

This guide is a detailed navigation of the Training Dashboard. A recorded version of this information is also available on our Training webpage.

If you need more information or have any questions, please contact Training and Development at training@uhcl.edu or call extension x2301 or x2166.

You can access the training dashboard at clarity.uhcl.edu/reports.

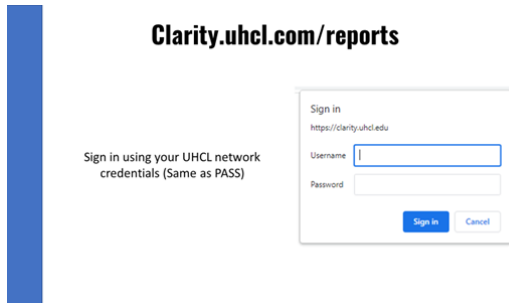
This dashboard will assist with tracking different types of training such as:

- New hire
- Mandatory
- Role-Based
- In-person and more

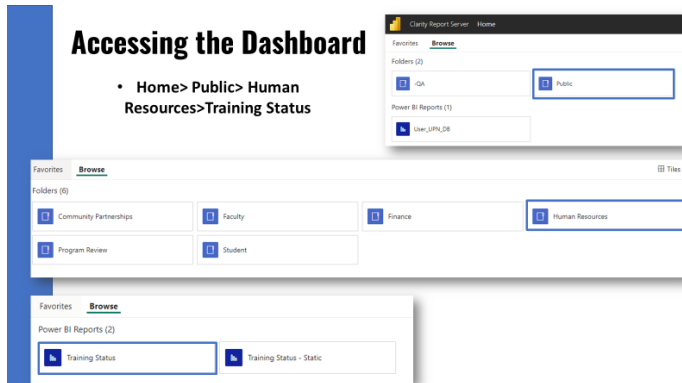
All data is pulled from PeopleSoft and is updated at 6am daily

Logging In

- **Go to** clarity.uhcl.edu/reports
- Use your UHCL employee credentials as your username and password, then **click** Sign-in

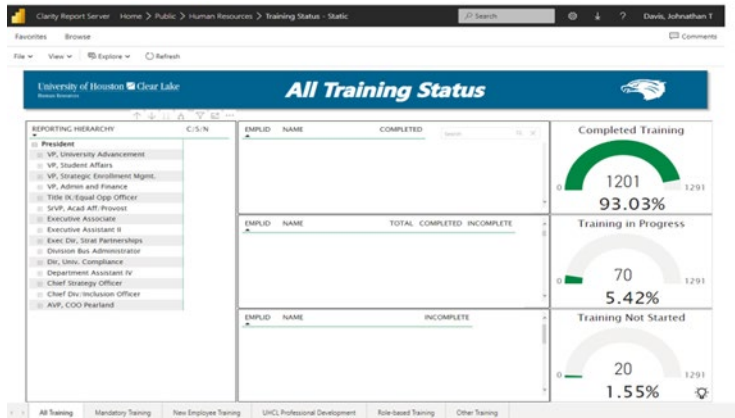


- To access the dashboard, follow the path: **Home> Public> Human Resources>Training Status**



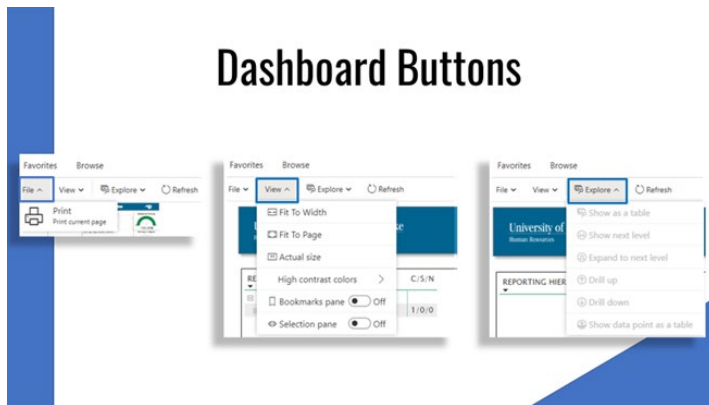
Home Page

- Left column - Reporting Hierarchy
- Center column - Those whom report to the position selected in the hierarchy
- Right column - The percentage gauge. This will change based on the position selected in the hierarchy



