



# Vision Resource Center (VRC) Cornerstone User Guide for College of the Canyons Employees

Version 1.0  
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# Vision Resource Center (VRC)

## COC Employee User Guide

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The Vision Resource Center (VRC) is a statewide system for accessing, tracking, sharing and promoting professional development. It allows all employees in the CCC system to Connect and learn about countless topics that affect our work and our students. This guide is intended to assist COC employees as they navigate the basics of the VRC.

Login using this link <https://login.visionresourcecenter.cccco.edu/login> .

### Need Help?

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If you need help while using the VRC, here are your primary contacts:

#### Need help logging in?

You should be logging in using your SSO (Single Sign On) credentials (your computer email username and password). If you forgot your credentials please contact the IT helpdesk at [helpdesk@canyons.edu](mailto:helpdesk@canyons.edu). If you need help logging in, please contact Leslie Carr, Director, Professional Development at [leslie.carr@canyons.edu](mailto:leslie.carr@canyons.edu) (Ext 3100) or Sarah Dettman, Professional Development Technician, at [sarah.dettman@canyons.edu](mailto:sarah.dettman@canyons.edu) (Ext 5104).

#### Experiencing Difficulties with the Vision Resource Center?

If the VRC is not functioning properly, contact Leslie Carr, who will work to assist you. If she cannot, she will create a help ticket in the system for you.

#### Position or HR-Related Information is Inaccurate

If the information showing in the system is inaccurate (e.g. your position is incorrect or it is showing the wrong managerial hierarchy), please contact Leslie Carr.

#### Other questions?

For other questions and updates to this guide, please contact Leslie Carr or Sarah Dettman.

**Note: When you see ILT (Instructor Led Training), this is the same as "Workshop."**

## Contents

Need Help? .....	2
Need help logging in? .....	2
Experiencing Difficulties with the Vision Resource Center? .....	2
Position or HR-Related Information is Inaccurate .....	2
Other questions? .....	2
Log-In Instructions .....	4
COC's Welcome Page and Menu .....	4
Your Profile .....	4
Your Account .....	5
Change Photo .....	5
Adding/Registering for Instructor Led Training – ILT (Workshops) .....	6
Adding ILT from the Calendar .....	6
ILT is Full: Waitlists .....	7
Pending Approval .....	7
Adding the ILT to Your Calendar .....	8
Withdraw From (Cancel) an ILT .....	8
Completing the ILT .....	8
Your Transcript .....	9
Navigating Your Transcript .....	9
Printing and Exporting Your Transcript .....	9
Adding External Training to Your Transcript .....	10
Submit an ILT Proposal .....	12
Remove ILT/Activity from Transcript: Archive .....	13
Searching or Browsing for Learning .....	13
Global Search Box .....	13
Search and Browse from Learner Home .....	14
Browse the ILT Calendar .....	15
Browse or Search for Training .....	16
View/Report Your Completed PD/FLEX Hours .....	17
View Completions on Learner Home Page .....	17
Run a Transcript Report .....	17

## Log-In Instructions

Login to the Vision Resource Center (VRC) using any of the following:

- Direct link: <https://login.visionresourcecenter.cccco.edu/login>
  - Click on Login in the upper right corner of the screen
  - Enter your email address and click on the submit button
  - This will bring you to your welcome page

## COC's Welcome Page and Menu

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On the VRC's welcome/landing page, all users will see the *Home, Communities, Learning, Reports*, and *Systemwide Information* tabs.

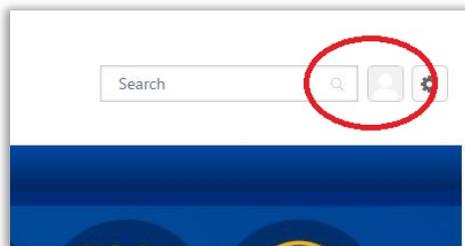
**Navigation Note:** to access the links/pages under the headers, **hover over** them, (*Home, Communities, Learning, Reports*) to allow the menus under them to pop up; clicking directly on the words in the header will not redirect you to a new page.

You can always find your Welcome page under *Home*.

## Your Profile

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To access your profile, go to the upper right and click on the *person icon*:



Here you should see your primary position information.

You can edit your Summary, Interests, and Subjects. This is completely optional.

If you choose to include your Interests you will be able to connect with other employees on campus with the same interest by clicking on that interest button.

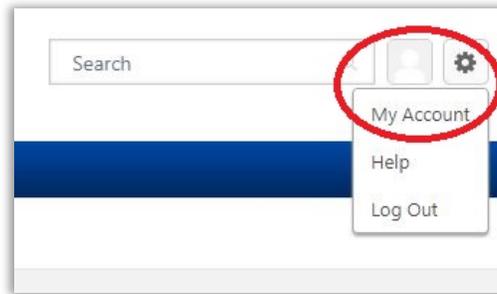
If you choose to include Subjects you are interested in, the VRC will suggest training to you based on those subjects.

To change or upload your photo, see **Your Account**, below.

## Your Account

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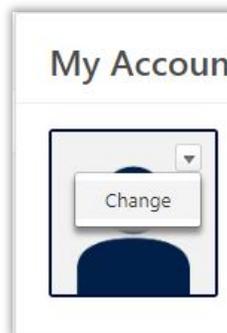
To access your Account, go to the upper right and hover over the cog icon and the My Account drop down will pop up. Click on *My Account*.



You will see your Primary position.

## Change Photo

To change your photo, hover over the person icon and click the down triangle. Then click on *Change*.

