Yosemite Colleges

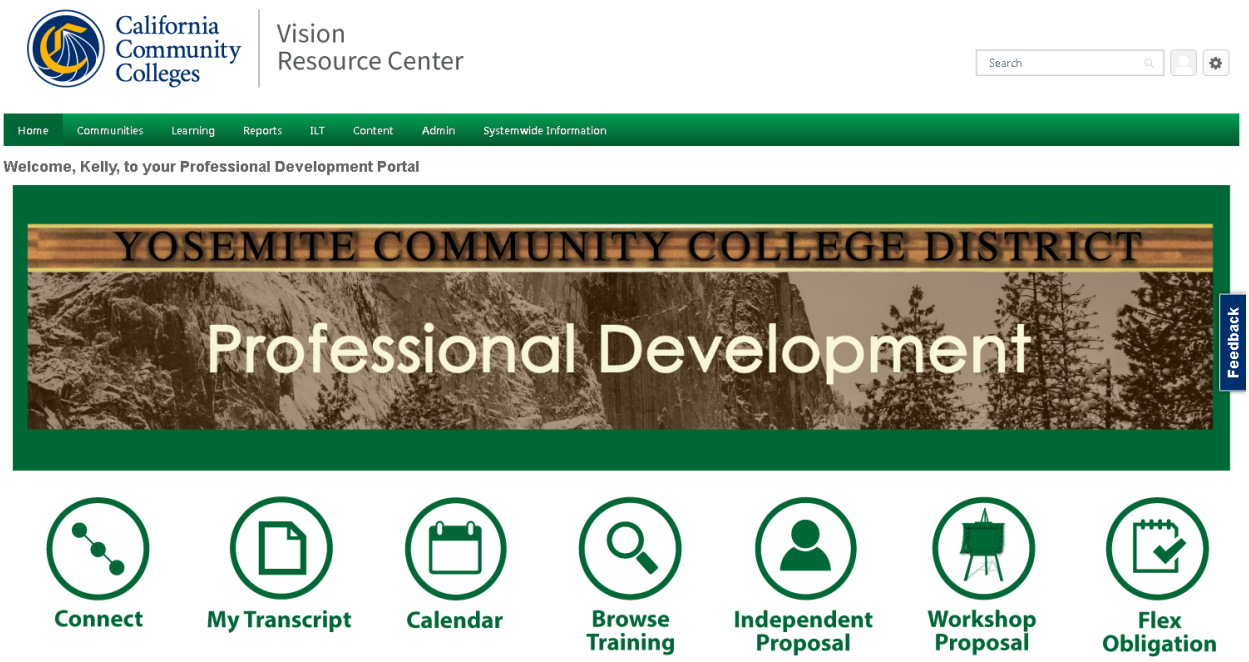
Vision Resource Center

VRC FOR USERS

Modesto Junior College

HOW TO GUIDE

Last Revised October 4, 2021



Vision Resource Center (VRC)

Yosemite Community College District

User Handbook

Vision Resource Center (VRC) YCCD User Handbook

YCCD has transitioned from using the Flexible Calendar Management System to the Vision Resource Center (VRC). The VRC is a statewide system that uses the Cornerstone LMS for accessing, tracking, sharing, and promoting professional development. It allows all employees in the California Community College system to Connect and learn about countless topics that affect our work and our students.
This handbook is intended to assist YCCD employees as they navigate the basics of the VRC.

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 Single Sign On (SSO) credentials (your email username and password). If you forgot your credentials or are having trouble logging in, please contact the Help Desk at 575-7900. – see **Log-In Instructions** for detailed instructions.

Experiencing Difficulties with the Vision Resource Center or Have Other Questions?

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, or have other questions and/or updates to this guide, please contact Kelly Addington via email addingtonk@yosemite.edu or phone (209) 575-6233.

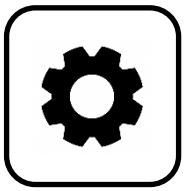
Position or HR-Related Information is Inaccurate

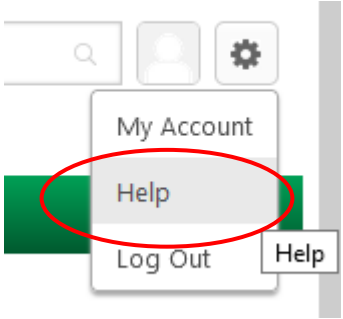
If the information showing in the system is inaccurate (e.g. your position is incorrect or it is showing the wrong managerial hierarchy), inform your manager who will contact District HR. The information in the VRC is coming from District and needs to be changed in HR, not in the VRC.

Table of Contents

Online Help Feature:

From any page within your VRC PD Portal you can get specific information for that page/topic using the Help Feature. Just click the gear icon in the upper right of any page, and select 'Help.'





Log-In Instructions

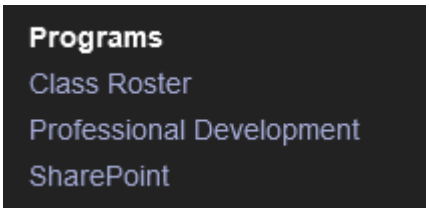
Log into the Vision Resource Center (VRC) using any of the following:

Through the MJC portal:

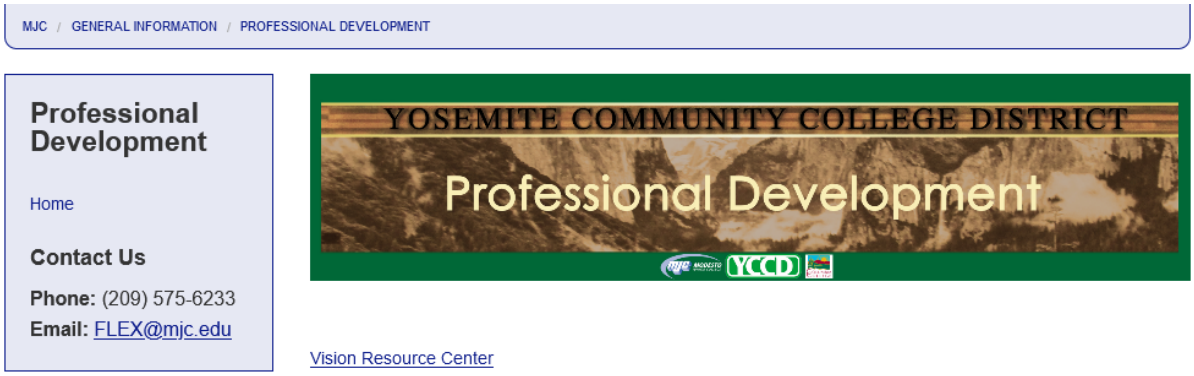
1. Go to https://mjc.edu (or https://mjc.edu/general/prodev and skip to #4)
2. Click on the Employee Information tab

