
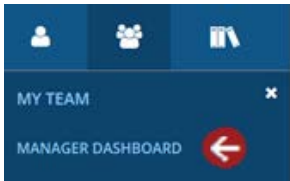
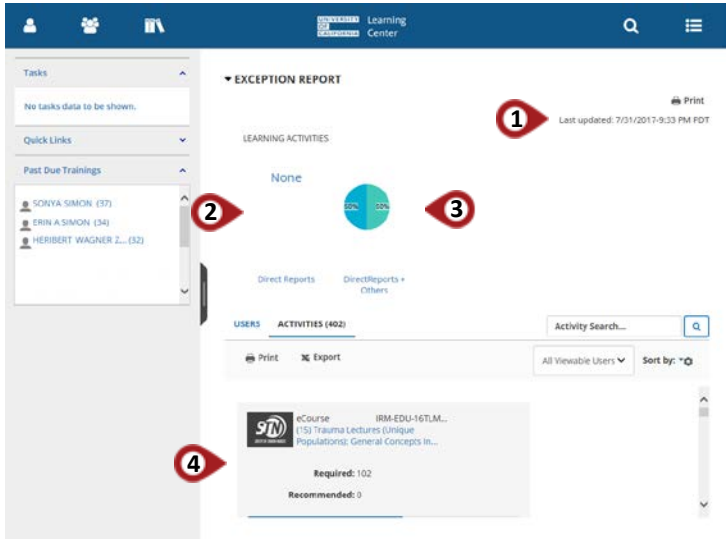
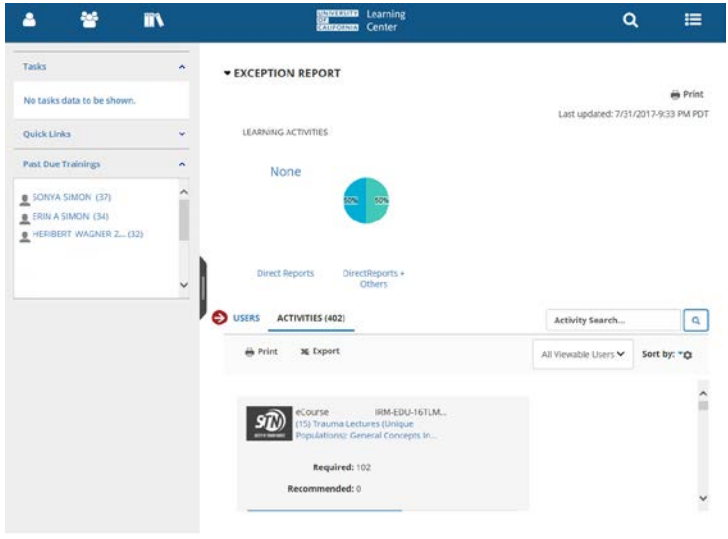
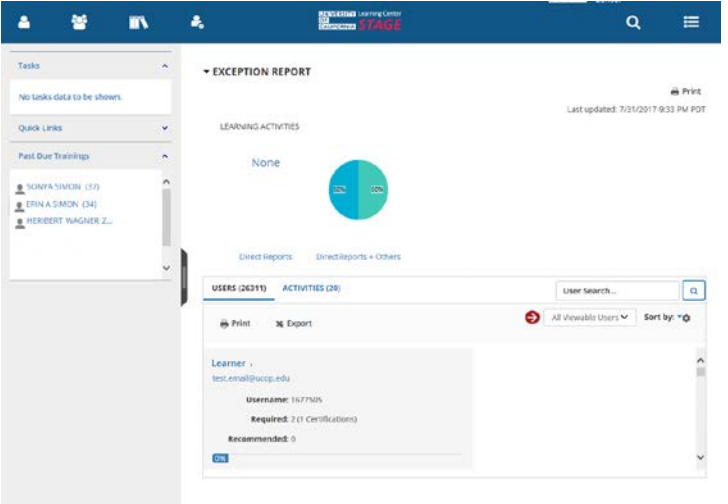
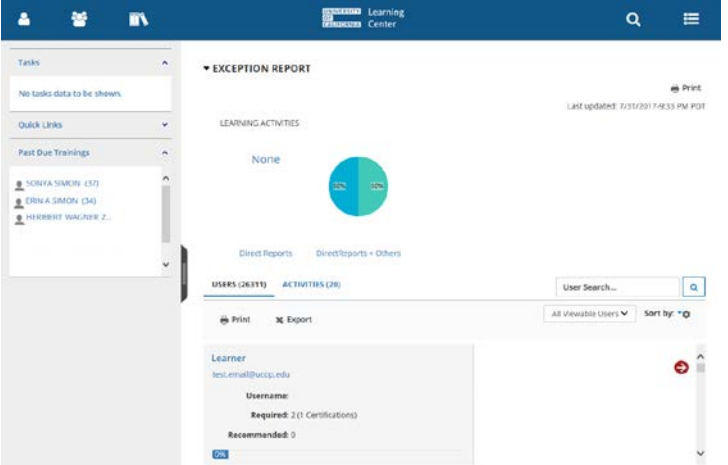
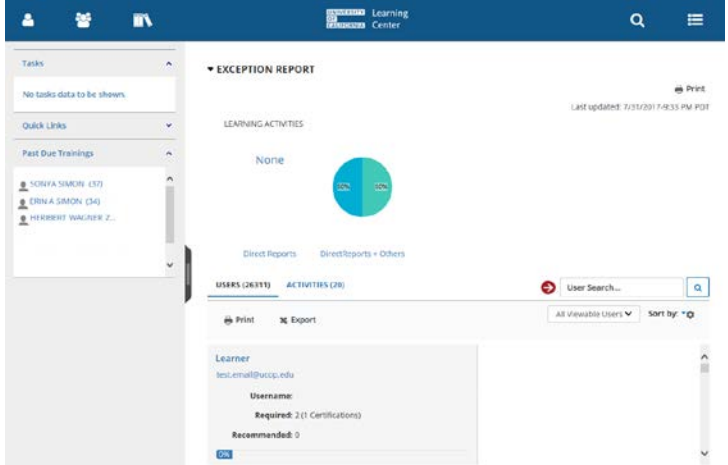
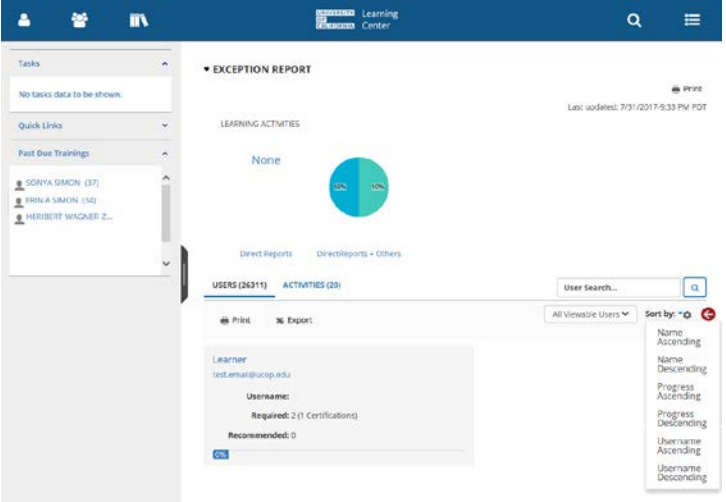
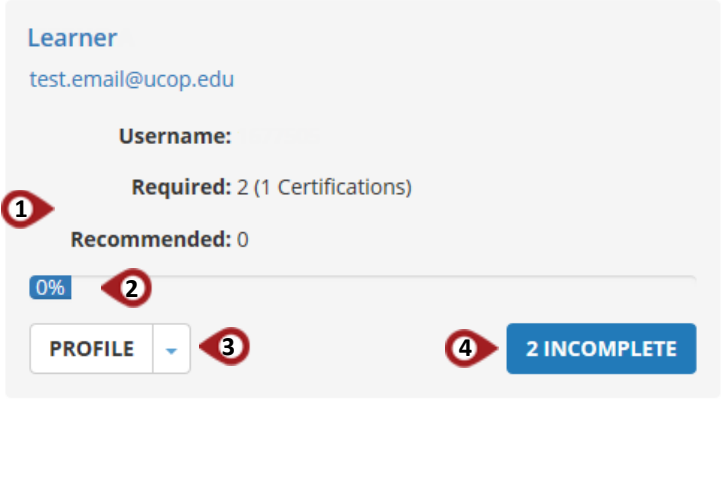
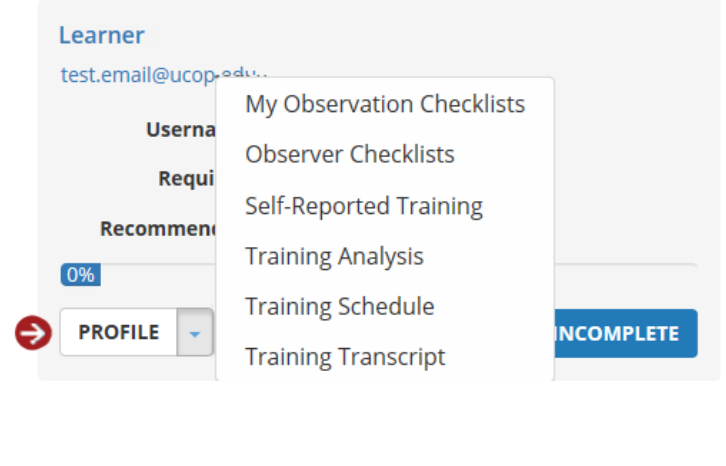
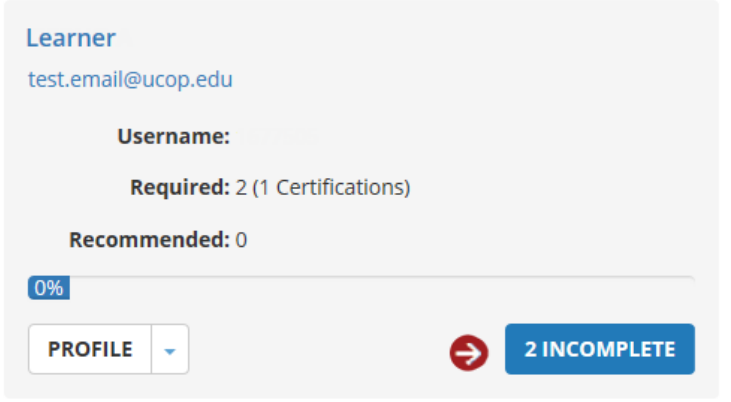


<p>1</p>	<p>Login to UC Learning Center (http://uclc.uci.edu/) and click Login. Login with your UCInetID credentials.</p> <p>* If you need assistance with your login information, please contact Help Desk.</p>	
<p>2</p>	<p>Click My Team tab in the header navigation bar.</p>	
<p>3</p>	<p>Click Manager Dashboard under the My Team tab options.</p>	
<p>4</p> <p>1 Date of when the latest data was run and reflected.</p> <p>2 Direct Reports = compliance based off of staff who directly report to you.</p> <p>3 Direct Reports + Others = compliance based off of staff that directly report to you and staff from the departments you have access to.</p> <p>4 List of assigned training and corresponding percentage compliance.</p>		
<p>5</p> <p>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.</p> <p>Click Users tab to manage exception by users.</p>		

