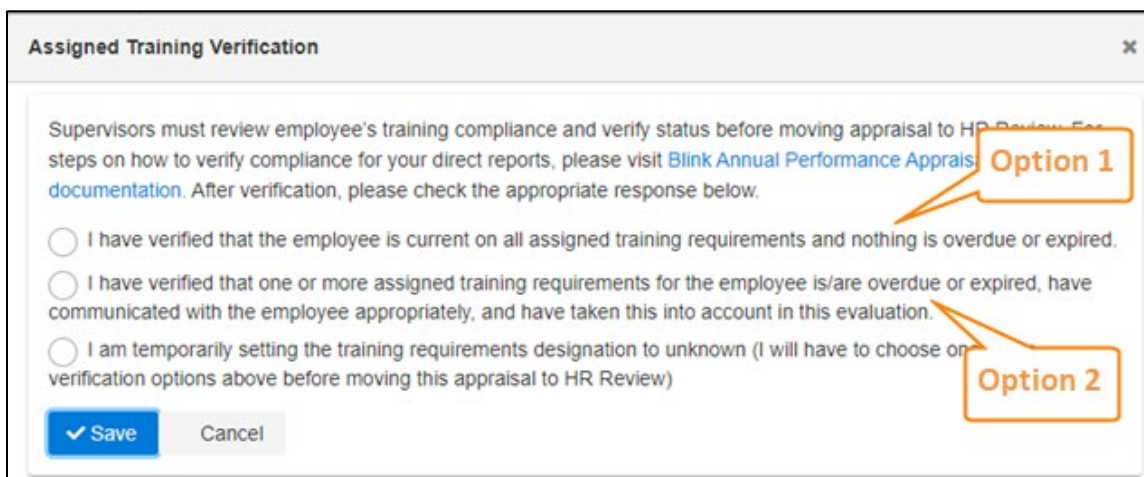


## How to Verify an Employee's Training Assignment Status

Starting with the 2022-2023 appraisal cycle, supervisors and managers will need to verify an employee's status on assigned training *before* submitting appraisals for HR Review. Below are the steps to determine your direct report's assignment status in the UC Learning Center.



**Assigned Training Verification**

Supervisors must review employee's training compliance and verify status before moving appraisal to HR Review. For steps on how to verify compliance for your direct reports, please visit [Blink Annual Performance Appraisal documentation](#). After verification, please check the appropriate response below.

☐ I have verified that the employee is current on all assigned training requirements and nothing is overdue or expired. **Option 1**