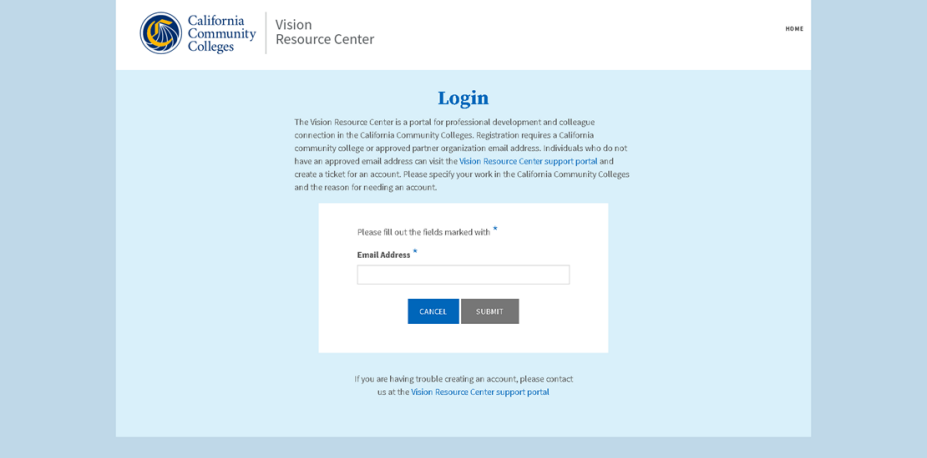
3. Click on Professional Development

4. Click on Vision Resource Center link



5. Fill in your MJC email address and submit



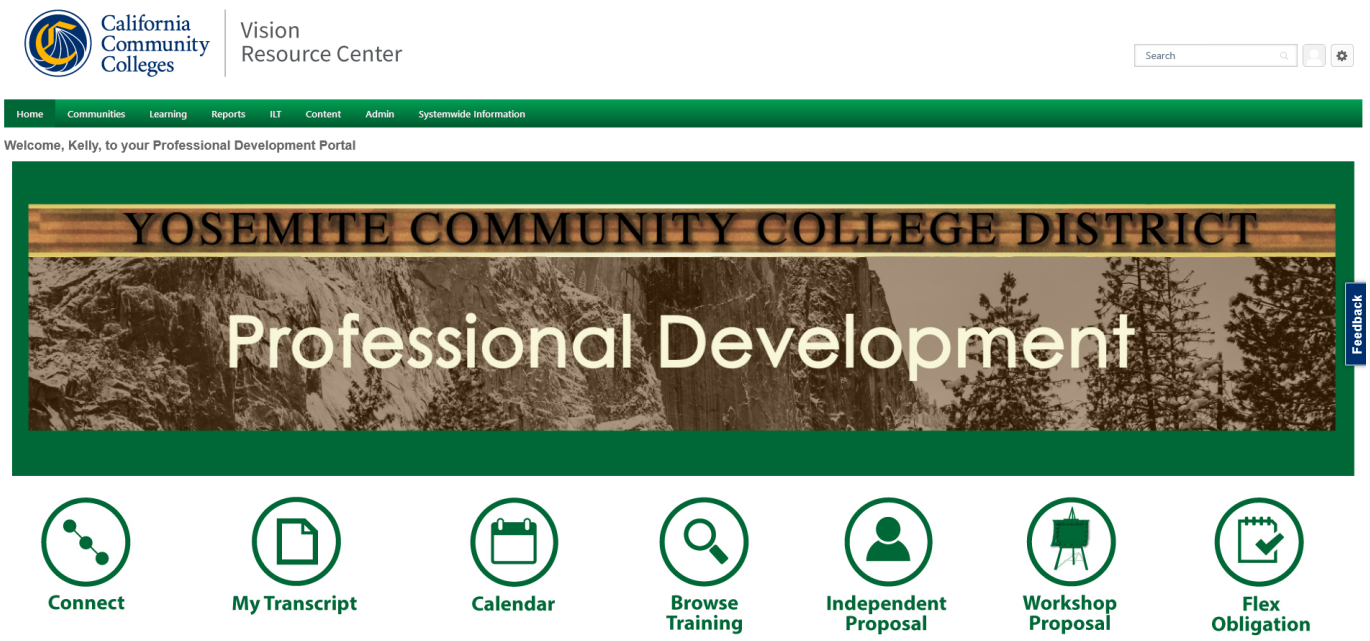
6. Log in using your Single Sign On (SSO) credentials

Direct training launch link:

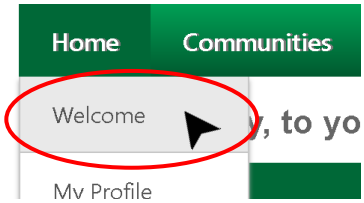
As provided in a training email and/or training flyer.

YCCD's Welcome Page

On the VRC's welcome/landing page all users will see the **Connect**, **My Transcript**, **Calendar**, **Browse Training**, **Independent Proposal**, **Workshop Proposal**, and **Flex Obligation** buttons.



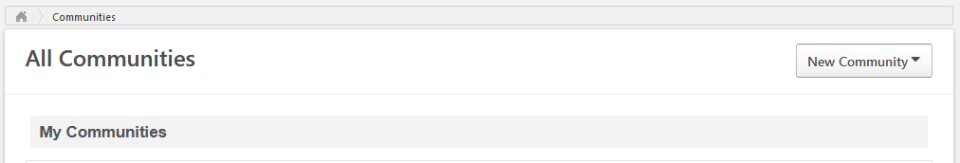
Navigation Note: to access the links/pages under the headers, ***hover over*** them, (***Home***, ***Communities***, ***Learning***, ***Reports***) to allow the menus under them to pop up; clicking directly on the words in the header will not redirect you to a new page.



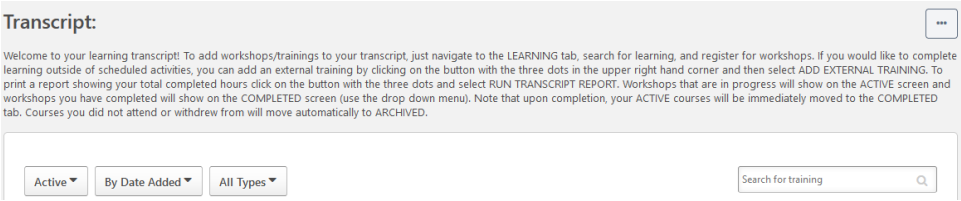
You can always find your Welcome page under ***Home***

Welcome Page Widget descriptions

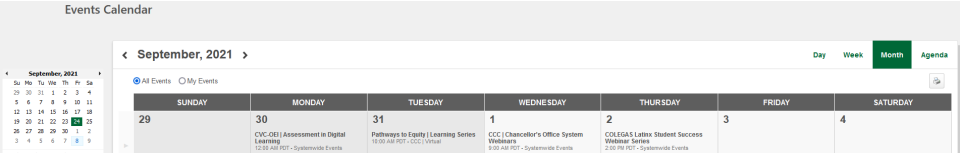
Connect (Communities): Lists the latest entries and responses to your CONNECT Community threads.



