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
Execute Report
Click the report you wish to run

Options
Narrow your results by applying a filter from the Options menu
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).