



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

City College • Mesa College
Miramar College • Continuing Education

The SDCCD Professional Learning Hub

USER GUIDE

VERSION 1.0


MAY 2021

Welcome to the SDCCD Professional Learning Hub!

Expand your professional development and professional learning through a variety of virtual and instructor-led trainings.

Connect with colleagues across the California Community Colleges and with your SDCCD colleagues through Communities.

Browse Training Topics to expand your learning today!



Apr	May 2021						Jun
SUN	MON	TUE	WED	THU	FRI	SAT	
25	26	27	28	29	30	1	
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SAN DIEGO CITY COLLEGE

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

SAN DIEGO MESA COLLEGE

SAN DIEGO MIRAMAR COLLEGE

Feedback

-  Calendar
-  External Training
-  Learner Home
-  Learner Search
-  My Transcript
-  SDCCD Flex
-  VEBA Resource Center

Vision Resource Center (VRC) The SDCCD Professional Learning Hub User Handbook

Vision Resource Center (VRC)

The SDCCD Professional Learning HUB

User Handbook

The San Diego Community College District is now integrated with 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 SDCCD employees as they navigate the basics of the VRC.

Need Help?

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

District IT Help Desk (ithelp@sdccd.edu) for assistance logging in to your account.

Professional Development Coordinators and staff at each campus and the District Office.

Need help logging in?

You should be logging in using your Single Sign On (SSO) credentials. These credentials consist of your personal identifier in your District email address and your District email password.

For instance, employee Jane Doe's email address might be jdoe@sdccd.edu. Jane would use jdoe as her Username and then enter her District email system password.

If you forgot your credentials or are having trouble logging in, please contact the District IT Help Desk for assistance.

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.

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 PeopleSoft and needs to be changed in PeopleSoft, not in the VRC.

Other questions?

For other questions and updates to this guide, please contact SDCCD's Cornerstone team at cornerstone.learn@ccd.edu.

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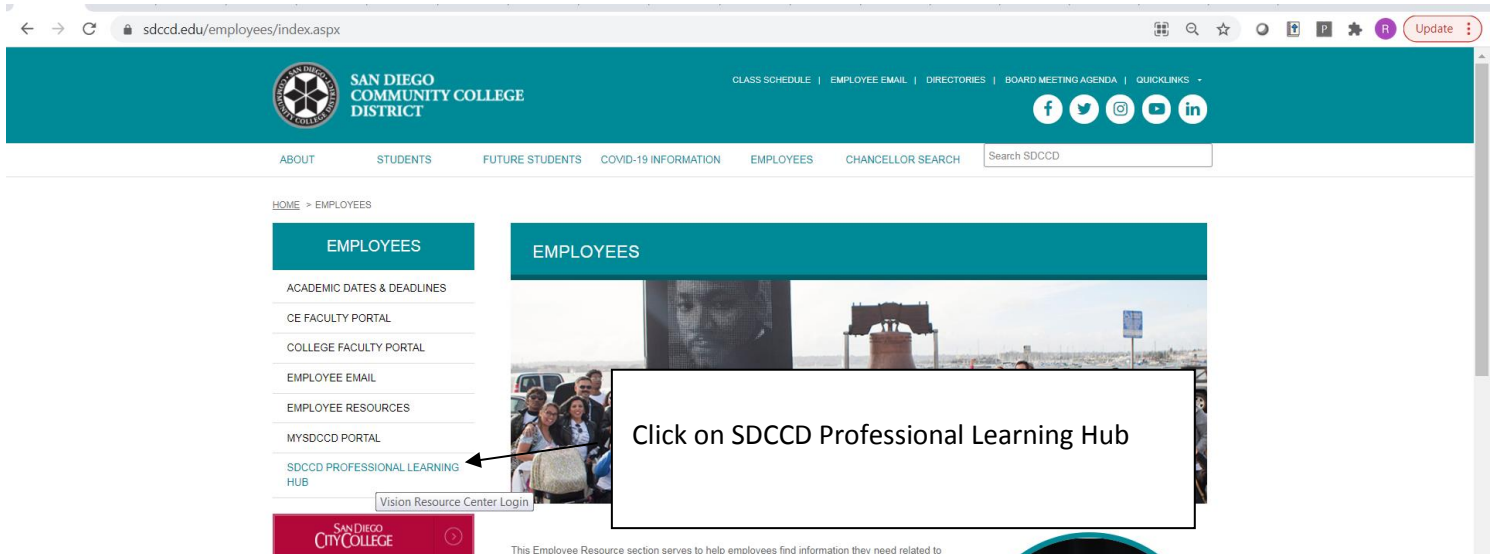
Log-In Instructions

Log-in to The SDCCD Professional Learning Hub from your campus Professional Development page or using the following path from the SDCCD District website:

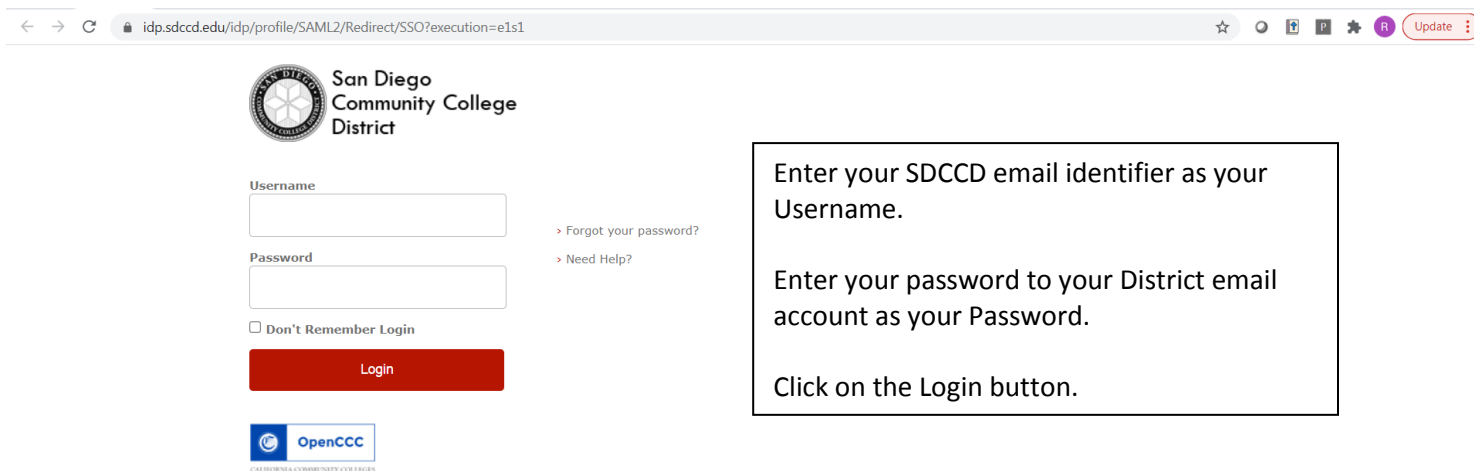
From the main SDCCD web page:

#1 - Go to the main SDCCD web page and select EMPLOYEES from the header menu or go to: <https://www.sdccd.edu/employees/index.aspx>

#2 – From the EMPLOYEES PAGE, select SDCCD Professional Learning HUB from the menu displayed on the left side of the screen:



#3 – The Log-In Page will open in a new tab. Enter the personal identifier part of your SDCCD email address (such as “jdoe” from the example above) as your Username. Your Password is your District email password. These are your “network credentials.”



#4 – The SDCCD Professional Learning Hub welcome page is returned:

Welcome Robin,

Welcome to the SDCCD Professional Learning Hub!

Expand your professional development and professional learning through a variety of virtual and instructor-led trainings.

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May 2021						
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30	31	1	2	3	4	

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SAN DIEGO



Your Upcoming Sessions

No Sessions Scheduled

Required Training

No Required Training

Your Transcript

	Due Date	Action
Leading without Formal Authority	None	Launch
Improving Equity in Campus Hiring	None	Launch
College Admin Training/Implementation Curriculum	None	Open Curriculum

My Training

	Due Date	Action
College Admin Training/Implementation Curriculum	None	Open Curriculum
Improving Equity in Campus Hiring	None	Launch
An Introduction to Guided Pathways	None	Launch

Featured Training

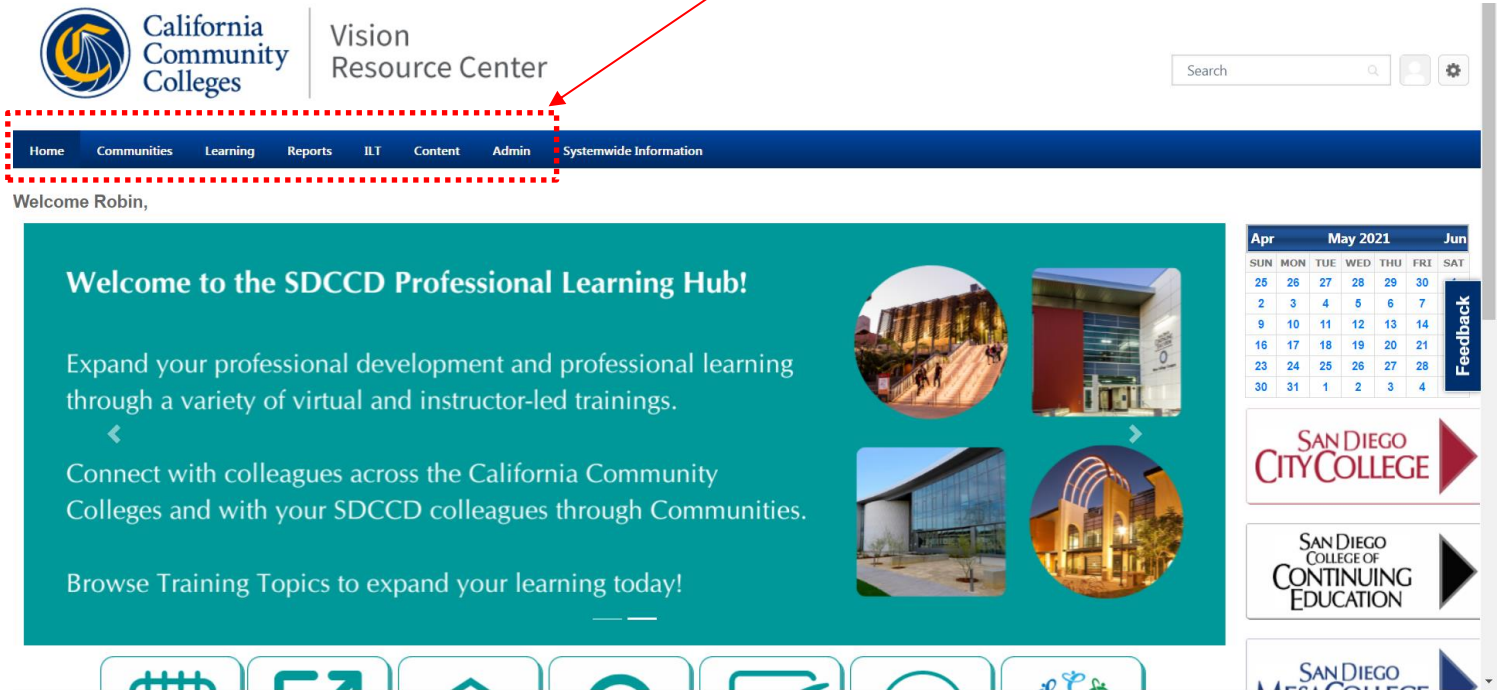
- Collecting Student Voices for Guided Pathways
- Data Coaching for Guided Pathways Development
- Dual Enrollment