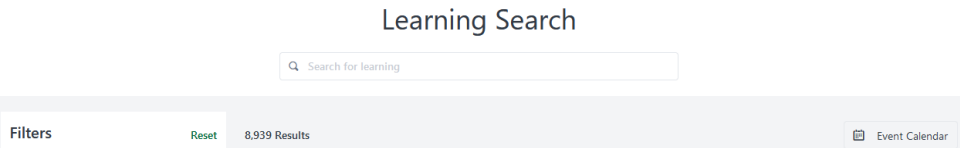
My Transcript: Lists the due date, status and action of your Active training and includes the option to perform an action (e.g. launch, evaluate, open curriculum, etc.).



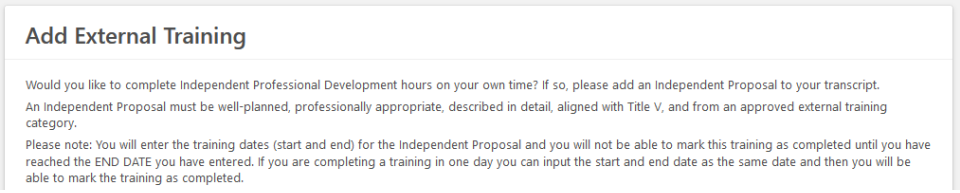
Calendar: Gives you an Events Calendar where you can click on specific trainings offered on specific days or filter by Event Title, Session ID, Location, and/or Instructor.



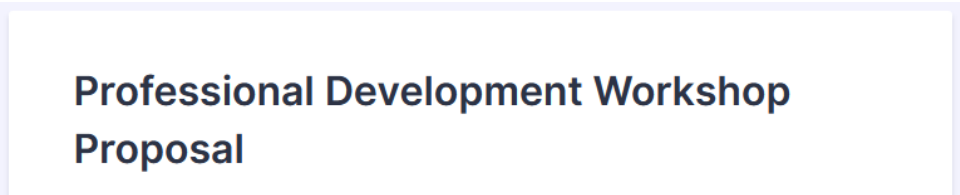
Browse Training: Allows you to search for trainings.



Independent Proposal: Where you would submit for Independent Professional Development hours done on your own time. The request is forwarded to your Dean/Manager for approval.



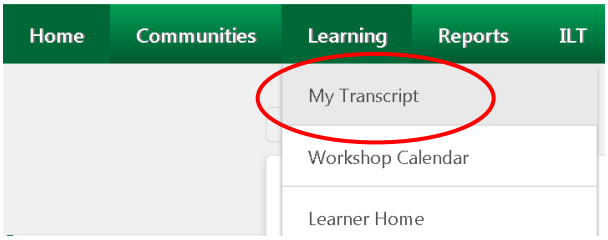
Workshop Proposal: Where you would submit a proposal for a Professional Development Workshop opened to all MJC employees or specific a Division, Department. And/or Group.



Flex Obligation: In development Will show your Professional Development (Flex) obligation status

Your Transcript

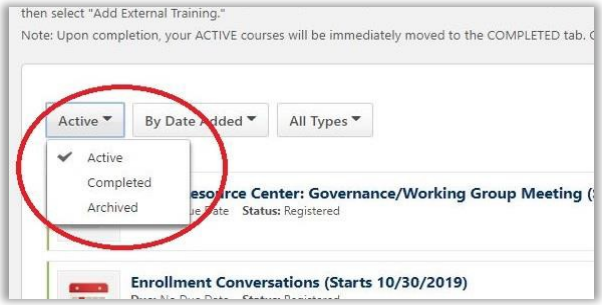
Your learning transcript is similar to a student transcript. It is a list of the professional learning you have queued, started, and completed. To view your **Transcript**, hover over the ***Learning*** header then click on ***My Transcript*** OR click on the ***My Transcript*** widget on your **Welcome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



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

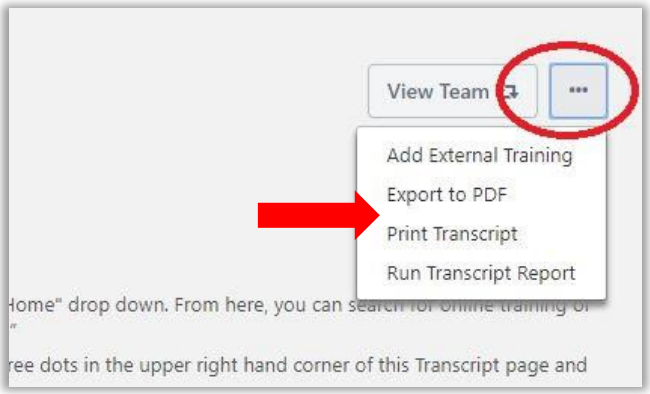
Navigating Your Transcript

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.

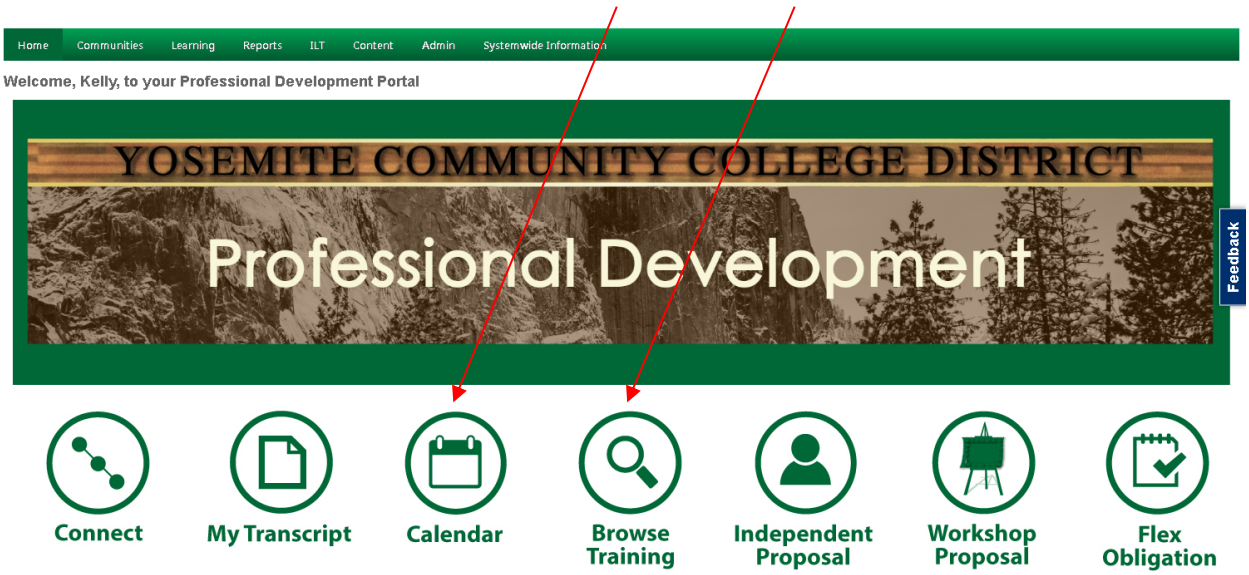


Adding/Registering for Workshops (Instructor Led Training (ILT))

