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Home Connect Learning Reports ILT Content Admin Vision Resource Center



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

*Your*  
Professional Development



LEARNER HOME



BROWSE FOR TRAINING



CALENDAR



MY TRANSCRIPT



EXTERNAL TRAINING

# VISION RESOURCE CENTER (VRC)

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## USER MANUAL

Version 1.0

June 2020

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## Welcome

GCCCD has advanced your employee learning by integrating with the Vision Resource Center (VRC). You can now search, register for, and track campus learning opportunities within the VRC. In addition, you can use the VRC to access a robust course catalog, including LinkedIn Learning (Lynda.com), @One and SkillSoft. You may also want to join statewide community forums where you can discuss ideas, share strategies and resources. This handbook is intended to assist GCCCD employees as you navigate the VRC.

## Log In Instructions

---

The Vision Resource Center is included in our district's Single Sign-On authentication scheme for access to several applications including Office 365, Workday and One Drive. It is recommended that you use this log in method from when off campus, but you may wish to use this method anytime you are not accessing single sign-on.

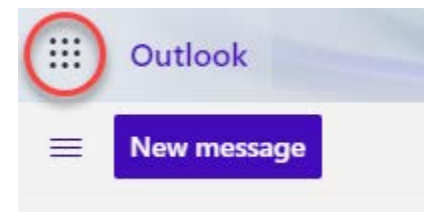
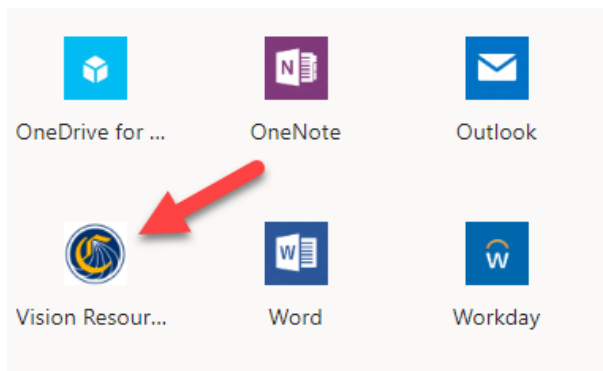
### From any Web Browser

In any **web browser** window, type in the URL, <https://www.office.com>, or simply, "[office.com](https://www.office.com)".

Log on to office.com using your network username (@gcccd.edu email) and enter your network/email password.

Click on "All Apps," (figure #1) and then find the tile for the Vision Resource Center. If you are already in your Outlook web email, click on the App Launcher.

If you have never logged onto the network from off campus, you may need to set up [multi-factor authentication](#) protocols. See [District IT Help Desk](#) for further assistance.



Access while in your webmail

### Office.com log in

### From Your Cuyamaca Office Computer:

You may also log onto the Vision Resource Center here: <https://visionresourcecenter.ccco.edu/login/> by selecting Grossmont-Cuyamaca as an integrated college, and providing the same username and password described above.

## The Welcome Page

---

Once logged-on, you will see your customized Welcome Page.

All users will see the HOME, CONNECT, LEARNING, REPORTS, and Vision Resource Center tabs.



California  
Community  
Colleges

Vision  
Resource Center

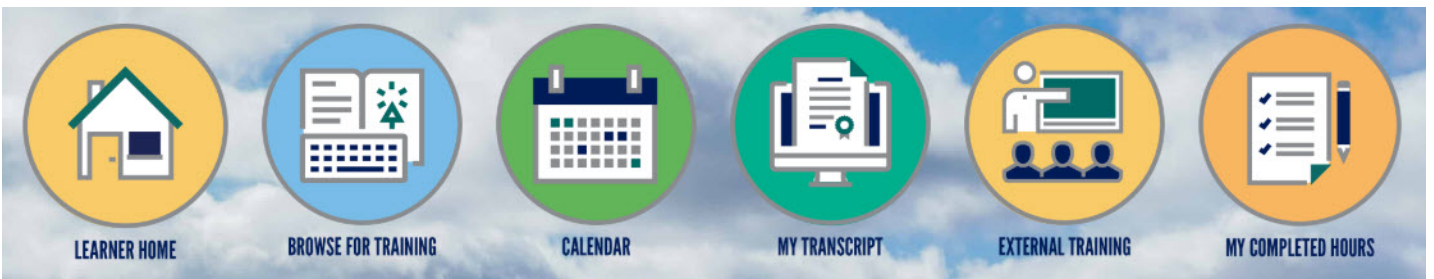


**Navigation Note:** to access the links/pages under the header tabs, **hover over** them, (**Home, Connect, Learning, Reports Vision Resource Center**) to allow the menus under them to pop up; clicking directly on the words in the header will not redirect you to a new page. You can always find your Welcome page under **Home**.

## Quick Link Buttons and Message Boxes

---

All users will see 5-6 quick-link buttons which will help you to quickly navigate to key pages:



**Learner Home:** Here is where all available learning lives, and its customized for you! You can search trainings, continue in-progress training, view and track your completed training, add subjects to find training that appeals to you, create playlists, see what is trending statewide and so much more!

