

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](mailto:training@uhcl.edu) or call extension x2301 or x2166.

You can access the training dashboard at [clarity.uhcl.edu/reports](https://clarity.uhcl.edu/reports).

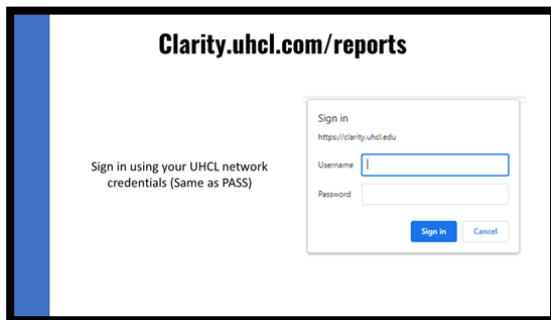
This dashboard will assist with tracking different types of training such as:

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

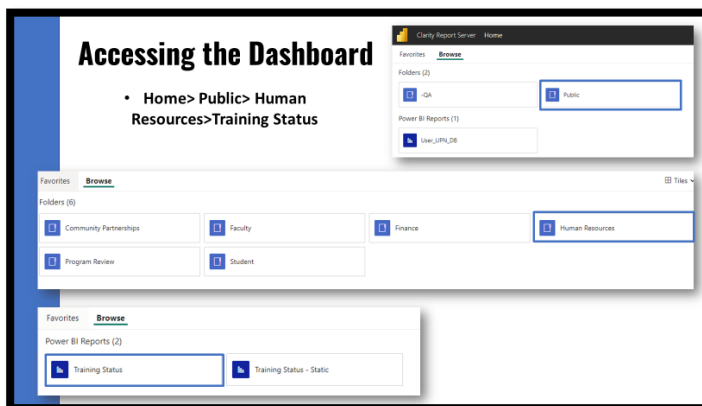
All data is pulled from PeopleSoft and is updated at 6am daily

## Logging In

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

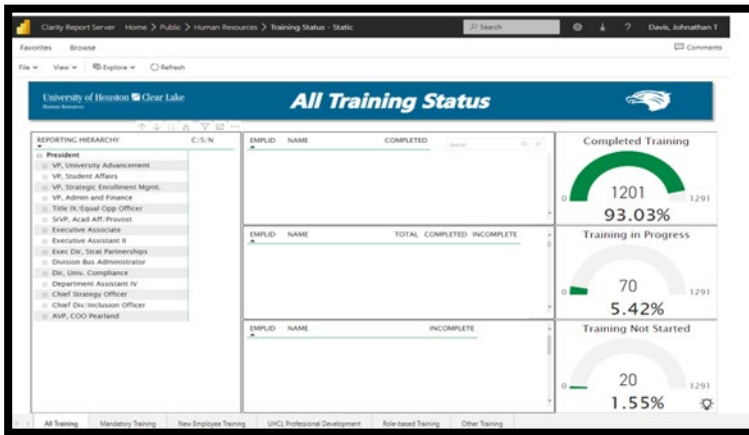


- To access the dashboard, follow the path: **Home > Public > Human Resources > Training Status**



