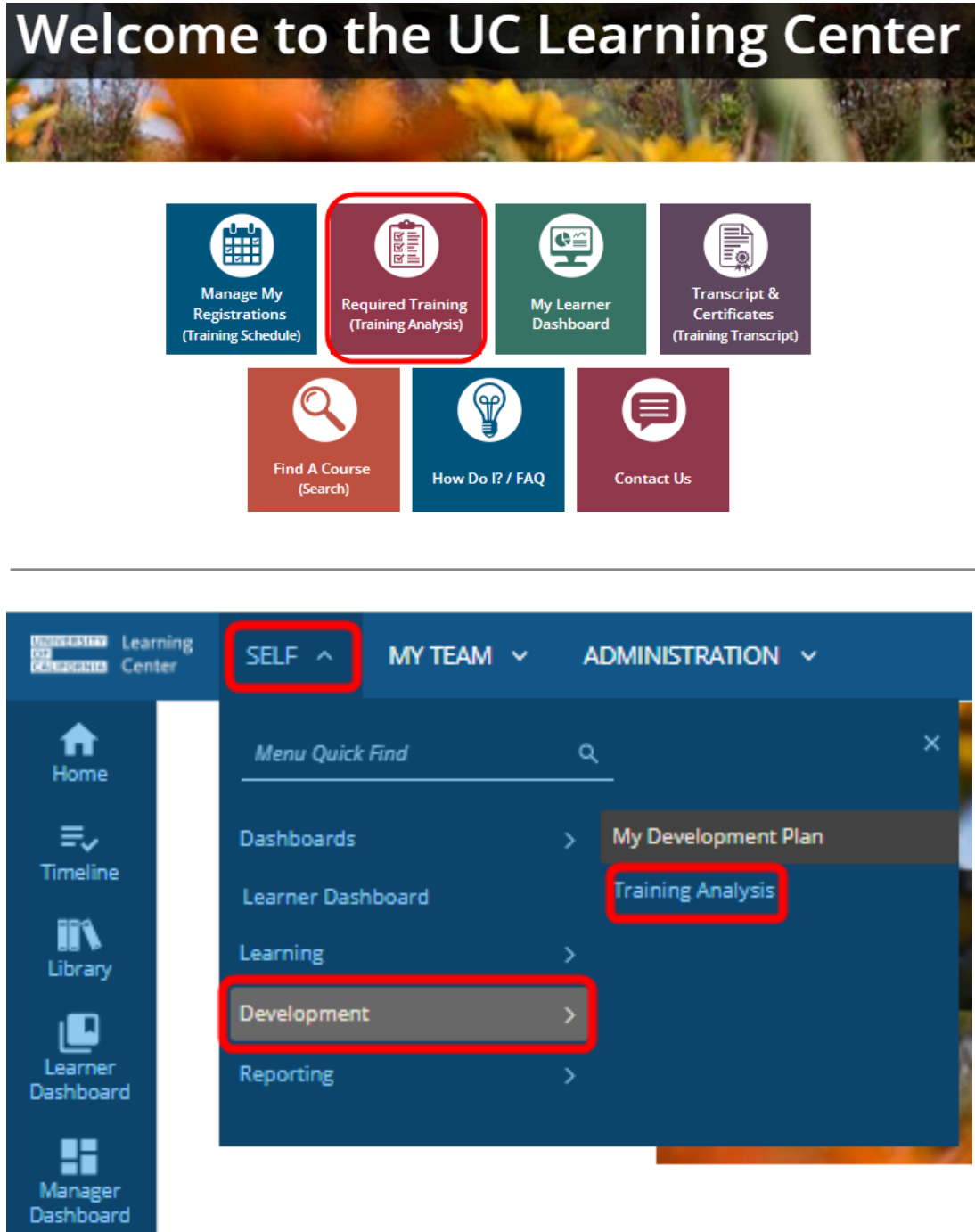
Understanding Required Courses (Training Analysis)

To get to the Learning Center, go to: *https://uc.sumtotal.host/Core/dash/home?domain=4*

Step	Screen View	Instructions
1.		The Training Analysis page shows all your required or recommended courses along with the due date and an indication of their status. To navigate here, you can click on the Required Training (Training Analysis) button on your homescreen or you can go to the Self menu > Development > Training Analysis.

