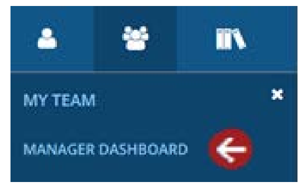
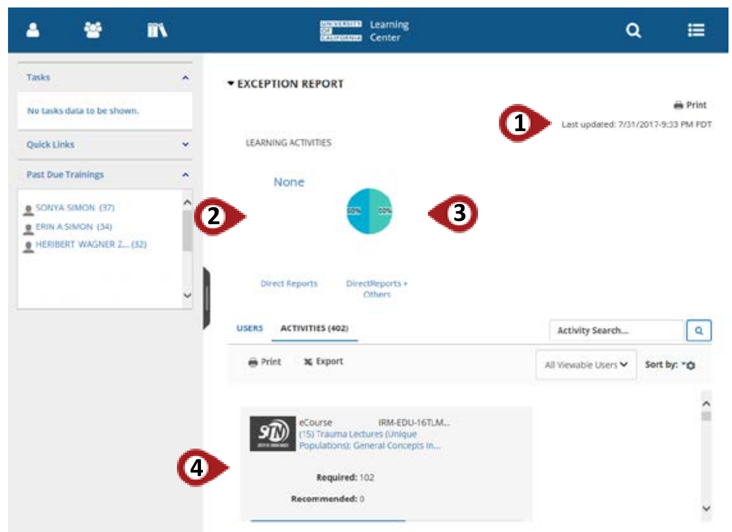
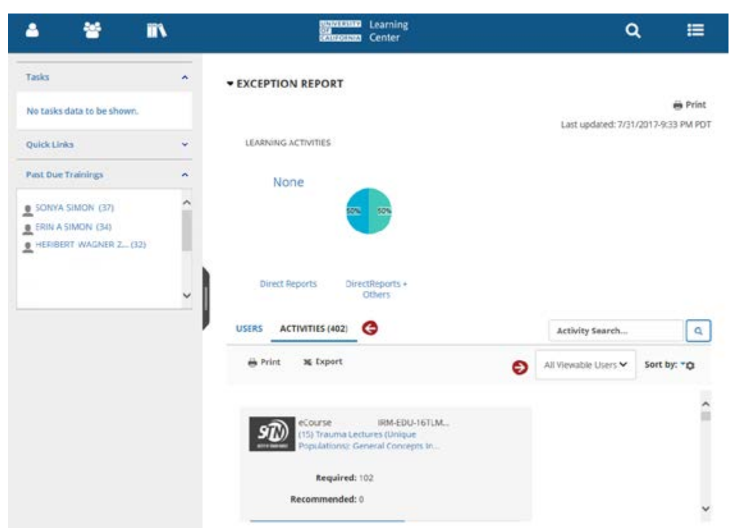
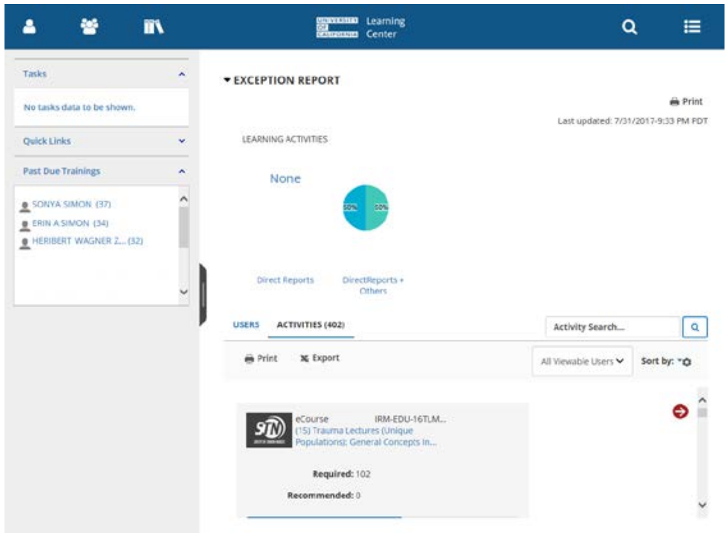
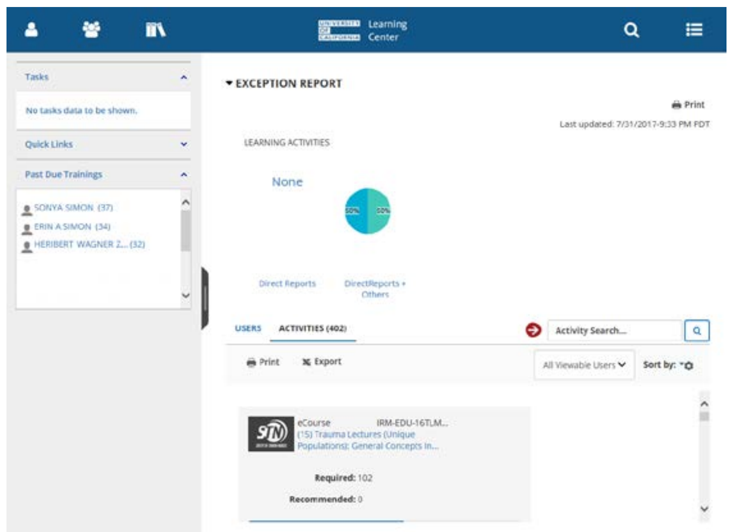