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 is required.*

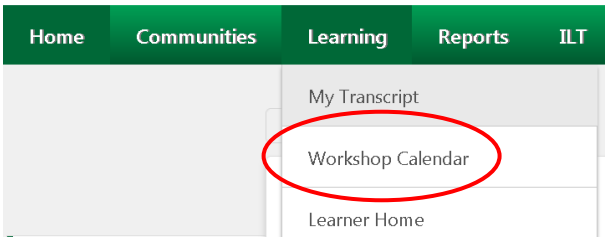
Adding Workshops:

1) On your Welcome Page go to **Calendar** OR **Browse Training**

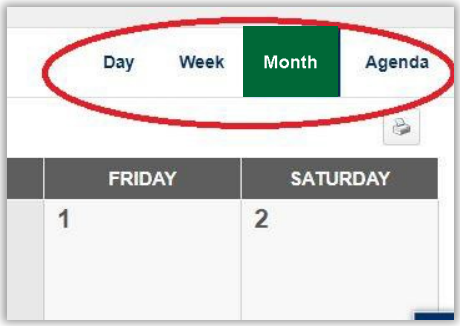


OR

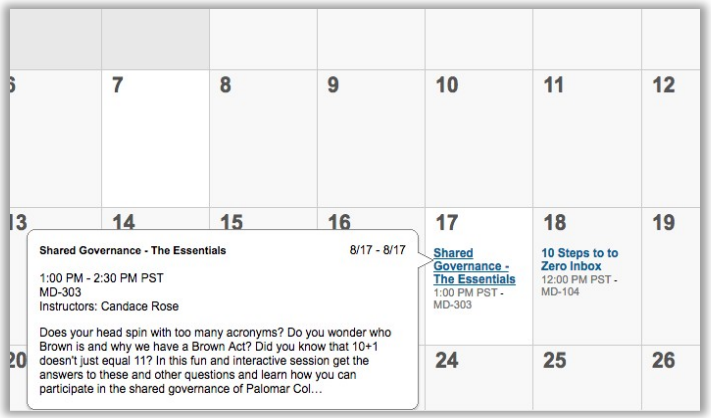
2) Hover over ***Learning*** and then click on ***Workshop Calendar***.



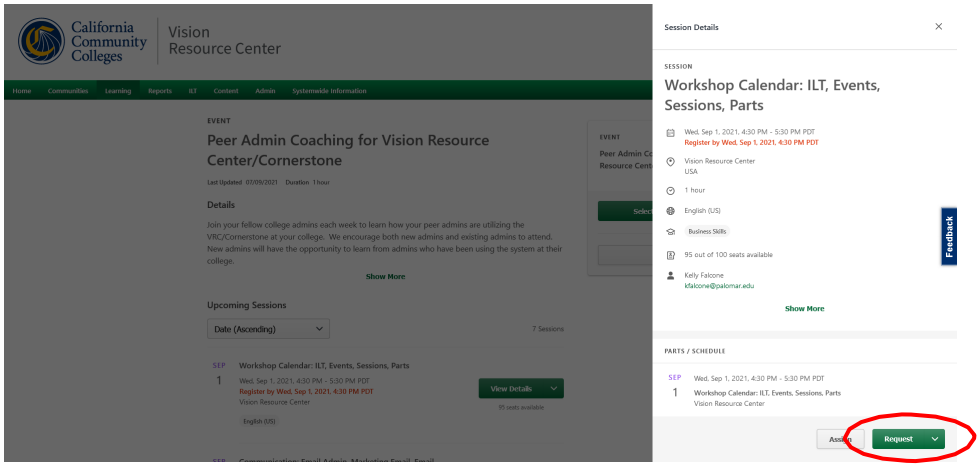
On the **Workshop Calendar** you will see all of the **Instructor Led Trainings** that are available to you. You can change your view to **Day**, **Week**, **Month**, or view it as an **Agenda** by selecting each in the upper right part of the calendar.



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 **Request**. Click on ***Request*** and the training will be added to your transcript. *(Note: When you click on* **Request***, most of the training offerings will automatically move to* ***Registered****.)*



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

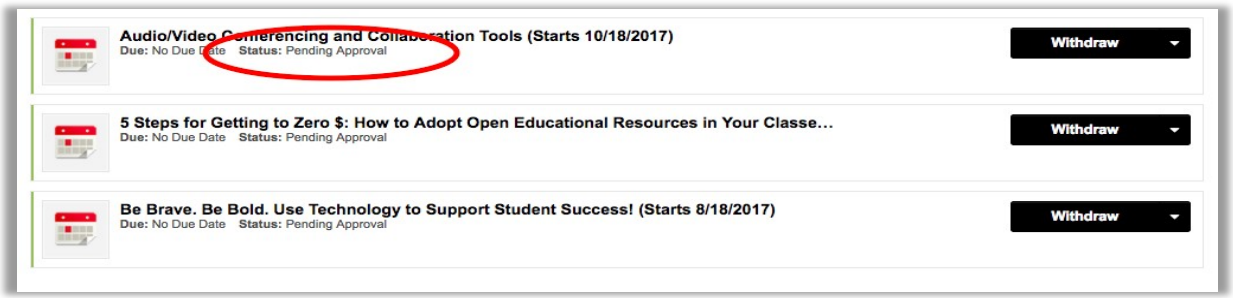
Workshop is Full: Waitlists

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. Instructors will be able to increase the enrollment maximum if they choose to accommodate more people.

Pending Approval

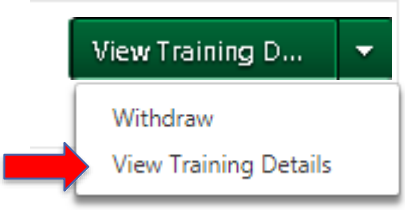
After requesting ***most*** workshops, you are automatically registered for the workshop. There may be some instances in which a workshop is set up in a way that requires approval by an employee's manager. If this is the case, you will see **Pending Approval** next to the workshop because it needs to 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.