<p>6</p>	<p>The default view will be Direct Reports. If you manage others that do not directly report to you, select All Viewable Users from the drop-down list.</p>	 <p>The screenshot shows the 'EXCEPTION REPORT' page. The 'LEARNING ACTIVITIES' section displays a pie chart with 'None' selected. Below the chart, the 'Direct Reports' filter is selected in the dropdown menu. The 'USERS (26311)' and 'ACTIVITIES (28)' counts are visible. A 'Learner' profile is shown with details like 'Username: 1677505', 'Required: 2 (1 Certifications)', and 'Recommended: 0'.</p>
<p>7</p>	<p>Scroll through the list of available staff by using the scroll bar located to the right to find the staff you want to view.</p> <p>* Note: When you reach the bottom of the page, if you have access to more staff, the page will automatically load additional staff</p>	 <p>This screenshot is identical to the previous one, but it highlights the vertical scroll bar on the right side of the user list area, indicating that more staff can be viewed by scrolling.</p>
<p>8</p>	<p>A search for a specific staff can be done by typing in the name of the staff in the User Search... box and clicking the magnify glass.</p>	 <p>This screenshot shows the 'EXCEPTION REPORT' page with the 'User Search...' box filled with the text 'test.emaill@uccp.edu'. The magnifying glass icon is visible to the right of the search box. The rest of the interface remains the same as in the previous screenshots.</p>

<p>9</p>	<p>Or the list of staff can be sorted by Name, Progress, and Username by selecting an option under the Sort By: drop down field.</p>	
<p>10</p>	<p>In a staff's exception report profile, you will find the following:</p> <ol style="list-style-type: none"> 1 Number of required and recommended training. 2 Percentage of completed assigned training. 3 Option to view staff's self-repoted training, assigned training, registrations, or training transcript. 4 Number of incomplete assigned training. 	
<p>11</p>	<p>To view additional information about training for a specific staff, click Profile.</p> <ul style="list-style-type: none"> - Self-Reported Training: training take outside of UC Irvine and inputted by staff - Training Analysis: list of assigned training - Training Schedule: list of training staff have registered for - Training Transcript: list of completed training 	

<p>12</p>	<p>To view the staff's list of incomplete training, click the Incomplete assignment box.</p>	
<p>13</p>	<p>You will see a list of assigned training that the staff has not completed.</p> <ol style="list-style-type: none"> 1 Due date 2 Percent progress of the course <p>Filter option to filter by Assignment Status, Assignment Type, and/or Assignment By.</p> <ol style="list-style-type: none"> 4 To print or export the list, click Print or Export in the upper right hand corner. <p>When finished, click X Close located in the upper right hand corner to close out of the Detailed Exception Report By User page.</p> <ol style="list-style-type: none"> 5 	