**Browse for Training:** This is a one-stop shop for all available trainings. Search and view over 12,000+ training videos and other content pertinent to you and your employee role such as Microsoft Office, job skills, Canvas, Zoom, @One, communication and management, Guided Pathways, and much more.

**Calendar:** View Cuyamaca College events, training, and workshops at-a-glance. View your session dates, details, and **REGISTER!!**

**My Transcript:** This is your VRC **learner transcript**. Here you can view training statuses, due dates, launch training, complete workshop evaluations, and mark training as complete. It is important that faculty keep their transcript updated for the purpose of hourly tracking by semester and year.

#### **External Training:**

- **Faculty:** This links to a form where you can submit self-designed, individual activities to be posted on your transcript. For a list of faculty pre-approved self-designed training, please see your college professional development web pages. All self-designed training will be reviewed to ensure that the activity meets with Title 5 and AB 1653, Authorized Uses of Professional Development Funds. *You must mark the activity as “complete” on your transcript.*
- **Administrators and Staff:** This links to a form where you can submit self-designed, individual activities to be posted on your transcript. *You must mark the activity as “complete” on your transcript.*

#### **My Completed Hours – Faculty Only**

This button links to a report that will add up your completed semester hours posted on your transcript. This is a helpful tool to compare hours completed with your professional development obligation. **See additional information on page 12.**

**Welcome Text Box:** This box is used to communicate important messages to you about your professional development.

#### **Your Professional Development Obligation – Faculty Only**

This box is used to communicate the number of hours you are to complete to fulfill your professional development obligation. For an explanation of how your PD obligation is calculated, please see your college professional development web page.

**Your Inbox:** Lists a summary of all email notifications and includes the option to perform an action (e.g. launch, evaluate, approve, etc.).

**My Training:** Lists assigned training for all employees assigned by District Human Resources (e.g. sexual harassment training, FERPA training, etc.).

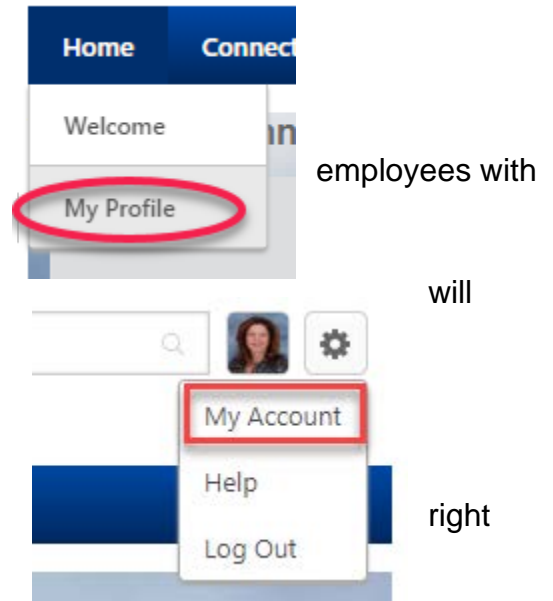
## Your Profile

---

To access your profile, under **HOME** go to the upper right click on the **My Profile**. In your Profile, you can:

- See your primary position information.
- Edit your Summary, Interests, and Subjects.
- Choose to include your Interests and connect with other employees with the same interests.
- Choose to include Subjects of interest and in turn the VRC suggest training for you based on those subjects.
- View your Connect Communities

To upload a **photo** and view your settings, go to the upper corner of your computer screen and hover over the cog.



## Your Transcript

---

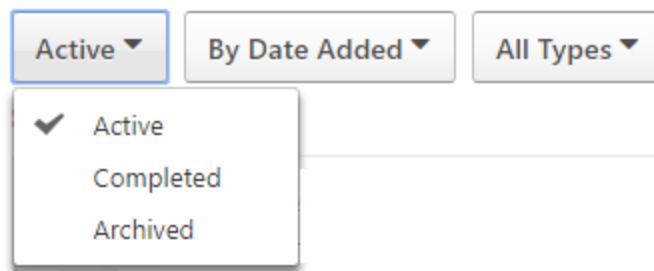
Your learning transcript is like a student transcript. It is a list of the professional learning you have queued, started, and completed. To view your **Transcript**, hover over the **Learning** header then click on **My Transcript** OR click on the **Your Transcript** button on the **Welcome Page**.

When you first access your transcript, it may be blank. Time to add some learning!

### Navigating Your Transcript

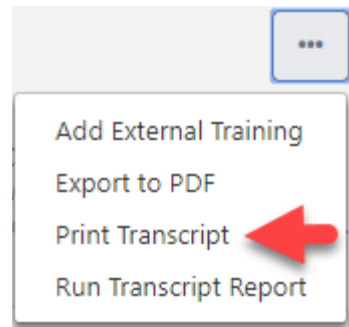
Your Transcript can be sorted several ways using the tabs: by **Status**, By **Date Added** or by **Type**.