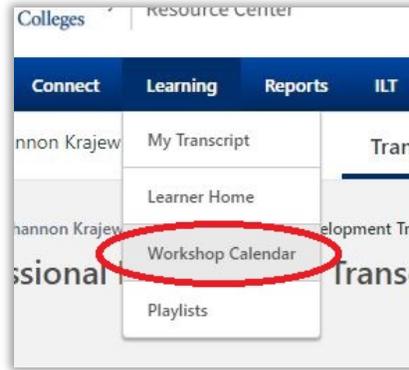


## Adding/Registering for Instructor Led Trainings – ILT (Workshops)

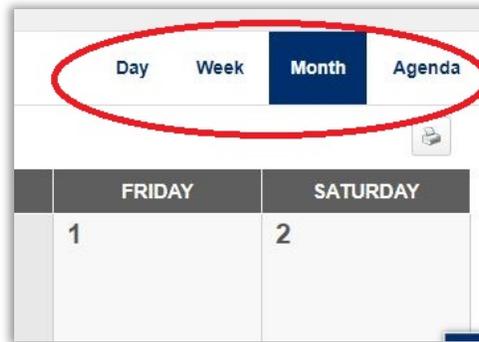
To add workshops/trainings to your **Transcript** you need to find them and register for them. *Note: The software refers to registering as a **Request** but that is a term in the software; it does not necessarily mean that there is any approval required.*

### Adding ILTs from the Calendar

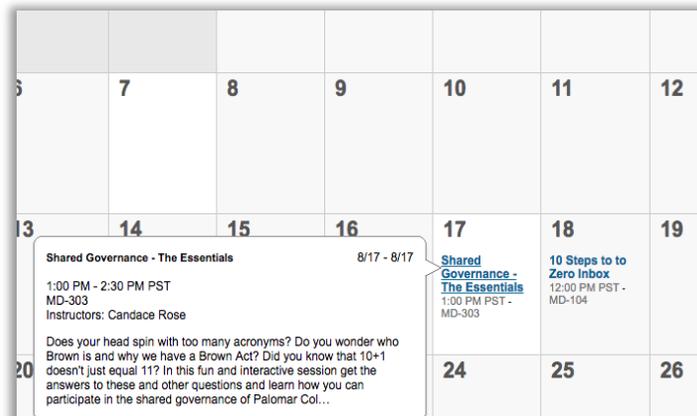
Hover over **Learning** and then click on **Workshop Calendar**.



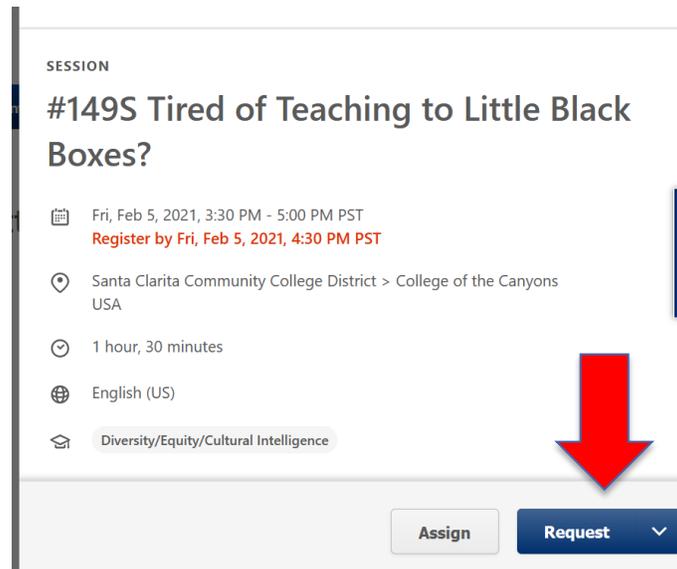
On the **Workshop Calendar** you will see all of the **Instructor Led Trainings** that are available to you. You can change your view to **Day**, **Week**, **Month**, or view it as an **Agenda** by selecting each in the upper right part of the calendar.



On the calendar you can hover over a workshop to see more details.



To register for one of the workshops, click on the workshop and you will see the screen to **Request** the training. Click on **Request** and the training will be added to your transcript. (Note: The software refers to registering as a **Request** but that is a term in the software; it does not necessarily mean that there is any approval required.)



Now that you are registered, you should receive a confirmation email with an Outlook calendar for the date and time of the workshop.

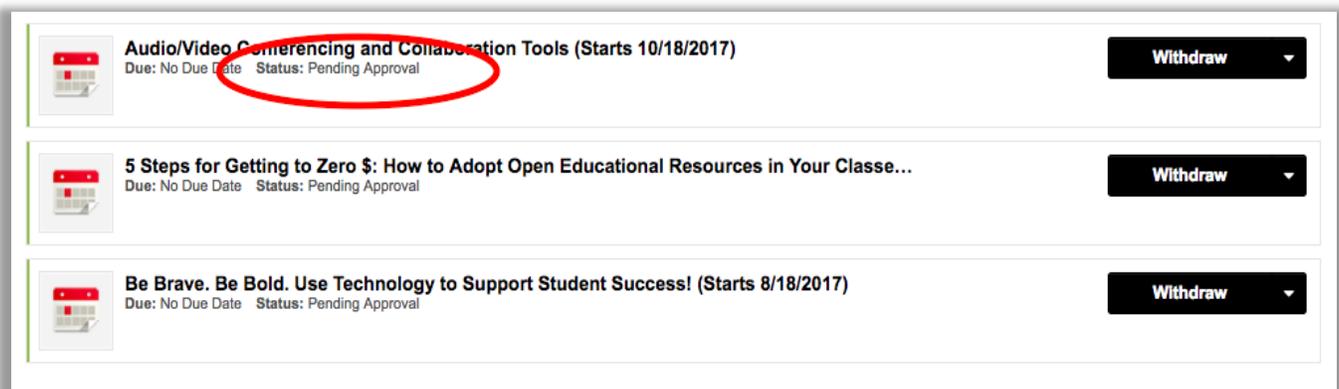
### ILT is Full: Waitlists

Some 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.