	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: Required and recommended ▾ View: All assigned training ▾ Selected Items: 0 | Records: 4 <table><tr><td></td><td>Name ▲</td><td>Code</td><td>Priority</td><td>Assigned Date</td><td>Due Date</td><td>Last Completed Date</td><td>Expiration Date</td><td>Assignment Type</td><td>Assignment Status</td></tr><tr><td>☐ START</td><td>eCourse:General Compliance Briefing 2012-2013</td><td>OP_ETHICS_2013</td><td></td><td>6/1/2016</td><td>7/7/2016</td><td>6/6/2016</td><td></td><td>Required</td><td>Attended</td></tr><tr><td>☐ START</td><td>eCourse:UC Cyber Security Awareness Training - Refresher Certification</td><td>SECURITY-RE-OP-ECO</td><td></td><td>3/21/2017</td><td>6/9/2017</td><td>6/9/2016</td><td>6/9/2017</td><td>Required</td><td>Expired</td></tr><tr><td>☐ START</td><td>eCourse:UC HIPAA Privacy and Security Training Certification</td><td>OP_HIPAA</td><td></td><td>6/1/2016</td><td>6/10/2018</td><td>6/10/2016</td><td>6/10/2018</td><td>Required</td><td>Acquired</td></tr><tr><td>☐ START</td><td>eCourse:UC Sexual Violence and Sexual Harassment Prevention for Supervisors and Faculty Certification</td><td>AB1825-OP-ECO-2016</td><td></td><td>6/1/2016</td><td>8/19/2018</td><td>8/19/2016</td><td>8/19/2018</td><td>Required</td><td>Acquired</td></tr></table>	
2.	UNIVERSITY OF CALIFORNIA Learning Center SELF ▾ MY TEAM ▾ ADMINISTRATION ▾ 🏠 Home ☰✓ **Timeline** 📚 Library 📖 Learner Dashboard **TIMELINE** ALL TASKS **LEARN** ⟳ Refresh --- **TIMELINE** ALL TASKS **LEARN** ⟳ Refresh TOTAL 1 — ASSIGNED 1 — CURRENT 1 — UPCOMING 1 — REQUIRED CERTIFICATIONS 1 ECOURSE **UC Cyber Security Awareness Training - Refresher** REQUIRED Due Date: 06/09/2017 Status: Past Due Delivery Method: eLearning START ▾	The Timeline slideout also shows any incomplete, assigned activities. These will appear within the Assigned tab.

3.

Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
8/14/2019	9/28/2019	10/14/2019		Required	Acquired
3/20/2024	3/21/2025	3/21/2024	3/21/2025	Required	Acquired
3/21/2023	4/20/2023	3/22/2023		Required	Acquired
8/14/2019	6/29/2024	6/30/2023	6/29/2024	Required	Acquired
5/5/2024	6/30/2024	6/23/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended

The first section to look at is the "Assignment Status." If it says Assigned, this means that the course has not been completed. If it says "Attended" or "Acquired" it means that the course has been completed in the past.

4.

Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
8/14/2019	9/28/2019	10/14/2019		Required	Acquired
3/20/2024	3/21/2025	3/21/2024	3/21/2025	Required	Acquired
3/21/2023	4/20/2023	3/22/2023		Required	Acquired
8/14/2019	6/29/2024	6/30/2023	6/29/2024	Required	Acquired
5/5/2024	6/30/2024	6/23/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended

The next section to pay attention to is the Due Date. This was the time when you had to complete the course.

5.

Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
8/14/2019	9/28/2019	10/14/2019		Required	Acquired
3/20/2024	3/21/2025	3/21/2024	3/21/2025	Required	Acquired
3/21/2023	4/20/2023	3/22/2023		Required	Acquired
8/14/2019	6/29/2024	6/30/2023	6/29/2024	Required	Acquired
5/5/2024	6/30/2024	6/23/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended

The Last Completed Date is the last time you completed the course.

6.

Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
8/14/2019	9/28/2019	10/14/2019		Required	Acquired
3/20/2024	3/21/2025	3/21/2024	3/21/2025	Required	Acquired
3/21/2023	4/20/2023	3/22/2023		Required	Acquired
8/14/2019	6/29/2024	6/30/2023	6/29/2024	Required	Acquired
5/5/2024	6/30/2024	6/23/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/18/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended
5/5/2024	6/30/2024	3/17/2020		Required	Attended

If you have a date located under the Expiration Date column, this is the date that the course needs to be completed by.

This is also a great indicator of if a course is a recurring training.

For example, if a course has an Assignment Status of Acquired/Attended, but you have a Last Completed Date and an Expiration Date as well, that means that the course has to be retaken by the Expiration Date listed.