SANTA ANA COLLEGE

PROFESSIONAL DEVELOPMENT

Gateway

INSPIRE | TRANSFORM | EMPOWER

User Guide

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Vision Resource Center (VRC) – Professional Development (PD) Gateway

The VRC is a statewide system that uses the Cornerstone Learning Management System (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.

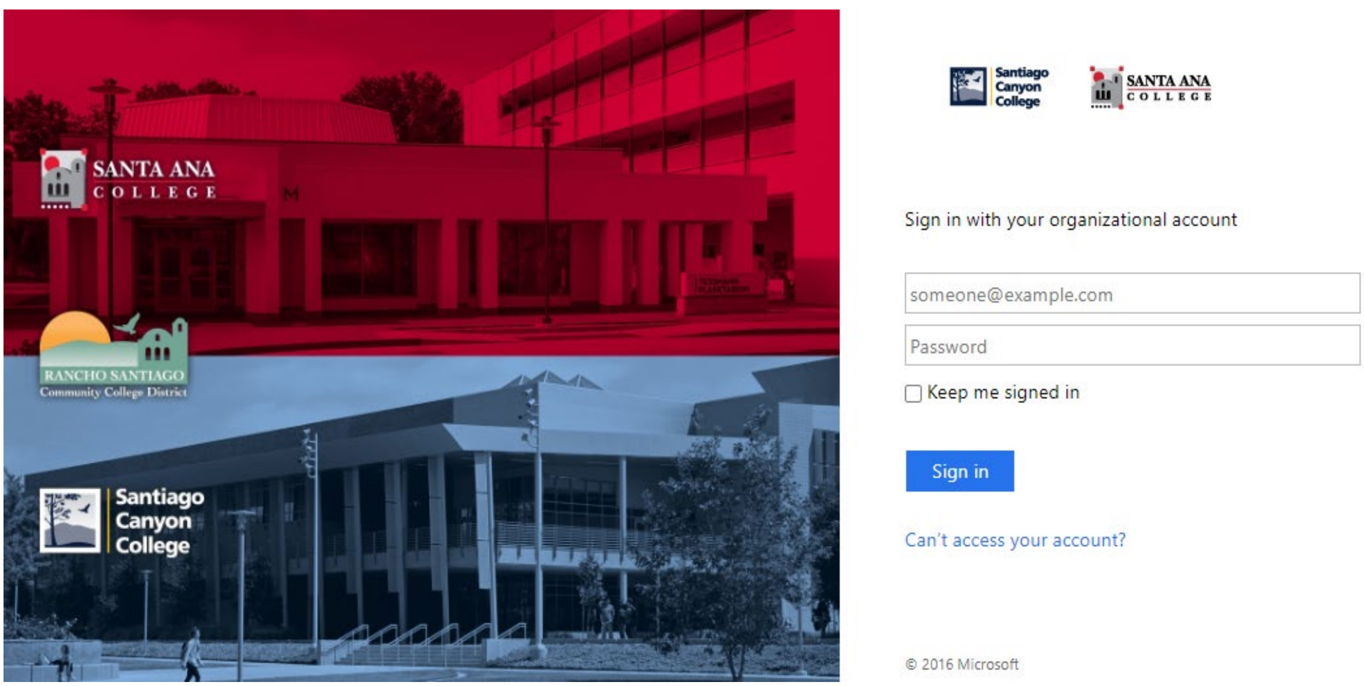
Santa Ana College (SAC) uses the Cornerstone System to power our Professional Development (PD) Gateway. All district employees have access to the PD Gateway.

Need Help?

If you need help while using the SAC Professional Development Gateway, please visit the Help navigation within the system. Training will also be made available at www.sac.edu/PDevents.

Log In

You can navigate to the [Santa Ana College Professional Development Gateway]() from the [Professional Development page]() or type www.rsccd.edu/PDGateway into the address bar of your internet browser.



You should be logging in using your Single Sign On (SSO) credentials (your District email and password). If you forgot your credentials or are having trouble logging in, please **contact District ITS**.

Questions or Inaccuracies

If the information showing in the system is inaccurate (e.g. your [position, wrong managerial hierarchy]() or inaccurate flex obligation), please put in a ticket to IT at helpdesk@rsccd.org.

If you have general questions about navigating the system, updates to this guide and/or locating details, please contact one of the following Professional Development teams:

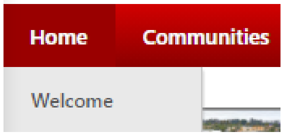
- SAC Professional Development team at ProfessionalDevelopment@sac.edu
- SCE Professional Development team SCE_Professional_Development@sac.edu

SAC Professional Development Gateway Welcome Page

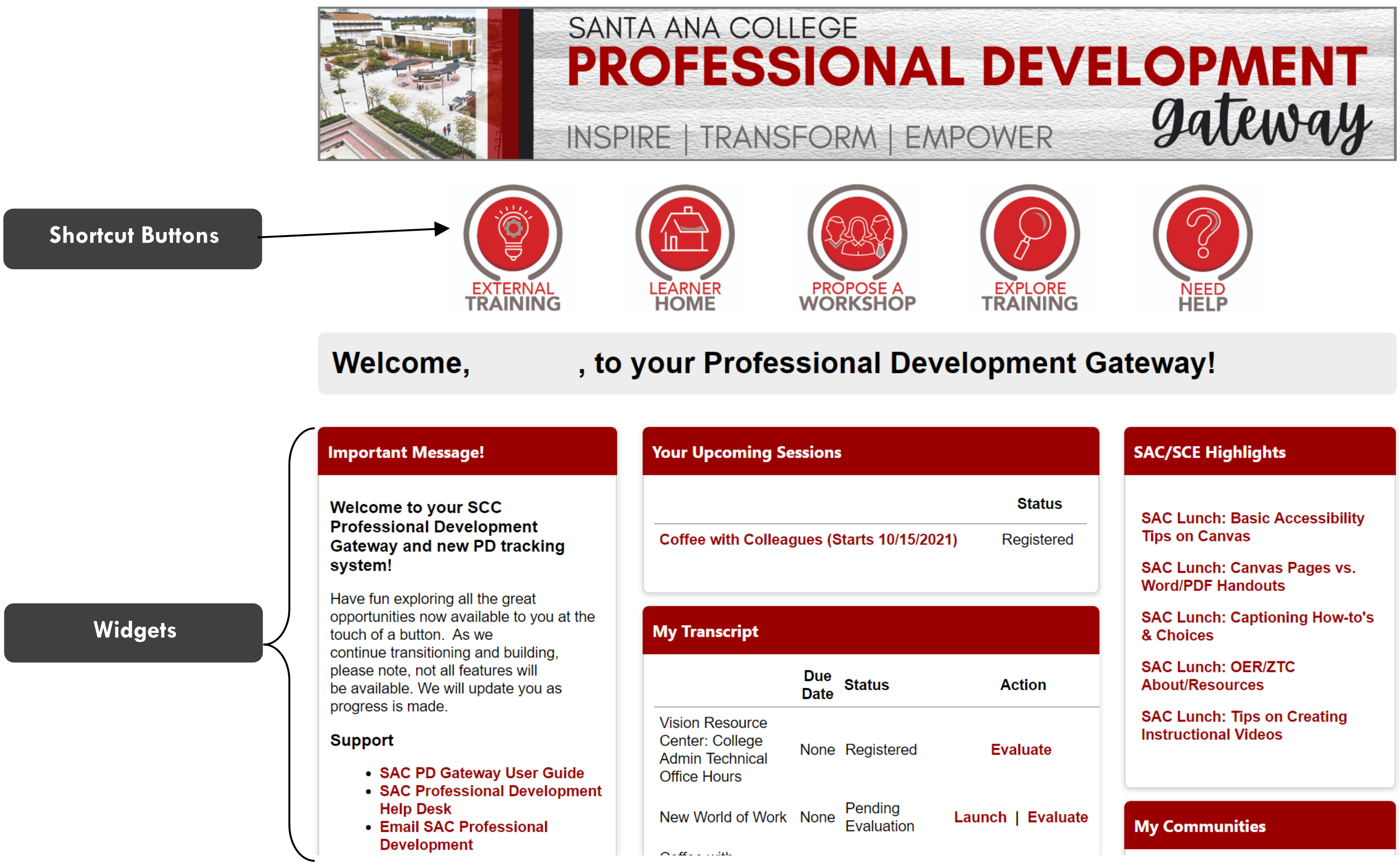
On the PD Gateway's welcome/landing page all users will see the Home, Connect, Learning, Reports, and Vision Resource Center tabs. Instructors and System/Campus Administrators will see two additional labs: Instructor Lead Training (ILT) and Admin.