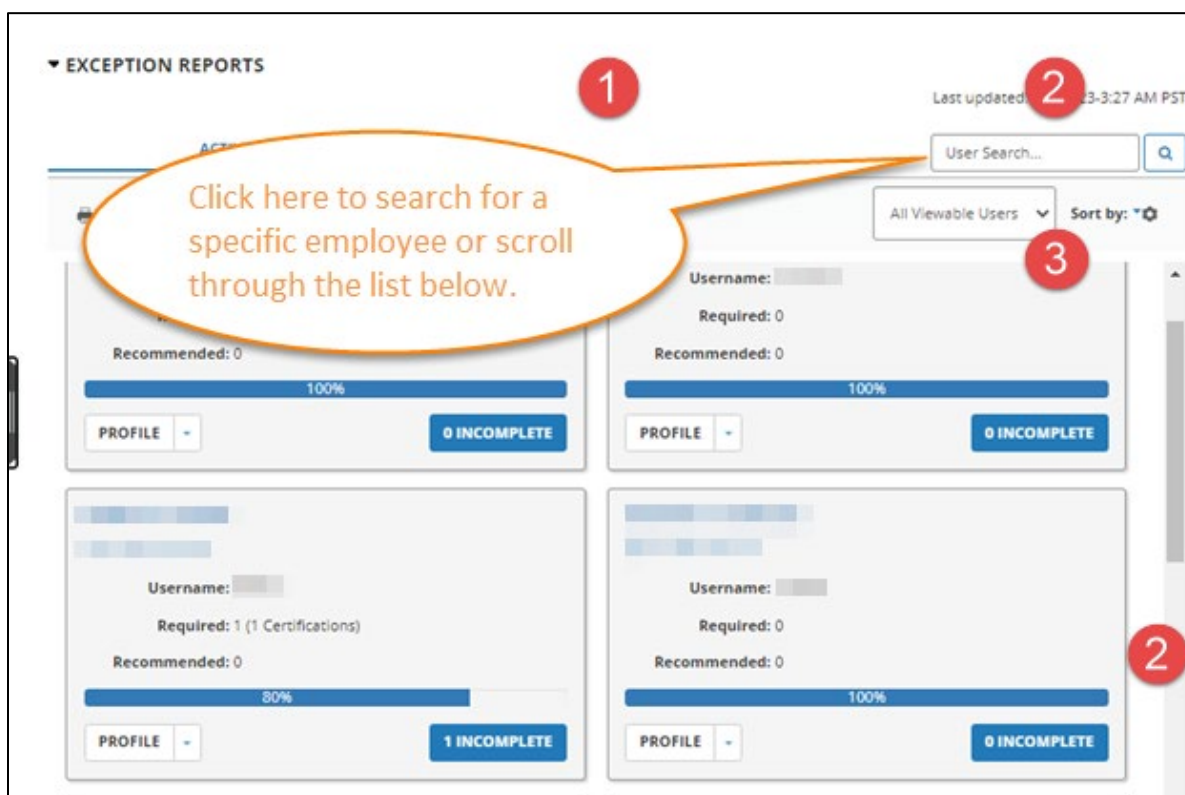
☐ I have verified that one or more assigned training requirements for the employee is/are overdue or expired, have communicated with the employee appropriately, and have taken this into account in this evaluation.

☐ I am temporarily setting the training requirements designation to unknown (I will have to choose one of the verification options above before moving this appraisal to HR Review) **Option 2**

*Assigned Training Verification section of Staff Performance Appraisal form*

Use this link to access the **Manager Dashboard** in the UC Learning Center: <https://go.ucsd.edu/3MxrXLI> (login with Business Systems or Active Directory required).

- 1 From the Manager Dashboard, you will see your viewable users displayed in tiles.
- 2 You can scroll through these tiles to locate a particular employee or you can search for the employee by name.



**EXCEPTION REPORTS**

Last updated: 11/13/2023 3:27 AM PST

User Search...

All Viewable Users

Click here to search for a specific employee or scroll through the list below.

Recommended: 0  
100%  
PROFILE

Recommended: 0  
100%  
PROFILE

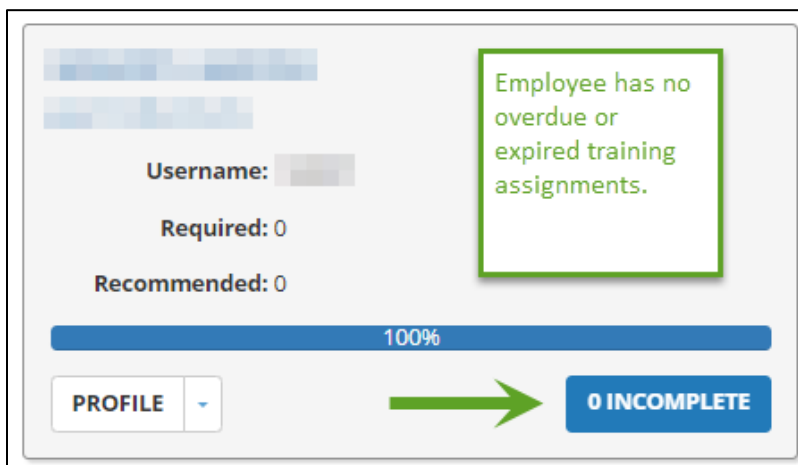
Recommended: 0  
80%  
PROFILE

Recommended: 0  
100%  
PROFILE

*Manager Dashboard in UC Learning Center*

- 3 If you manage more users than just direct reports, you can change your view from the default *All Viewable Users* to *Direct Reports* to view only your direct reports.