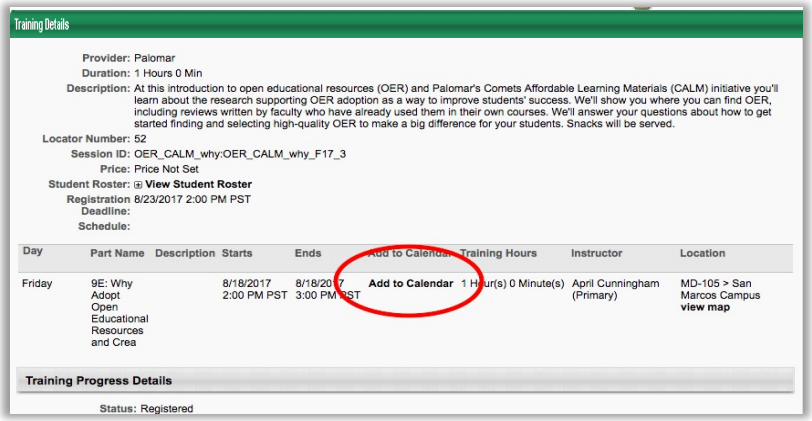
Here's a look at what the workshop looks like if it has a status of "Pending Approval"



Adding the Workshop to Your Calendar

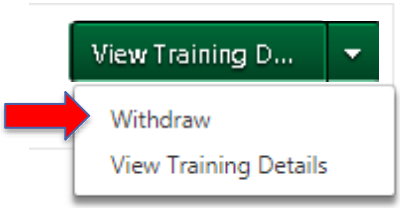
You should receive a confirmation email that includes an Outlook calendar event after you register for a workshop. Additionally, you can easily add the workshop to your Calendar: from your **Transcript**, click on ***View Training Details*** next to the event and click on ***Add to Calendar***.





Withdraw From (Cancel) a Workshop

If you have requested or registered for a workshop and would like to cancel your registration, navigate to your ***Transcript*** page and got to ***View Training Details***.
Find the workshop and to the right of it you will see a drop-down menu. Click the drop-down menu and select ***Withdraw***.



Completing the Workshop

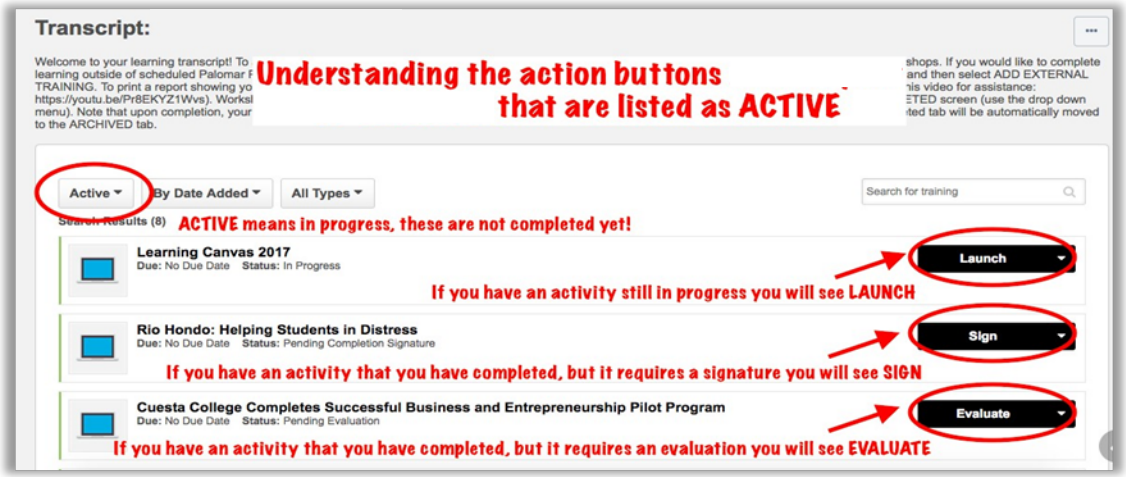
Your attendance will be marked in the system by an MJC VRC administration team member.

Once a workshop has been marked complete in the VRC system it will move a from **Active** to **Completed.**

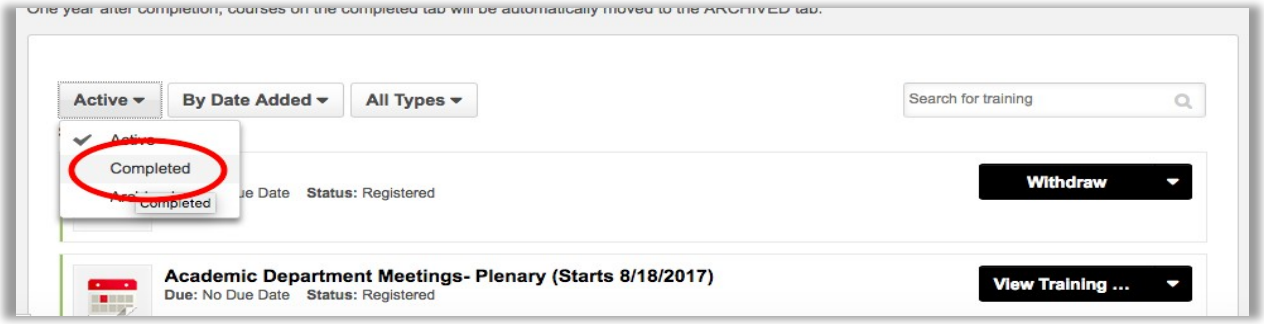
Evaluate - Course Evaluation

You can submit a **Course Evaluation** by clicking on **Evaluate** under the Active and Completed workshop list by clicking on the down arrow on the View Training tab. Evaluations are used to measure and record a learner's reaction to training that they have completed, such as their rating of the course content, materials, and relevance. The information gathered by Evaluations can drive decisions about the types of training that are most effective and engaging learning. Additionally, it is **REQUIRED for Accreditation.**

When **Course Evaluation** is required your status on your transcript will stay in the pending evaluation status until you complete the course evaluation. Once you do, your status will change to **Completed.**



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



Adding an Independent Proposal (External Training) to Your Transcript

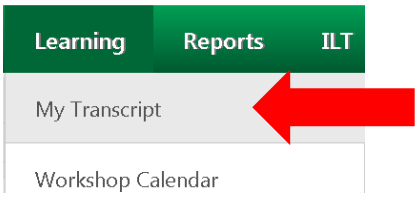
You may attend workshops, take online classes, and other courseware outside of the VRC and this is considered an **Independent Proposal** (External Training). When creating and submitting an **Independent Proposal** (External Training) please make sure it is well-planned, professionally appropriate and described in detail. You may be required to submit documents such as course syllabus/outline, schedule, and certificate of completion.

Complete the following steps to ensure your Independent Proposal is shown as Complete on your Transcript. Additionally, your manager must *APPROVE* any External Training that you enter into the VRC.