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**.



Classified Welcome Page



Administrators 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.

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

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

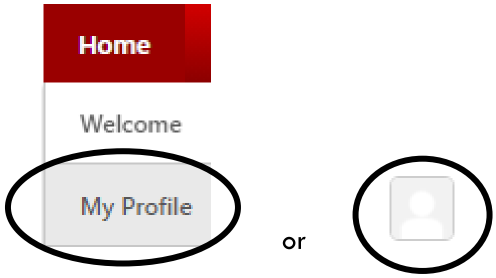
Your Inbox [Management Only]: Lists a summary of all email notifications and includes the option to perform an action (e.g., launch, evaluate, approve, etc.).

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.

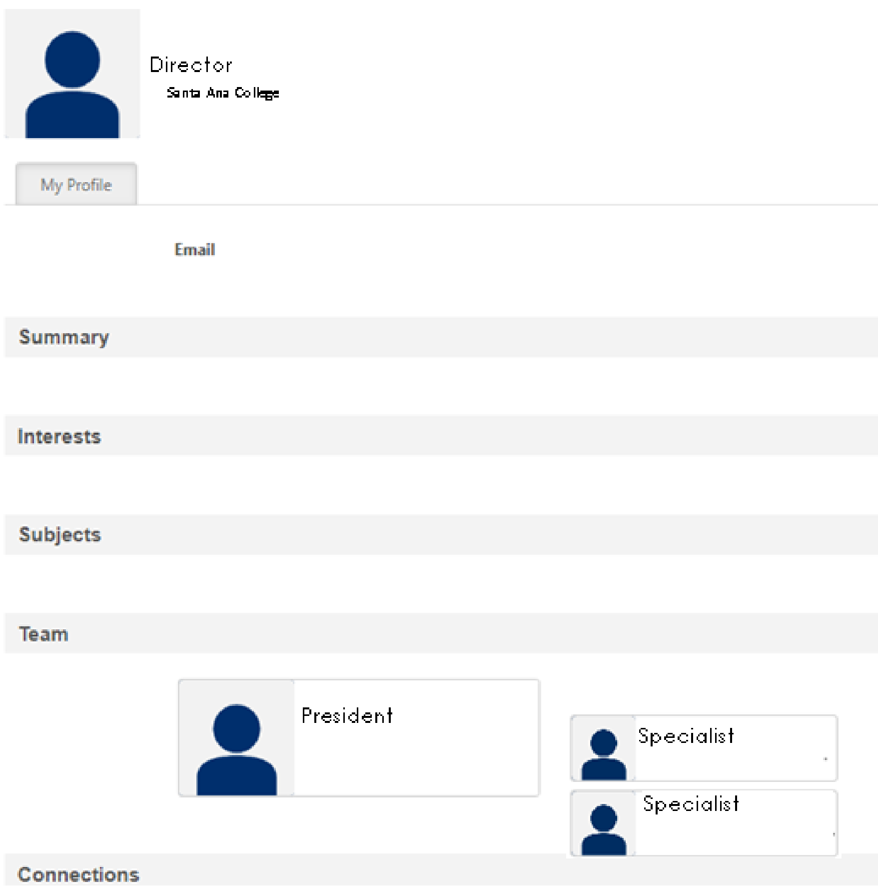
Your Profile

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



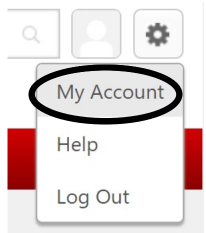
Here you:

- 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, follow these simple steps:

1. Hover over the person image, select the downward facing triangle to open the drop-down menu and select **Change.**

2. In the new window select **Choose File.**
3. Select **Upload** and **Save.**

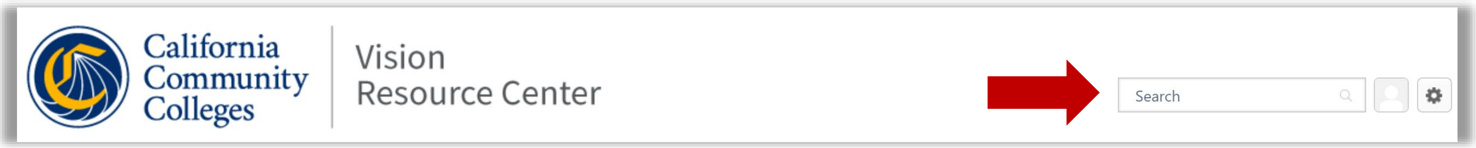
Searching/Browsing for Learning

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.

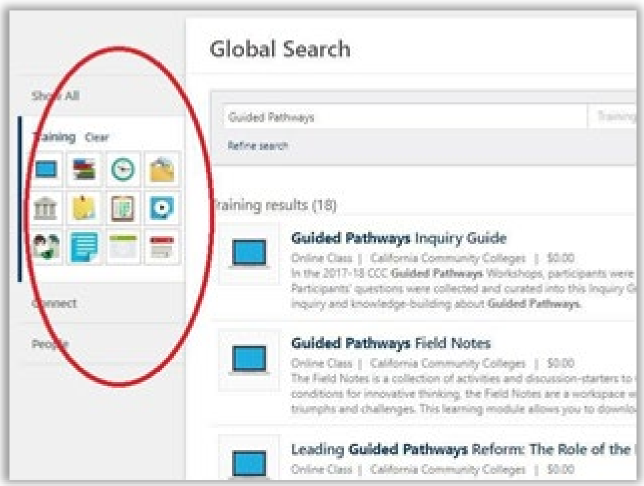
There are several ways to find the variety of learning (Learning Objects) in the PD Gateway. You can search for learning using the Global Search Box on the top right-hand corner, browsing the Workshop Calendar, or searching on the Learner Home page.

Global Search Box

The Global Search Box is at the top of every page in the PD Gateway. You can enter anything of interest in this box and get results in relation to your interests.



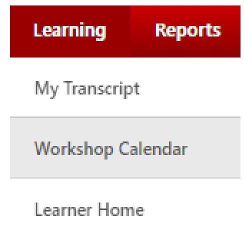
When you use Global Search, you will not only receive online courses, in-person workshops, and other resources, but also Connect Communities and People in the VRC who are associated with your search term. You can use the Filter tool to sort your results to find exactly what you want. Hover over each of these icons to see what each means.



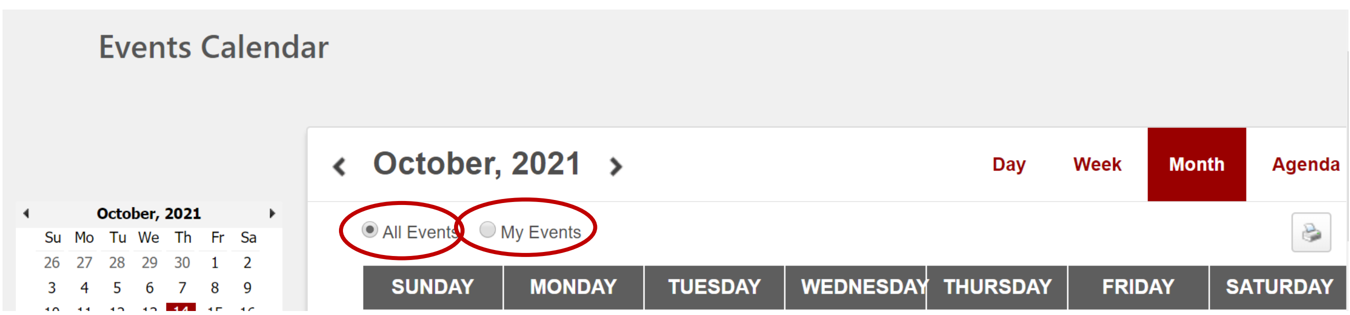
Browse the Workshop Calendar

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.

or



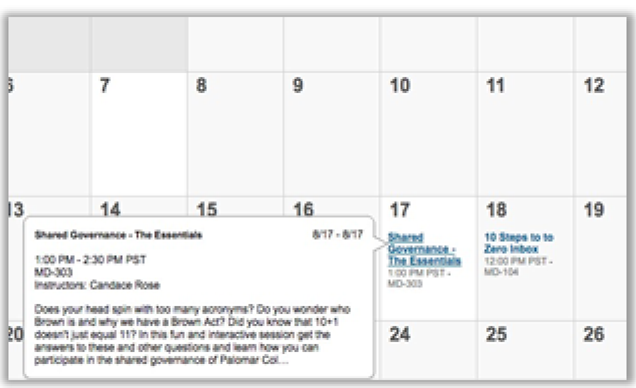
On the Workshop Calendar you will see all the Sessions available to you. You can change your view to Day, Week, Month, or view it as an Agenda by selecting each in the upper right-hand part of the calendar.