Once you locate the employee whose training status you want to verify, take note of the blue button in the lower right corner of the employee's tile.



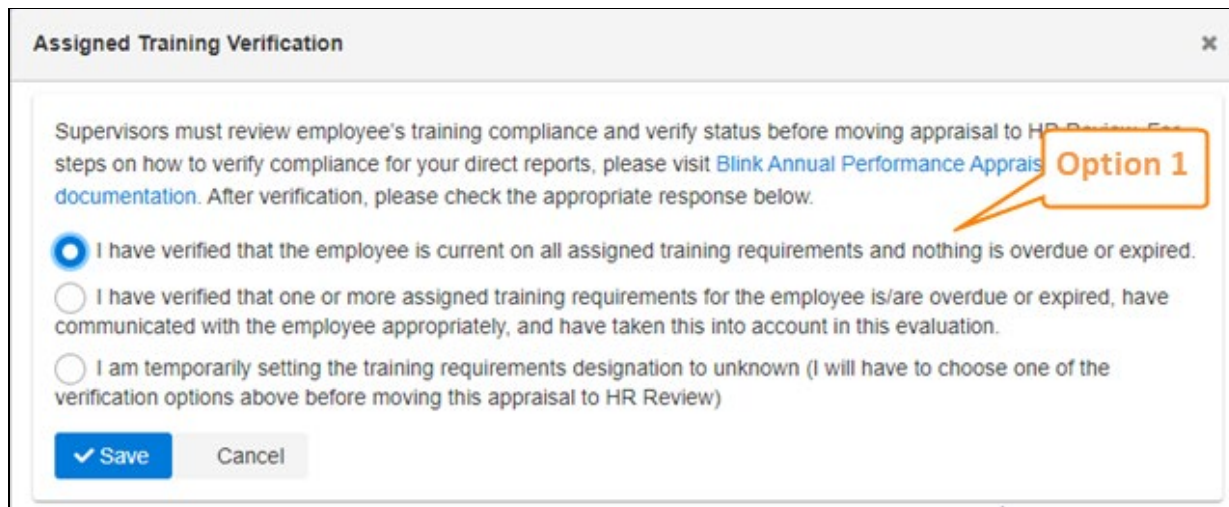
The image shows an employee profile tile. At the top, there is a blurred header. Below it, the text 'Username: [blurred]' and 'Required: 0' is visible. Further down, 'Recommended: 0' is shown. A blue progress bar indicates '100%'. At the bottom left is a 'PROFILE' button with a dropdown arrow. At the bottom right is a blue button labeled '0 INCOMPLETE'. A green callout box points to the '0 INCOMPLETE' button with the text: 'Employee has no overdue or expired training assignments.' A green arrow points from the '0 INCOMPLETE' button towards the right.

If the status shows **0 INCOMPLETE** – the employee has no [Overdue](#) or [Expired](#) training assignments.

---

*In the Assigned Training Verification section of the employee's appraisal form, you should select the first option to indicate the employee has nothing Overdue or Expired.*

---



The image shows a dialog box titled 'Assigned Training Verification'. It contains the following text: 'Supervisors must review employee's training compliance and verify status before moving appraisal to HR Review. For steps on how to verify compliance for your direct reports, please visit [Blink Annual Performance Appraisal documentation](#). After verification, please check the appropriate response below.'

