Quick Reference Guide
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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. For SCC, faculty is transitioning from our faculty SCC Professional Development Tracking System (flex system) to using the Cornerstone System in the Vision Resource Center (VRC).

This handbook is intended to assist SCC employees as they navigate the basics of the new SCC Professional Development Gateway.

Need Help?

If you need help while using the SCC Professional Development Gateway, please visit the Help navigation within the system. Training will also be made available on the SCC PD website.

Log In

You can navigate to the SCC/OEC Professional Development Gateway here from the Professional Development page.

Need help logging in?

You should be logging in using your Single Sign On (SSO) credentials (your SCC email and password). If you forgot your credentials or are having trouble logging in, please contact your District ITS – see Log-In Instructions for detailed instructions.

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 the Vision Resource Center support at visionsupport@foundationccc.org.

Questions or Inaccuracies

If the information showing in the system is inaccurate (e.g. your position wrong managerial hierarchy or inaccurate flex obligation), or for other questions and updates to this guide, please contact SCC Professional Development team at professionaldevelopment@sccollege.edu.
SCC Professional Development Gateway Welcome Page

On the VRC’s welcome/landing page all users will see the Home, Connect, Learning, Reports, and Vision Resource Center tabs. Instructors and System/Campus Administrators will see two additional labs: ILT and Admin.

Navigation Note: to access the links/pages under the headers, hover over them (Home, Connect, Learning, Reports) to reveal the header menus; 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, Patricia, to your Professional Development Gateway!

Important Messages
Welcome to your SCC Professional Development Gateway and new PD tracking system!

Have fun exploring all the great opportunities now available to you at the touch of a button. As we continue transitioning and building, please keep in mind that not all features will be available. We will update you as progress is made.

Professional Growth General Guidelines

RSCCD Highlights
Introduction to SAC Professional Development Gateway
RSCCD Microsoft Training
Santa Ana College Convocation

My Communities
College System Admins - Raquel Barratos has received a reply to the GQA PAS Community
6/4/2021 1:25 PM - 1 Comments - Connect
College System Admins - Christopher Anderson has received a reply to the discussion: "how to create deep links that route properly through the 850"
6/4/2021 6:42 AM - 1 Comments - Connect
College System Admins - Shannon Krajewski has received a reply to the discussion: "End User YouTube Videos"
6/4/2021 7:14 AM - 1 Comments - Connect

Your Upcoming Sessions
No Sessions Scheduled
Classified Welcome Page

Faculty Welcome Page
Welcome Page Widget Descriptions

Calendar: Redirects to the comprehensive Professional Development Calendar. A “Request” (registration) for a Learning Object (workshop/training) can be made by accessing Calendar Events. Filters can be used to narrow down campus-wide Learning Objects only.

Flex Obligation & Guidelines [Faculty Only]: General Guidelines for Flex Obligation.

Important Message: Messages from your Professional Development Team.

My 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.).

Professional Growth [Classified Only]: General guidelines and information concerning Classified Professional Growth.

RSCCD Highlights: Displays learning objects (Certifications, Curricula, Events, Libraries, Materials, Online Courses, Programs, Learning Assignments, Tests and Videos) available, created by Santiago Canyon College, Santa Ana College or School of Continuing Education.

Your Action Items [Management Only]: Display a list of the user’s actions items.

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

Your Tasks [Management Only]: Lists the tasks that the user must complete.

Your Upcoming Sessions: Lists your upcoming Instructor-Led Training (ILT) sessions in chronological order, beginning with the session that begins soonest.
Your Profile

To access your profile, under HOME, click on My Profile or your picture in the upper righthand corner:

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, hover over the cog icon in the upper righthand corner and the My Account drop down will appear. Click on My Account.

Your Primary position will be listed. Please check for accuracy and contact HR if a change needs to be made.

Change Photo
To change your photo, hover over the person icon and click the downward facing triangle. Then click on Change.
Searching/Browsing for Learning and Learner Home

The Vision Resource Center is integrated with several online training providers including LinkedIn (previously SkillSoft.com and Lynda.com), Keenan SafeColleges, etc. It also hosts e-Learning modules, from the State Chancellor’s Office. You have access to over 10,000 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 in relation to your interests.

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. Hover over each of these icons to see what each means.

