NEW! Team Compliance Dashboards for Managers & Learning Coordinators

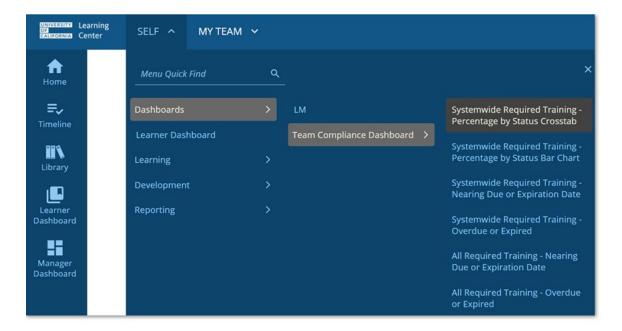
For UC Learning Center users in a <u>manager</u> or <u>learning coordinator</u>* role, you now have access to the new Team Compliance Dashboards. Once logged into the UC Learning Center, go to the **Self > Dashboards > Team Compliance Dashboard menu** (shown below) and then select from the following reports:

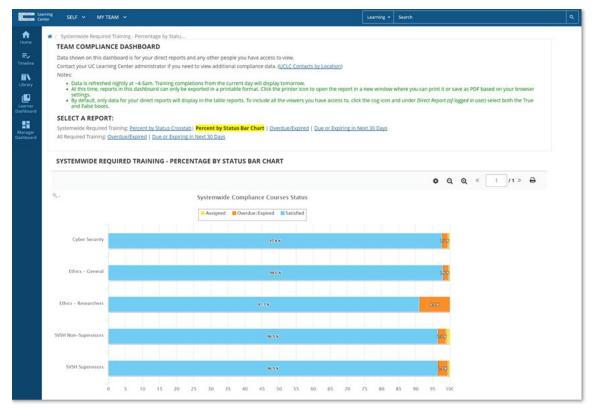
Systemwide Required Training – Percentage by Status Crosstab Systemwide Required Training – Percentage by Status Bar Chart Systemwide Required Training – Nearing Due or Expiration Date Systemwide Required Training – Overdue or Expired All Required Training – Nearing Due or Expiration Date All Required Training – Overdue or Expired

The crosstab and bar chart reports offer a quick visualization of your team or organization's compliance metrics with assigned systemwide training. The nearing due or expiration date and overdue or expired reports will provide a detailed list of your direct reports or viewable users who are due to complete or retake assigned trainings – choose from either strictly the systemwide training report or all required training reports.

NOTE:

- Data is refreshed nightly at ~4-5am. Training completions from the current day will display tomorrow.
- At this time, reports in this dashboard can only be exported in a printable format. Click the printer icon to open the report in a new window where you can print it or save as PDF based on your browser settings.
- *Similar to the Manager Dashboard, by default, only data for direct reports will be displayed. To include all the viewable users you have access to, click the cog icon and under the Direct Report (of logged in user) filter select both the True and False options.





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Contact your UC	Learning Center	administra	ator if you need to view	additional compliance	data. (UCLC Contacts by L	ocation)				
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LinkedIn Learning

Log in at <u>https://linkedin.com</u>