*By default, you will see the Active (i.e. In Progress) activities. If there is something that you think should be there and you don't see it, you probably need to look at **Completed** activities.*



## Printing and Exporting Your Transcript

To **Print** or **Export** your **Transcript**, click on the **3-dot** upper right of your **Transcript** page.



**button** in the

## Add Training to My Transcript

1. Register for college events/workshops (also known as “ILT”, Instructor-led Training)
2. Online courses/eLearning (e.g., online classes from LinkedIn Learning/Lynda and @One and Skillsoft)
3. External Training – Adding a self-designed individual activity to your transcript.

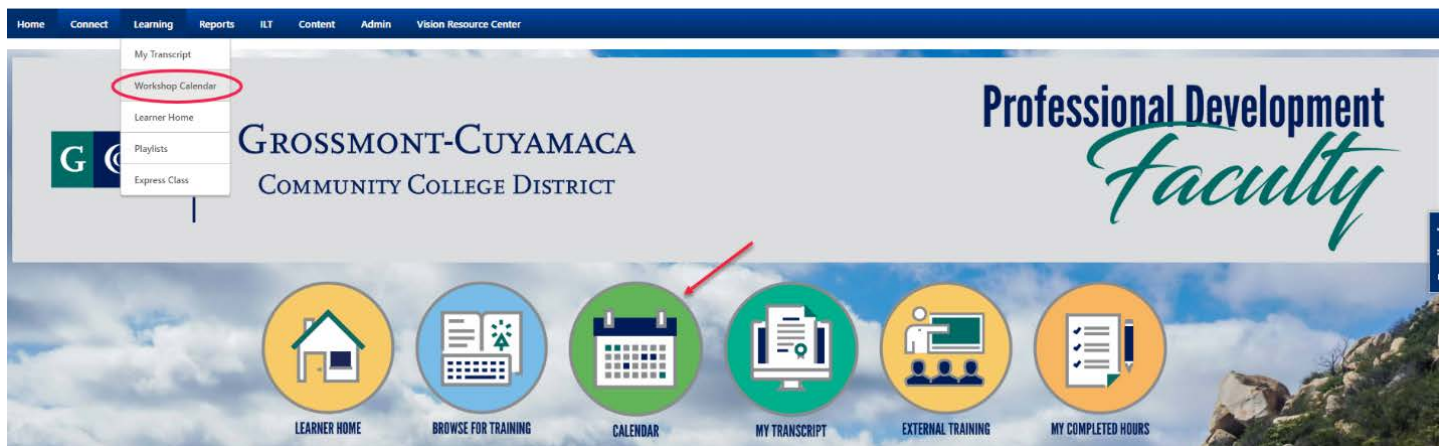
## Register for College Workshops and Events

To add workshops/trainings to your **Transcript** you need to find them and register for them. *Note: Most training offerings will move you from **Request** to **Registered**; though there may be instances where approval required.*

## Workshops/Events from the Calendar – Instructor Led Training (ILT)

To add workshops/trainings to your **Transcript** you need to find them and register for them. *Note: Most training offerings will move you from **Request** to **Registered**; though there may be instances where approval required.*

Click on the **Calendar** button or *hover* over **Learning** and click on Workshop Calendar.



On the **Workshop Calendar** you will see the **Instructor Led Trainings** that are available to you. You can change your view to **Day**, **Week**, **Month**, or view it as an **Agenda** by selecting each in the upper right part of the calendar. You can also filter the results using the top left **All Events (all events available to you)** or **My Events, (events for which you have registered)**, or the left sidebar filter by title, subject, or location. You can **hover** over an image to see the details.

Events Calendar

< May, 2020 > Day Week **Month** Agenda

Check it Out!

All Events  My Events

| SUNDAY | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY   | SATURDAY |
|--------|--|--|--|--|--|----------|
| 26     | 27<br>CVC-OEI: Faculty Support Drop-in Hours for Remote Teaching (12:59 PM PST - CCC)   Virtual<br>CVC-OEI: NetTutor Jam Sessions (12:00 PM PST - CCC)   Virtual | 28<br>Addressing Racial Bias and Microaggressions in Online Environments (10:00 AM PST - CCC)   Virtual<br>CVC-OEI: Places Training: Leader Tools (12:30 PM PST - CCC)   Virtual | 29<br>Addressing Racial Bias and Microaggressions in Online Environments (4:20 - 4:28)<br>Addressing Racial Bias and Microaggressions in Online Environments (10:00 AM - 11:00 AM PST - CCC)   Virtual<br><small>The transition to online instruction and student services in response to COVID-19 presents a substantial challenge for most postsecondary institutions. Among the most pervasive challenges are issues with racial bias and racial microaggressions that serve to impede the student experience in an ever...</small> | 30   | 1  | 2        |
| 3      | 4<br>2020 Ensuring Transfer Success Conference (10:00 AM PST - Online Video Conferencing)  | 5<br>2020 Ensuring Transfer Success Conference (10:00 AM PST - Online Video Conferencing)  | 6<br>Guided Pathways Webinar - English and Math Pathways and Noncredit Development (12:00 PM PST - CCC)   Virtual  | 7<br>Caring Campus: Connecting with Students in a Virtual Environment (10:00 AM PST - CCC)   Virtual   | 8  | 9        |
| 10     | 11<br>Vision Resource Center: College Admin Office Hours (1:00 PM PST - Vision Resource Center)  | 12<br>2020 Ensuring Transfer Success Conference (10:00 AM PST - Online Video Conferencing)<br>Vision Resource Center: Governance/Working Group Meeting (3:00 PM PST - Virtual)   | 13   | 14<br>2020 Ensuring Transfer Success Conference (10:00 AM PST - Online Video Conferencing)<br>Competency-based Education 101: What is it and how is it different from our current offerings? | 15<br>2020 Ensuring Transfer Success Conference (10:00 AM PST - Online Video Conferencing) | 16       |