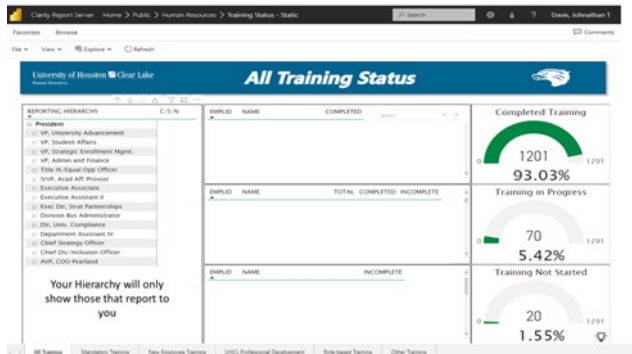
Dashboard Buttons

- Use the dashboard buttons as a series of drop-down menus that you can utilize if you need to:
 - Print the current page as needed
 - View the page as you need
 - Change the hierarchy view as necessary



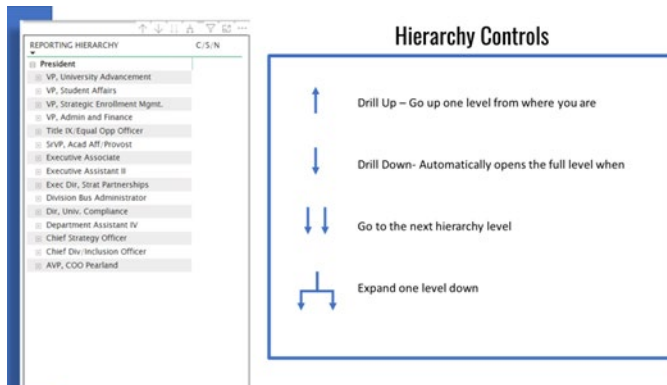
Administrative View

- Your view will only show those who report to you
- As you select the position in the hierarchy, the position will drop down to the next employee if there is any, with a “Reports to” designation

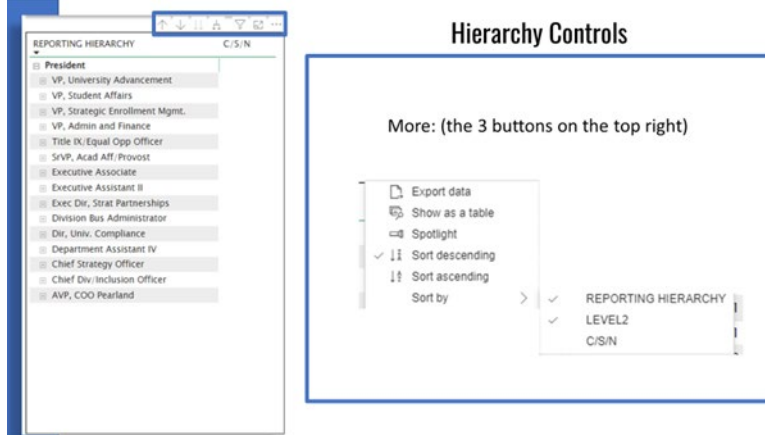


Hierarchy Controls

- **Drill Up** - go up one level from where you are
- **Drill Down** - automatically opens the full level when selected
- **Go to the next hierarchy level** - will drop one level from the current hierarchy selected
- **Expand one level down**- drops down 1 level for all that you have access to view
- **Filter** - not usable here
- **Focus Mode** - shifts the table left to a full screen view



- Export data to excel
- Show as a full-screen table
- Spotlight- Views 1 particular position without viewing the completion status
- Sort by ascending or descending order
- Sort by hierarchy, levels, or the CSN listing



