

UC LEARNING CENTER: Advanced Reporting Guide

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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.

Browser Capability

Advanced Reporting can be accessed from any browser.

Available Reports

Activity Attendance Report – This report will generate a list of users who have attended a specified training activity (eLearning, instructor-led, etc.).

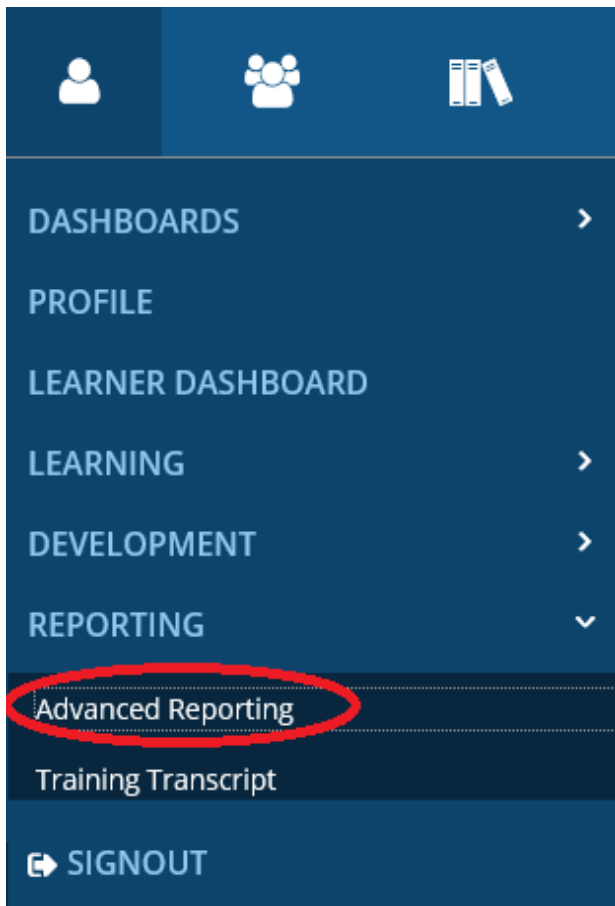
Assigned Activity Report – This report will provide a list of all users and their compliance status. It will include only those who are assigned a specified training activity (eLearning, instructor-led, etc.).

Registration Status Report – This report will generate a list of users who are registered, on the waiting list or pending approval for a specified training activity (instructor-led).



Accessing Advanced Reporting

Navigate to Self > Reporting > Advanced Reporting



Open the Reporting Directory

Navigate to UC_PROD > Custom > Reports > UC Locations > UCD > UCD Health

The screenshot shows a web application interface for reporting. On the left, a 'Folders' pane displays a hierarchical tree structure starting with 'UC_PROD', followed by 'Custom', 'Reports', 'UC Locations', and a list of university locations including 'UCD Health' which is highlighted. On the right, a 'Repository' pane contains a table with columns for 'Run', 'Edit', 'Open', 'Copy', 'Cut', 'Paste', and 'Delete'. The table lists three reports: 'Activity Attendance Report', 'Assigned Activity Report', and 'Registration Status Report'.

Execute Report

Click the report you wish to run

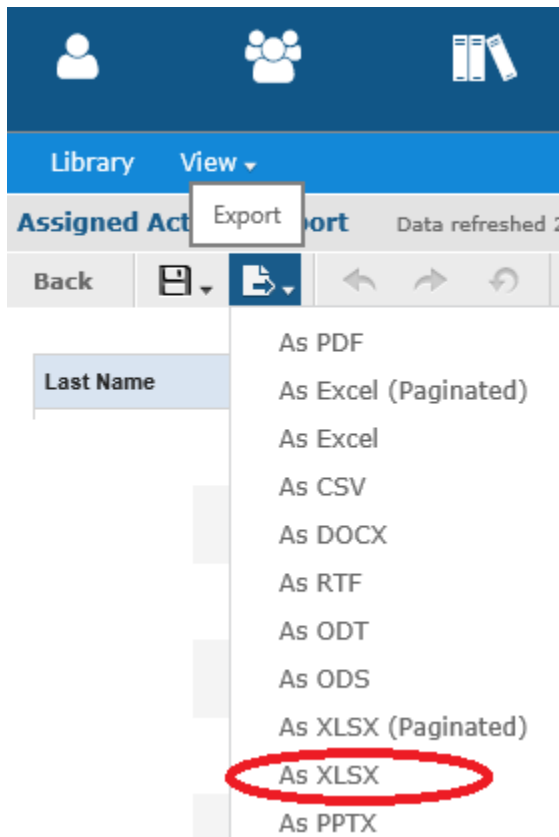
Options

Narrow your results by applying a filter from the Options menu

This screenshot shows the 'Assigned Activity Report' page. The top navigation bar includes the University of California Learning Center logo, a search icon, and a menu icon. Below this is a 'Library View' dropdown. The main content area shows the report title 'Assigned Activity Report' and a data refresh timestamp. A toolbar below the title contains several icons, including a red circle around the 'Options' icon (a document with a list). Below the toolbar is a table with the following columns: Last Name, First Name, PPS ID, User Number, User Primary Job, User Primary Org, User Primary Domain, Activity Name, and Activity Cc.

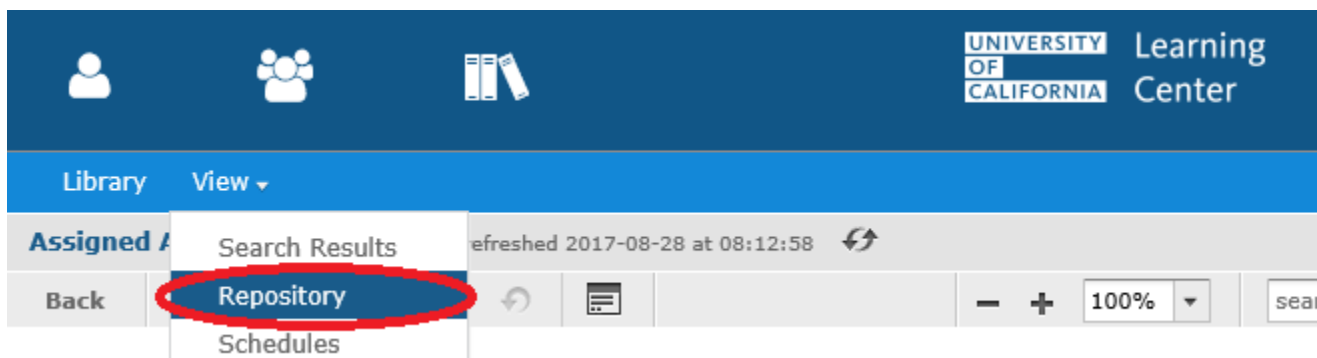
Export Data

Click the Export icon and choose the desired format (e.g. XLSX)



View Repository

Click the View option and select Repository to go back



If you have any issues or problems with UC Learning Center, please submit a [Support Request](#) through Employee Self Service or call (916) 734-HELP (4357).