**Filters:** Title, Session ID, Location, Session Instructor, Add Subject(s) filters, Display Options (All Sessions, Session Instructor, Session Location, Part Name)

| STEP | ACTION   |
|------|--|
| 1    | Click on workshop/event  |
| 2    | Click on Request. Training will be added to your transcript.   |
| 3    | A. Faculty/Administrators: You are now registered for workshop/event.<br>B. Classified/hourly/work study: Your request is pending approval from your supervisor. The VRC will alert your supervisor to your request. Once approved, you are registered for the workshop/event. |

## Training Details

**Convocation**

Session • GCCCD - Cuyamaca College • 3 hours • \$0.00

Request

Click to Register

Print

View Event

Convocation is for all employees. Speakers include the College President, as well as various speakers who will discuss topics related to statewide and college initiatives. In addition, you will also hear from the Academic Senate President and Classified Staff Presidents.

**Online Courses:** Add online courses from providers such as LinkedIn Learning/Lynda.com, @One, Skillsoft, participating college departments, and California Community Colleges. You will have access to over 12,000+ courses ranging from 5-minute trainings to 4+ hour classes.

**\*Must enable pop-ups for the VRC** as online classes and materials open in a new window. *If you have pop-up blockers on, you will not be able to access the content.*

| STEP | ACTION   |
|------|--|
| 1    | Select the <i>Learner Home</i> or <i>Browse for Training</i> button on your Welcome page (Alternatively, you can hover over LEARNING in the navigation bar, then select <i>Learner Home</i> )  |
| 2    | Search/browse available training:<br>- Explore your Learner Home's carousels (e.g. your Top Picks or Inspired by Your Subjects); or<br>- Using the search bar to type in topics you are interested in learning more about e.g., "Excel", "Guided Pathways", "management", etc. |



|   |  |
|---|--|
| 3 | Select a training that interests you                           |
| 4 | Select the <i>Launch</i> button on that training's detail page |
| 5 | Training will open, and is now added to your Transcript*       |

### Workshop is Full-Waitlist

Workshops have a maximum enrollment. If the workshop is full you can be added to the wait list. If you are on the waitlist and a spot becomes open, you will be automatically added to the workshop. Instructors will be able to increase the enrollment maximum if they choose to accommodate more people.

### Cancel/Withdraw and/or Remove a Workshop

If you have requested or registered for a workshop and would like to cancel your registration you can “withdraw” from the workshop by clicking on Withdraw. If your workshop is still pending Withdraw will be the first action button, but if you are registered for the workshop Withdraw will be in the drop-down menu.

To remove a workshop from your transcript that you have withdrawn from you will need to select “view training details” and then “move to archive”

### Adding a Workshop to your Personal Calendar – iCal

From your transcript, click on “View Training Details.”

| Part Name          | Description          | Starts                   | Ends                      | Add to Calendar | Training            | Instructor | Location  |
|--------------------|----------------------|--------------------------|---------------------------|-----------------|---------------------|------------|---|
| Fall20-Convocation | State of the College | 8/12/2020<br>9:00 AM PST | 8/12/2020<br>12:00 PM PST | Add to Calendar | Hour(s) 0 Minute(s) |            | I-207 > Cuyamaca College<br>Cuyamaca Community Coll |

### Email Confirmation and Meeting Invites

In addition to the above iCal option, you will receive a confirmation email after registering for a workshop. This confirmation email includes a meeting invitation. “Accept” the meeting to add it to your Outlook calendar.

## Remove Workshop from Transcript: Archive

To remove a workshop from your transcript, you must first withdraw from the event. If it is an online training, (e.g. LinkedIn Learning), that you have **not** finished, but wish to archive, you may do so, but **you will not receive credit for incomplete online learning**. No partial credit will be awarded.