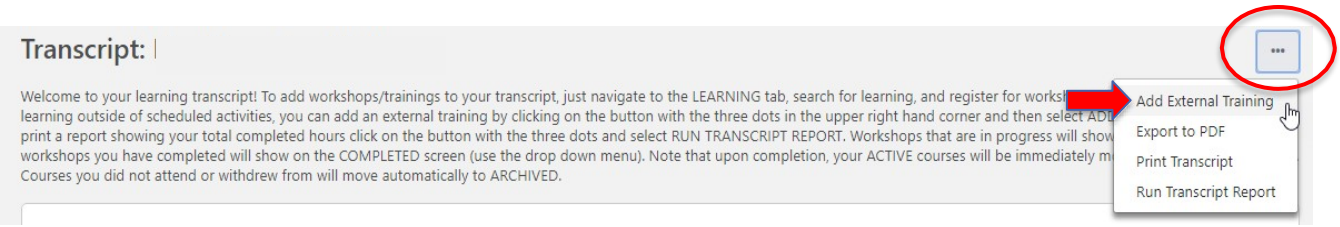
Step 1: Click on the Independent widget located on your Home page

or you can Enter the Training Activity

From your **Learning** tab, select **TRANSCRIPT.**



Click on the ***3-dot option button*** in the upper right, then select ***Add External Training***.



Complete the Add External Training form

Add the following information:

- **Title** of the Professional Learning Activity
- **Description** of the Professional Learning Activity
- **Start and End dates** of the activity
  Note: You cannot mark the activity as Completed until after the end date has passed.
- **Training Hours - Total Hours and Minutes** of the activity (rounded to the nearest ½ hour
- **Attach your documents** – A course syllabus, outline, schedule, certificate of completion, etc. *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 **SAVE and/or SUBMIT** button to save the attachments to the submission.

Title *

Add Title

Training Description *

Add Description

Training Dates *

Start Date | End Date

Enter start/end date.

NOTE: You cannot mark this activity as completed until after the end date has passed.

Training Hours *

Hours | Minutes

0 | 0

Add Total Time of the Training

How does this training lead to student, instructional, or staff improvement? *

Enter Text

Add statement on how this proposal leads to student, instructional, or staff improvement.

TITLE 5 Category *

Select Select the TITLE 5 Category that applies to this proposal.

Attachment(s)

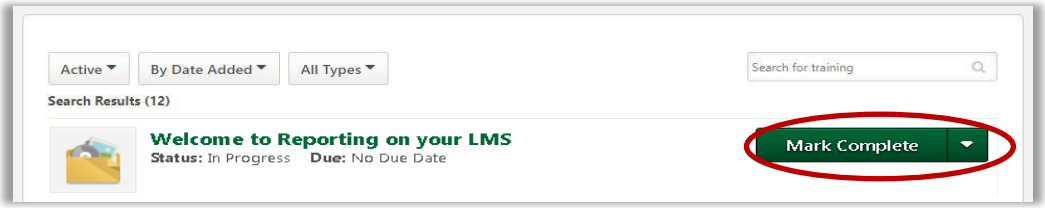
Attach your training documents.

Drag and drop files here or Select a file

Cancel Submit

Step 2: Mark Complete

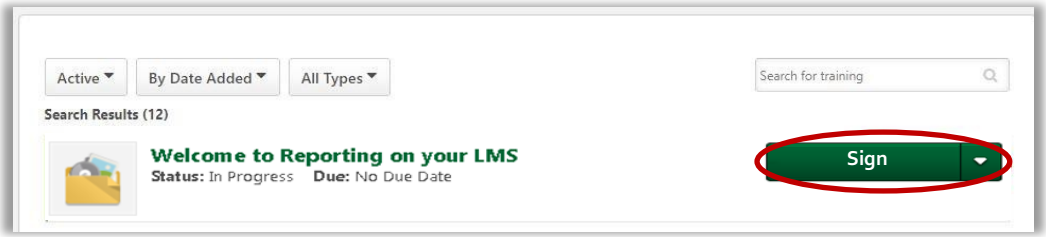
To finalize an **Independent Proposal** and see it as complete on your transcript. Navigate to your ***Transcript***, and click ***Mark Complete***. Note: you will not see ***Mark Complete*** until the end date of the training has passed. If you do not see the ***Mark Complete*** option, please ensure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

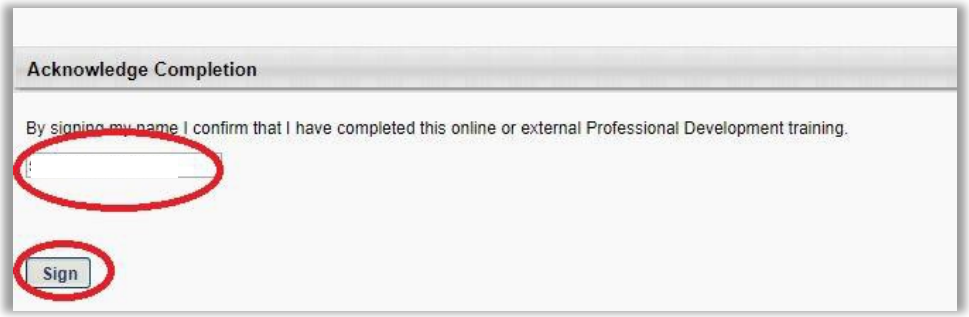


Step 3: Some activities may require a signature to Acknowledge Completion

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.





Your manager will receive an External Training Completion Request email notification and ***will review for approval***. You will be notified whether your Training Completion Request is approved or denied.

Once approved, you will see your external training listed on your **TRANSCRIPT**.

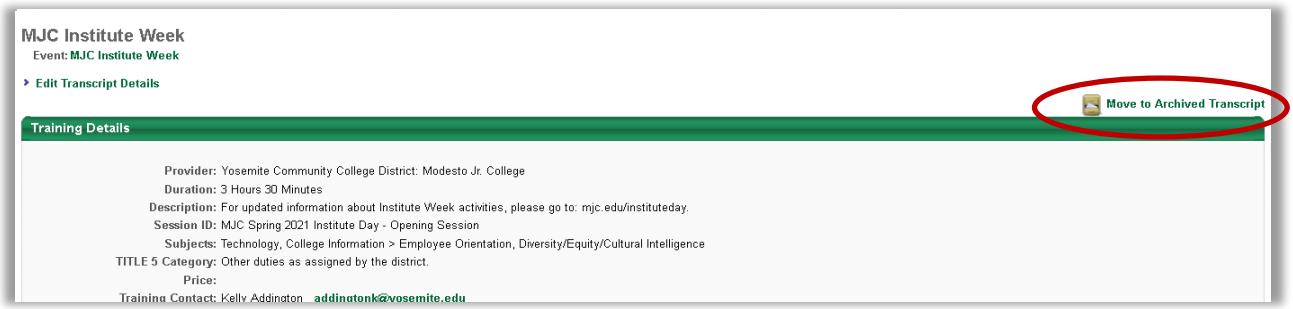
Editing External Training

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.*

Archiving Workshop/Activity: Moving it to your Archived Transcript

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.*



View/Report Your Completed Training Hours

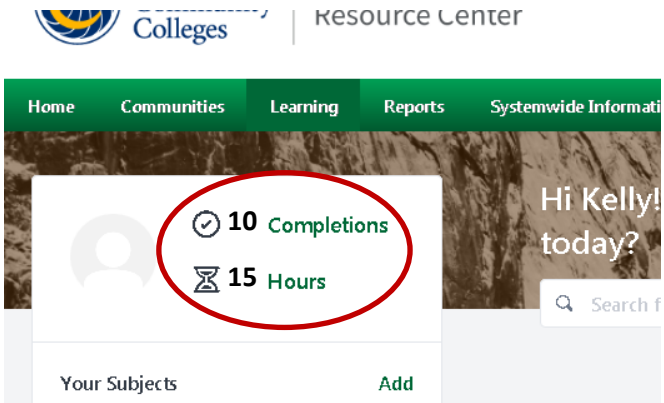
There are two ways to view your training. You can view them on your **Learner Home** page or you can
Run a Transcript Report.