### Pending Approval

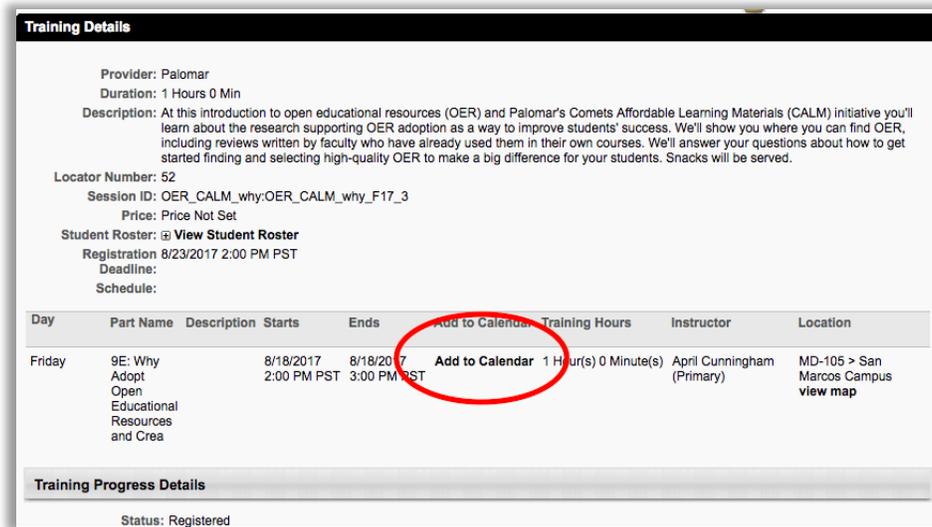
After requesting **most** workshops, you are automatically registered for the workshop. There may be some instances in which a workshop is set up in a way that requires approval by an employee's manager. If this is the case, you will see **Pending Approval** next to the workshop because it needs to be approved by your manager. The system will automatically generate an email to your manager for this purpose, directing them about how to approve or deny your request. If your request is denied, that denial will also show on your transcript.

Here's a look at what the workshop looks like if it has a status of "Pending Approval"



## Adding the ILT to Your Calendar

You should receive a confirmation email that includes an Outlook calendar event after you register for a workshop. Additionally, you can easily add the workshop to your Calendar: from your **Transcript**, click on [View Training Details](#) next to the event and click on [Add to Calendar](#).



**Training Details**

Provider: Palomar  
Duration: 1 Hours 0 Min  
Description: At this introduction to open educational resources (OER) and Palomar's Comets Affordable Learning Materials (CALM) initiative you'll learn about the research supporting OER adoption as a way to improve students' success. We'll show you where you can find OER, including reviews written by faculty who have already used them in their own courses. We'll answer your questions about how to get started finding and selecting high-quality OER to make a big difference for your students. Snacks will be served.

Locator Number: 52  
Session ID: OER\_CALM\_why:OER\_CALM\_why\_F17\_3  
Price: Price Not Set

Student Roster: [View Student Roster](#)  
Registration 8/23/2017 2:00 PM PST  
Deadline:  
Schedule:

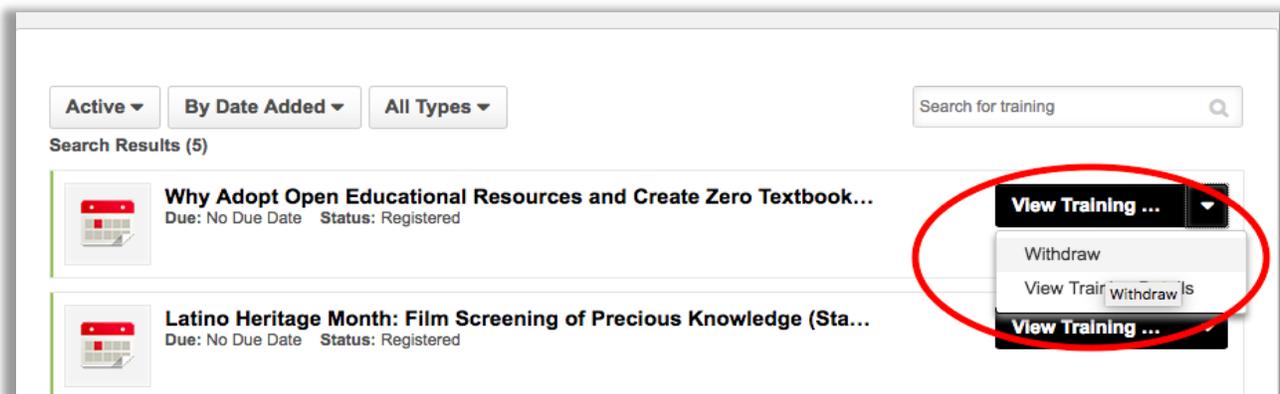
Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Friday	9E: Why Adopt Open Educational Resources and Crea		8/18/2017 2:00 PM PST	8/18/2017 3:00 PM PST	<a href="#">Add to Calendar</a>	1 Hour(s) 0 Minute(s)	April Cunningham (Primary)	MD-105 > San Marcos Campus <a href="#">view map</a>

**Training Progress Details**

Status: Registered

## Withdraw From (Drop) an ILT

If you have requested or registered for a workshop and would like to cancel your registration, navigate to your [Transcript](#) page. Find the workshop and to the right of it you will see a drop-down menu. Click the drop-down menu and select [Withdraw](#).



Active ▾ By Date Added ▾ All Types ▾ Search for training

Search Results (5)