Browse the Workshop Calendar

Navigate to your Workshop Calendar by hovering over the Learning header. The calendar will show you all events that are available to you, including events from your campus, district and statewide groups. Click on the event for details and to Request (Register) for the event.
Learner Home: Search and Browse

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

Learner Home Widget descriptions

**User Profile:** You can quickly see your all-time learning completions and hours. In one click you can access your Transcript, Profile, and Selected Subjects.

- **Completions:** Displays the total number of all-time learning completions. The number excludes any Removed or Archived learning. If Completions is clicked, you will be re-directed to their Completed Transcript.

- **Hours:** Displays the total number of all-time learning hours.

**Your Playlists:** Users with permission to view playlists can view the number of followers their playlists have and the number of playlists they are following from the Learner Home page. In the Your Playlists section on the left side of the Learner Home page, the following fields display:

  - **Created** - This field displays the number of playlists the user has created. Click the number to be navigated to the My Playlists page, where you can access the playlists you have created.

  - **Followers** - This field displays the total number of followers that are currently following the user’s playlists. Click the number to be navigated to the My Playlists page, where you can access the
playlists you have created.

Followed - This field displays the total number of playlists that the user is following. Click the number to be navigated to the Following tab of the My Playlists page, where you can view all the playlists you are following.

Create New Playlist - Click this link to begin creating a new playlist. You will be navigated to the Playlist Details page for a new playlist. Note: If the user does not have permission to create playlists, this link does not display.

Your Subjects: List of the SUBJECTS that you have previously selected. If you want to have a “subject carousel” make sure that you have your Subject List up to date and this will pull up the training opportunities that are based on the subjects that you have selected.

Side Bar: You don’t have a need to leave the page to access your Transcript with the Side Bar on the left side of the page containing your learning that you must take action on. It’s conveniently broken down by learning that’s Past Due, Due Soon, and learning Assigned with No Due Dates.

The sidebar includes all types of learning: ILT, materials, online, video, etc. excludes: Archived, Removed, and Completed learning.

Carousels: You have different learning carousels to browse on the page. These learnings are based off your history, saved learning, interested subjects, and recommendations powered by machine learning.

  Continue Learning – This carousel displays training that is on the user’s active transcript.

  SCC/OEC Highlights – This carousel displays SCC/OEC training created Learning Objects.

  Vision Resource Center Recommendations - This carousel displays training provided by the California Community Colleges Office.

  Inspired by Your Subjects - This carousel displays learning based on the you SUBJECTS that you have selected.

  Most Popular - This carousel displays learning with the most requests in the last 60 days.
Registering for Workshops (Learning Object with Instructor Led Training (ILT))

To add workshops/trainings to your Transcript, you will need to find and register for them. Note: Most training offerings will move you to Registered automatically once a Request has been made; though there may be some instances where approval might be required (see below).

Request (Register) Workshops:

1) Hover over Learning and then click on Workshop Calendar.

2) On your Welcome Page go to Events Calendar OR Explore Training

On the Workshop Calendar you will see all of the Instructor Led Trainings (ILT) 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 righthand 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.
Training Request Forms (may be required for some Learning)

There will be some occasions where upon registration, a Training Request form will appear. Training Request forms are used to electronically collect needed information. For example, dietary restrictions/meal preferences, t-shirt sizes, etc. Select your response and click on Submit.

Workshop is Full: Waitlists

Some workshops have a maximum enrollment. If the workshop is full, you can be added to the waitlist. 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 go 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 or other Learning Objects

Your attendance will be marked in the system by the workshop Instructor. If your workshop attendance has not been marked, please email the SCC Professional Development Team.

To move a workshop from Active to Completed you will also need to complete a Course Evaluation and/or submit an electronic signature. If this is the case, you will see Sign, Notify, Observer and/or Evaluate next to the workshop on your Active Transcript. Click on the button to complete that action.

Notify Observer

Approved observers are assigned to confirm completion of some materials or videos before the activity is added to a user’s Completed Transcript.

1. Select Notify Observer from the action button.
2. Select one of the approved users from the list and submit.
3. Once the selected Observer has confirmed completion, they will approve the training and the activity will be moved to your Completed Transcript. (Allow a week before contacting the observer)

Please note: If denied, you can view the comments for further instructions from the training details of the Material or Video on your Active Transcript.
Evaluate - Course Evaluation

Clicking on Evaluate will direct you to a Course Evaluation. 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.