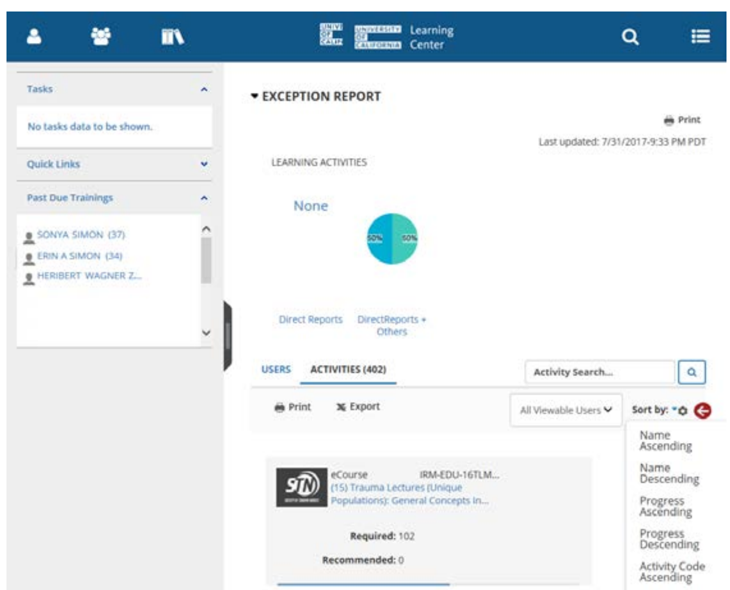
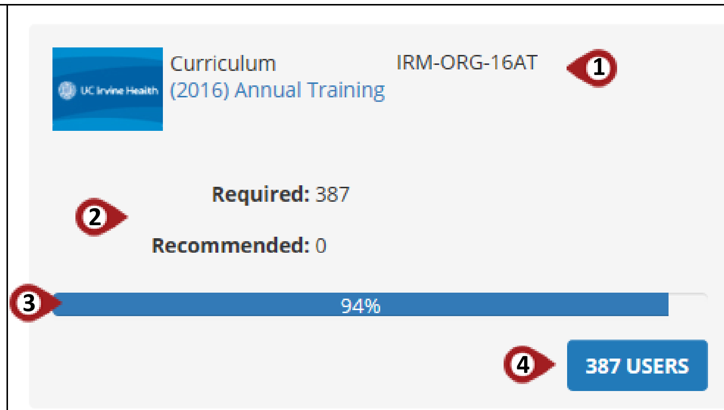
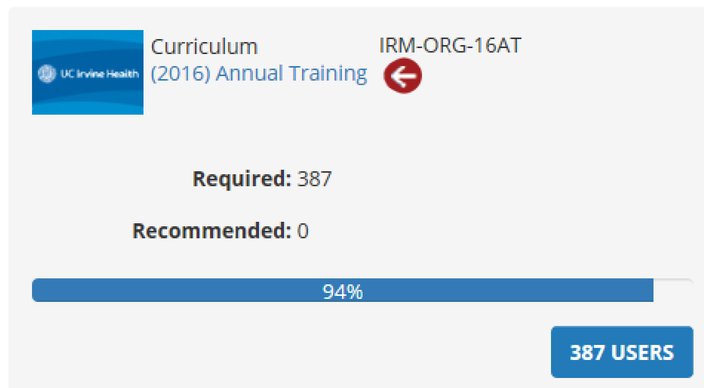
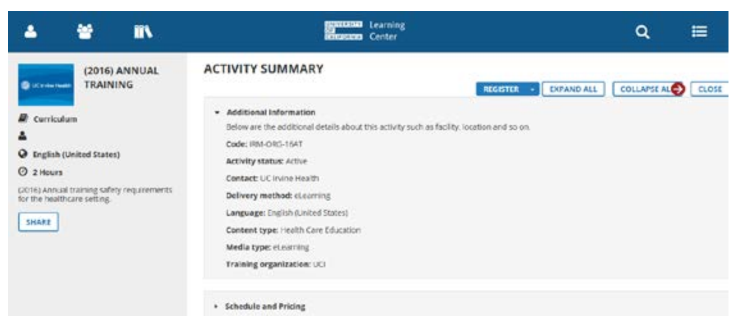
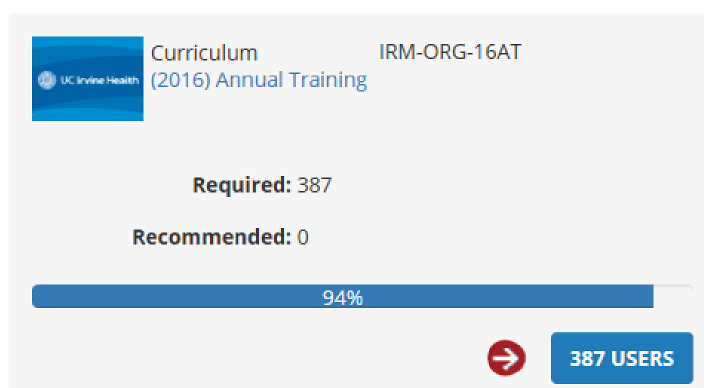
How To Manage Exception By Activities