Suggested Training

No suggested training

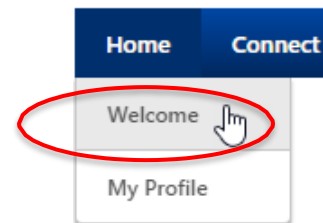
The SDCCD Professional Learning Hub Welcome Page

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



Navigation Note: to access the links/pages under the headers, **hover over** them, (*Home*, *Connect*, *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 Descriptions

Welcome Information: Scrolling banner that describes what the VRC Professional Development Portal offers.

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

Required Training: Lists you required training and includes the option to perform an action (e.g. launch, evaluate, etc.).

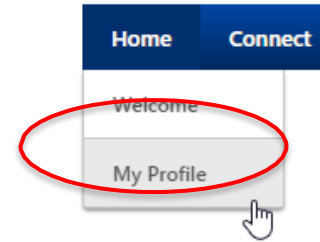
Featured Training: Displays items that are configured by a System Administrator as "Featured" and is available for you to take.

Your 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.).

Your Profile

To access your profile, hover on **HOME**, scroll down and click on the **My Profile**:

Here you:

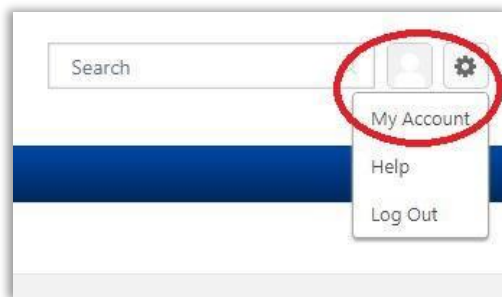


- Should see your primary position information.
- Can edit your Summary, Interests, and Subjects. This is completely optional.
- Can choose to include your Interests. Entering your interests will enable you to connect with other employees with the same interest by clicking on that interest button.
- Can choose to include Subjects that interest you. 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.

A screenshot of a user profile page. At the top left is a blue silhouette icon. To its right, the text reads 'Director' and 'Coastline Community College'. Below this is a 'My Profile' button. The page is divided into several horizontal sections: 'Email', 'Summary', 'Interests', 'Subjects', and 'Team'. The 'Team' section contains three items: one labeled 'President' with a blue silhouette icon, and two labeled 'Specialist' with blue silhouette icons. At the bottom is a 'Connections' section.

Your Account

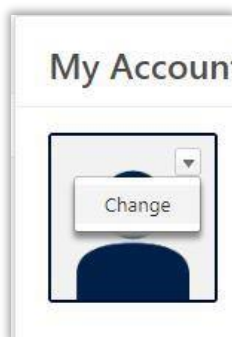
To access your Account, go to the upper right and hover over the cog icon and the My Account drop down will pop up. Click on **My Account**.



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

Change Photo

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



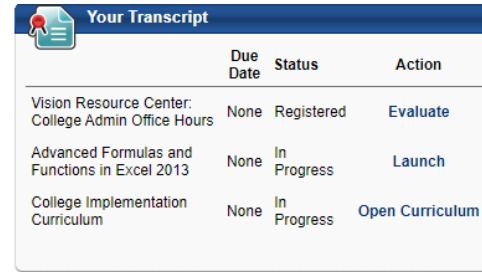
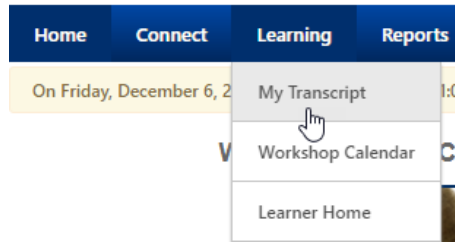
Click on Choose File.

Select file and click Upload.

Click Save.

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**.