There are three radio button options:

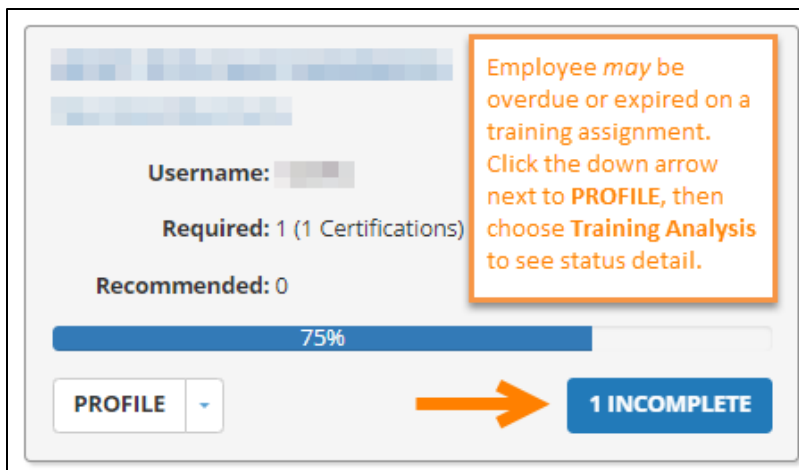
- ☒ I have verified that the employee is current on all assigned training requirements and nothing is overdue or expired.
- ☐ I have verified that one or more assigned training requirements for the employee is/are overdue or expired, have communicated with the employee appropriately, and have taken this into account in this evaluation.
- ☐ I am temporarily setting the training requirements designation to unknown (I will have to choose one of the verification options above before moving this appraisal to HR Review)

At the bottom, there are two buttons: 'Save' (with a checkmark icon) and 'Cancel'.

An orange callout box labeled 'Option 1' points to the first radio button option.

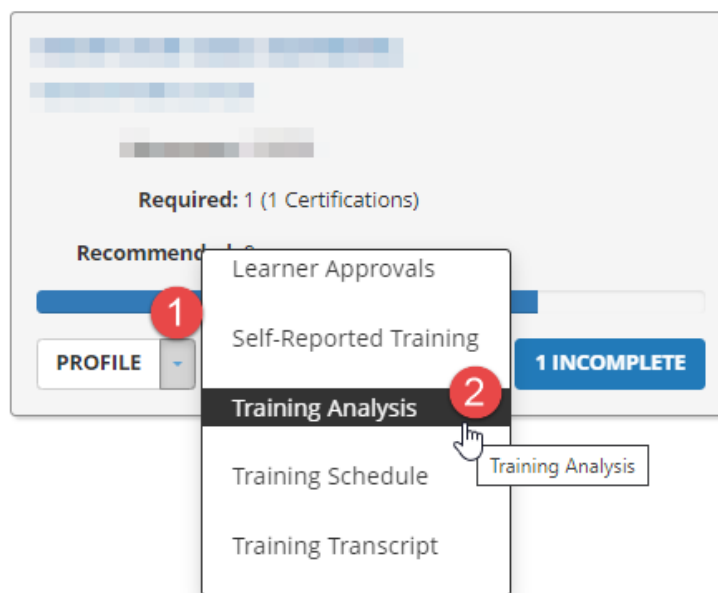
*Assigned Training Verification section of Staff Performance Appraisal form*

If the status shows one or more items are **incomplete**, you will need to view the employee's **Training Analysis** page to determine whether any incomplete assignments are [Overdue](#) or [Expired](#).



1 To see details, click the down arrow next to the **PROFILE** button.

2 Select **Training Analysis**.




This will launch Emulation Mode, which allows you to view learning details about your managed users. You know you are in emulation mode by the yellow emulation message at the top of the page that says, “You are emulating <Employee Name's> account”. When you are finished viewing the employee’s information, be sure to exit emulation mode by clicking the **EXIT EMULATION** link at the top of the window before navigating to another view.



You are emulating [redacted]'s account. To end emulation mode, click Exit Emulation. EXIT EMULATION X






## TRAINING ANALYSIS

This is a list of your required and recommended training. Use the View list to filter the activities that you see below.