To View Training History

- Hover over the name of a person in column 2

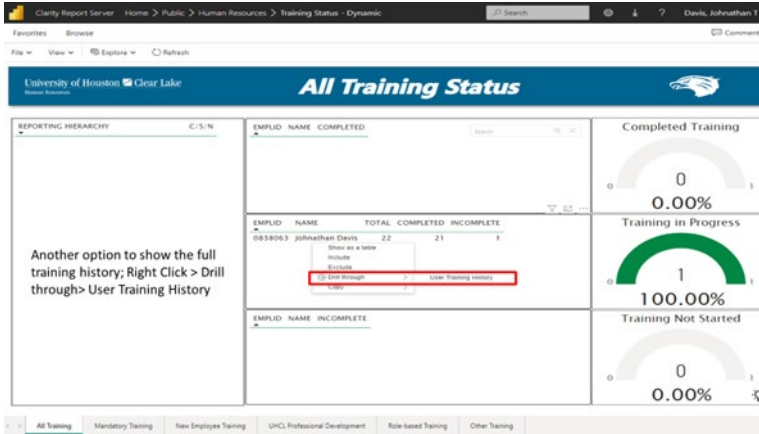
The screenshot shows the 'All Training Status' dashboard. At the top, there's a navigation bar with 'University of Houston Clear Lake' and 'All Training Status'. Below this is a table with columns for 'REPORTING HIERARCHY', 'C/S/N', 'EMPLID', 'NAME', and 'COMPLETED'. To the right of the table are three gauges: 'Completed Training' (0, 0.00%), 'Training in Progress' (1, 100.00%), and 'Training Not Started' (0, 0.00%). At the bottom, there are tabs for 'All Training', 'Mandatory Training', 'New Employee Training', 'UHCL Professional Development', 'Role-based Training', and 'Other Training'.

COURSE	SESSION_NBR	START_DATE	COURSE_TITLE	ATTENDANCE	GRADE	STATUS_DATE
HP401	0003	7/12/2023	Microsoft Excel Basics	Completed		7/12/2023 12:00:00 AM
HP405	0001	7/12/2023	Webpage Design Admin	Completed		7/12/2023 12:00:00 AM
CH18	0001	12/20/2022	Succession Planning Foundation	Cancelled		3/30/2023 12:00:00 AM
HR205	0003	8/31/2023	FY23 Child Protection Training	Enrolled		2/20/2023 12:00:00 AM
CH17	0002	8/7/2023	Situational Leadership	Completed		2/7/2023 12:00:00 AM
CH19	0001	1/18/2023	Leading Change	Completed		1/18/2023 12:00:00 AM
CH19	0001	12/22/2022	Customer Service	Completed		12/22/2022 12:00:00 AM
CLCOMM	0007	12/8/2022	Effective Communication	Completed		12/8/2022 12:00:00 AM
CH17	0001	11/17/2022	Situational Leadership	Completed		11/17/2022 12:00:00 AM
CHRS1	0003	11/15/2022	Coaching	Completed		11/15/2022 12:00:00 AM
CHRS5	0001	11/10/2022	Business Etiquette	Completed		11/10/2022 12:00:00 AM
CHRS4	0001	11/8/2022	Take Control of Productivity	Completed		11/8/2022 12:00:00 AM
CS213	0001	8/31/2023	FY23 UHCL Contract Creation	Completed	Pass	10/7/2022 12:00:00 AM
CS201	0001	8/31/2023	FY23 UHCL CIA Training	Completed	Pass	10/4/2022 12:00:00 AM
SP212	0003	8/31/2023	FY23 COB & Procurement Train	Completed	Pass	10/4/2022 12:00:00 AM

Or (see Alternative Training History View)

Alternative Training History View

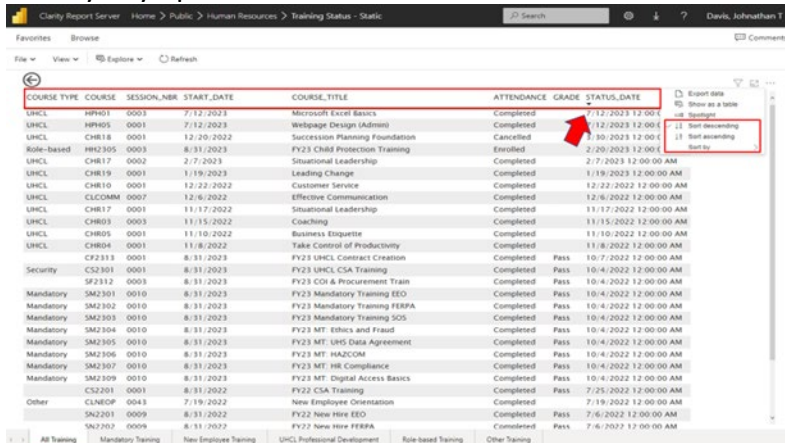
- Right click name
- Select Drill through
- Select User Training History



