UC LEARNING CENTER:
Manager Guide

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Talent Development
Human Resources, UC Merced

Email: hrtraining@ucmerced.edu
Website: http://hr.ucmerced.edu

Introduction

The UC Learning Center is the web-based Learning Management System (LMS) used across the University of California for Systemwide training and development. Those who have direct reports identified in the UC Learning Center will receive the Manager Role, in addition to the standard Learner Role. In some cases, individuals may be given the Manager Role if they have been identified as needing access to manage the training of those who are not their direct reports.

With the Manager Role, you can:

- View training history and status of assigned training of direct reports
- View direct reports' current training schedule

Logging into the UC Learning Center

To log in to the UC Learning Center: https://uc.sumtotal.host/core/?domain=23

Navigation

HOMEPAGE

When you first login to the UC Learning Center, you will see the homepage. Here you can launch activities you are currently registered in, navigate to your training schedule or transcript, and use search features to locate activities you wish to take. These will all be reflected on your own account. You can also get information about your direct reports.
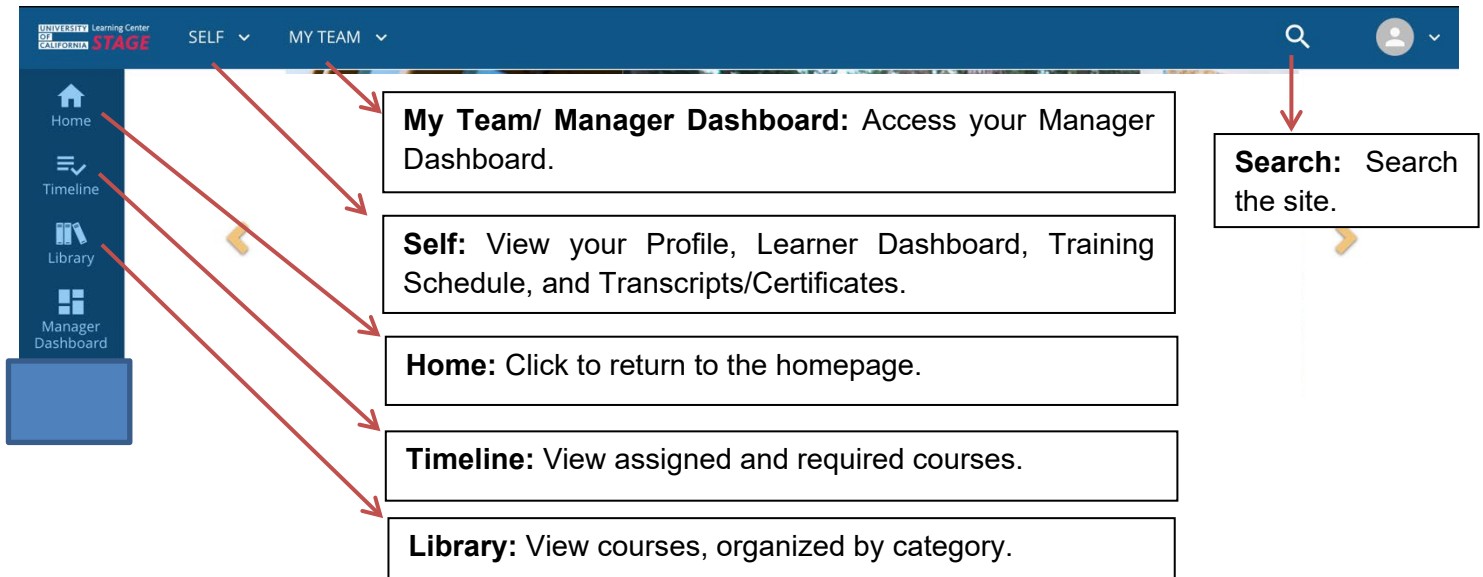
The Manager view is an enhanced version of the Learner view. For more information on Learner access, refer to the Learner Guide.

- **Manage My Registrations:** View your Training Schedule, where you can see both upcoming in-person activities you have registered to attend, as well as any online activities you are currently in progress with.
- **Required Training:** View required and recommended training.
- **Transcript & Certificates:** View transcripts for any courses you have completed in the UC Learning Center.
- **Find a Course:** Search for a course.
- **How Do I/FAQ:** Additional resources/videos to help you navigate the UC Learning Center.
- **Contact us:** How to reach your location's LMS contact.
- **My UC Career:** An online, self-directed career developmental portal.

The Top Menu will appear on every page. Hover over each icon to see where they will take you. You may not see every icon, depending on your permissions.


My Team/ Manager Dashboard: Access your Manager Dashboard.

Search: Search the site.

Self: View your Profile, Learner Dashboard, Training Schedule, and Transcripts/Certificates.

Home: Click to return to the homepage.

Timeline: View assigned and required courses.