Search:  [Help](#) 

Filter by: Required and recommended View: All assigned training



  Selected Items: 0 | Records: 4







<input type="checkbox"/>	Name ^	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
<input type="checkbox"/>	 eCourse:FERPA - Confidentiality of Student Records and Privacy Rights Certification	06SEDFERPA		1/16/2021	5/10/2024	5/11/2021	5/10/2024	Required	Acquired
<input type="checkbox"/>	 eCourse:UC Cyber Security Awareness Fundamentals Certification	SECURITY-SD-ECO		1/9/2019	12/6/2022	12/6/2021	12/6/2022	Required 	Expired 
<input type="checkbox"/>	 eCourse:UC Ethics and Compliance Briefing for Researchers Certification	ECBR-SD-ECO		10/22/2021	5/11/2023	5/11/2021	5/11/2023	Required	Acquired

Training Analysis for an employee who is Expired on an assigned training requirement.

Search:  [Help](#) 

Filter by: Required and recommended View: All assigned training

  Selected Items: 0 | Records: 3

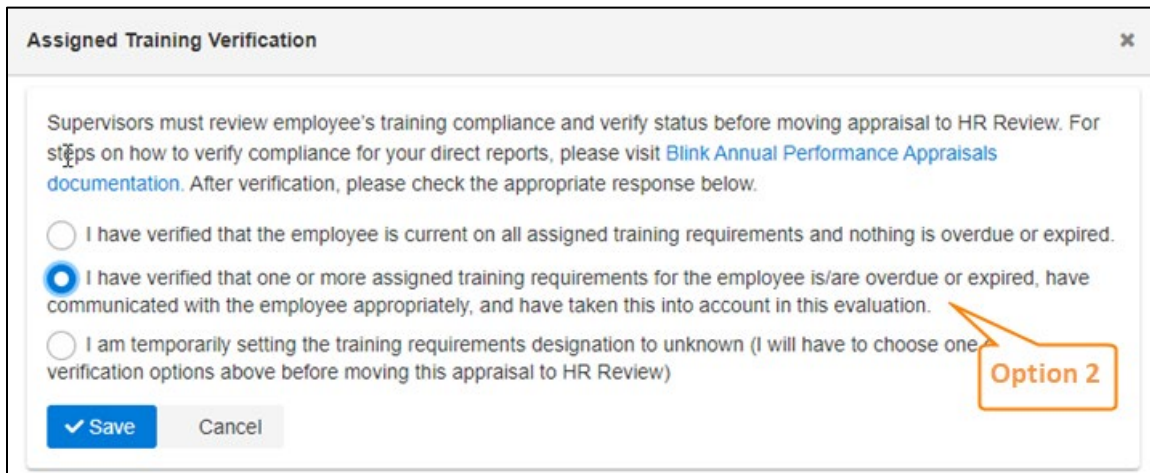
<input type="checkbox"/>	Name ^	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
<input type="checkbox"/>	 eCourse:General Compliance Briefing: UC Ethical Values and Conduct Certification	ETHICS-SD-ECO		11/2/2022	2/2/2023			Required 	Overdue
<input type="checkbox"/>	 eCourse:UC Cyber Security Awareness Fundamentals Certification	SECURITY-SD-ECO		11/2/2022	12/14/2022			Required 	Overdue
<input type="checkbox"/>	 eCourse:UC Preventing Harassment & Discrimination: Non-Supervisors Certification	SVSAST-SD-ECO		11/2/2022	1/1/2023			Required 	Overdue

Training Analysis for an employee who is Overdue on multiple training requirements.

---

*In the Assigned Training Verification section of the employee's appraisal form, you should select the second option to indicate the employee is Overdue or Expired on one or more requirements.*

---



**Assigned Training Verification**

Supervisors must review employee's training compliance and verify status before moving appraisal to HR Review. For steps on how to verify compliance for your direct reports, please visit [Blink Annual Performance Appraisals documentation](#). After verification, please check the appropriate response below.