All Events: Includes events from your campus, district and statewide groups.

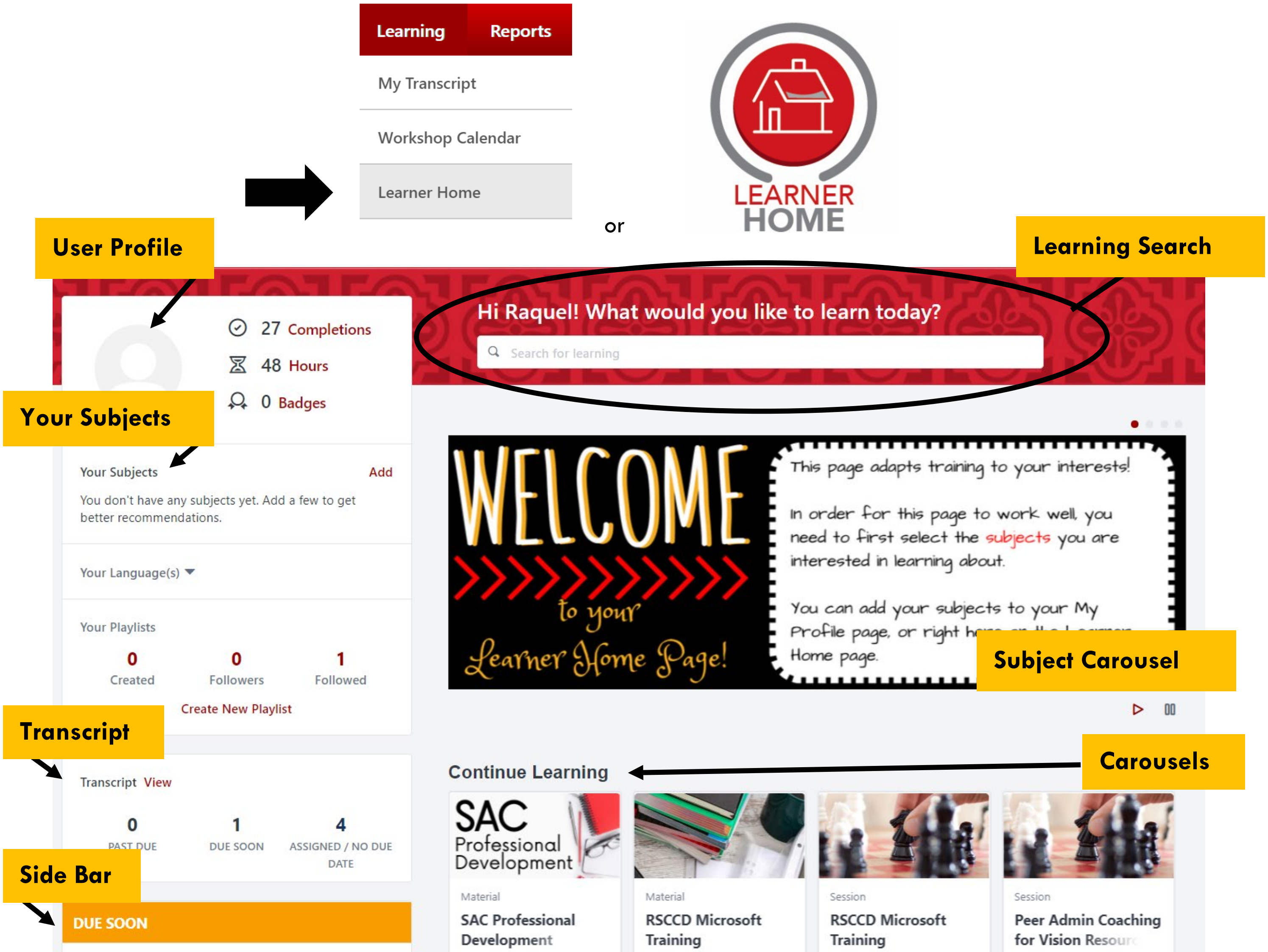
My Events: Will show you only the events for which you are registered.

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



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. ([VRC Online Help: Create Playlists]())

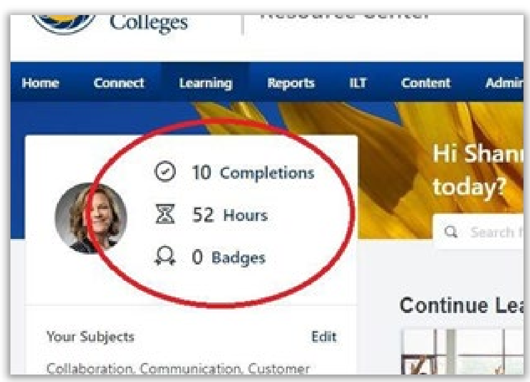
- **Your Subjects**: List of the SUBJECTS that you have previously selected. If you want to have a "subject carousel" make sure that you have your Subject List up to date and this will pull up the training opportunities that are based on the subjects that you have selected
- **Side Bar**: You don't have 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.
  - **SAC/SCE Highlights –** This carousel displays SAC/SCE 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.

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 and hours completed since Cornerstone was implemented**. This does not equal your total flex credit for the semester or academic year.

Clicking on it will bring you to your **Transcript**.



To see your total completed training hours within a semester, select Flex Status from your Welcome Page.

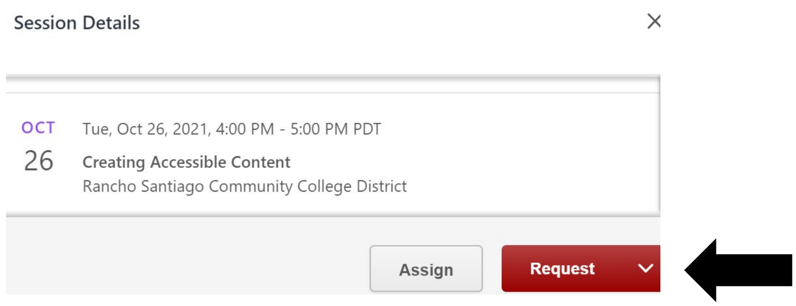
Registering for Workshops (all Learning Objects)

To add workshops/trainings to your Active Transcript, you will need to find and select Request/Launch for the desired Learning Object (Session, Material, Video, Online Training etc.)

Note: Users can sign up for Sessions with time conflicts but will receive a warning.

Workshop Calendar (only Sessions)

1. Search for a Session in the Workshop Calendar and select the title to go to the Session Details page.
2. Select the Request (red action button) to register and the training will be added to your Active Transcript.



Global Search box (Event)

1. Search for the event in the Global Search box.
2. Select the desired Event Title.
3. Find the Session you want to register for at the bottom of the page and select Request from the red action button.

Other non-ILT Learning objects (Videos, Online Training, Canvas Courses etc.):

1. Search for the Learning Object in the Global Search box and select the title to navigate to the details page.
2. Select Launch to start the activity and to add it to your Active Transcript.

Upon Registration, you should receive a confirmation email with an Outlook calendar invite with the date and time of the workshop.

Most Learning Object's statuses will automatically update to Registered. Review the following exceptions.

Training Request Forms

On some occasions, a Training Request form will appear after a **Learning Object** is **Requested** (Registered). Training Requests forms are used to electronically collect needed information. For example, attendance preference, dietary restrictions/meal preferences, t-shirt sizes, etc. Select your response and select Submit.