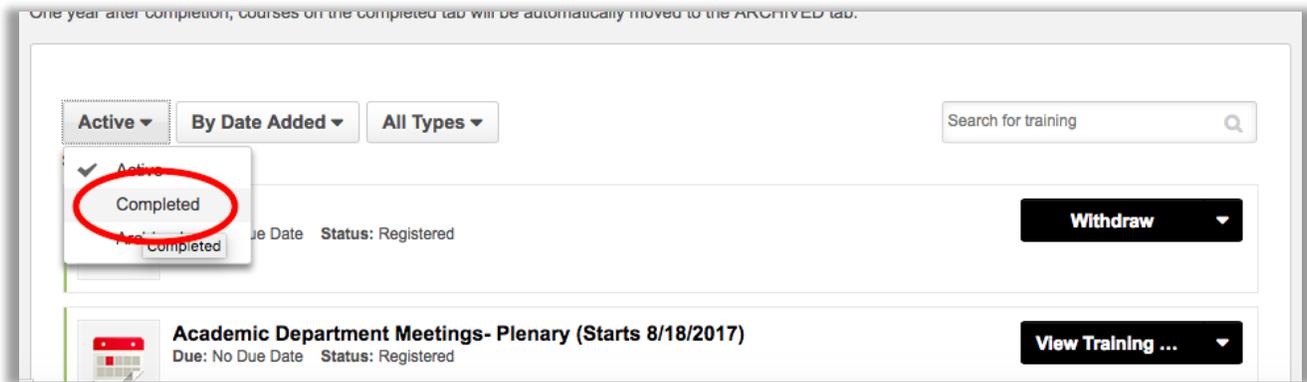
-  **Why Adopt Open Educational Resources and Create Zero Textbook...**  
Due: No Due Date Status: Registered
-  **Latino Heritage Month: Film Screening of Precious Knowledge (Sta...**  
Due: No Due Date Status: Registered

View Training ...  
Withdraw  
View Training ...

## Completing the ILT

Your attendance will be marked in the system by the Professional Development Office. If your workshop attendance has not been marked please contact either Leslie Carr at [leslie.carr@canyons.edu](mailto:leslie.carr@canyons.edu) (Ext 3100) or Sarah Dettman at [sarah.dettman@canyons.edu](mailto:sarah.dettman@canyons.edu) (Ext 5104).

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

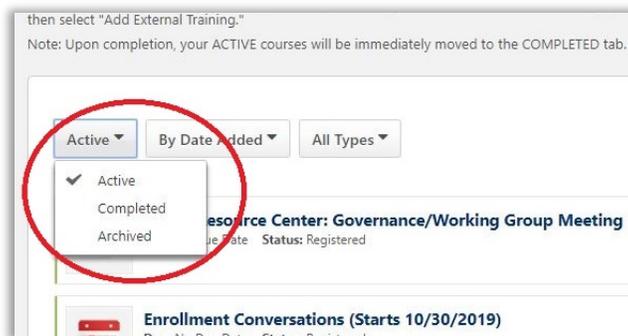


## Your Transcript

Your learning transcript is similar to a student transcript. It is a list of the professional learning you have registered for, started, and completed. To view your **Transcript**, hover over the *Learning* header then click on *My Transcript* OR click on the round *My Transcript* button on your **Welcome Page**. When you first access your transcript, it may be blank. Time to add some learning!

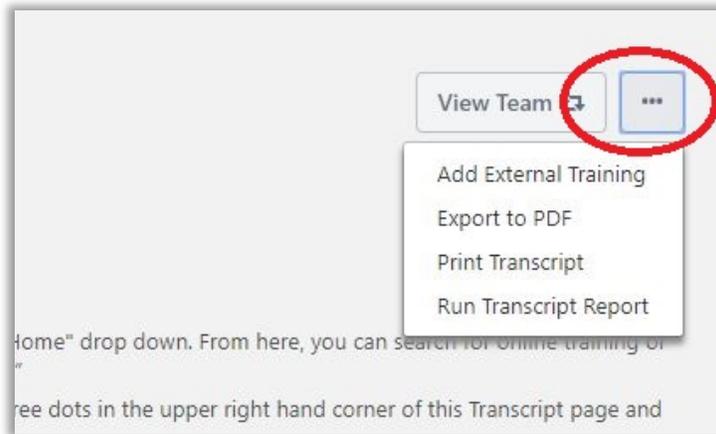
## Navigating Your Transcript

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 immediately see it, you probably need to look at the **Completed** activities.*



## Printing and Exporting Your Transcript

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



## Adding External Training to Your Transcript

Professional Development can include a wide variety of activities. You may attend workshops, webinars, and conferences outside of COC. You could do an Independent Project, participate in a Collaboration with colleagues, or engage in Outreach. The Vision Resource Center refers to anything that does not happen at COC as **External Training**.

When creating and submitting an **External Training**, please make sure it is well-planned, professionally appropriate, described in detail, and aligned with at least one of the District's strategic goals.

### Enter the Training Activity

To add an External Training, navigate to your *Welcome Page* under *Home* in the upper left, and click on the round *Request External Training* button.



You can also find the **Add External Training** form by navigating to your *Transcript* and clicking the *3-dot option button* in the upper right, then select *Add External Training*.

Home > Leslie Carr > Transcript: Leslie Carr

## Transcript: Leslie Carr

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 have completed learning outside of scheduled activities, you can add an external training by clicking on the button with the three dots in the upper right hand corner and then select ADD EXTERNAL TRAINING. To print a report showing your total completed hours click on the button with the three dots and select RUN TRANSCRIPT REPORT. Workshops that are in progress will show as IN PROGRESS, workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will be immediately moved to COMPLETED. Courses you did not attend or withdrew from will move automatically to ARCHIVED.

Active ▾ By Date Added ▾ All Types ▾

Search for training

Search Results (11)

- Add External Training
- Export to PDF
- Print Transcript
- Run Transcript Report

### Complete the Add External Training form

Complete the **Add External Training** form by adding the following information:

- **Title** of the Professional Learning Activity
- **Description** of the Professional Learning Activity
- **Start and End dates** of the activity
- **Total Hours and Minutes** of the activity
- **Select the Strategic Goal**
- **Attach any documents.** *Each attachment can be up to 1 MB in size, and a maximum of 15 attachments can be added to an external training.* They are limited to ppt, pptx, doc, docx, pdf, jpg, jpeg, jpe, png, txt, gif, xls, xlsx, and rtf file types. After selecting the appropriate attachments, click the **Submit** button to save the attachments to the submission.

English (US)

Title \* 

Training Description \* 

Training Dates \*   
 Start Date  End Date 

Training Hours \*   
 Hours  Minutes  

Please indicate the strategic goal this external training request addresses (check all that apply): \*

Access   
 Success  
 Engagement

Attachment(s) 

Drag and drop files here or 

Please **do not** click on the “Mark Complete” button.