Teaching Online: Synchronous Classes  
Due: No Due Date Status: In Progress

Learning Zoom  
Due: No Due Date Status: In Progress

Launch

Launch

View Training Details

Request Exemption

Move to Archived Transcript

You may archive from My Transcript and/or Training Details

Convocation  
Event: Convocation  
Edit Transcript Details

Request Exemption Move to Archived Transcript

Training Details

Provider: GOCOD - Cuyamaca College  
Duration: 3 Hours 0 Min  
Description: Convocation is for all employees. Speakers include the College President, as well as various speakers who will discuss topics related to statewide and college initiatives. In addition, you will also hear from the Academic Senate President and Classified Staff Presidents  
Session ID: CC-700  
Subjects: College Information  
TITLE 5 Category: Departmental or division meetings, conferences and workshops, and institutional research.  
Student Roster: View Student Roster  
Registration Deadline: 8/22/2020 9:00 AM PST

Feedback

## Completing a Workshop or Training

Only **completed** training can be used to fulfill your PD obligation.

To move training from ACTIVE to COMPLETED you may need to complete an evaluation and/or certify completion by providing an electronic signature on the training item.

Your attendance will be marked in the system by either the workshop Instructor or the PD Office. Upon completion, you may be asked to complete a short evaluation. If your workshop attendance has not been recorded, please contact the PD Coordinator for assistance.

Transcript:

Welcome to your learning transcript! To learn more about learning outside of scheduled Palomar Community College TRAINING. To print a report showing your transcript, click on the 'Print' link (https://youtu.be/Pr8EKYZ1Wvs). Worklist menu). Note that upon completion, your transcript will be automatically moved to the ARCHIVED tab.

Understanding the action buttons next to your PD activities that are listed as ACTIVE

shops. If you would like to complete an activity, click on the 'Launch' button and then select ADD EXTERNAL VIDEO for assistance: ADD EXTERNAL VIDEO screen (use the drop down menu). Note that upon completion, your transcript will be automatically moved to the ARCHIVED tab.

Active By Date Added All Types Search for training

Search Results (8) **ACTIVE means in progress, these are not completed yet!**

Learning Canvas 2017  
Due: No Due Date Status: In Progress  
**Launch**

**If you have an activity still in progress you will see LAUNCH**

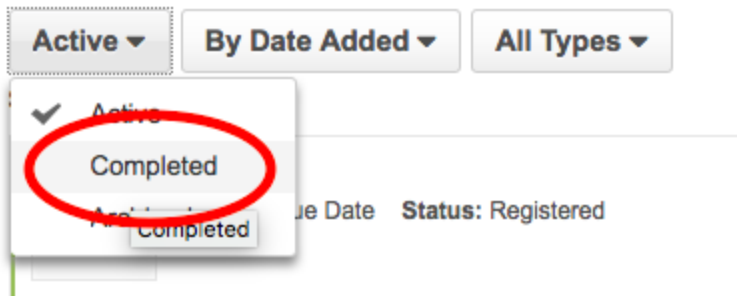
Rio Hondo: Helping Students in Distress  
Due: No Due Date Status: Pending Completion Signature  
**Sign**

**If you have an activity that you have completed, but it requires a signature you will see SIGN**

Cuesta College Completes Successful Business and Entrepreneurship Pilot Program  
Due: No Due Date Status: Pending Evaluation  
**Evaluate**

**If you have an activity that you have completed, but it requires an evaluation you will see EVALUATE**

Completed workshops will show up under the COMPLETED tab on your Learning Transcript.



## Adding External Training to Your Transcript

You may attend workshops, take online classes, and other courseware outside of the VRC and this is considered **External Training**. When creating and submitting **External Training** please make sure it is well-planned, professionally appropriate and described in detail. Faculty should review the Preapproved External Training Categories located on the Professional Development website. You will be required to submit documents such as course syllabus/outline, schedule, and certificate of completion.

**You must complete all 3 of the following steps to ensure your External Training is shown as Complete on your Transcript. All submissions will be reviewed by the Professional Development Coordinator. If you are a classified staff member, you will need approval from your manager.**

### Step One - Enter the External Training Activity

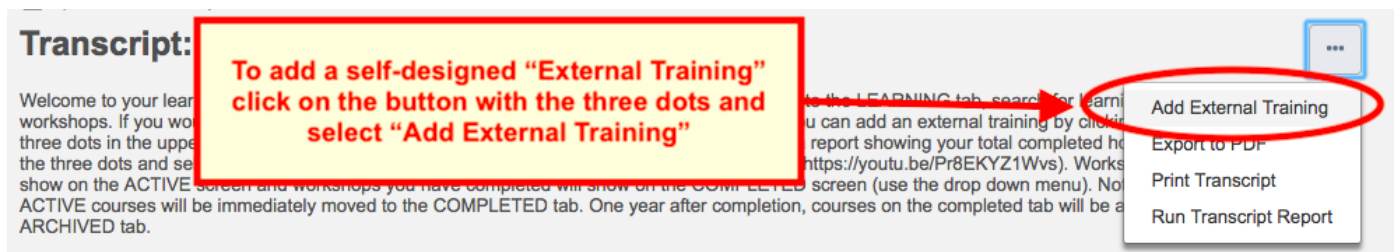
Return to the **Welcome** page and click on the External Training button or access External Training from **My Transcript**.