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

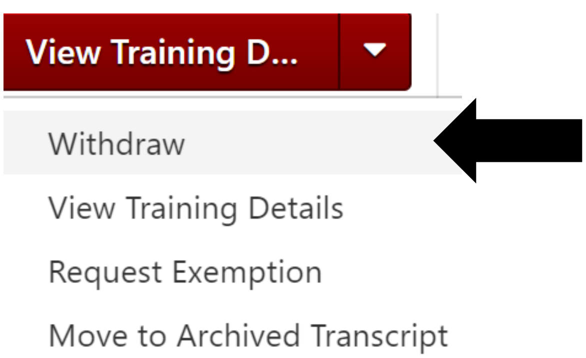
After requesting most workshops, you are automatically registered for the workshop. There may be some instances in which a workshop is set up in a way that requires approval by an employee's manager. If this is the case, you will see Pending Approval next to the workshop because it needs to be approved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

Withdraw (Cancel) From 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**.



[For further details see the Cornerstone Online Help.]

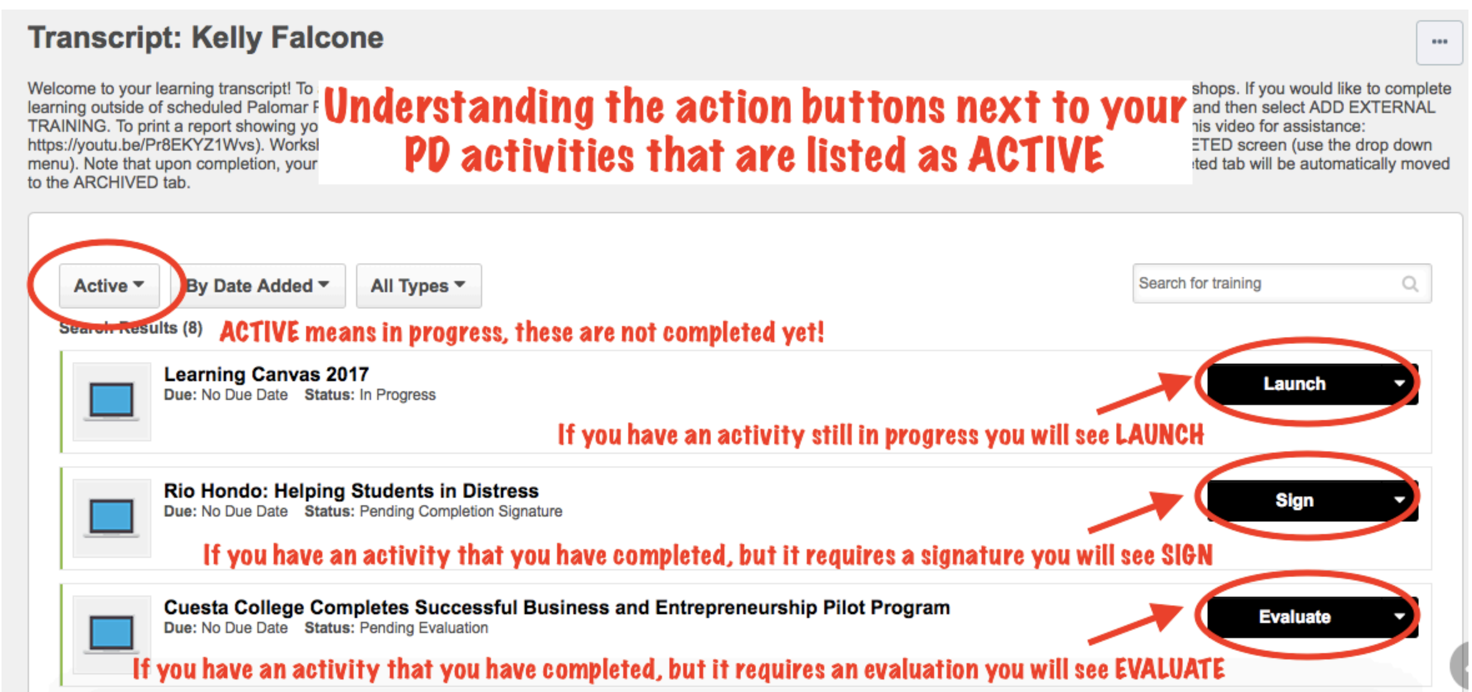
Completing Workshops or other Learning Objects

Your attendance for Instructor Led Training will be marked in the system by the workshop Instructor. If the workshop you attended has not been marked after 4 weeks from the end date of the training, please email the presenter or SAC/SCE Professional Development Team.

Completed workshops or other Learning Objects will appear in the **Completed** list of your **Transcript**.

Most Learning Objects will move automatically to the Completed Transcript List upon completion.

Some Learning Objects may require further action. If this is the case, you will see **Mark Complete, Sign, Notify Observer** and/or **Evaluate** on the action button next to the workshop on your Active **Transcript.** Click on the button to complete that action.



Evaluate - Course Evaluation (Surveys)

Clicking on **Evaluate** will direct you 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.

Mark Complete

Select the action button once you have completed the Learning Object.

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**.

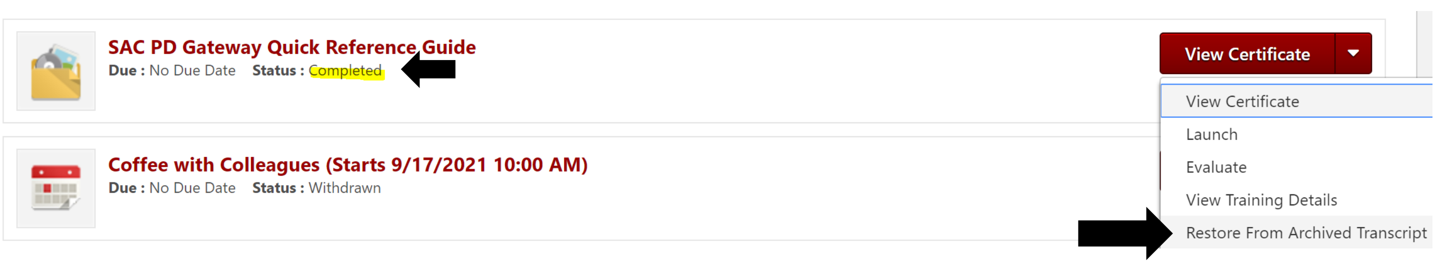
1. Select Notify Observer from the action button.
2. Select one of the approved users from the list and submit.
3. Once the selected Observer has confirmed completion, they will approve the training and the activity will be moved to your **Completed Transcript**. (Allow a week before contacting the observer)

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**.

Restore From Archived Transcript

Can't find your completed Learning Object? Check for it in your Archived list before contacting the instructor of the workshop or the Professional Development Team for assistance.

If the Learning Object is in your **Archive** list and has the completed status, select **Restore From Archived Transcript** from the Action button menu list. Allow a couple of minutes for it to update and move to your **Completed Transcript** list.