The Professional Development Office will mark the activity complete once the Faculty Professional Development Committee reviews and approves it and all documentation is received.

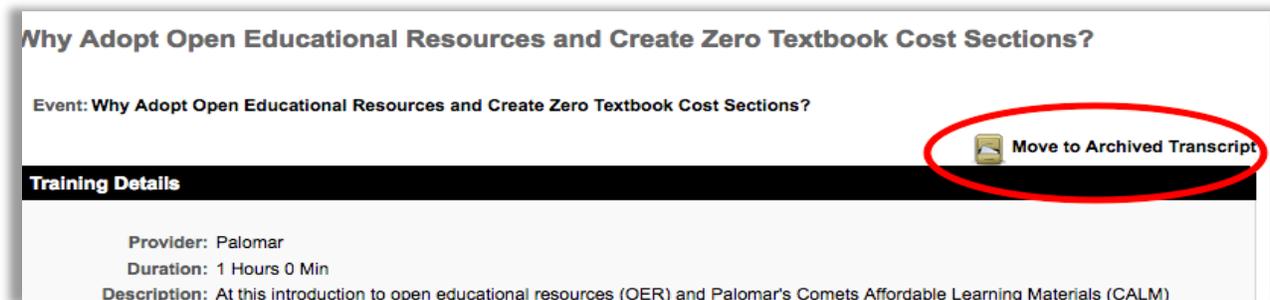
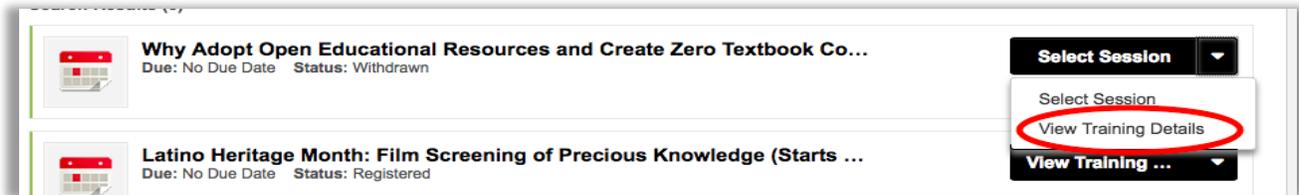
## Submit a Workshop Proposal

If you would like to present a workshop, please submit a **Workshop Proposal Form** using this button on the Home page:



## Remove Workshop/Activity from Transcript: Archive

If you no longer want to see an activity on your **Active** or **Completed Transcripts** (perhaps you withdrew from it, don't plan to complete it, or you entered it by mistake), you can **Archive** it. To do this, navigate to your **Transcript** page. Find the workshop and to the right of it you will see a drop-down menu. Click **View Training Details** and then **Move to Archived Transcript**. *This does not delete the activity, but it will move it to your Archived. Archived activities will not show when you **Run a Transcript Report** of Completed Activities.*



## Searching or Browsing for Learning

The Vision Resource Center is integrated with several online training providers including SkillSoft.com, Lynda.com, the State Chancellor's Office and others. You have access to over 6,000 online courses ranging from 5-minute trainings to multi-hour courses.

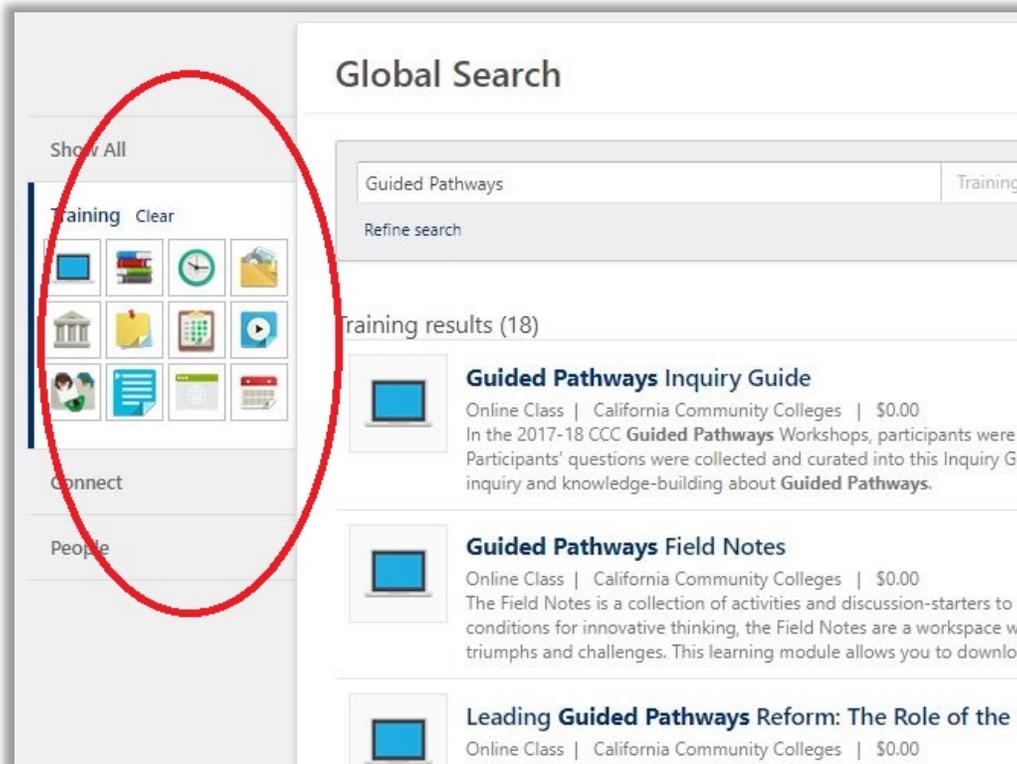
There are several ways to find learning in the Vision Resource Center. You can search for learning using the **Global Search Box** in the VRC header, searching on the **Learner Home** page, browsing the **Workshop Calendar**, or doing a **Search for Training**.