	Due Date	Status	Action
Vision Resource Center: College Admin Office Hours	None	Registered	Evaluate
Advanced Formulas and Functions in Excel 2013	None	In Progress	Launch
College Implementation Curriculum	None	In Progress	Open Curriculum

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

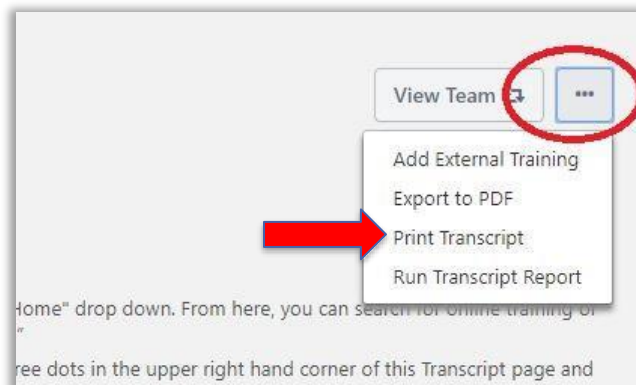
Navigating Your Transcript

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.



SDCCD Flex

Integration with the Vision Resource Center will not change the current SDCCD process for registering for or reporting Flex hours. The Welcome Page does offer a convenient link to the Flex sites for College and Continuing Education faculty members. By clicking on the SDCCD Flex button, you will be automatically directed to the correct Flex site based on your Faculty position with the District.

Welcome to the SDCCD Professional Learning Hub!

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Feedback

VEBA Resource Center

The California Schools Voluntary Employees Benefits Association (VEBA) was started in 1993 through the combined efforts of school superintendents and representatives of both the California Teachers Association (CTA) and the California School Employees Association (CSEA). VEBA provides health care benefits for education, municipal and public agency employees.

The San Diego Community College District is pleased to partner with VEBA to help provide a variety of wellness education resources. Click on the VEBA Wellness Center button to be directed to the VEBA portal where benefitted employees will find a variety of wellness articles and videos. You can even add this training to your SDCCD Professional Learning Hub transcript! See page 18 for instructions on how to add **External Training**.

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Calendar External Training Learner Home Learner Search My Transcript SDCCD Files **VEBA Resource Center**

Apr May 2021 Jun

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Feedback

Keenan SafeColleges

The San Diego Community College District also uses Keenan SafeColleges.com to offer training courses online for your convenience. These courses include mandated sexual harassment prevention training as well as safety and other training.

Keenan SafeColleges is not yet integrated with the SDCCD Professional Learning Hub. You will receive email messages from Keenan SafeColleges notifying you to complete specific training. You may also access Keenan SafeColleges directly to browse and complete any additional training of interest to you.

To access Keenan SafeColleges training, go to <https://sdccd-keenan.safecolleges.com/>. Enter your complete SDCCD email address as your Username. No password is required. Once you log into the site, click on a course title to begin the training. Each course has audio, so be sure to turn up your speakers if you'd like to listen. You must complete each section of the course in order to receive full credit.

The Keenan SafeColleges website will automatically record your training completion. You may also add completed training to your SDCCD Professional Learning Hub transcript by following the steps to add **External Training**.

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 **Events Calendar** OR browse trainings in **Learner Home** or **Learner Search**.

Calendar

External Training

Learner Home

Learner Search

My Transcript

SDCCD Flex

VEBA Resource Center

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30	31	1	2	3	4	5

OR

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

Colleges

Resource Center

Connect

Learning

Reports

ILT

My Transcript

Learner Home

Workshop Calendar

Playlists

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.