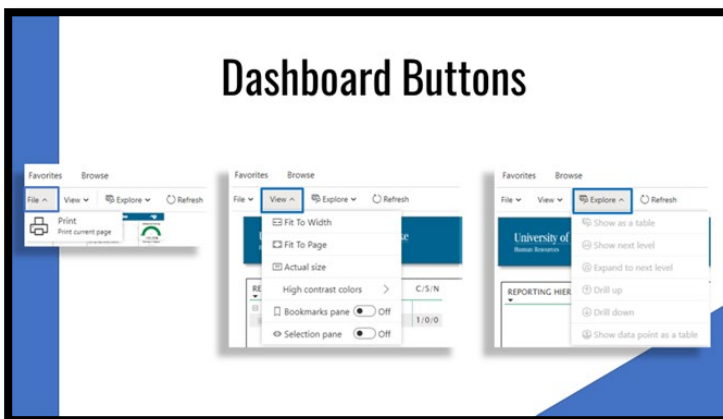
## Home Page

- 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



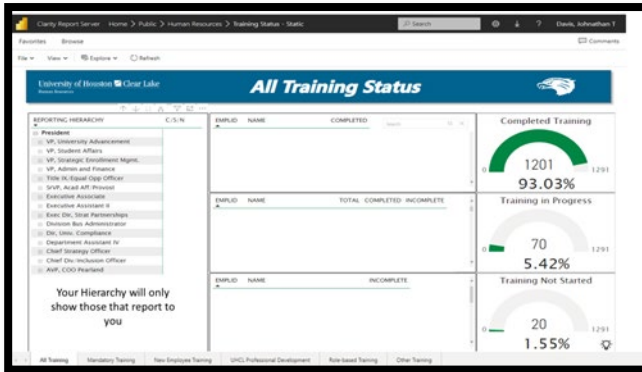
## Dashboard Buttons

- 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



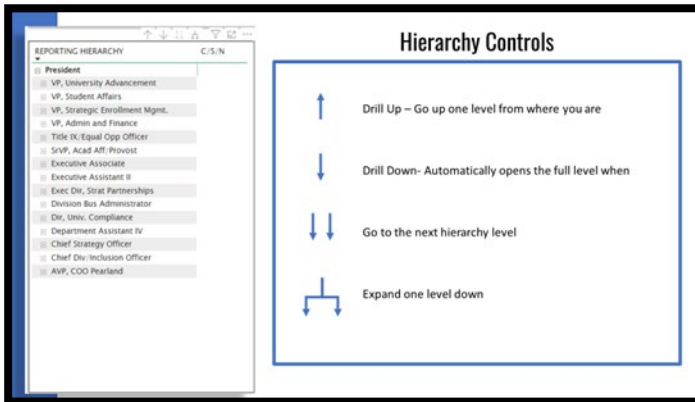
## Administrative View

- 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

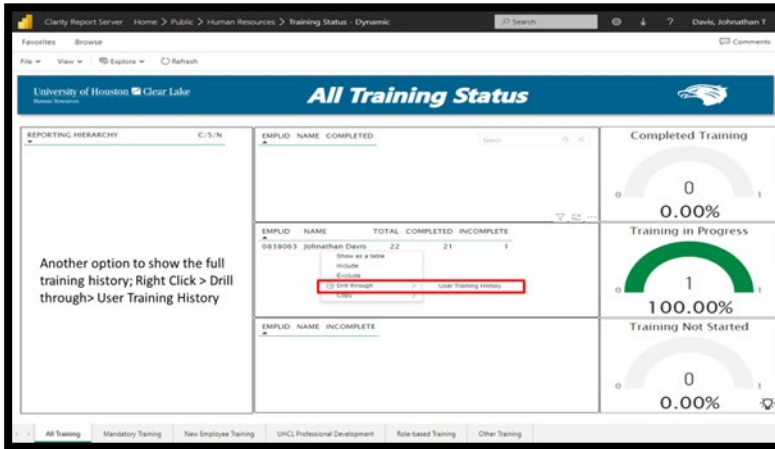
- **Drill Up** – go up one level from where you are
- **Drill Down** – automatically opens the full level when selected
- **Go to the next hierarchy level** – will drop one level from the current hierarchy selected
- **Expand one level down**– drops down 1 level for all that you have access to view
-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





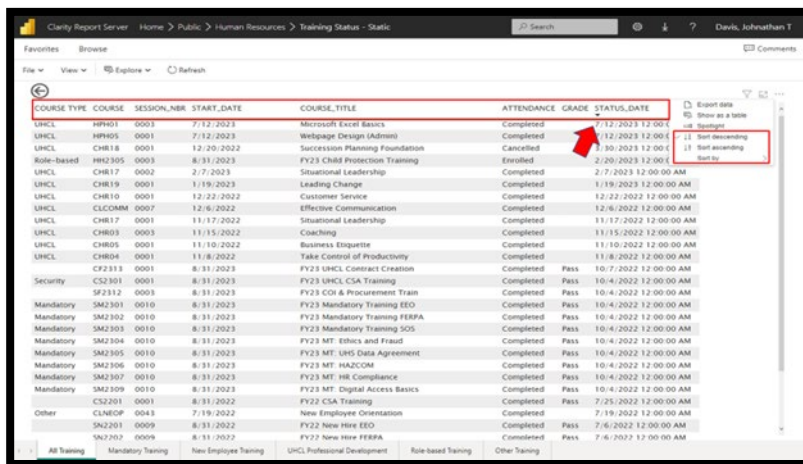
## Alternative Training History View

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



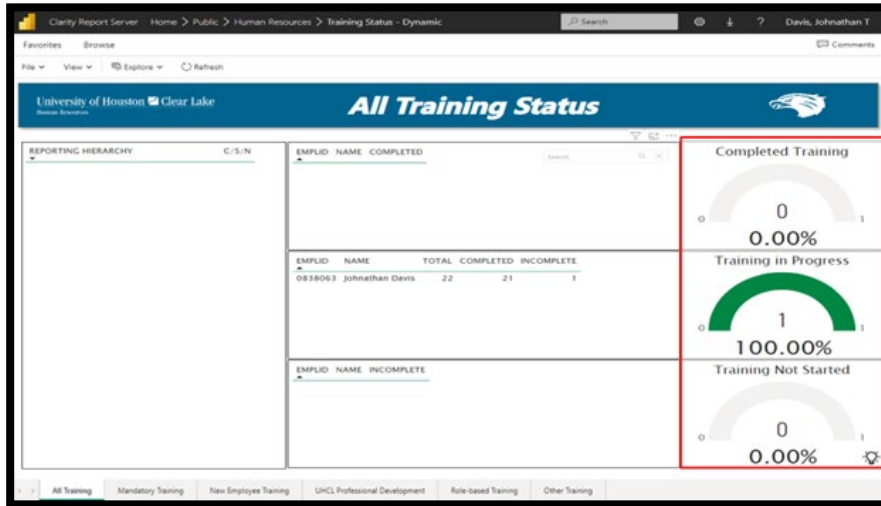
The options you have here are the same as the **Home Page** and the **Hierarchy Controls**:

- 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



## Percentage Gauge

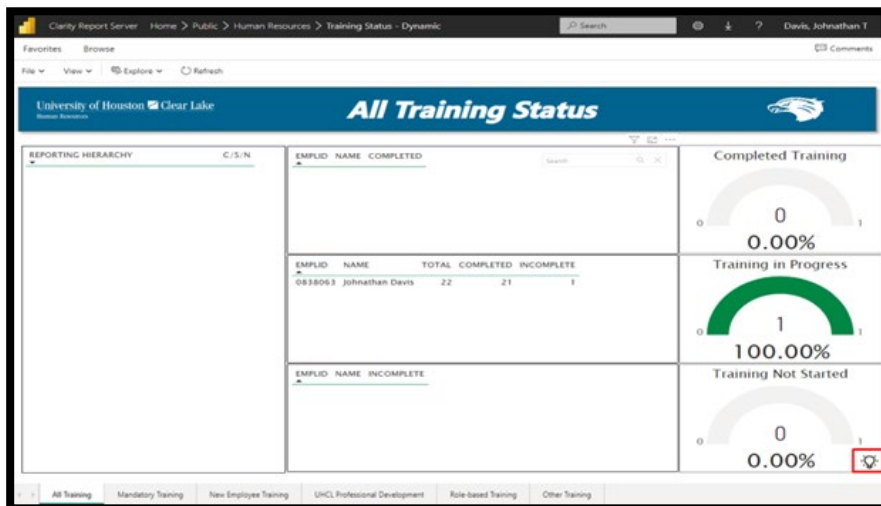
- Far right of the screen
- Connected to the row left of the gauge
- Will change depending on which position/training is selected



## Dashboard Article Button

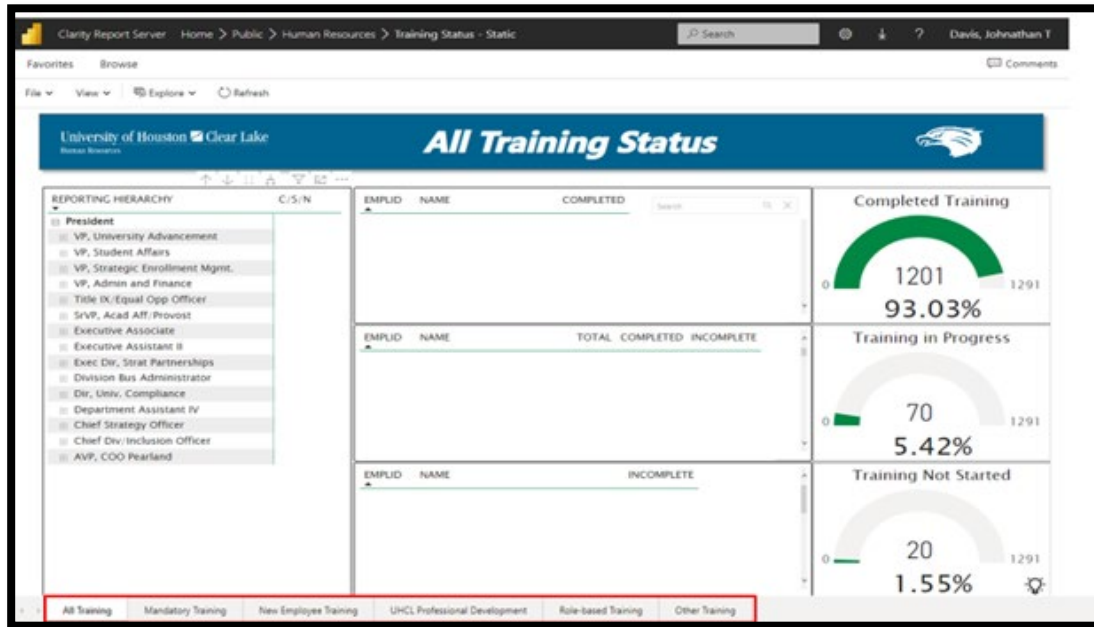
(Lightbulb at bottom right hand corner of screen)

- 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. \*