### Global Search Box

The Global Search Box is at the top of every page in the VRC. You can enter anything of interest in this box and get results that relate to the topic you entered.

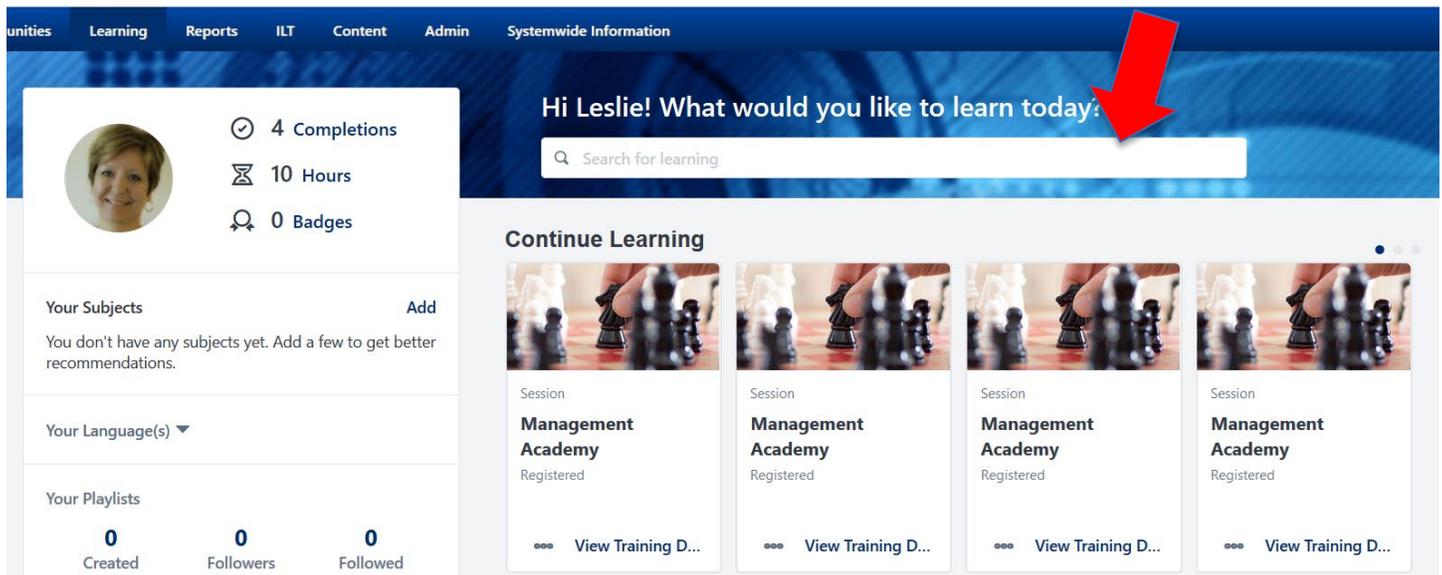


To use the Global Search feature, click on the magnifying glass in the search bar. When you use **Global Search**, you will not only receive online courses, in-person workshops, and other resources, but also Connect Communities and People in the VRC who are associated with your search term. You can use the Filter tool to sort your results to find exactly what you want.

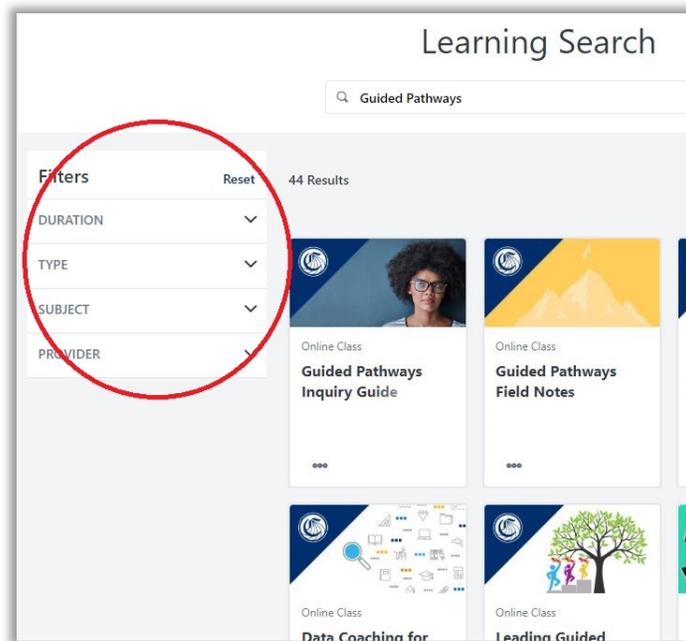


## Search and Browse from Learner Home

Navigate to *Learner Home* by hovering over the *Learning* header and enter your topic in the **Learning Search** box.

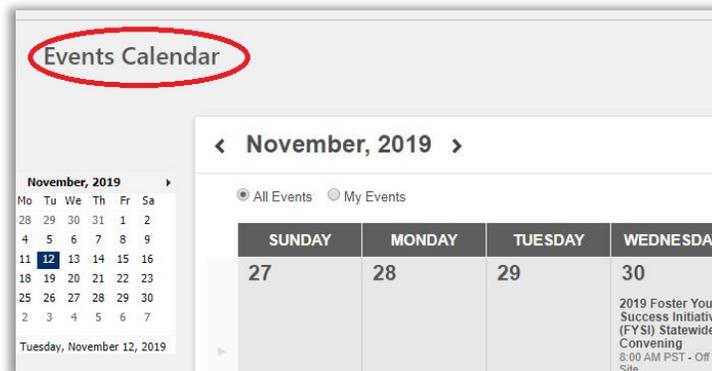


Use the **Filter** tool to sort your results by **Duration**, **Type** (Event or Online), **Subject**, or **Provider**.



### Browse the ILT Calendar

Navigate to your *Workshop Calendar* by hovering over the **Learning** header. The calendar will show you all events that are available to you. Click on the event for details and to **Request** (Register) for the event.