**Complete** the electronic form.

**Attach** pertinent documents

Click, "**Submit**"

Note: you cannot mark this activity as complete until **after** the end date of the activity.



To **edit an External Training** that has already been submitted, go to your **Transcript**, find the training item, and click on "View Training Details" and then "Edit External Training".

## Step Two - Mark the Activity Complete


To finalize an External Training and see it as complete on your transcript. Navigate to your **Transcript**, and click **Mark Complete**. Note: you will not see **Mark Complete** until the end date of the training has passed. If you do not see the **Mark Complete** option, please ensure the end date of your External Training has passed.

**Transcript:** My Team ▾ Options ▾

Welcome to your learning transcript! To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and register for workshops. If you would like to complete learning outside of scheduled Palomar PD activities, you can add an external training by clicking on OPTIONS (in the upper right hand corner) and then ADD EXTERNAL TRAINING. Note that upon completion, your ACTIVE courses will be immediately moved to the COMPLETED tab. One year after completion, courses on the completed tab will be automatically moved to the ARCHIVED tab.

Active ▾ By Date Added ▾ All Types ▾

Search Results (7)


|   |  |  |
|---|--|--|
|  | <b>UNICHECK Webinar</b><br>Due: No Due Date Status: Registered | <div style="border: 2px solid red; padding: 5px; display: inline-block;">"Mark Complete" will only show up after the due date has passed! If you do not see "Mark Complete" please check the end date for your External Training and make sure the date has ended.</div> <span style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"><b>Mark Complete</b> ▾</span> |
|---|--|--|

## Step Three - Sign to Acknowledge Completion

After you **Mark Complete** you will then click on **Sign**. You can now sign your name and the activity will be confirmed as completed. Type your name under **Acknowledge Completion** and click **Sign**. The activity is now completed on your Transcript and your hours are added to your total training hours.

Active ▾ By Date Added ▾ All Types ▾

Search Results (12)

|   |  |  |
|---|--|--|
|  | <b>Teaching Strategies Course at Cuyamaca College</b><br>Due: No Due Date Status: Pending Completion Signature | <span style="font-size: 2em; color: red;">➔</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Sign</span> |
|---|--|--|

## Editing External Training

You can edit an **External Training** that has already been submitted (even after it has been marked **Completed**). Navigate to your **Transcript**, click **View Training Details** next to the item and then click **Edit External Training**. If the **External Training** is not showing on your Transcript, you may need to change the filter at the top from Active to Completed or vice versa.

# Teaching Strategies Course at Cuyamaca College

> Edit External Training



## Training Details

Training Type: External Training  
Number of Hours of Activity: 24 Hours 0 Min  
Activity Description: This is a 8 session hybrid course offered to faculty at Cuyamaca College.  
Status: Pending Completion Signature  
Training Purpose:  
Due Date: None  
Language: English (US)  
Activity Dates: 2/10/2020- 5/18/2020  
TITLE 5 Category: Staff development, in-service training and instructional improvement  
Attachment(s):  Attachments  
[33\\_Strategies\\_flyer.pdf](#)

## Assignment History

| RegNum | Latest Registration? | Delivery  |
|--------|----------------------|---|
| 1      | Yes                  | Requested By Donna Hajj On 5/27/2020 1:50:10 PM |


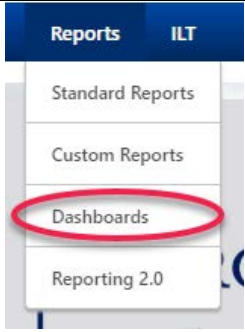
## Acknowledge Completion

By signing my name I confirm that I have completed this online or external Professional Development training.

