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 system wide training and development. Those who have Manager access, also have the ability to run reports. The new reporting tool, Advanced Reporting, has replaced Report Manager in SumTotal 2014.1.

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 > UCDHS
Choose the report you wish to run

**Activity Attendance Report** – This report will generate a list of users who have attended 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).

**Required Activity Report** – This report will provide a list of all users and their compliance status who are assigned a specified training activity (eLearning, instructor-led, etc.). Use this report for anything that is assigned, including Mandatory Annual Training, Privacy and Security Training, etc.

**Specify options**
Click the options icon in the top right, and enter desired criteria (e.g. 06703).
Export data
Click the export icon and choose the desired format (e.g. Excel).

View repository
To get back, select View > Repository.

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).