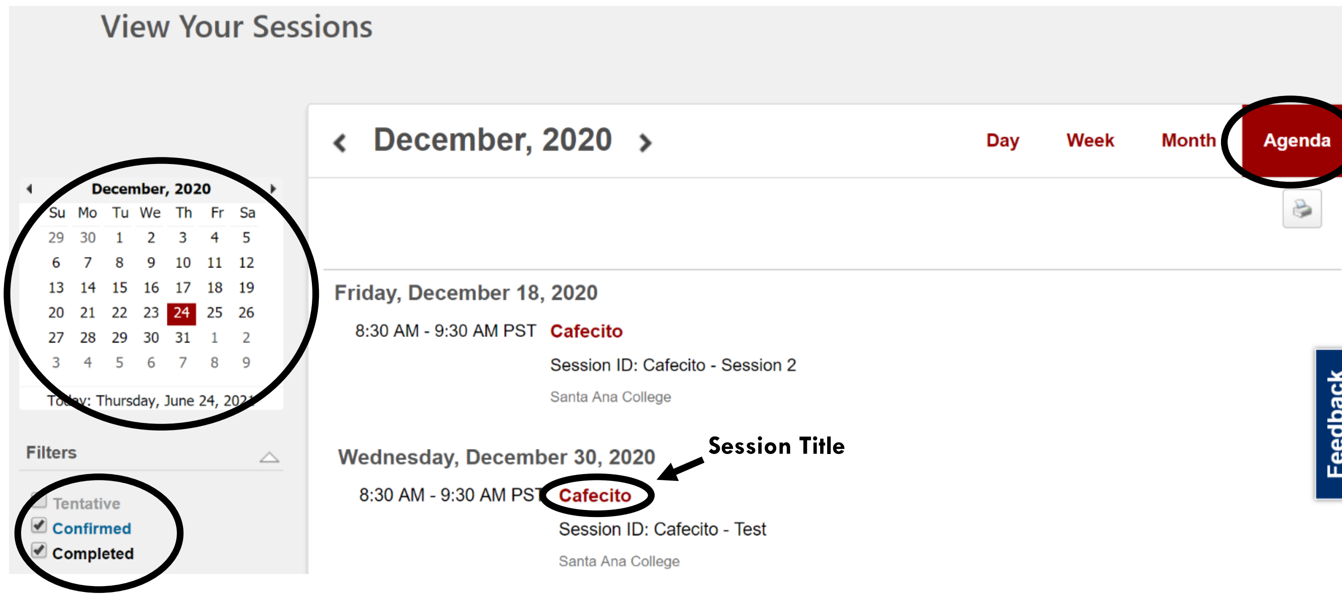


Propose a Workshop

1. Navigate to the Welcome page and select the Propose a Workshop button.

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.)

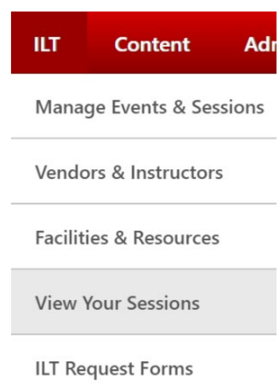
   Please note: Instructors are responsible for their own Roster, Marking & Submitting Attendance, and registering for Presenter Credit.



3. **Review and confirm 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@sac.edu with any edits.



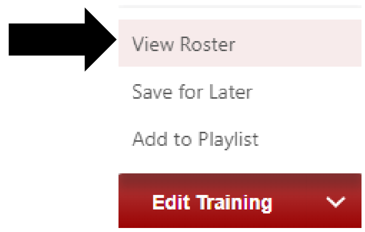
   c. Faculty Only: Workshop instructors receive 2x the workshop hours as flex credit. To receive this credit please submit an External Training request containing the workshop details and the total hours.

Rosters & Other Presenter Tasks

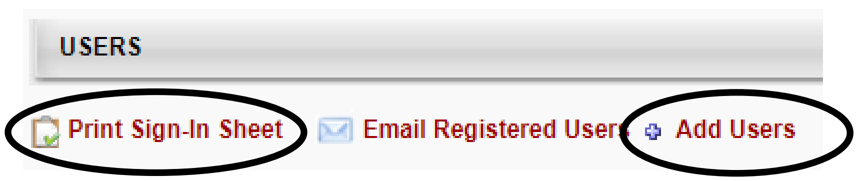
It is important that all users requiring presenter credit and users assisting with marking attendance, be given the Instructor Role to provide them access to manage/edit the Roster.

1. From the top navigation bar, hover over **ILT** and select **View Your Sessions**. Search for your desired Session and select the **Session title.**

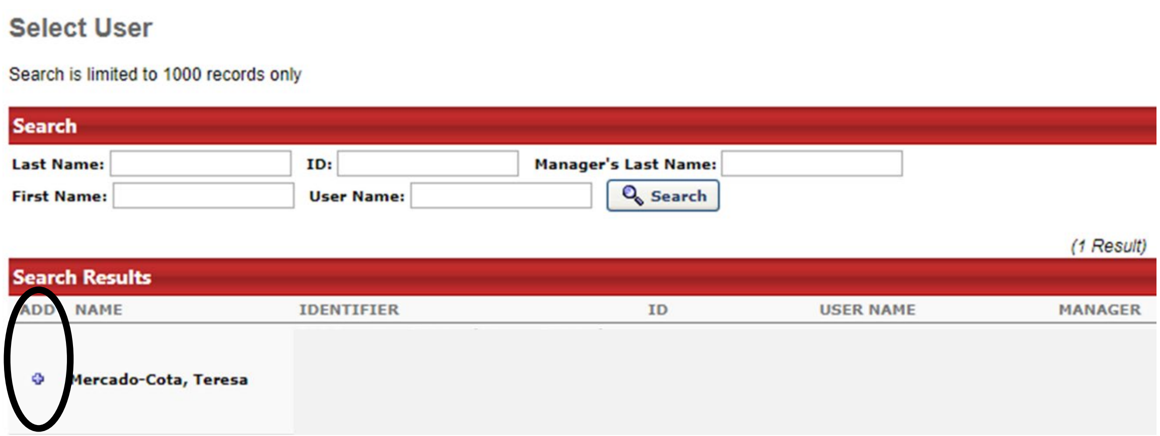
2. Select **View Roster** from the red action button or from the drop-down list of the red action button.



   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 your campus' Professional Development team.



   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.

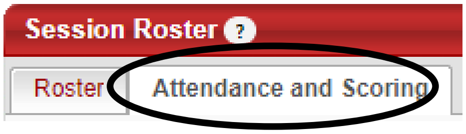
      ii. Select **Add Pending Users to Roster** for the new users to populate in the roster. Allow a minute for the system to update. The users will automatically be emailed a notification of their registration.

Mark Attendance

All Session instructors are required to mark attendance, or another user needs to be assigned. Do not add any presenters to the Roster. Presenter Credit will be applied elsewhere.

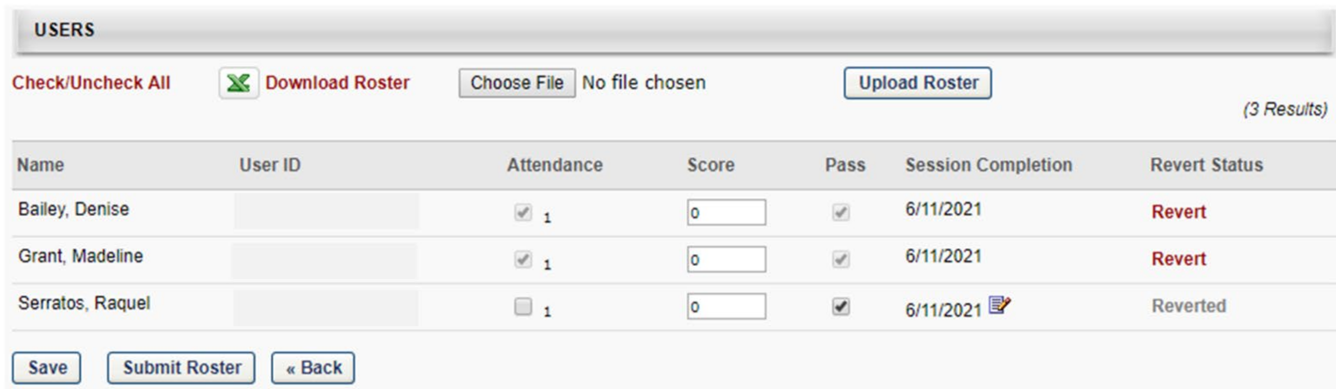
1. Open the **Session Roster** (see instructions above).
2. Confirm all the attendees are included in the **Roster,** add missing users, and remove no show users before you move on to the next step (see **Add Users** above).

3. Select the Attendance and Scoring tab to view the attendance options.



4. Under the Users section, select Check/Uncheck All users to mark all as present. Or manually the check boxes in the Attendance and Pass columns 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 your campus' Professional Development team. (For virtual workshops, please email the Zoom Participant Report/or an excel sheet of attendance.)

For a more detailed breakdown, visit the Help page in the setting menu list on the top righthand corner.

Frequently Asked Questions

Cannot find user?
Try searching by last name or employee ID (input employee ID # in the Username search field). A user's name in Cornerstone may not always match with the preferred or current name. Confirm the participant is in the system by searching in Admin>Users. If the RSCCD employee is not coming up in the results, submit a ticket with ITS.

How to confirm attendance is submitted.
Attendance is complete if the status of users no longer says registered from the Roster tab. Instead, it'll say "Pending Evaluation", "Completed", "No Show" etc.

Instructor not able to mark attendance.
Confirm the user is given the Instructor Role ([See Add Instructors](#)) and confirm the Instructor is not in the Roster registration user list. Do not add the user with the Instructor role in the roster because it will remove the instructor permissions for the user.

