



UC Learning Center: Advanced Reporting Guide

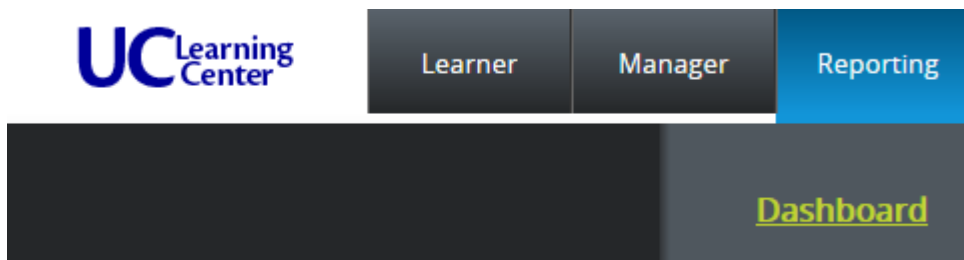


Introduction

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 Manager access, also have the ability to run reports through Advanced Reporting

Accessing Advanced Reporting

Navigate to Reporting > Dashboard.



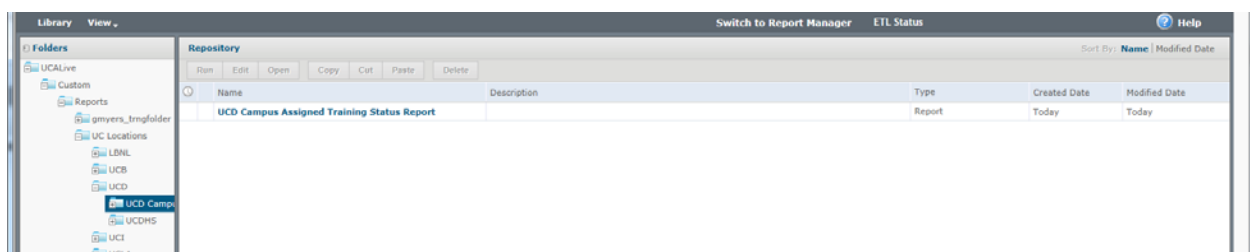
Switch to Advanced Reporting

*This step may be skipped if you are in Advanced Reporting



Open the reporting directory

UCALive > Custom > Reports > UC Locations > UCD > UCD Campus



Choose the report you wish to run

UCD Campus Assigned Training Status Report – This report will provide a list of all users and their compliance status for anything that is assigned.

Sort or Filter

Click on a column to sort or apply a filter.

Name	Email	Position	Department	Manager Name	Activity Name	Activity Code	Format	Satisfied? (Y/N)	Status	Date Assigned	Last Com.
...	UC DAVIS BOOKSTORE	...	Robbery Prevention Training	DAC-AFSROB	eCourse	Yes	Satisfied	Mar 4, 2014	Mar 13, 2014
...	CAMPUS RECREATION AND UNIONS	...	KPS: Performing Salary Expense Transfers	DAC-Kualification_05	eCourse	Yes	Satisfied	Jun 22, 2011	Aug 9, 2011
...	VM MOLECULAR BIO SCIENCES	...	Robbery Prevention Training	DAC-AFSROB	eCourse	Yes	Satisfied	Mar 13, 2014	May 25, 2014
...	UC DAVIS BOOKSTORE	...	Firearm Safety Certification	DACS-FORLIFT-SAFSVC	ILT Course	No	Expired	Jun 23, 2015	Aug 7, 2015
...	UC DAVIS BOOKSTORE	...	UC Compliance Reading: Ethical Values and Conduct	ETHICS-DA-EEO-2012	eCourse	Yes	Satisfied	Sep 10, 2012	Oct 22, 2012
...	UC DAVIS BOOKSTORE	...	UC Compliance Reading: Ethical Values and Conduct	ETHICS-DA-EEO-2012	eCourse	Yes	Satisfied	Sep 10, 2012	Sep 12, 2012
...	UC DAVIS BOOKSTORE	...	UC Compliance Reading: Ethical Values and Conduct	ETHICS-DA-EEO-2012	eCourse	Yes	Satisfied	Sep 10, 2012	Nov 1, 2012

Export data

Click the export icon and choose the desired format (e.g. Excel).

Last Name	First Name	PPS ID	User Number	User Primary Job	User Primary Org	Activ

- Export
- As Excel (Paginated)
- As Excel
- As CSV
- As DOCX
- As RTF
- As ODT
- As ODS
- As XLSX (Paginated)
- As XLSX

View repository

To get back, select View > Repository.

Library View Create Switch to Report Manager ETL Status Tools Help

Required Activity Report Data refreshed Sep 1, 2015 at 7:57:36 AM

Page 1 of 539

View Repository

If you have any issues or problems with UC Learning Center, please contact Staff Development and Professional Services (sdps@ucdavis.edu).