Another option to show the full training history; Right Click > Drill through > User Training History

The options you have here are the same as the **Home Page** and the **Hierarchy Controls**:

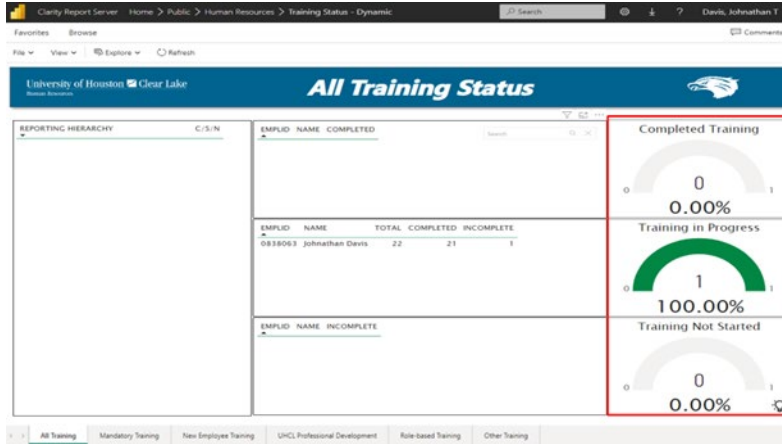
- Export data to excel
- Show as a full-screen table
- Spotlight- Views 1 particular position without viewing the completion status
- Sort by ascending or descending order
- Sort by any option in the Title Row outlined in red



COURSE_TYPE	COURSE	SESSION_NBR	START_DATE	COURSE_TITLE	ATTENDANCE	GRADE	STATUS	DATE
UHCL	HR401	0003	7/12/2023	Microsoft Excel Basics	Completed			7/12/2023 12:00:00 AM
UHCL	HR405	0001	7/12/2023	Webpage Design (Admin)	Completed			7/12/2023 12:00:00 AM
UHCL	CH818	0001	12/20/2022	Succession Planning Foundation	Cancelled			7/30/2023 12:00:00 AM
Role-based	HR2305	0003	8/31/2023	FY23 Child Protection Training	Enrolled			2/20/2023 12:00:00 AM
UHCL	CH817	0002	2/7/2023	Situational Leadership	Completed			2/7/2023 12:00:00 AM
UHCL	CH819	0001	1/19/2023	Leading Change	Completed			1/19/2023 12:00:00 AM
UHCL	CH810	0001	12/22/2022	Customer Service	Completed			12/22/2022 12:00:00 AM
UHCL	CLC04M	0007	12/6/2022	Effective Communication	Completed			12/6/2022 12:00:00 AM
UHCL	CH817	0001	11/17/2022	Situational Leadership	Completed			11/17/2022 12:00:00 AM
UHCL	CH803	0003	11/15/2022	Coaching	Completed			11/15/2022 12:00:00 AM
UHCL	CH805	0001	11/10/2022	Business Etiquette	Completed			11/10/2022 12:00:00 AM
UHCL	CH804	0001	11/8/2022	Take Control of Productivity	Completed			11/8/2022 12:00:00 AM
UHCL	CF2313	0001	8/31/2023	FY23 UHCL Contract Creation	Completed	Pass		10/7/2022 12:00:00 AM
Security	CS2301	0001	8/31/2023	FY23 UHCL CSA Training	Completed	Pass		10/4/2022 12:00:00 AM
Security	SP2312	0003	8/31/2023	FY23 COI & Procurement Train	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2305	0010	8/31/2023	FY23 Mandatory Training ECO	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2302	0010	8/31/2023	FY23 Mandatory Training FERPA	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2303	0010	8/31/2023	FY23 Mandatory Training SOS	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2304	0010	8/31/2023	FY23 MT Ethics and Fraud	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2305	0010	8/31/2023	FY23 MT UHCL Data Agreement	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2306	0010	8/31/2023	FY23 MT HAZCOM	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2307	0010	8/31/2023	FY23 MT HR Compliance	Completed	Pass		10/4/2022 12:00:00 AM
Mandatory	SM2309	0010	8/31/2023	FY23 MT Digital Access Basics	Completed	Pass		10/4/2022 12:00:00 AM
Other	CS2301	0001	8/31/2022	FY22 CSA Training	Completed			7/25/2022 12:00:00 AM
Other	CLNDOP	0043	7/19/2022	New Employee Orientation	Completed			7/19/2022 12:00:00 AM
Other	SN2201	0009	8/31/2022	FY22 New Hire EEO	Completed			7/6/2022 12:00:00 AM
Other	SN2202	0009	8/31/2022	FY22 New Hire FERPA	Completed			7/6/2022 12:00:00 AM