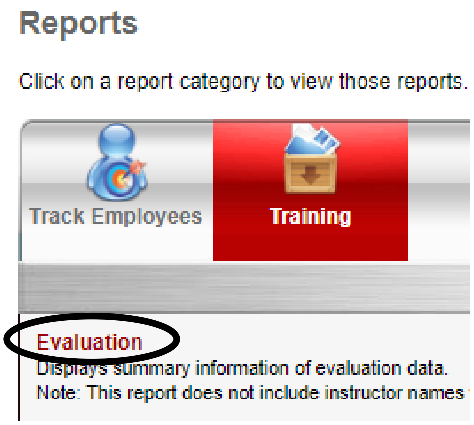
Presenter Credit:

The total accumulated presenter flex credit for users facilitating workshops/training will be awarded at the end of Professional Development Week and then again, at the end of **each** semester. Please contact your campus Professional Development team if you see any discrepancies with the Presenter Credit you have been awarded.

Evaluation Results:

View your Session evaluation results by following the instructions below.

1. Hover over **Reports** on the top navigation bar and select **Standard Reports**.
2. Select the **Training** tab and select **Evaluation** from the list in the tab.
3. Enter the following data:
    a. **Date Criteria**
    b. **Instructor**
    c. **Group by Vendor**
4. Select **Export to Excel**



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.

[Classified/ Administrators] Or **[Faculty]**

b) Determine the type of training you are requesting and complete the form fields based on the activities 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.

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):

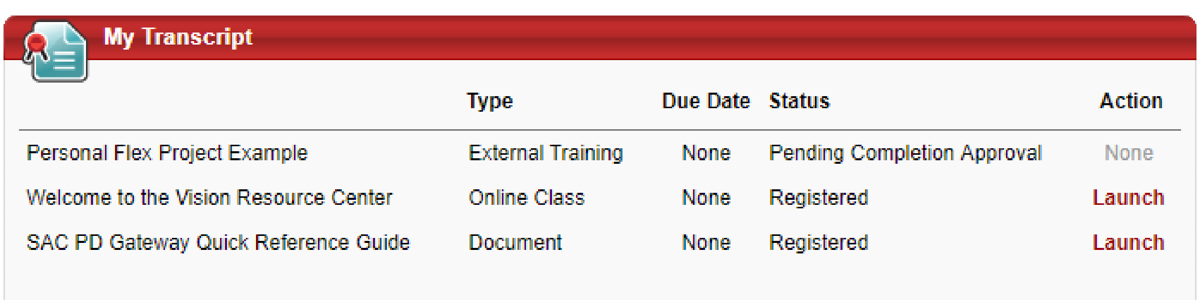
Classified can use the **External Training Form** to request confirmation from their Administrators that the Professional Growth activity request was completed outside of work hours. Send a copy of the confirmed **External Training Form** to Carol Perez from HR to apply for Professional Growth approval.

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

Form Fields for each Training Activity:

External Training Form Fields:	Conferences	Personal Flex Project	Professional Growth
Title of the Flex Project/Webinar/Conference/Course/External Training	✓	✓	✓
Description of the Professional Learning Activity	✓	✓	✓
Training Provider	✓	(If applicable)	✓
Start and end dates of the activity. Note: You cannot mark the activity as Completed until after the end date has passed.	✓	✓	✓
Course/Units [Classified Only]		✓	(If applicable)
Cost ($0 if no cost) [Faculty Only]	✓		
Training Hours/Total Flex Hours – Total duration of the activity	✓	✓	✓
Santa Ana College-Flex Categories [Faculty Only]	✓	✓	
RSCCD - Activity type	✓	✓	✓
RSCCD Title 5 Category			✓
Choose all that apply: • **RSCCD – Guided Pathways** • **RSCCD – Disproportionally impacted student population this activity will impact** • **RSCCD – Integrated Plan Goals**	✓	✓	(Optional)
How does this training lead to student, instructional, or staff improvement?	✓	✓	
Completion Documentation – A course syllabus, outline, schedule, certificate of completion, etc.	✓	(If requested by your Dean)	✓

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.**



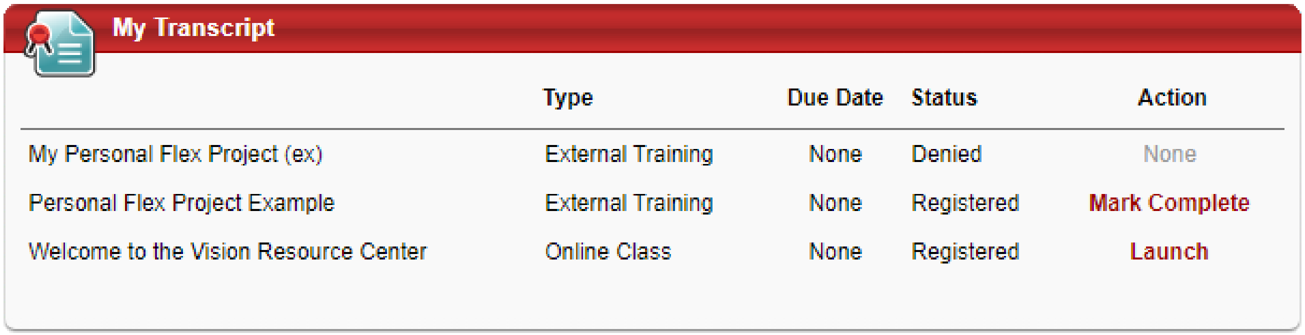
My Transcript

	Type	Due Date	Status	Action
Personal Flex Project Example	External Training	None	Pending Completion Approval	None
Welcome to the Vision Resource Center	Online Class	None	Registered	Launch
SAC PD Gateway Quick Reference Guide	Document	None	Registered	Launch

d) 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.

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 once the end date has been reached.



My Transcript

	Type	Due Date	Status	Action
My Personal Flex Project (ex)	External Training	None	Denied	None
Personal Flex Project Example	External Training	None	Registered	Mark Complete
Welcome to the Vision Resource Center	Online Class	None	Registered	Launch

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**.

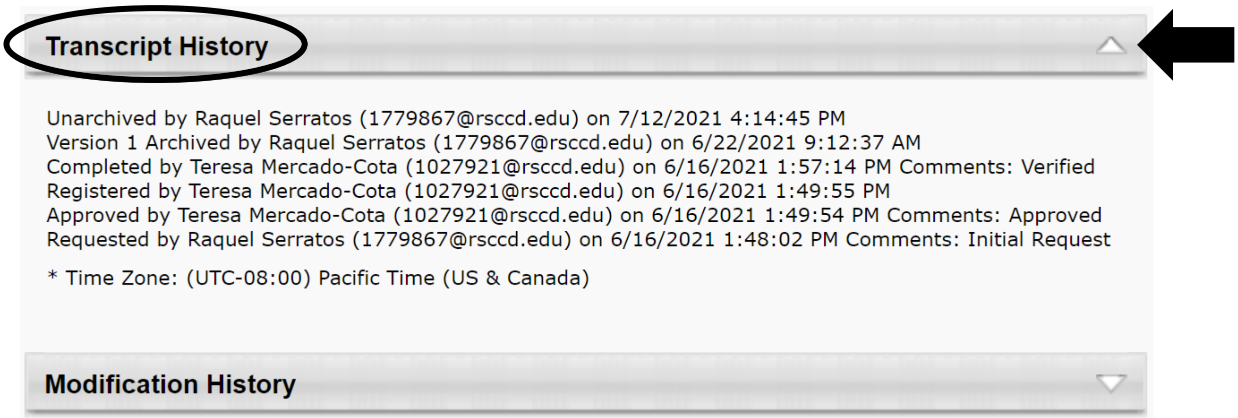
   If your request was denied, your request can be found in the Archived list of your Transcript. The details will include any comments from your Manager/Dean. If your request was denied, you will need to resubmit an External Training Form to address any concerns your Supervisor/Dean had with the original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

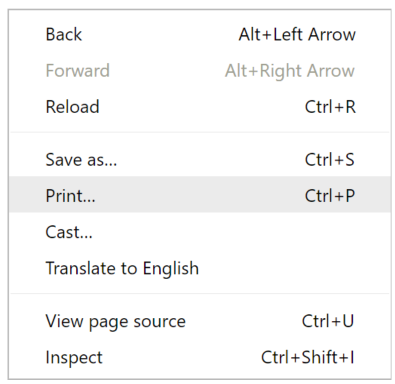
2. Expand the **Transcript** history list by clicking on the arrow at the end of the bar.



