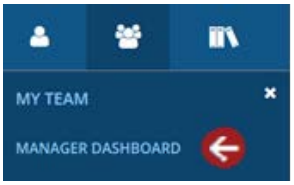
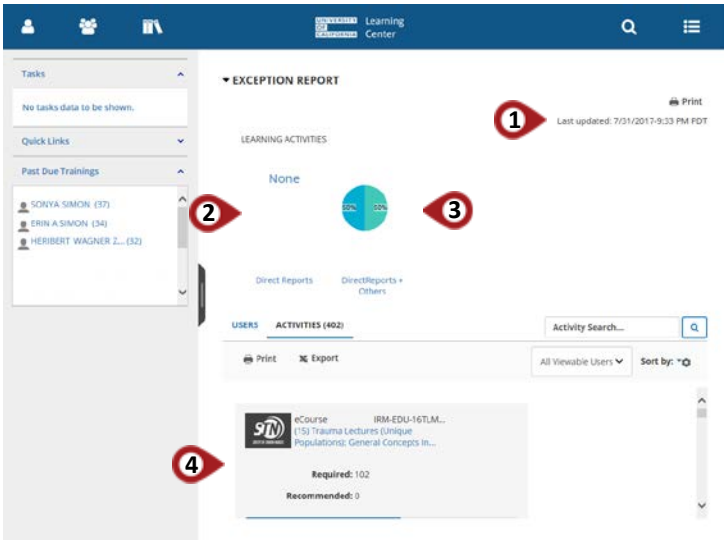
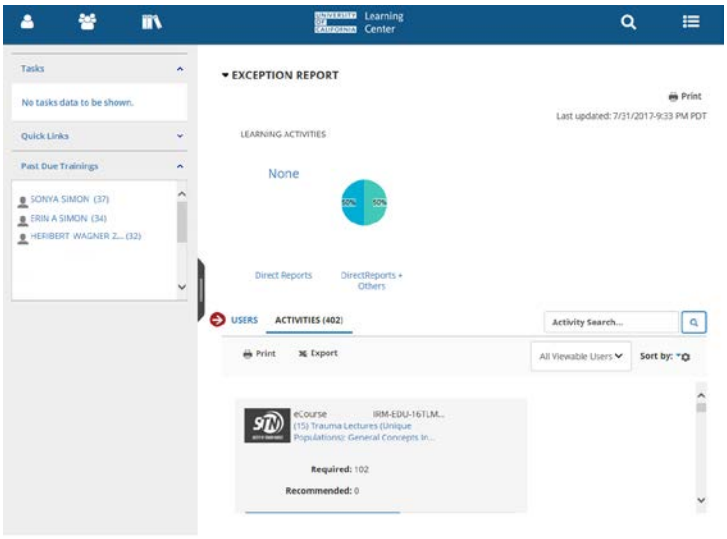
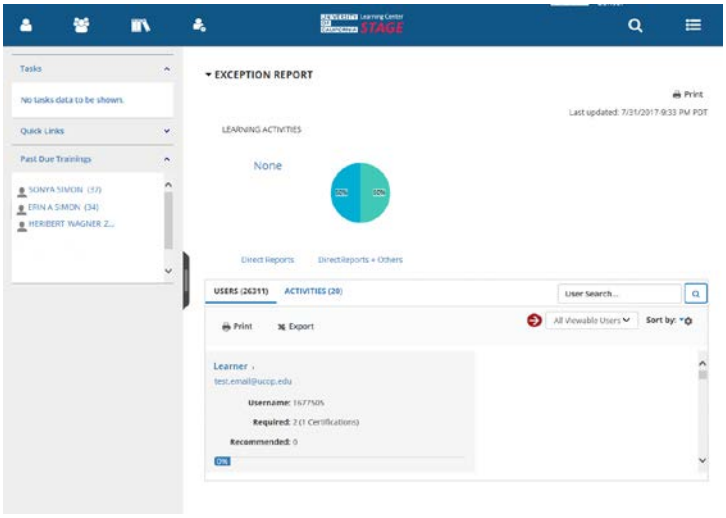
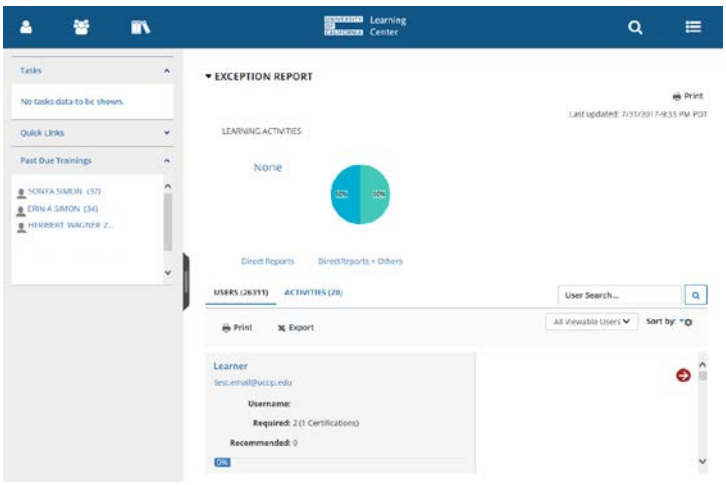
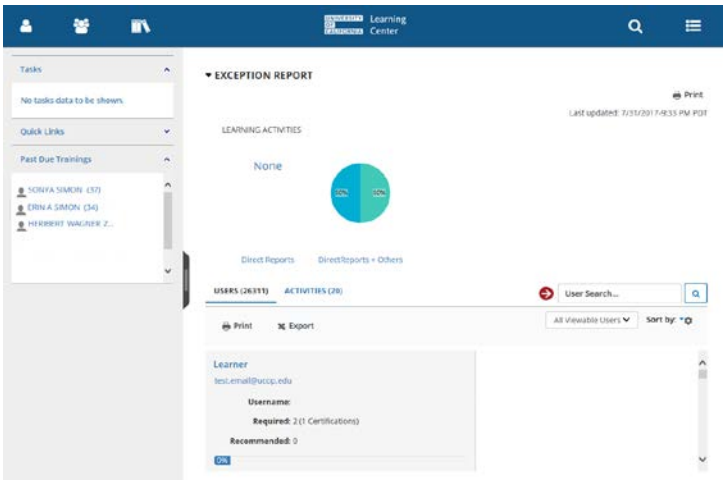
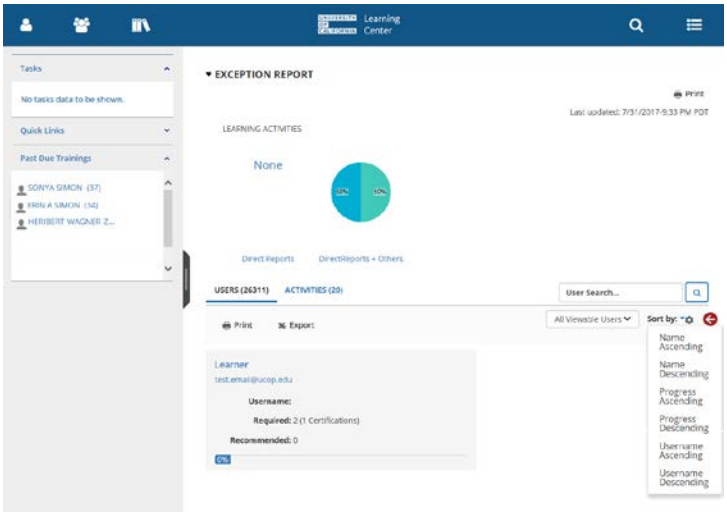
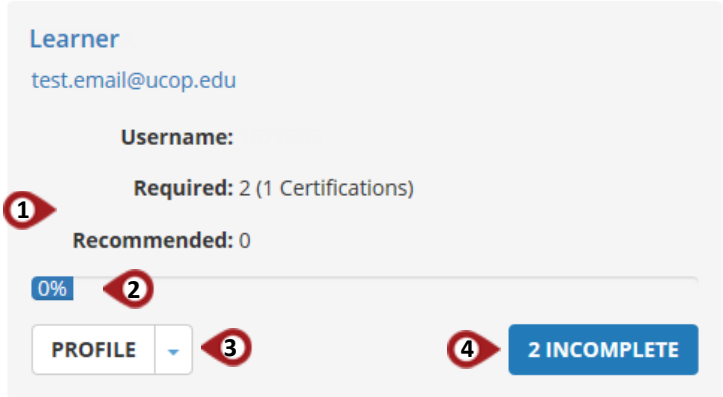
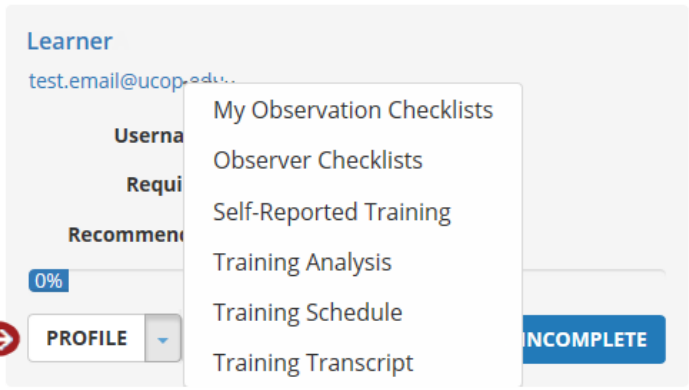
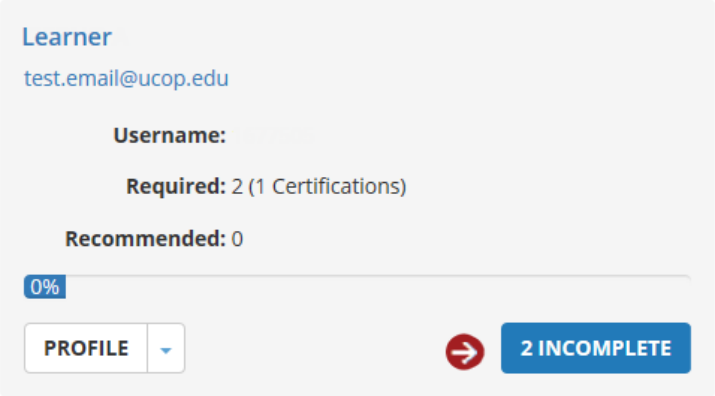
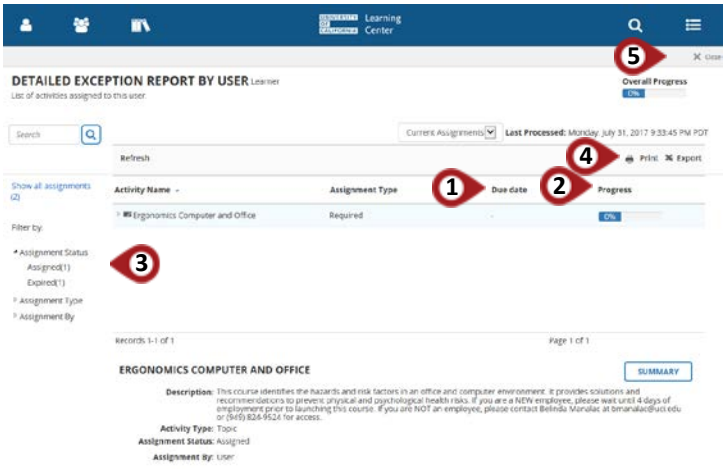
Department Administrator/Manager

How To Manage Exception By Users

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. 3 Direct Reports + Others = compliance based off of staff that directly report to you and staff from the departments you have access to. 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. Click **Users** tab to manage exception by users.	

6	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.	
7	Scroll through the list of available staff by using the scroll bar located to the right to find the staff you want to view. *** Note: When you reach the bottom of the page, if you have access to more staff, the page will automatically load additional staff**	
8	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.	

9	Or the list of staff can be sorted by **Name**, **Progress**, and **Username** by selecting an option under the **Sort By:** drop down field.	
10	In a staff's exception report profile, you will find the following: 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.	
11	To view additional information about training for a specific staff, click **Profile**. - **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	

12	To view the staff's list of incomplete training, click the **Incomplete** assignment box.	
13	You will see a list of assigned training that the staff has not completed. 1 Due date 2 Percent progress of the course 3 Filter option to filter by **Assignment Status**, **Assignment Type**, and/or **Assignment By**. 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 User** page.