☐ I have verified that the employee is current on all assigned training requirements and nothing is overdue or expired.

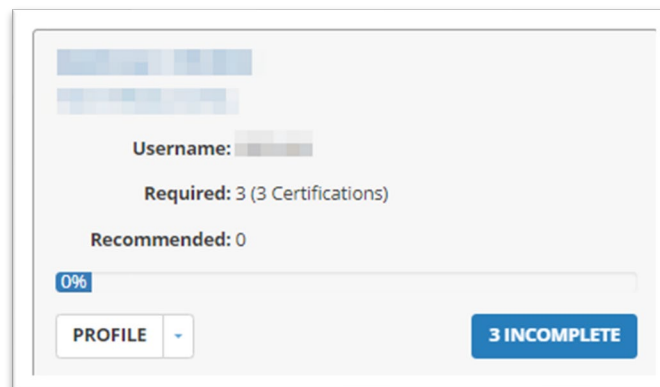
☒ I have verified that one or more assigned training requirements for the employee is/are overdue or expired, have communicated with the employee appropriately, and have taken this into account in this evaluation.

☐ I am temporarily setting the training requirements designation to unknown (I will have to choose one verification options above before moving this appraisal to HR Review)

**Option 2**

*Assigned Training Verification section of Staff Performance Appraisal form*

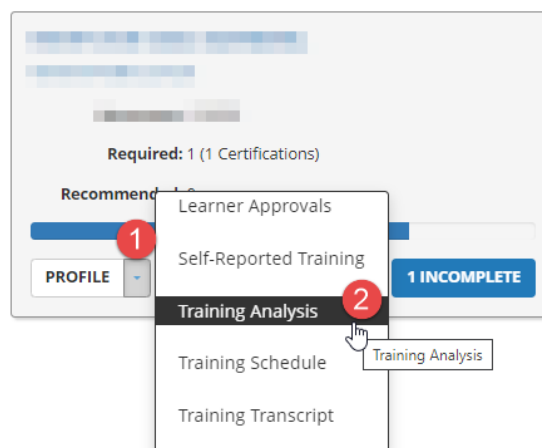
**PLEASE NOTE:** Some employees who show an incomplete status on their tile may have an **Assigned** status for one or more training requirements. It is important to always check the Training Analysis view when you see anything as incomplete on the tile, to determine whether their status is *Assigned* or whether they're actually *Overdue* or *Expired* on a requirement or requirements.



Employee tile showing incomplete status:

- Username: [Redacted]
- Required: 3 (3 Certifications)
- Recommended: 0
- Progress bar: 0%
- Buttons: PROFILE, 3 INCOMPLETE




*Employee tile showing an Incomplete status – always check the Training Analysis for more information*



Employee tile showing incomplete status with Training Analysis dropdown:

- Required: 1 (1 Certifications)
- Recommended: 0
- Progress bar: 0%
- Buttons: PROFILE, 1 INCOMPLETE
- Training Analysis dropdown menu (highlighted with red circle 2):
  - Learner Approvals
  - Self-Reported Training
  - Training Analysis** (highlighted with red circle 1)
  - Training Schedule
  - Training Transcript



	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
Compliance Policies and Conduct	ETHICS-SD-ECO		2/24/2023	5/27/2023			Required	Assigned 
Security Alerts	SECURITY-SD-ECO		2/24/2023	4/7/2023			Required	Assigned 
Managing Harassment Supervisors	SVSAST-SD-ECO		2/24/2023	4/25/2023			Required	Assigned 

*Employee with Assigned Status – nothing is Overdue or Expired*

As long as the employee is not Overdue or Expired on any assignments, on the employee's appraisal form you would select the first option to indicate they are not Overdue or Expired.