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 (ET) or Personal Flex Project Requests [Administrators]

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

User submits the ET form.

The User Transcript Training status for the ET will be Pending Approval.

The Manager will be requested to approve/deny the ET.

If Approved, the User Transcript Training Status for the ET will change to Registered.	If Denied, the Training Status for the ET will change to Denied. The ET will move to the Transcript Archived list. View the ET training details for the Manager Comment.

External Training - Select Mark Complete

User must mark the ET as complete and the User Transcript Training Status for the ET will change to Pending Completion Approval.
Note: The user will not be able to mark the training as complete until the end date has been met.

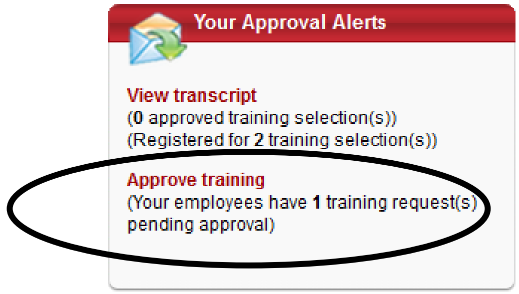
The Manager will be requested to verify completion of the ET.

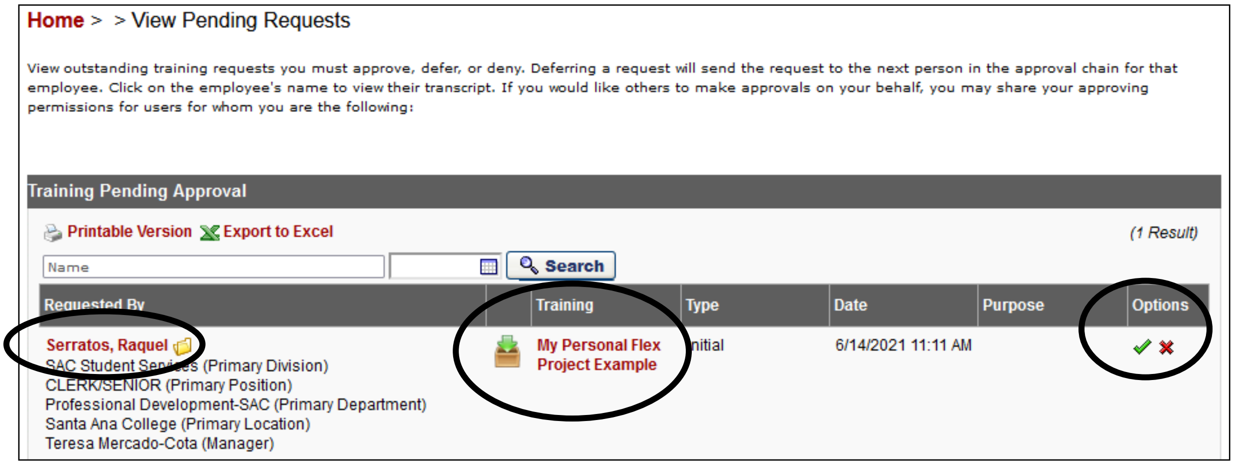
If completion is verified/approved by the Manager the User Transcript Training Status for the ET will change to Completed and the training will move to the Completed Transcript list.	If completion is denied, the User Transcript Training Status for the ET will change to Completion Approval Denied.

Done

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.



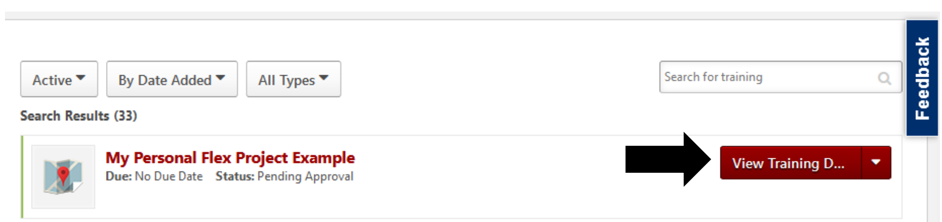


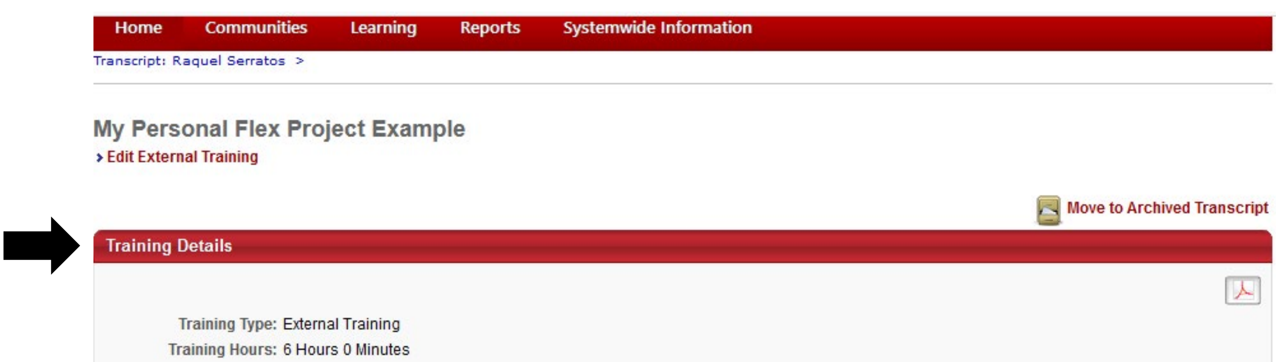
Summary View:

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

Detailed View:

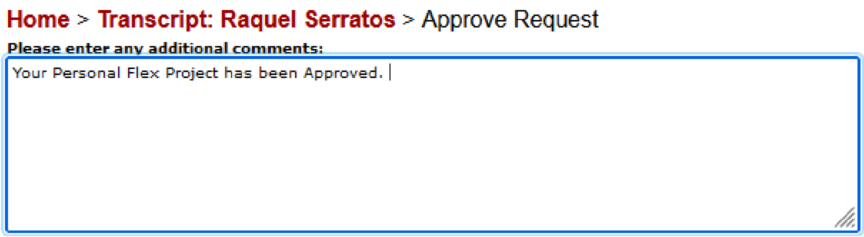
Select the employee's name in the **Requested By** column and you will be redirected to the user's **Transcript.** Find the External Training Request in the list and select **View Training Details** button next to it.





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).



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

Activity Request	Faculty Request	Classified Request	Administrator Request
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.

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

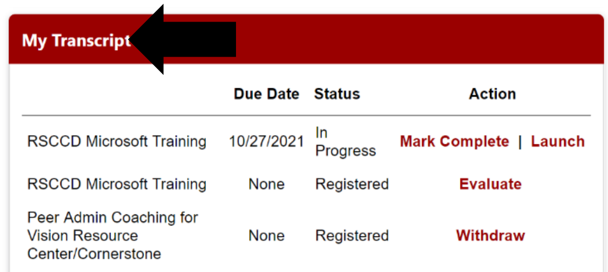
Completion Verification	Faculty Request	Classified Request	Administrator Request
Approve	**Your Personal Flex Project** has been verified and your flex hours will now apply toward your flex obligation. **Conference/Instructor Credit has been verified.**	**Conference/Instructor Credit** attendance is 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

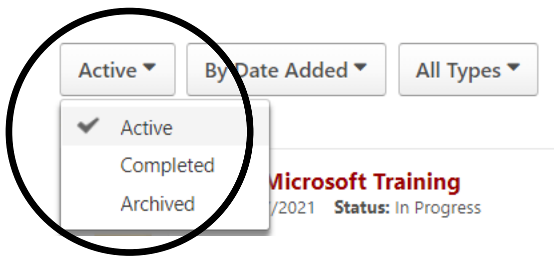
Your learning transcript is like a student transcript. It is a list of the professional learning you have queued, started, and completed. To view your Transcript, hover over the Learning header then click on My Transcript OR click on the Your Transcript widget on your Welcome Page.