Day

Week

Month

Agenda

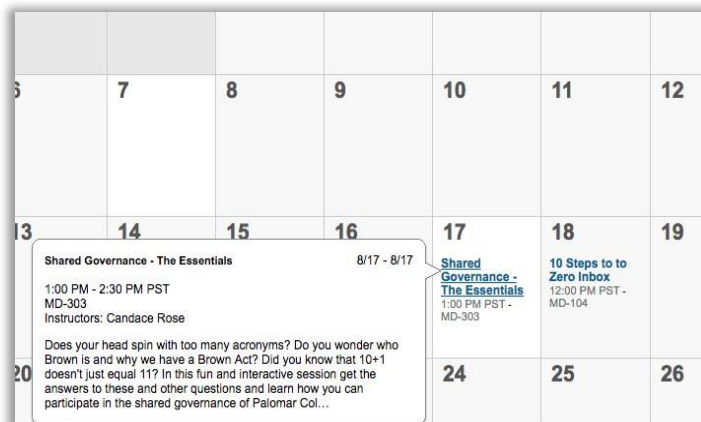
FRIDAY

SATURDAY

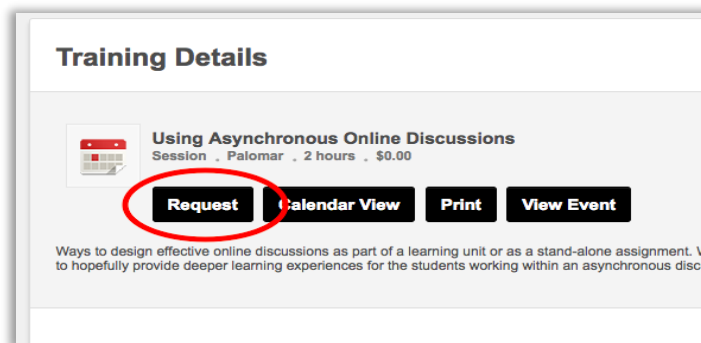
1

2

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



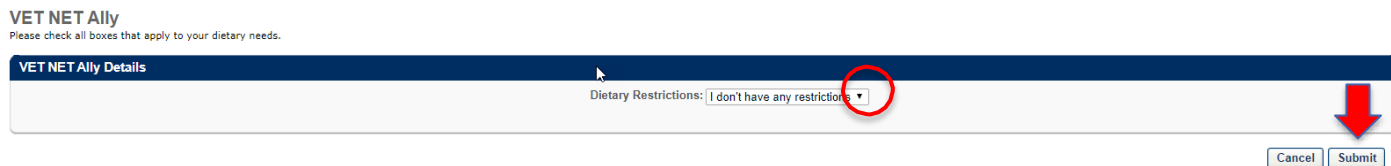
To register for one of the workshops, click on the workshop and you will see **Request**. Click on **Request** and the training will be added to your transcript. (Note: When you click on **Request**, most of the training offerings will automatically move to **Registered**.)



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 Requests 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**.



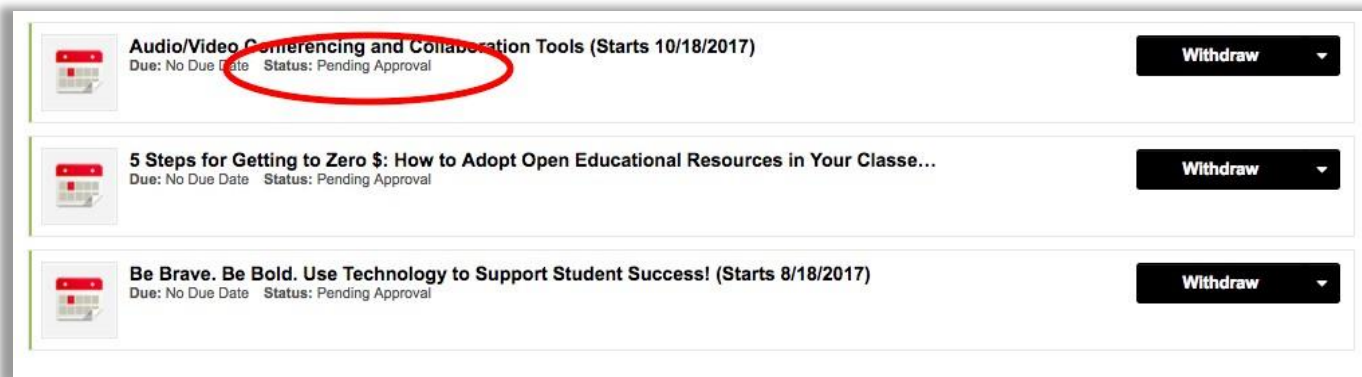
Workshop is Full: Waitlists

Some workshops have a maximum enrollment. If the workshop is full you can be added to the 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.

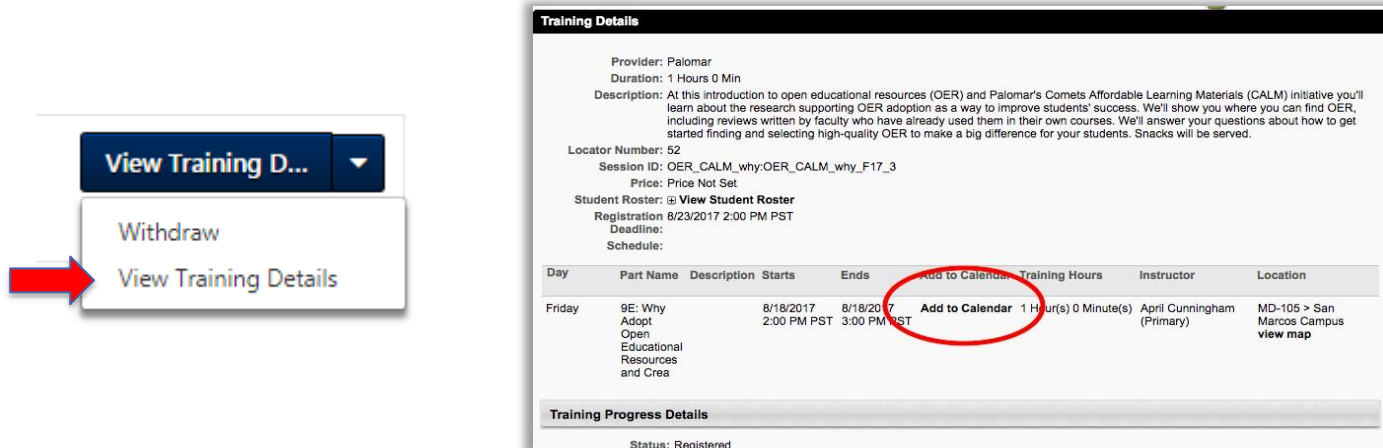
Here's a look at what the workshop looks like if it has a status of "Pending Approval:"



The screenshot shows a list of three workshops. The first workshop, "Audio/Video Conferencing and Collaboration Tools (Starts 10/18/2017)", has its status "Pending Approval" circled in red. Each workshop entry includes a calendar icon, the workshop title, the due date, the status, and a "Withdraw" button.