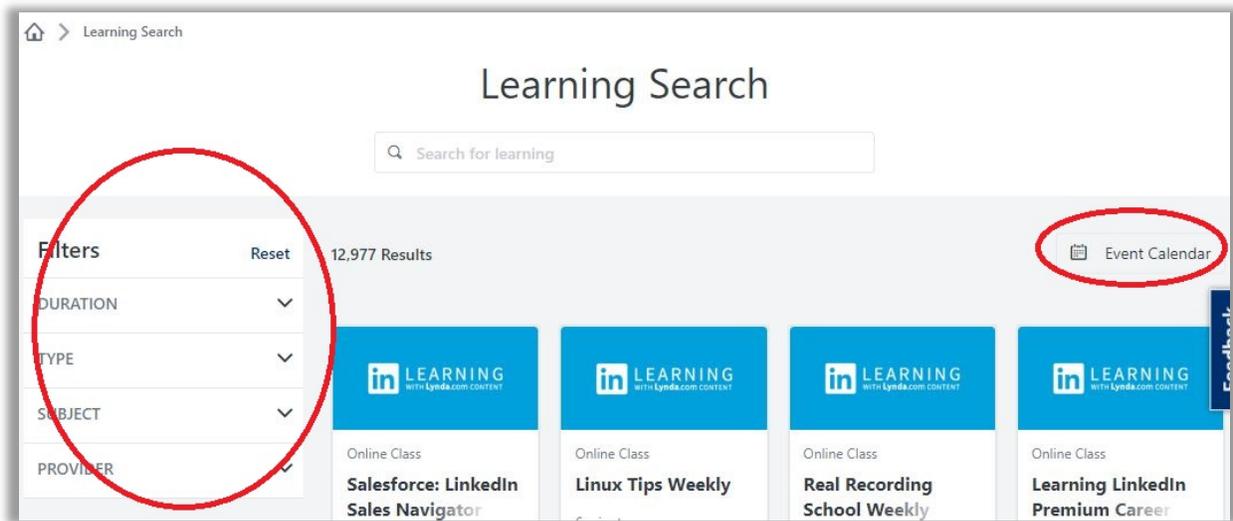


## Browse or Search for Training

If you aren't sure what topic you're seeking, click on the *Training Search* button on your **Welcome Page**.



This takes you to the **Learning Search** page. Here you can use the filters to sort by **Duration**, **Type** (Event or Online), **Subject**, or **Provider**. You can enter a topic in the search bar. You can also view the **Workshop Calendar** from here.



## View/Report Your Completed PD/Flex Hours

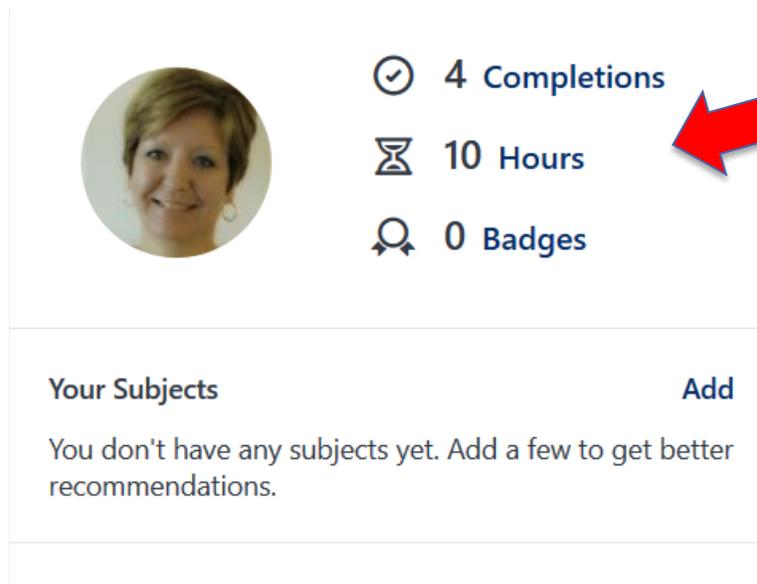
There are two ways to view your completed PD/Flex hours. You can view them on your **Learner Home** page or you can **Run a Transcript Report**.

### View Completions on Learner Home Page

Navigate to your Learner Home page by hovering over *Learning* and click on *Learner Home*.

On the page, you will see a widget that displays your **total activities completed and hours completed over all of your time in the VRC** (i.e. this widget **does not** display the current semester or academic year only).

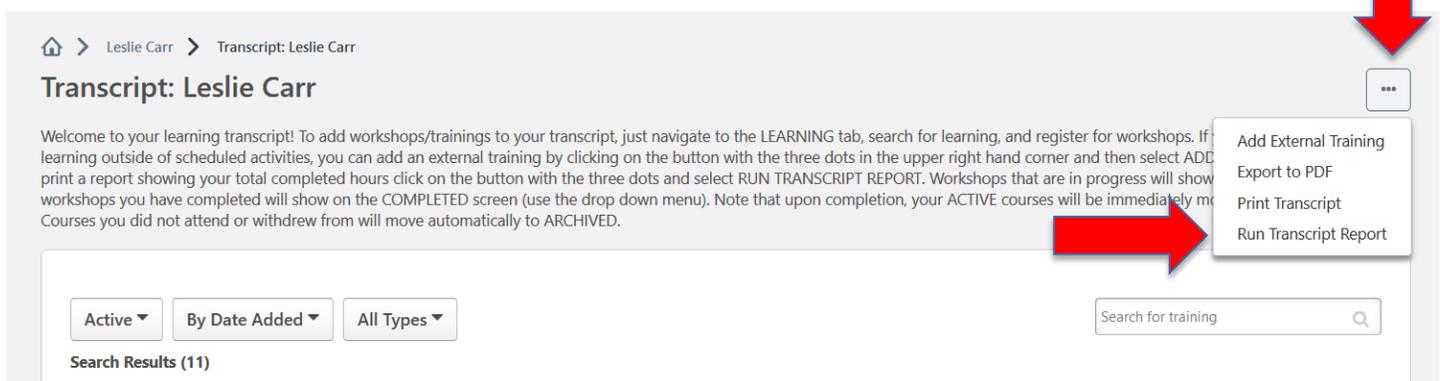
To see your PD/Flex completions in a certain time frame, see the instructions below on how to **Run a Transcript Report**.