View Completions on Learner Home Page

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

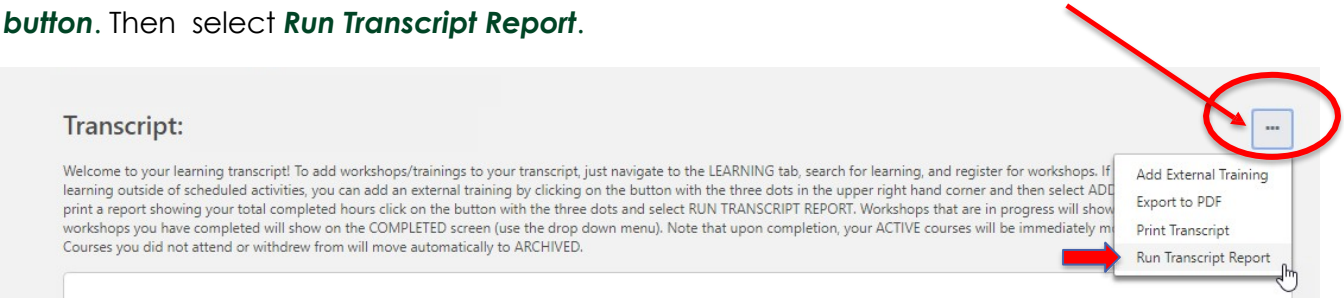
On the page, you will see a widget that displays your **total activities completed and hours completed since Cornerstone was implemented and includes completed hours all of your time in the VRC**).
Clicking on it will bring you to your **Transcript.**

To see your Training Hours in a certain time frame, see the instructions below on how to **Run a Transcript Report**.



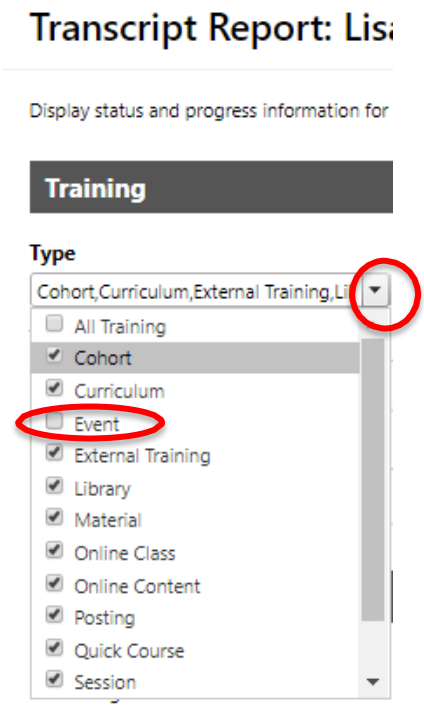
Run a Transcript Report

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



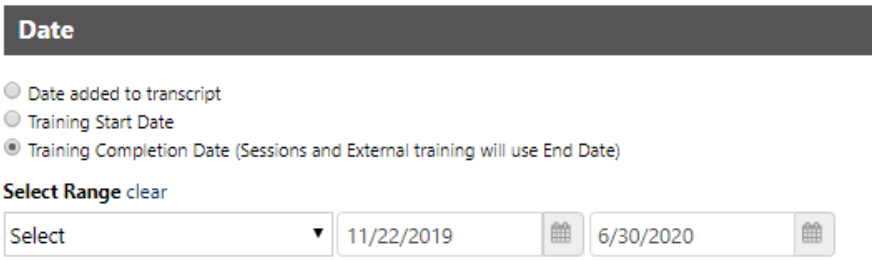
Step 1: Exclude Events

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.

2. **Training Start Date**

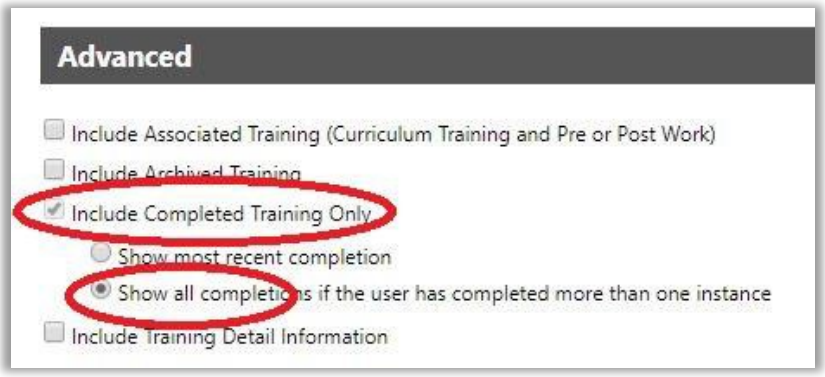
   a. This report will only show items with a start date within the date range selected.

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).

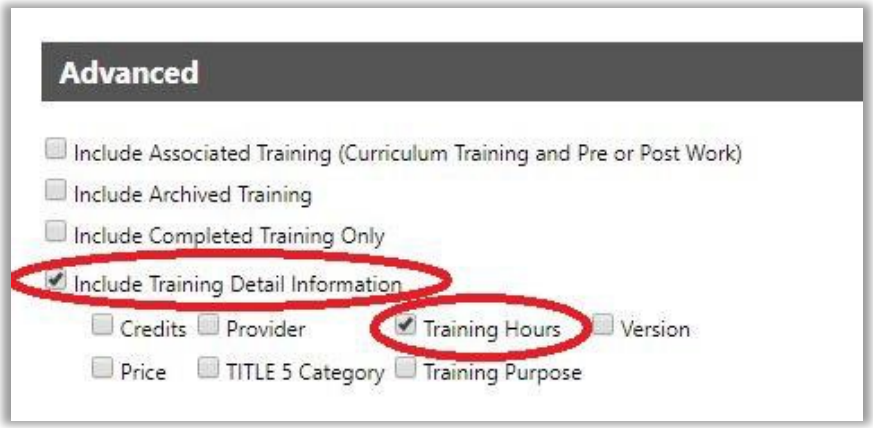
Step 3: Include All Completions

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.