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**.



The screenshot shows the "View Training Details" page for a workshop. A red arrow points to the "View Training D..." button in the top left. The page displays the following information:

- Provider: Palomar
- Duration: 1 Hours 0 Min
- Description: At this introduction to open educational resources (OER) and Palomar's Comets Affordable Learning Materials (CALM) initiative you'll learn about the research supporting OER adoption as a way to improve students' success. We'll show you where you can find OER, including reviews written by faculty who have already used them in their own courses. We'll answer your questions about how to get started finding and selecting high-quality OER to make a big difference for your students. Snacks will be served.
- Locator Number: 52
- Session ID: OER_CALM_why;OER_CALM_why_F17_3
- Price: Price Not Set
- Student Roster: View Student Roster
- Registration: 8/23/2017 2:00 PM PST
- Deadline:
- Schedule:

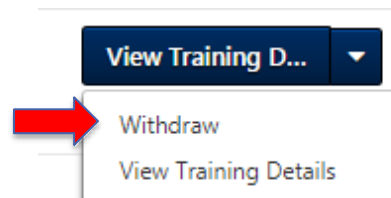
Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Friday	9E: Why Adopt Open Educational Resources and Crea		8/18/2017 2:00 PM PST	8/18/2017 3:00 PM PST	Add to Calendar	1 Hour(s) 0 Minute(s)	April Cunningham (Primary)	MD-105 > San Marcos Campus view map

Training Progress Details

Status: Registered

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**.



The screenshot shows the "View Training D..." button in the top left. A red arrow points to the "Withdraw" option in the drop-down menu.

Completing the Workshop

Your attendance will be marked in the system by the workshop Instructor. If your workshop attendance has not been marked, please email cornerstone.learn@ccc.edu.

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** and/or **Evaluate** next to the workshop on your Active Transcript. Click on the button to complete that action.

Evaluate - Course Evaluation

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**.

Transcript: Kelly Falcone

Welcome to your learning transcript! To learn more about learning outside of scheduled Palomar College training, visit <https://youtu.be/Pr8EKYZ1Wvs>. Work on your transcript. Note that upon completion, your transcript will be automatically moved to the ARCHIVED tab.

Understanding the action buttons that are listed as ACTIVE

ACTIVE means in progress, these are not completed yet!

If you have an activity still in progress you will see LAUNCH

If you have an activity that you have completed, but it requires a signature you will see SIGN

If you have an activity that you have completed, but it requires an evaluation you will see EVALUATE

Search for training

Workshop Title	Due Date	Status	Action
Learning Canvas 2017	No Due Date	In Progress	Launch
Rio Hondo: Helping Students in Distress	No Due Date	Pending Completion Signature	Sign
Cuesta College Completes Successful Business and Entrepreneurship Pilot Program	No Due Date	Pending Evaluation	Evaluate

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

One year after completion, courses on the completed tab will be automatically moved to the ARCHIVED tab.

Search for training

Workshop Title	Due Date	Status	Action
Academic Department Meetings- Plenary (Starts 8/18/2017)	No Due Date	Registered	Withdraw

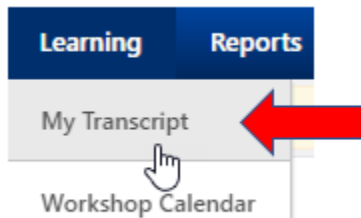
Adding External Training to Your Transcript

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.

You must complete all 3 of the following steps to ensure your External Training is shown as Complete on your Transcript. Additionally, your manager must *APPROVE* any External Training that you enter into Cornerstone.

Step 1: 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**.

A screenshot of a 'Transcript:' page. The page has a header 'Transcript:' and a main content area with introductory text. In the top right corner, there is a button with three dots (a '3-dot option button') circled in red. A red arrow points from this button to a dropdown menu that is open, showing options: 'Add External Training', 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'. A hand cursor is pointing at the 'Add External Training' option.

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
- **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.

Sample External Training form:

Title *


Training Description *

Institution *

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
Add Total Time of the training

Attachment(s) *
 here or



Step 2: Mark Complete

To finalize an External Training 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.



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

Search Results (12)

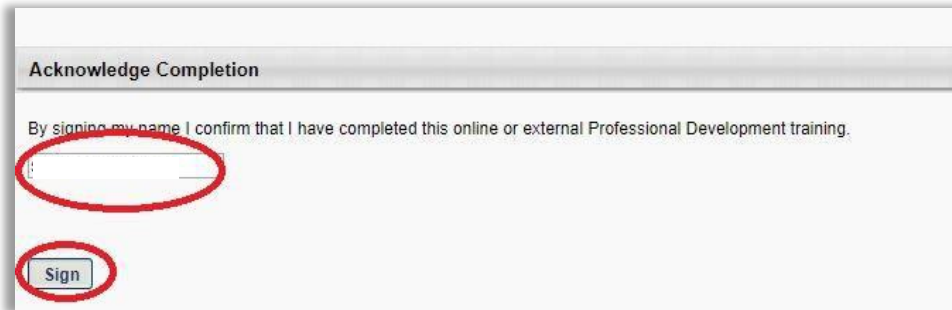
 **Crucial Conversations: Tools for Talking When the Stakes are High (Book)**

Due: No Due Date Status: Registered

Step 3: Sign 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.