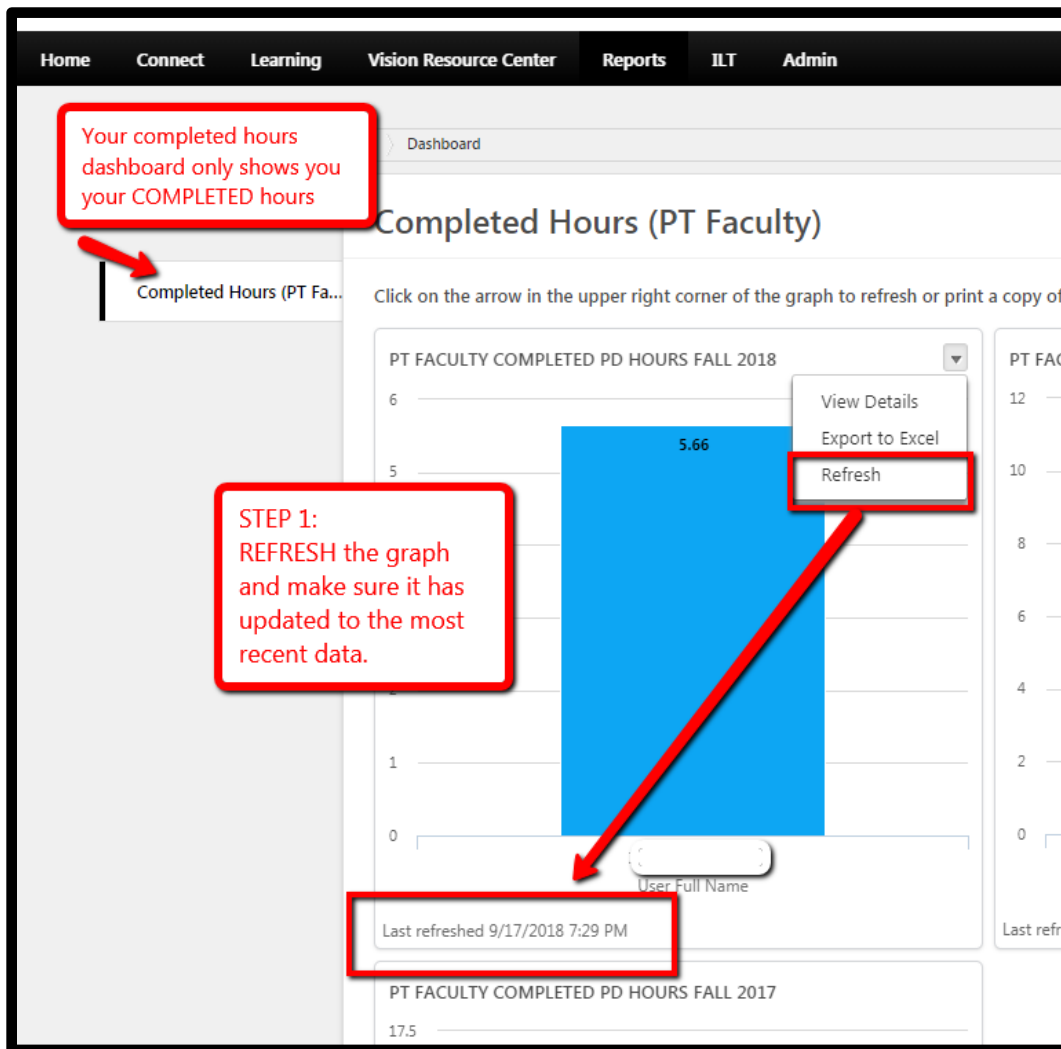


Type your name in this box.  
This will certify that you  
have completed your self  
designed external training.

# My Completed Hours Dashboard

|  |   |   |
|--|---|---|
|  <p><b>MY COMPLETED HOURS</b></p> | <p>To access your Completed Hours report, you can either return to the <b>welcome page</b> and click on the <b>My Completed Hours button</b> or click on <b>“Dashboard”</b> in the drop-down menu under <b>Reports</b>.</p> |  |
|--|---|---|

**NOTE: YOU HAVE TO REFRESH YOUR GRAPH TO SEE YOUR MOST RECENT COMPLETIONS!**



**Your completed hours dashboard only shows you your COMPLETED hours**

**STEP 1: REFRESH the graph and make sure it has updated to the most recent data.**

**Refresh**

**Last refreshed 9/17/2018 7:29 PM**

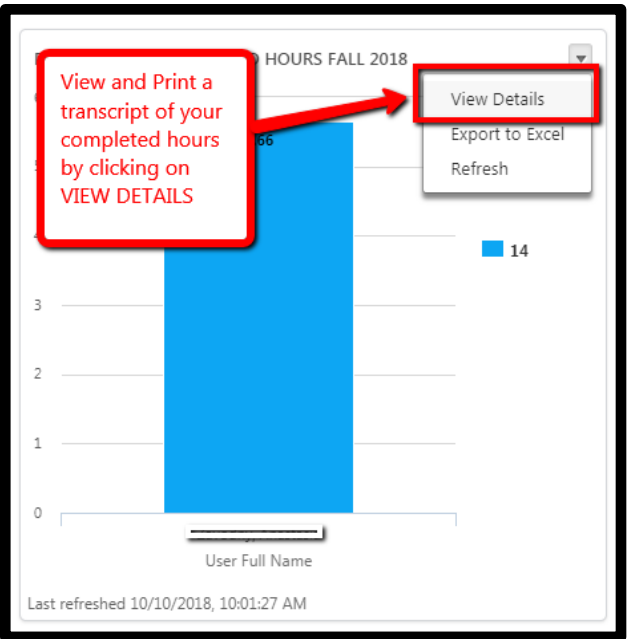
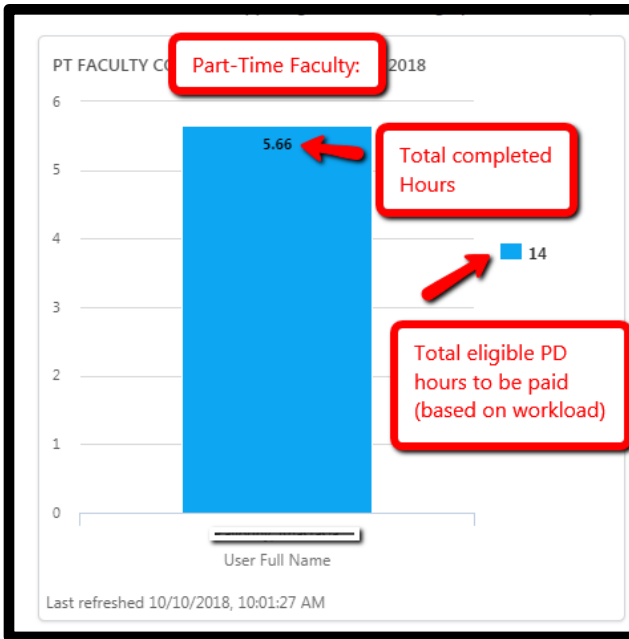
PT FACULTY COMPLETED PD HOURS FALL 2018