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.



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:

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

Training

Type

Cohort,Curriculum,External Training,Lit

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 | 11/22/2019 | 6/30/2020

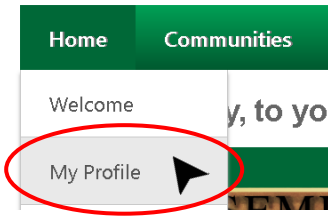
Advanced

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

Back | **Run Report**

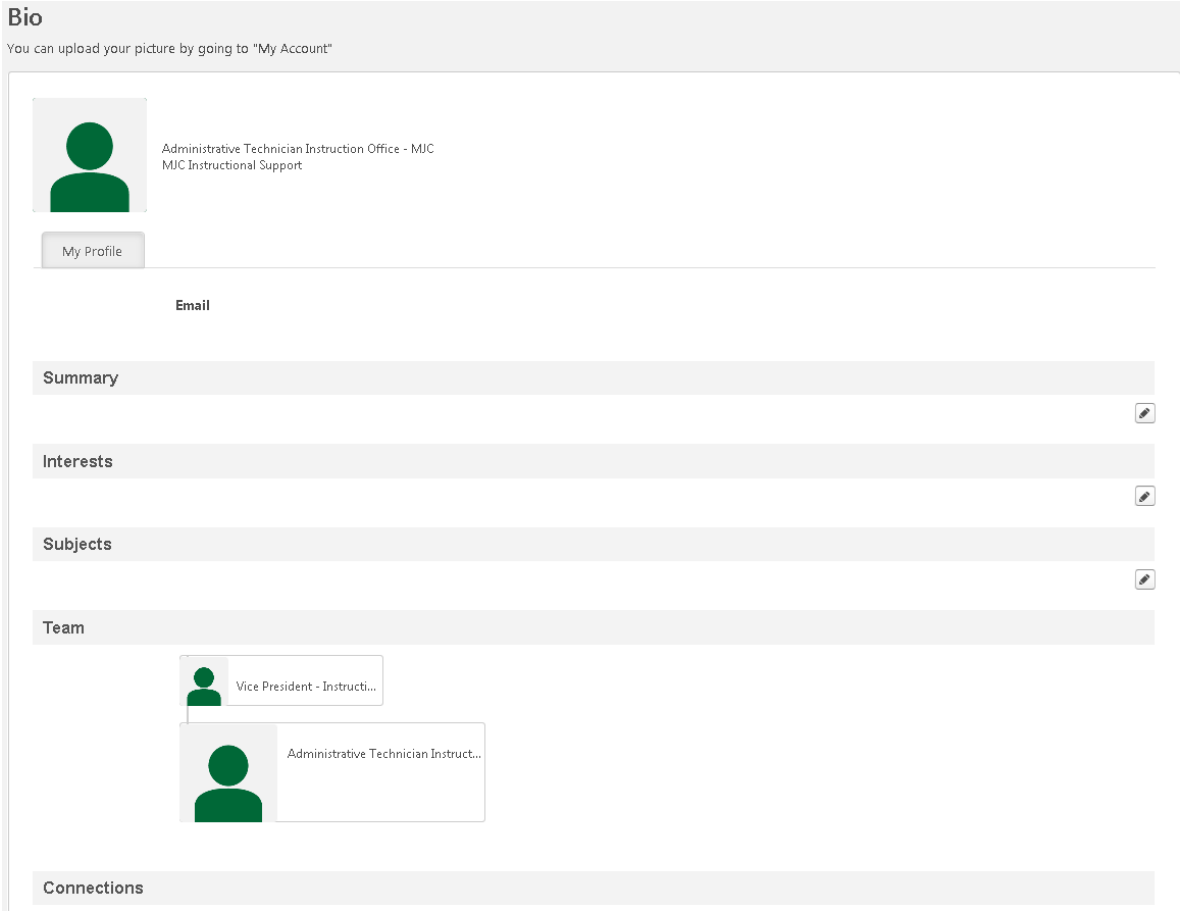
Your Profile

To access your profile, under ***Home*** go to the upper right and click on ***My Profile.***



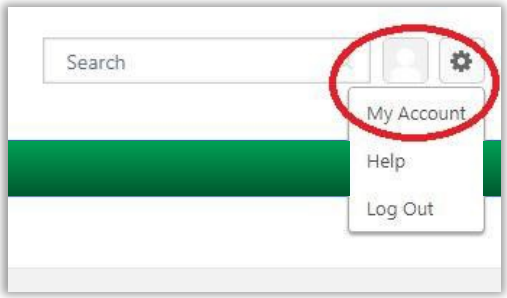
Here you:

- Should see your primary position information.
- Can edit your Summary, Interests, and Subjects. This is completely optional.
- Can choose to include your Interests, you will be able to connect with other employees with the same interest by clicking on that interest button.
- Can choose to include Subjects you are interested in, the VRC will suggest training to you based on those subjects.
- Can choose to be a FOLLOWER on CONNECT, you will see a Following and perhaps a Postings Created section(s).
- Can change or upload your photo, see Your Account, below.



Your Account

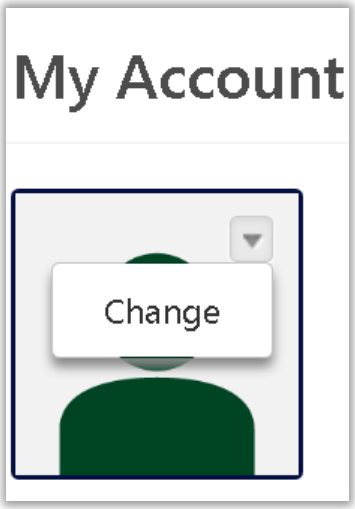
To access your Account, go to the upper right and hover over the cog icon and the My Account drop down will pop up. Click on ***My Account.***



You will see your Primary position, as well as up to four positions you hold at YCCD.

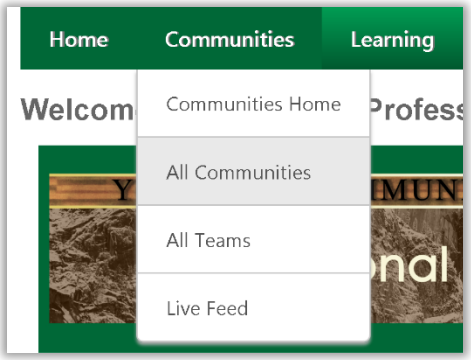
Change Photo

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



CONNECT Communities

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



ALL COMMUNITES: List of communities you are a member of and a list of the communities you can join.

ALL TEAMS: Create your own team! Great for project management that allows you to assign tasks and share information!

LIVE FEED: Lists all of your most recent posts and replies in the communities that you are a member of.

1. **BROWSE** for existing Communities and **JOIN** OR