Everyone Deserves a Great Manager (book)

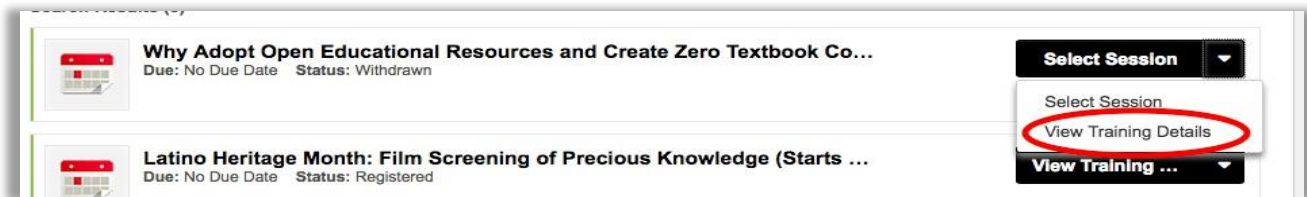
[> Edit External Training](#)

Training Details

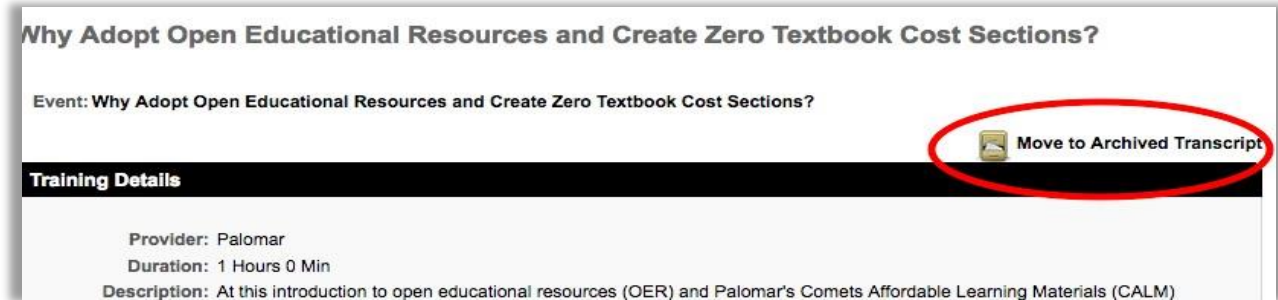
Training Type: External Training
Training Hours: 10 Hours 0 Min
Professional Learning Activity Description: Read the book, "Everyone Deserves a Great Manager: 6 Critical Practices for Leading a Team" b
Status: Completed
Training Purpose:
Due Date: None
Language: English (US)
Training Dates: 11/8/2019- 11/11/2019

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 activities. Archived activities will not show when you **Run a Transcript Report** of Completed Activities.*



The screenshot shows a list of two activities. The first activity is "Why Adopt Open Educational Resources and Create Zero Textbook Co..." with a status of "Withdrawn". The second activity is "Latino Heritage Month: Film Screening of Precious Knowledge (Starts ...)" with a status of "Registered". To the right of the second activity, a dropdown menu is open, showing three options: "Select Session", "View Training Details" (circled in red), and "View Training ...".



The screenshot shows the "View Training Details" page for the activity "Why Adopt Open Educational Resources and Create Zero Textbook Cost Sections?". The page title is "Why Adopt Open Educational Resources and Create Zero Textbook Cost Sections?". Below the title, it says "Event: Why Adopt Open Educational Resources and Create Zero Textbook Cost Sections?". To the right of the event name, there is a button labeled "Move to Archived Transcript" with a trash can icon, which is circled in red. Below this is a section titled "Training Details" with the following information: "Provider: Palomar", "Duration: 1 Hours 0 Min", and "Description: At this introduction to open educational resources (OER) and Palomar's Comets Affordable Learning Materials (CALM)".

Searching or 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). 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.

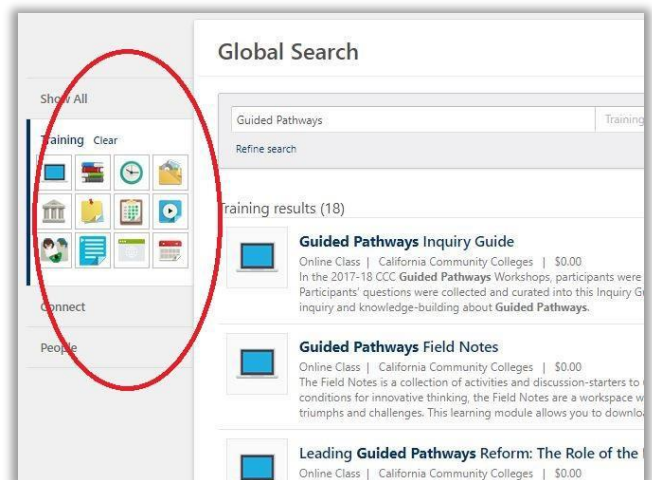
There are several ways to find learning in the Vision Resource Center. You can search for learning using the **Global Search Box** in the VRC header, search on the **Learner Home** page, browse the **Workshop Calendar**, or doing a **Search for Training**.

Global Search Box

The Global Search Box is at the top of every page in the VRC. You can enter anything of interest in this box and get results that match your search.