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

Navigating Your Transcript

Your Transcript is divided into three lists, Active, Completed and Archived. By default, you will see the Active (i.e., In Progress) list. You can change the list by selecting Active to view the dropdown list.



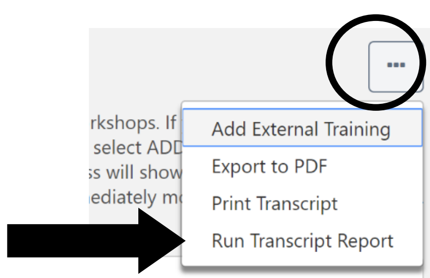
If there is a missing Learning Object, confirm it is not in the Completed or Archived list. If it's still missing, please contact the instructor or your campus Professional Development Team for assistance. Please note, Sessions require Presenters to manually mark attendance. It may take up to 2 to 3 weeks before the roster is submitted into the PD Gateway depending on the amount of Professional Development activities scheduled.

The Learning Objects listed in the Transcript can also be sorted several ways using the tabs: by Status, By Date Added or by Type.

Please note: For a Learning Object to be considered completed, you must complete any pending actions on the red button next to the title (ex: Evaluation (Survey), Signature, Notify Observer, or Mark Complete).

Printing and Exporting Your Transcript

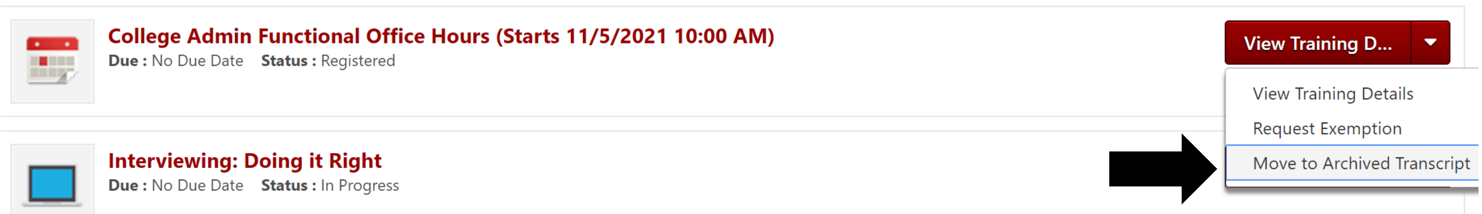
To Print or Export your Transcript, click on the 3-dot button in the upper right of your Transcript page.



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.

1. Navigate to your **Transcript** page.
2. Find the workshop and to the right of it you will see a drop-down menu.
3. Select Move to Archived Transcript.



This does not delete the Learning Object, but it will move it to your **Archived**.

Archived Learning Objects will not show when you **Run a Transcript Report** of Completed Activities or view your Completed Flex Hours.

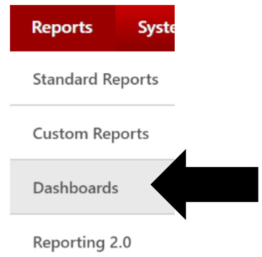
Flex Status/Completed Training Hours

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.

or

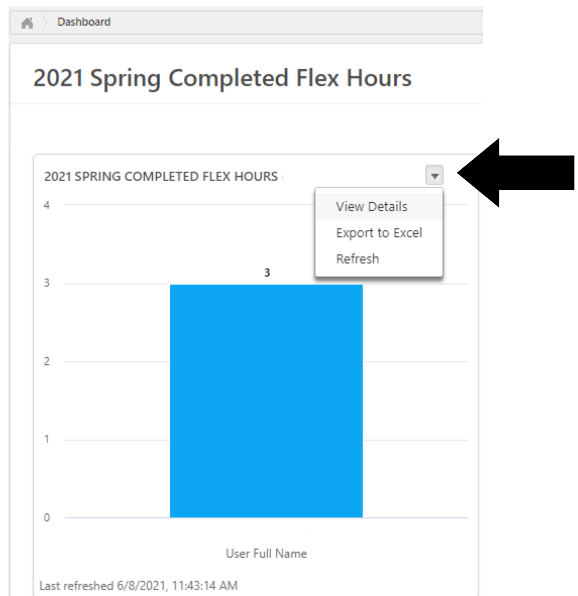


2. The **Dashboard** will provide you with a summary of your total obligation, completed and pending Flex Credit. Hover over the top right corner of the widgets and open the drop-down list for more options.

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.



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

Unmet Obligation: 31.5 – 3.00 = 28.5

User Full Name	Training Title	Transcript Completed Date	Sum Training Hours	Avg Total Obligation
Grand Summary (2)			3.00	31.5
			3.00	31.5
	2020 SAC Fall Convocation Video	04/14/2021 12:03 PM	2.75	31.50
	Welcome to the Vision Resource Center	04/14/2021 12:28 PM	0.25	31.50

Total completed training hours repeats on top 2 rows.

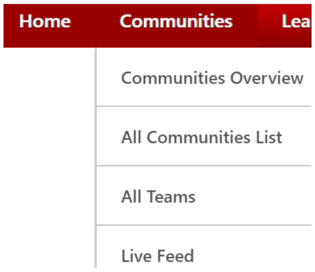
Total obligation repeated on each row.

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

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

CONNECT Communities

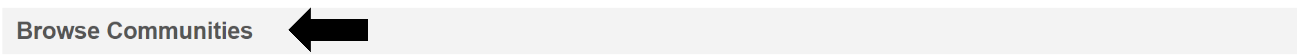
The District's participation in the VRC enables you to use Cornerstone's CONNECT feature to engage with fellow Faculty, Staff, Administrators, and Trustees across the California Community College system in VRC communities built around key statewide initiatives, such as Guided Pathways, the Student-Centered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

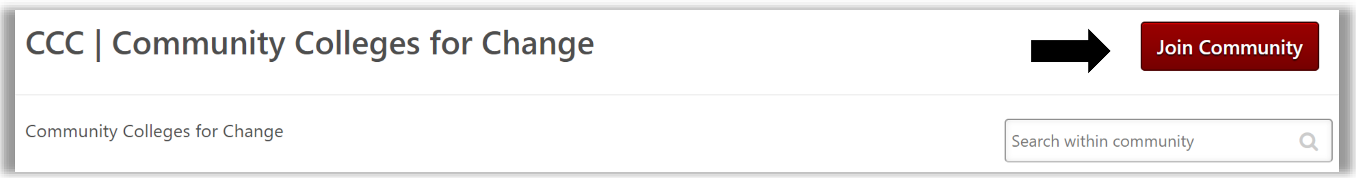


- **All Communities List:** List of communities you are a member of and a list of the communities you can join.
- **All Teams:** Create your own team! Great for project management that allows you to assign tasks and share information!
- **Live Feed:** Lists all your most recent posts and replies in the communities that you are a member of.

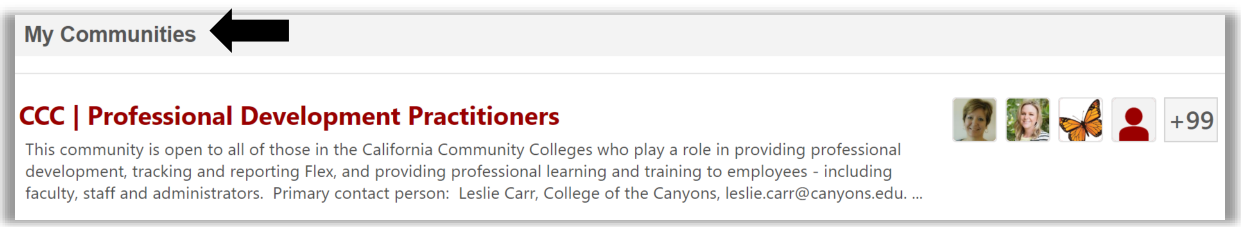
Browse Communities

Select All Communities List, search/browse for a desired community and select the desired Community title to join.





Once you join a **Connect Community**, you will then be able to view **My Communities** and a list of the **Communities** you are participating in.



My Communities Widget

Also, take a peek what has been happening in your **Communities** by viewing your **My Communities widget** located on your Welcome Page.

If you are interested in creating a **NEW** Community, contact one of the following for support.

- SAC Professional Development team at ProfessionalDevelopment@sac.edu
- SCE Professional Development team SCE_Professional_Development@sac.edu