



Vision Resource Center (VRC) Cornerstone Guide for College of the Canyons Instructor Led Training (ILT) Instructors

April 2021

Vision Resource Center (VRC)

Guide for COC Instructor Led Trainings (ILT) Instructors

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 those at COC who have been given the “Instructor” rights in the VRC. Instructor Led Trainings (ILT) are also referred to as “workshops.”

Understanding Instructor Led Trainings (ILT), Events and Sessions

Before beginning, it’s critical to understand some key terms used in the VRC:

- **Instructor Led Trainings (ILT):** these are workshops (or trainings, presentations, etc.) that have a specific date and time; in other words, something that would go on a calendar. ILTs are made up of **Events** and **Sessions**.
- **Events:** **Events** are overarching. They are a workshop that may repeat over time. When an **Event** is created, it is not set up a specific date and time. Rather, it will only have the general information about the **Event**. For example, the **Event** might be Safe Zone training. It would show the general information about Safe Zone – the description, objectives, subjects, etc.
- **Sessions:** **Sessions** are the actual workshop with a specific date and time. For example, once Safe Zone is created as an **Event**, then **Sessions** of Safe Zone are created on a specific date, without having to add all of the general detail again.

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 Instructor Headers and Menus

As an ILT Instructor, your VRC headers will include the same as all users: *Home*, *Connect*, *Learning*, *Reports*, and *Vision Resource Center* tabs. However, you will also see *ILT* and *Admin*.

Navigation Note: To access the links/pages under the headers, **hover over** them, (*Home*, *Connect*, *Learning*, *Reports*, *etc.*) 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.

Key Tips for VRC Instructors

There are a few key icons, terms and tools you will see repeat in the VRC.

Expand Icon

This icon is used to expand or “pop out” a list of existing data in the system.



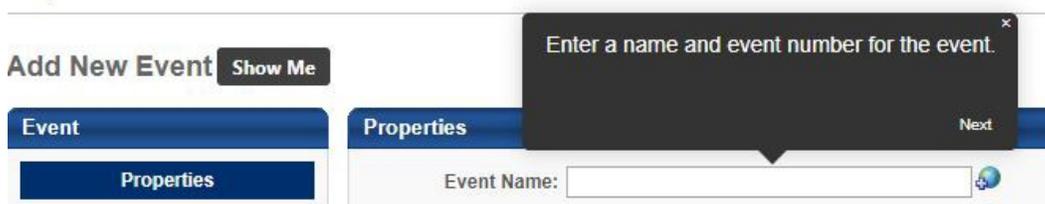
Blue Plus icon

This blue plus icon means you want to **add** this item. *For example: You may be searching for a User to add to a Session and see this plus next to their name. Click the blue plus icon to add this person. This is different from a black plus sign  which means there is more information/lists below this item.*



Show Me

Throughout the VRC, you will see a black box that says *Show Me*. This is a helpful tool that you should use to guide you, step-by-step, through the VRC. When you click on *Show Me* it will show you how to complete the next step on that page.



View Your Events and Sessions

To view your **Events** and **Sessions**, hover over the *ILT* header in the top banner and click on *Manage Events and Sessions*. You may need to navigate through several pages to find your Event or use the Search feature at the top of the page.

Home Connect Learning Reports **ILT** Admin Vision Resource Center

Manage Events & Sessions

Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to create new events, edit existing events, and schedule new sessions.

Walllists

Search All Events

Search for events or sessions

Search for all Events Search for all Sessions

Event Name Subject Vendor

All Languages

or search for sessions directly by using locator number

Locator Number View Active Events Only

Legend

Export to Excel

Events

(99 Results) 1 2 3 4 5 >>

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
5 Choices of Extraordinary Productivity	Leadership & Management Personal Development	LACCD-Los Angeles Pierce College	English (US)	0	0	3	None	

If you do not see your **Sessions** in the list, you may need to click the *Complete* and/or *Cancelled* boxes and then click *Search* to find those **Sessions**.

Suicide Prevention: QPR

Search

Tentative Approve **Completed** **Cancelled**

Session ID Locator Number Start Date: to

Location Instructor

Sessions

(1 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Thursday	1/16/2020 10:00 AM PST	1/16/2020 11:30 AM PST	Suicide Prevention: QPR	8533	Los Angeles Pierce College	24 of 100		Completed	

To view the **Event** details, click on the *eye icon* next to the **Event**. This will allow you to see the details about the **Event**. Likely, you will not edit these without the permission of your college Professional Development Coordinator.



To view the **Sessions** (occurrences of) this **Event**, click on the *calendar icon* next to the Event.



Print Sign in Sheets

To print sign in sheets for a Session, navigate to the Session and click on the *People* icon.

☰ Create New Session

Sessions (1 Result)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	12/17/2019 12:00 PM PST	12/17/2019 1:00 PM PST		4825	Building 600	0 of 100		Approved	

Click on *Print Sign in Sheet* and an Excel document will be generated.

Session Roster ?

Roster Attendance and Scoring

Session Status: Approved
Session Start Date: 2/21/2020 8:30:00 AM
Session End Date: 2/28/2020 4:30:00 PM
Seats Available: 31/40

SCHEDULE ?

USERS

Print Sign-In Sheet Email Registered Users Add Users

Name ▲	User ID	Organizati
		LAPC Offic

Please be sure to forward all sign in sheets to the Office of Professional Development upon conclusion of the training/workshop so that FLEX/Professional Development credit can be entered.

Need Help?

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. If you need help logging in, please contact Leslie Carr, Director, Professional Development, at leslie.carr@canyons.edu (Ext 3100) or Sarah Dettman at sarah.dettman@canyons.edu (Ext 5104).

Experiencing Difficulties with the Vision Resource Center?

If the VRC is not functioning properly, you aren't seeing a page or header that you should, or you are able to view information that seems outside of your scope, contact Leslie Carr.

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.