Library: View courses, organized by category.

Using the Manager Tools

Once you have been identified as the manager of a user in the UC Learning Center, you will automatically have the **My Team** icon appear in the Top Menu. This will give you access to a **Manager Dashboard.**

MANAGER DASHBOARD

When you navigate to your **Manager Dashboard**, you will be able to see:

- A snapshot of your current exception report, which shows the overall status of your managed users' assigned training
- A list of your managed users with the status of their individual assigned training.
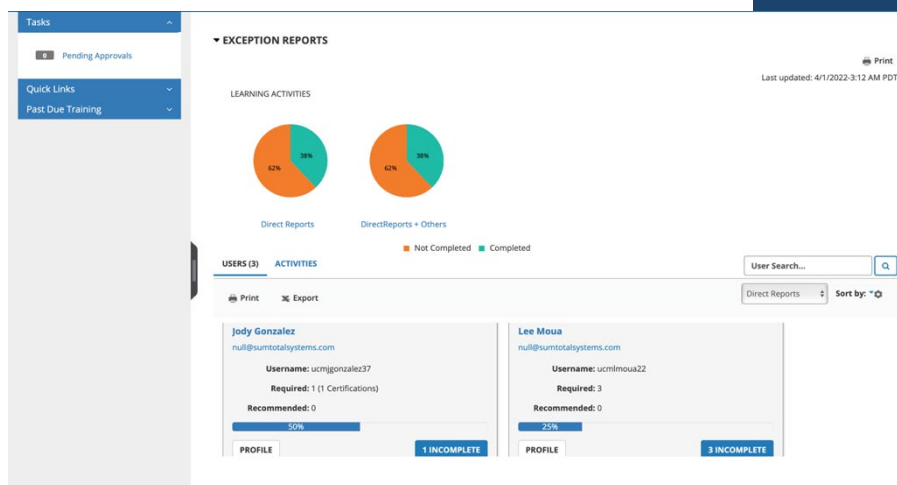
Note: Manager Dashboard is updated nightly, so if one of your users completed training after the last update, it will not appear in this view until the next update. However, the user's training transcript and schedule are displayed in real time and will show you their latest status.

VIEW MANAGED USERS

In the Manager Role, you have the ability to view information about your managed users and the progress of their assigned activities.

Your viewable users will all be displayed in tiles on your **Manager Dashboard**. You can scroll through these tiles to locate a particular individual or you can search the user by name, or sort in ascending or descending order (by name, assignment progress, etc).

You will automatically see all users you have been given access to view, either as your direct reports or as managed users whose training you are responsible for managing. If you manage more users than just direct reports, you can change your view from **Direct Reports** to **All Viewable Users** if you wish to view all viewable users.

VIEW STATUS OF ASSIGNED TRAINING

When you first enter your **Manager Dashboard** you will see an overview of your managed users and the status of their assigned training. The **Exception Report** at the top will show you the percentage of compliance your managed users are currently at for all training assigned to your managed users. For each individual, you will see the overall status of their currently assigned training. Click the blue **Incomplete** button to see a more detailed report. Remember, you can also sort this list by process.

Assigned Training by Activity

You can also see which trainings are assigned to your managed users and the overall completion of the training.

Switch from the **Users** view to **Activities** view to see all the activities that are currently assigned to your managed users. You will now see how many are still required to complete each training and the overall percentage of completion.

Click on the blue **Users** button to see who is still required to complete the training.

Individual Reports

To view a detailed report for an individual user:

1. Locate the user you wish to find out more information about.
2. Click on the blue **Incomplete** button.

This will show you an overview of the user's currently assigned training, including a list of all training that has been assigned, the due date for each training, and their overall progress in completing all assigned training.

1. Clicking the **Title** of the course will show you more information about the training.
2. Using the menu bar on the left side, you can filter the training to show only the assignment status selected (**Assigned, Overdue, Completed, Expired, Incomplete**).
3. You will see when the information was **Last Processed** in the top right corner.
4. Clicking the **Close** button will take you back to the Manager Dashboard.

DETAILED EXCEPTION REPORT BY USER Jody Gonzalez

List of activities assigned to this user.

Overall progress
50%

Search 🔍

Show all assignments (2)
Filter by:

3
Current Assignments ⇅ | **Last Processed:** Friday, April 1, 2022 3:12:05 AM PDT
Displaying 1 of 1 Records

↻ Refresh

🖨 Print   ⎋ Export

▼ Assignment Status
  Completed (1)
  Overdue (1)   **2**
  Incomplete (1)

	Activity Name ⇕	Assignment Type ⇕	Assignment Date ⇕	Due date ⇕	Expiration Date ⇕	Progress
○	▸ UC Managing Implicit Bias Series **1**	Required	2/28/2019	4/1/2019		0%

▸ Assignment Type

▸ Assignment By

4

CLOSE