1	Login to UC Learning Center (http://uclc.uci.edu/) and click ***Login***. Login with your UCInetID credentials. *** If you need assistance with your login information, please contact Help Desk.**	
2	Click **My Team** tab in the header navigation bar.	
3	Click **Manager Dashboard** under the **My Team** tab options.	
4	You will see the exception report for staff you have access to in UC Learning Center. 1 Date of when the latest data was run and reflected. 2 Direct Reports = compliance based off of staff who directly report to you. Direct Reports + Others = compliance based off of staff that directly report to you and staff from the departments you have access to. 3 4 List of assigned training and corresponding percentage compliance.	
5	The default view will be the **Activities** tab and **Direct Reports** and you will see the list of assigned training that are assigned to staff that directly report to you. If you manage others that do not directly report to you, select **All Viewable Users** from the drop-down list to view the list of assigned training assigned to all staff you have access to.	

6	Scroll through the list of training by using the scroll bar located to the right to find the training you want to view. *** Note: When you reach the bottom of the page, if you have access to more training, the page will automatically load additional training.**	
7	A search for a specific training can be done by typing in the name of the training in the **Activity Search…** box and clicking the magnify glass.	
8	Or the list of training can be sorted by **Name**, **Progress**, and **Activity Code** by selecting an option under the **Sort By:** drop down field.	

9	In a training exception report profile, you will find the following: 1 Training name. Training information. 2 Number of required and recommended staff who need to complete the training. 3 Percentage of staff that have completed the training. 4 Number of staff who have not completed the training.	
10	To view additional information about the specific training, click on the training name.	
	You will see more information about the training. When finished, click **Close** located in the upper right hand corner to close out of the **Activity Summary** and return to your **Exception Report**.	
11	To view list of staff that have not completed the training, click the **Users** box.	

12 You will see a list of staff that have not completed the assigned training.

1. Due date
2. Percent progress of the course
3. You can email the staff individually by clicking the email icon located to the left of their name.
4. To print or export the list, click **Print** or **Export** in the upper right hand corner.
5. When finished, click **X Close** located in the upper right hand corner to close out of the **Detailed Exception Report By Activity** page.