|   |      |
|---|------|
| 6 | 5.66 |
| 5 |      |
| 1 |      |
| 0 |      |

User Full Name

PT FACULTY COMPLETED PD HOURS FALL 2017

17.5



### PT Faculty Completed PD Hours Fall 2018

Total completed training hours: 5.66

Only PT faculty will see a second box that shows their eligible PD hours to be paid.

Training Hours

User Full Name

| User Full Name / Eligible PD Hours | Training Title   | Training Type | Sum Training Hours |
|------------------------------------|--|---------------|--------------------|
| <b>Grand Summary (4)</b>           |  |               |                    |
| 14 (4)                             |  | <b>TOTAL</b>  | 5.66               |
| 14                                 | Faculty Meeting: Senate & Palomar Faculty Federation Updates | Session       | 1.33               |
| 14                                 | Division Meetings  | Session       | 1.33               |
| 14                                 | Pre-Plenary with Davis Jenkins                               | Session       | 1.00               |
| 14                                 | Pre-Plenary with Davis Jenkins                               | Session       | 2.00               |

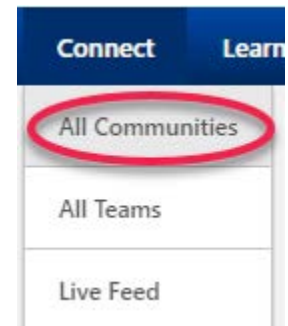
Your name will be listed here.

For PT Faculty you will see your eligible PD hours in the second column

You will see the training title for each training, the type of training, and the hours completed.

## Connect Communities

The District's participation in the VRC enables you to use Cornerstone's **CONNECT** feature to engage with fellow Faculty, Staff, Administrators, and Trustees across the California Community College system in VRC communities built around key statewide initiatives, such as Guided Pathways, Equity, Instructional Design, the Student-Centered Funding Formula, Financial Aid, and many more.



### Joining A Community

You can “Follow” Communities, Topics, Postings and Authors, which allows them to receive email notifications when a new posting is created from any of the areas they are following.

You can **Follow** by selecting the “**Options**” icon on the right-hand corner of the screen and selecting “Follow”, or simply stop following by going back into the Options icon and selecting “Unfollow”.

- ❖ When following a **Community**, you are following every Topic, Sub-Topic and Posting inside the Community
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- ❖ When Following a **Posting**, you are following every reply made to the Posting.
- ❖ When Following an **Author**, you are following every new Posting created by the Author.

### Create Posting

From inside a Topic that you are a Member, you can create a posting. There are 4 posting types available:

- ❖ **Discussion** - This posting type allows you to post file attachments or add a URL link. Up to three files can be added to these postings.
- ❖ **File** - This posting allows you to attach up to one file to the posting. The title of the attachment cannot exceed 100 characters.
- ❖ **Q&A** - This posting is used to ask questions to the Topic experts. When a Topic expert answers a Q&A posting, the response will be labeled as ‘Expert Answer’. An attachment or URL can be added to posting.
- ❖ **Suggestion** - This posting allows you to post suggestions or ideas. You can attach a file or URL to this posting. These postings allow for an up vote or down vote for the suggestion. Moderators and Admins can mark the Suggestion as accepted, indicating that the Suggestion has been accepted or implemented. An attachment or URL can be added to posting.

### All Teams

Teams are a great way to organize workgroups who are **assigned tasks**. It is best that teams are for a finite period rather than ongoing. For example, a committee breaks up into workgroups with assigned tasks. These workgroups become Teams in Cornerstone. They then work on tasks like presentations, curriculum outlines, items related to Guided Pathways, etc. The team members share information on the Team Feed, and they create and manage the various tasks needed to deliver the final product on the Team Tasks page.

If you are thinking about creating a Team in Cornerstone, please contact the Professional Development Coordinator or PD Committee to discuss implementation protocols.



## **Live Feed**

The Live Feed page displays user updates and activity updates from connections, team members, and users who have permission to broadcast statewide and collegewide messages. Use this link to keep up to date on posts and conversations about the Connect Communities and Team in which you participate.

## **Custom Communities**

If you are interested in creating and moderating your own community, contact your Professional Development Coordinator or PD Office for more information.