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.
Propose a Workshop

1. On your Welcome Page go to Propose a Workshop.

2. Complete the workshop proposal form. Allow the Professional Development team 2-3 business days to address any questions or concerns and if approved, upload the session into the system. (Please note, Workshop Proposal Form is not for Personal Flex Projects.)

   Please note: Instructors are responsible for their own Roster, Marking Attendance and submitting an External Training for the extra Instructor Credit.

3. Review and confirm the session details:

   a. Hover over ILT on the navigation bar and select View Your Sessions. Adjust the filters seen in the picture above to view a list of all the workshops you are assigned as an instructor.

   b. Select the session title to open up the event and details. Contact ProfessionalDevelopment@scc.edu with any edits.

   c. Faculty Only: Workshop instructors receive 2x the workshop hours as flex credit. To receive this credit please submit an External Training request containing the workshop details and the total hours.
Rosters

1. To open the Session Details window, find your session in the View Your Sessions calendar and select the session title (see above).

2. Session Roster page: Select View Roster in the drop down list at the bottom of the Session Details window.

   a. **Print Roster:** Select Print Sign-In Sheet in the Users section. Save the excel sheet provided and print out to collect signatures on the day of the event. Provide a copy of the final sign in sheet with signatures to ProfessionalDevelopment@sccollege.edu.

   b. **Add Users:** Select Add Users in the Users section.

      i. Follow the instructions in the new window to find users. Select the + button in the Add column for each user you want to add to the roster. Once you’ve finished select Done at the bottom of the window.

      ii. Select Add Pending Users to Roster in order for the new users to populate in the roster. Allow a minute for the system to update. The users will automatically be emailed a notification of their registration.

Mark Attendance

All workshop instructors are required to mark attendance in the system.

1. Open the Session Roster (see instructions above).

2. **Confirm all the attendees are included in the Roster** and add missing users before you move on to the next step (see Add Users above).

3. Select the Attendance and Scoring tab to view the attendance options.
4. Under the Users section, select the check boxes in the Attendance column for only the users present in the session. Select Submit Roster once you’re done.

Please note: Users marked as attended will have the session moved from Active to Completed on their Transcript. User not marked as attended will have a no show on their status and the session will be moved on their transcript from Active to Archived and not be counted towards their credit.

5. **Send a copy** of your final **Sign-in Sheet** with signatures to ProfessionalDevelopment@sccollege.edu.

For a more detailed breakdown, visit the Help page in the menu list for the cog found on the top righthand corner.
Add 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. You will be required to submit documents such as course syllabus/outline, schedule, and certificate of completion. Instructions will be located at the top of the External Training page.

**Step 1: Enter the Training Activity**

a) Navigate to the Welcome page and select either the External Training or My Flex Project button.

b) Determine the type of training you are requesting and complete the form fields below:

**Conferences:**

Any external Conference/Webinar/Online Course etc. funded by Professional Development will require the completion of an External Training Form to insure future funding and reporting purposes.

Visit the Professional Development Conference Request Claim Form Guide for detailed instructions to obtain funds for a qualifying Professional Development activity request and required District document links.

**Instructor Credit:**

Santiago Canyon College: Workshop/Training instructors receive 2x the workshop hours as flex credit. It is the responsibility of workshop facilitators/instructors to submit an External Training Form to receive credit.

SCC School of Continuing Education: Workshop/Training instructors receive 2.5 per workshop hour as flex credit. It is the responsibility of workshop facilitators/instructors to submit an External Training Form to receive credit.

**Personal Flex Project (Faculty):**

Faculty can use the External Training form to submit for a Personal Flex Project activity. Review Flex Personal Projects Examples for qualifying Personal Flex Project activities.

**Professional Growth (Classified Staff):**

Classified can use the External Training Form to request confirmation from their Administrators that the Professional Growth activity request was completed outside of work hours. Send a copy of the confirmed External Training Form to Carol Perez from HR to apply for Professional Growth approval.

For further details on Professional Growth view the CSEA (California School Employees Association) 579 Contract Article 22.