Assigned Training Verification

Supervisors must review employee's training compliance and verify status before moving appraisal to HR Review. For steps on how to verify compliance for your direct reports, please visit [Blink Annual Performance Appraisal documentation](#). After verification, please check the appropriate response below.

**Option 1**











☒ I have verified that the employee is current on all assigned training requirements and nothing is overdue or expired.

☐ I have verified that one or more assigned training requirements for the employee is/are overdue or expired, have communicated with the employee appropriately, and have taken this into account in this evaluation.

☐ I am temporarily setting the training requirements designation to unknown (I will have to choose one of the verification options above before moving this appraisal to HR Review)

*Assigned Training Verification section of Staff Performance Appraisal form*

Below are additional Training Analysis examples of employees who are not Overdue or Expired on any assigned training.

Name ^	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
 eCourse:Clery Act Training for Campus Security Authorities (CSAs) Certification	SD-UCLOL0062-CLERY		8/2/2021	9/1/2023	9/1/2022	9/1/2023	Required 	Acquired
 eCourse:FERPA - Confidentiality of Student Records and Privacy Rights Certification	06SEDFERPA		10/5/2018	2/21/2026	2/22/2023	2/21/2026	Required 	Acquired
 eCourse:General Compliance Briefing: UC Ethical Values and Conduct Certification	ETHICS-SD-ECO		10/5/2018	1/5/2019	5/3/2018		Required 	Acquired
 eCourse:UC Cyber Security Awareness Fundamentals Certification	SECURITY-SD-ECO		1/9/2019	4/7/2023	4/7/2022	4/7/2023	Required 	Expiring soon
 eCourse:UC Preventing Harassment & Discrimination: Non-Supervisors Certification	SVSAST-SD-ECO		10/10/2022	1/21/2024	1/21/2022	1/21/2024	Required 	Acquired

*Training Analysis for an employee who is current on all assigned training requirements and nothing is Overdue or Expired.*

Name ^	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
 eCourse:General Compliance Briefing: UC Ethical Values and Conduct Certification	ETHICS-SD-ECO		9/30/2022	12/31/2022	1/9/2023		Required 	Acquired
 eCourse:UC Cyber Security Awareness Fundamentals Certification	SECURITY-SD-ECO		9/30/2022	1/14/2024	1/14/2023	1/14/2024	Required 	Acquired
 eCourse:UC Preventing Harassment & Discrimination: Non-Supervisors Certification	SVSAST-SD-ECO		10/10/2022	1/24/2025	1/25/2023	1/24/2025	Required 	Acquired






*Training Analysis for an employee who is current on all assigned training requirements and nothing is Overdue or Expired.*

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*Don't forget to EXIT EMULATION after you've finished looking at a particular employee's records.*

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#### UC Learning Center Assignment Status Definitions

Acquired		Learning Activity is assigned to the user, the activity is a certification*, and the user has completed the required training. Their expiration date is in the future.
Assigned		Learning Activity is assigned to the user, the user has not yet completed the required training, and the due date is in the future.
Attended		Learning Activity is assigned to the user, the user has completed the required training, and the training is not a certification*.
Expired		Learning Activity is assigned to the user, the activity is a certification* which the user has previously completed, and their expiration date (equivalent to a due date) has passed.
Overdue		Learning Activity is assigned to the user, the user has not yet completed the required training, and the due date has passed.

\*Certifications are learning activities for which the completion is only valid for a limited time period. To earn a certification, users complete an activity successfully, which is then marked as **Acquired** in the UC Learning Center. An acquired certification remains valid until the expiration date. Users receive system-generated email reminders when a certification is about to expire.

Want to learn more about UC Learning Center tools for supervisors and managers? Visit the UC Learning Center Manager Guide on Blink: <https://blink.ucsd.edu/HR/training/resources/uclc/manager/index.html>

Questions? Contact [perf-appraisal@ucsd.edu](mailto:perf-appraisal@ucsd.edu) for assistance.