A screenshot of a user's profile on a learning management system. On the left is a circular profile picture of a woman with short blonde hair. To the right of the picture are three statistics: a checkmark icon followed by "4 Completions", an hourglass icon followed by "10 Hours", and a ribbon icon followed by "0 Badges". A large red arrow points from the right towards the "10 Hours" statistic. Below these statistics is a section titled "Your Subjects" with an "Add" button on the right. Underneath, it says "You don't have any subjects yet. Add a few to get better recommendations."

### Run a Transcript Report

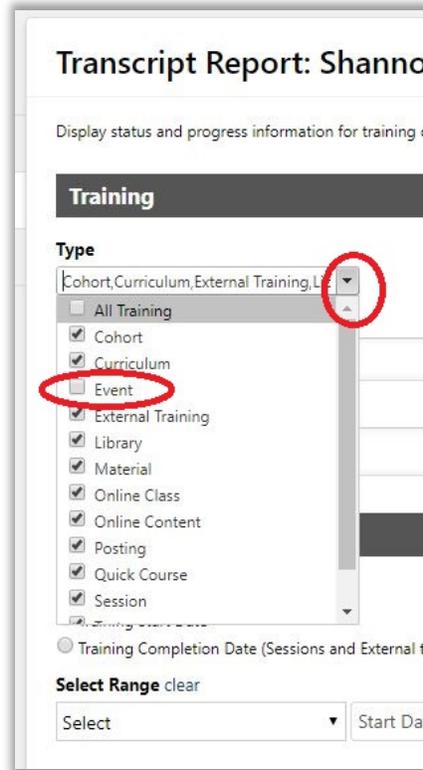
To **Run a Transcript Report**, navigate to your **Transcript** and click on the *three-dot options button*. Then select *Run Transcript Report*.



A screenshot of a transcript page for "Leslie Carr". The page title is "Transcript: Leslie Carr". Below the title is a welcome message: "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 have completed learning outside of scheduled activities, you can add an external training by clicking on the button with the three dots in the upper right hand corner and then select ADD EXTERNAL TRAINING. To print a report showing your total completed hours click on the button with the three dots and select RUN TRANSCRIPT REPORT. Workshops that are in progress will show as IN PROGRESS. Workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will be immediately moved to COMPLETED. Courses you did not attend or withdrew from will move automatically to ARCHIVED." In the top right corner, there is a three-dot menu button. A red arrow points down to this button, and another red arrow points right to the menu that appears. The menu contains four options: "Add External Training", "Export to PDF", "Print Transcript", and "Run Transcript Report". Below the menu are three filter buttons: "Active", "By Date Added", and "All Types". To the right of these buttons is a search box labeled "Search for training" with a magnifying glass icon. Below the search box, it says "Search Results (11)".

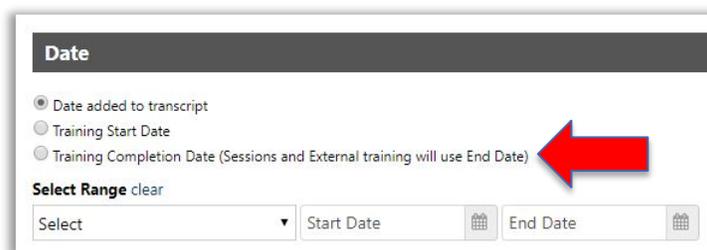
### Step 1: Exclude Events

Under **Training Type**, click on the drop-down arrow and **Uncheck** the **Event** category only. *This is because the workshops you attend will show up as both **Sessions** and **Events**, so you don't want them counting twice in your report.*



### Step 2: Choose the Type of Report

Listed under the **Date** header, there are 3 types of **Transcript Reports** you can run (#3 is the most common).



#### 1. Date Added to Transcript

- a. You can choose to run a report showing all training that have been added to your transcript, this would include everything that is in progress and completed. This is the report you may want to run if you are a **faculty member who is going through tenure or someone being evaluated** because it will show everything you have in progress and completed.

## 2. Training Start Date

- a. This report will only show items with a start date within the date range selected.

## 3. Training Completion Date (Most Commonly Used)

- a. The training completed report will only show completed hours within the dates you specify (an academic term or year, for example).

### Step 3: Include All Completions

If you are running report #3, **Training Completion Date**, the **Include Completed Training Only** box will automatically become checked. To make sure you capture all completions, check the **Show all completions if the user has completed more than one instance** box.

**Advanced**

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
  - Show most recent completion
  - Show all completions if the user has completed more than one instance
- Include Training Detail Information

### Step 4: Include Training Hours

You will want to see your total hours completed. Under **Advanced**, check the **Include Training Detail Information** box and then the **Training Hours** box.

**Advanced**

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
- Include Training Detail Information
  - Credits  Provider  Training Hours  Version
  - Price  TITLE 5 Category  Training Purpose

### Step 5 Run Report

Review all of your selections for accuracy. To finalize, click **Run Report** and the system will generate an Excel document listing all of your completed activities and total hours for the date range you selected.

# Transcript Report: Leslie Carr

Display status and progress information for training on the transcript. Filter the report by Training Title, Training Type, or various date filters.

## Training

### Type

Testing, Quick Course, Session, Test, Video

### Title

Search by Training Title

### Subject(s)

## Date

- Date added to transcript
- Training Start Date
- Training Completion Date (Sessions and External training will use End Date)

### Select Range clear

Select 7/1/2020 6/30/2021

## Advanced

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
  - Show most recent completion
  - Show all completions if the user has completed more than one instance
- Include Training Detail Information
  - Credits  Provider  Training Purpose  Zoom Session Link
  - Price  Training Hours  Version

Back Run Report