**Form Fields for each Training Activity:**
<table>
<thead>
<tr>
<th>External Training Form Fields:</th>
<th>Conferences</th>
<th>Instructor Credit</th>
<th>Personal Flex Project</th>
<th>Professional Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity type</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Title of the Flex Project/Webinar/Conference/Course/External Training</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Description of the Professional Learning Activity</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Training Provider</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Start and end dates of the activity.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Note: You cannot mark the activity as Completed until after the end date has passed.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Credits/Units [Classified Only]</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cost ($0 if no cost)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Hours – Total duration of the activity</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attach your documents – A course syllabus, outline, schedule, certificate of completion, etc.</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Choose all that apply:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• RSCCD – Guided Pathways</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• RSCCD – Disproportionally impacted student population this activity will impact</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• RSCCD – Integrated Plan Goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How does this training lead to student, instructional, or staff improvement?</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Completion Documentation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(If Requested by your Dean)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
c) Submit your **External Training** request. It will appear as pending in your **Transcript** until your Manager/Dean approves/denies the request. Please note: The User’s Manager/Dean will be automatically notified to check their approval requests.

<table>
<thead>
<tr>
<th>My Transcript</th>
<th>Type</th>
<th>Due Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Flex Project Example</td>
<td>External Training</td>
<td>None</td>
<td>Pending Completion Approval</td>
<td>None</td>
</tr>
<tr>
<td>Welcome to the Vision Resource Center</td>
<td>Online Class</td>
<td>None</td>
<td>Registered</td>
<td>Launch</td>
</tr>
<tr>
<td>SAC PD Gateway Quick Reference Guide</td>
<td>Document</td>
<td>None</td>
<td>Registered</td>
<td>Launch</td>
</tr>
</tbody>
</table>

**My Transcript**

<table>
<thead>
<tr>
<th>Type</th>
<th>Due Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Personal Flex Project (ex)</td>
<td>External Training</td>
<td>None</td>
<td>Denied</td>
</tr>
<tr>
<td>Personal Flex Project Example</td>
<td>External Training</td>
<td>None</td>
<td>Registered</td>
</tr>
<tr>
<td>Welcome to the Vision Resource Center</td>
<td>Online Class</td>
<td>None</td>
<td>Registered</td>
</tr>
</tbody>
</table>

**Step 2: Mark Complete**

1) If your **External Training** was approved, go back to your **Transcript**, and select the **Mark Complete** button next to the **External Training request**.

2) The **External Training** will show as **pending** in the **Transcript** until your Manager/Dean verifies the completion request. An email will be sent automatically on approval, notifying you that the **External Training Request** was added to your **completed transcript**.

If your request was denied, your request can be found in the Archived list of your Transcript. The details will include any comments from your Supervisor/Dean. If your request was denied, you will need to resubmit an External Training Form to address any concerns your Supervisor/Dean had with the original submission and to request credit.

---

**Professional Growth**
Once the External Training Request (Professional Growth) has been confirmed and verified by your manager, follow the steps below to submit to HR to apply for Professional Growth.

1. Navigate to your Active Transcript and find the approved External Training. Select Training Details in the action button.

2. Expand the Transcript history list by clicking on the arrow at the end of the bar.

![Transcript History](image)

3. Print or save the page.
   - Save the page as a PDF
     - Right click on the screen select print or use the keyboard shortcut and hold Ctrl + P.
     - In the new window change the destination from a printer to Adobe PDF, Save as PDF or Microsoft Print to PDF.
     - Select Save.

4. Save the document and email it, along with all required attachments to Carol Perez.
Approving/Verifying External Training or Personal Flex Project Requests
[Administrators]

Pending External Training or Personal Flex Project requests are a two step approval and verification process.

**Training Pending Approval Page**

Navigate to the Welcome page. Find the **Your Approval Alerts** widget and select **Approve Training** to view a list of all current External Training requests.

**Summary View:**

Select the title of the **Training** to view a summary of the External Training detail.

**Detailed View:**

Select the employee’s name in the **Requested By** column and you will be redirected to the user’s **Transcript**. Find the External Training Request in the list and select **View Training Details** button next to it.
Step 1: Approve/Deny External Training/Personal Flex Project Request

Navigate to the Training Pending Approval page to select your decision in the Options column next to the External Training Request. A new window will open (see below).
1. **Comment box**: Please refer to the chart below for acceptable comments to use when approving or denying a request.