Percentage Gauge

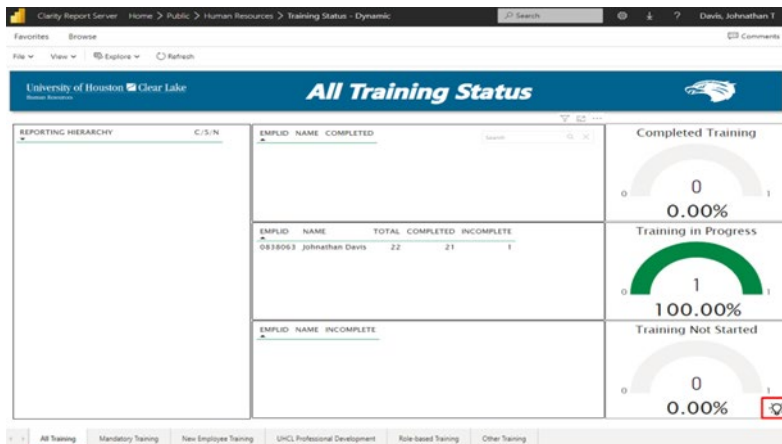
- Far right of the screen
- Connected to the row left of the gauge
- Will change depending on which position/training is selected



Dashboard Article Button

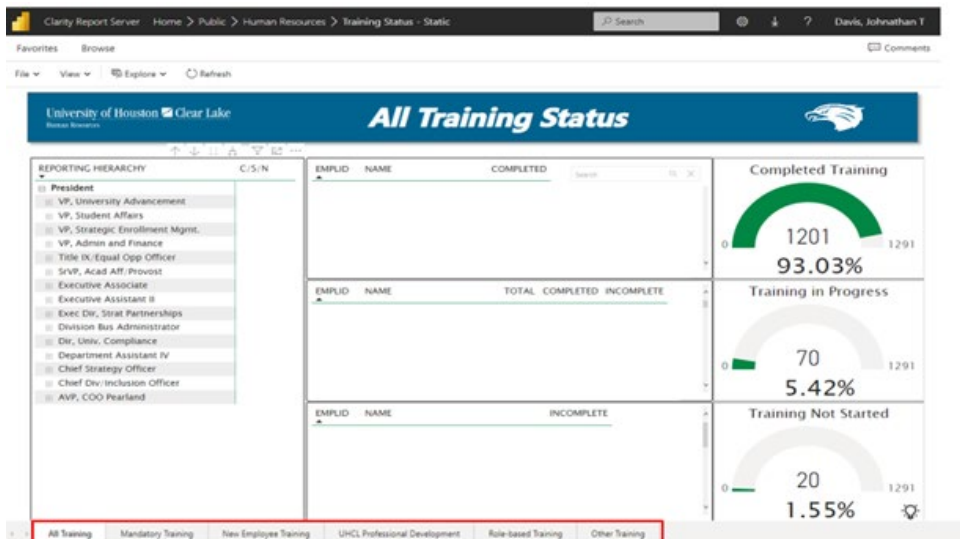
(Lightbulb at bottom right hand corner of screen)

- Data source information



Training Tabs

Broken up to specific courses available at UHCL



Training Tab Definitions

- **All Training:** All courses assigned
- **Mandatory Training:** UHS Mandatory Training
- **New Employee Training:** UHS New Hire Training
- **UHCL Training:** UHCL Professional Development
- **Role-Based Training:** Training assigned based on job need
- **Other Training:** Courses that do not fall under the other categories

*(**Note**) Managers will need to check both the Mandatory and the Role-Based Tab to ensure 100 percent completion for Mandatory Training Period. *