<table>
<thead>
<tr>
<th>Activity Request</th>
<th>Faculty Request</th>
<th>Classified Request</th>
<th>Administrator Request</th>
</tr>
</thead>
</table>
| **Approve**      | Your **Personal Flex Project** has been approved.  
Your **Conference/Instructor Credit** request has been approved. | Your request to attend a **Conference** or Instructor credit has been approved.  
**Professional Growth** Requests do not require a comment for approval. Managers only verify completion was outside of work hours. | For managers approving External Training/Conferences for other managers – no comments are required. |
| **Deny**         | This **Personal Flex Project** request is denied as it does not meet the requirement for flex credit.  
**Conference/Instructor Credit** is denied due to ... | Request to attend this **Conference** is denied due to ...  
**Instructor Credit** request is denied due to ... | Should a request be denied – rational is always helpful. |

2. **Employee pays by credit card field**: 0% (always)

3. **Submit decision**

### Step 2: Verification of External Training/Personal Flex Project Completion

Navigate to the Welcome page and select **Approval Training** to view a list of current requests. To view request details or new attachments refer to Step 1 for instructions.

1. Select approve or deny in the **Option** column and a new window will open (see below).

2. **Comment box**: Please refer to the chart below for acceptable comments to use when approving or denying a **Verification** request.

<table>
<thead>
<tr>
<th>Completion Verification</th>
<th>Faculty Request</th>
<th>Classified Request</th>
<th>Administrator Request</th>
</tr>
</thead>
</table>
| **Approve**             | Your **Personal Flex Project** has been verified and your flex hours will now apply toward your flex obligation.  
**Conference/Instructor Credit** has been verified. | **Conference/Instructor Credit** attendance is verified.  
**Professional Growth** request was completed outside of work hours and qualifies for PG increment. | For managers approving External Training/Conferences for other managers – no comments are required. |
| **Deny**                | This **Personal Flex Project** request is denied as it does not meet the requirement for flex credit.  
**Conference/Instructor Credit** not verified due to ... | **Conference/Instructor Credit** not verified due to ...  
The **Professional Growth** request was not completed outside of work hours. | Should a request be denied – rational is always helpful |

3. **Employee pays by credit card field**: 0% (always)

4. **Submit decision**
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 Your 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.

Please note: In order for a Learning Object to be considered completed, you must complete the Evaluation.

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.
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.
**Flex Status/Completed Training Hours**

The following are a couple ways to view your training. You can Navigate to them from your Dashboard, Learner Home page, or Transcript.

**Flex Status (Dashboard) – Faculty Only**

1. Navigate to the Welcome page and select Flex Status or select Dashboard in the Reports drop down menu.

   ![Dashboard Image]

2. The Dashboard will provide you with a summary of your total obligation, completed and pending Flex Credit. Hover over the top right corner of the widgets and open the drop down list for more options.

   a) **Refresh**: Always refresh the report to view the most current data.

   b) **View Details**: Provides an in-depth review of the data (training title, hours per training etc.).

   c) **Export to Excel**: Download a detailed list of the data in the selected widget.

**1. Completed Flex Credit – View Details**

<table>
<thead>
<tr>
<th>User Full Name</th>
<th>Training Title</th>
<th>Transcript Completed Date</th>
<th>Sum Training Hours</th>
<th>Avg Total Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2023 SAC Fall Convocation Video</td>
<td>04/14/2021 12:03 PM</td>
<td>3.00</td>
<td>31.5</td>
</tr>
<tr>
<td></td>
<td>Welcome to the Vision Resource Center</td>
<td>04/14/2021 12:28 PM</td>
<td>2.75</td>
<td>31.5</td>
</tr>
</tbody>
</table>

- **Unmet Obligation**: $31.5 - 3.00 = 28.5$

  - Total completed training hours repeats on top 2 rows.
  - Total obligation repeated on each row.

a) **Avg Total Obligation column**: Your total flex obligation is repeated on each row.

b) **Sum Training Hours**: The top two rows repeats your total completed flex credit (do not add together). Everything below the first two rows is the individual credit for each professional development activity.
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 your time in the VRC).

Clicking on it will bring you to your Transcript.

To see your Training Hours in a certain time frame, select Flex Status from your welcome page or see the instructions below on how to Run a Transcript Report.