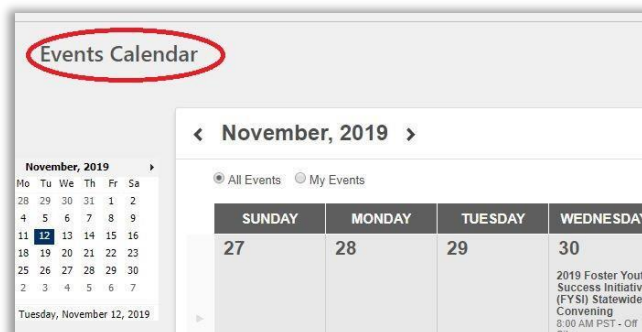
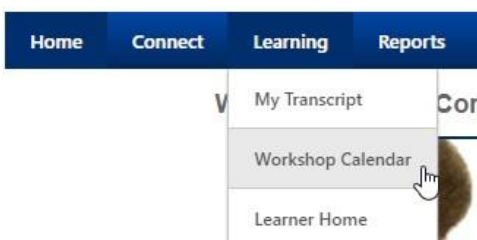


When you use **Global Search**, you will not only receive online courses, in-person workshops, and other resources, but also Connect Communities and People in the VRC who are associated with your search term. You can use the Filter tool to sort your results to find exactly what you want. Hover over each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



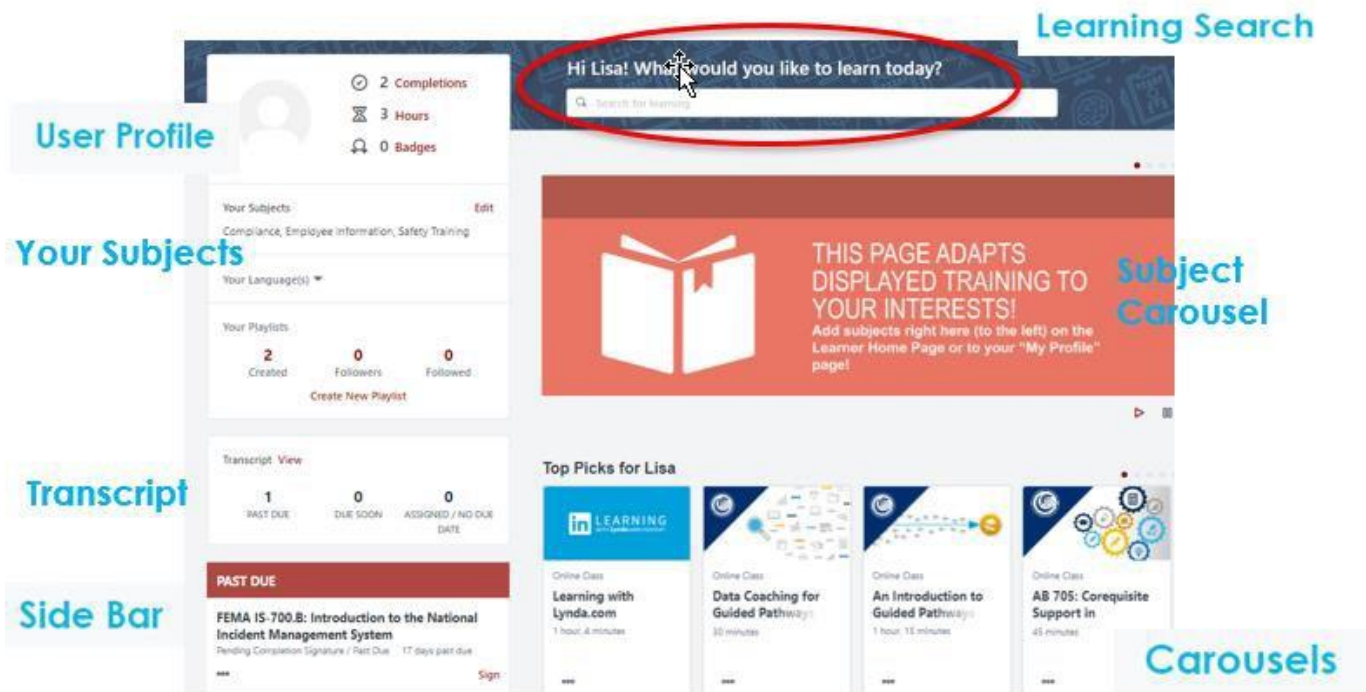
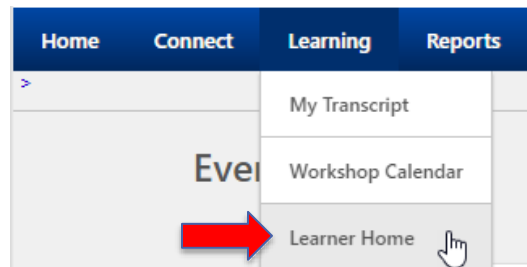
Browse the Workshop Calendar

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 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 of your history, saved learning, interested subjects, and recommendations powered by machine learning.

Top Picks for User - This carousel displays learning based on your learning history. The system looks at your Transcript and looks at other users in the system that have registered for the same learning.

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.

Featured - Cornerstone Administrators may set their trainings to appear on the FEATURED carousel.

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**.

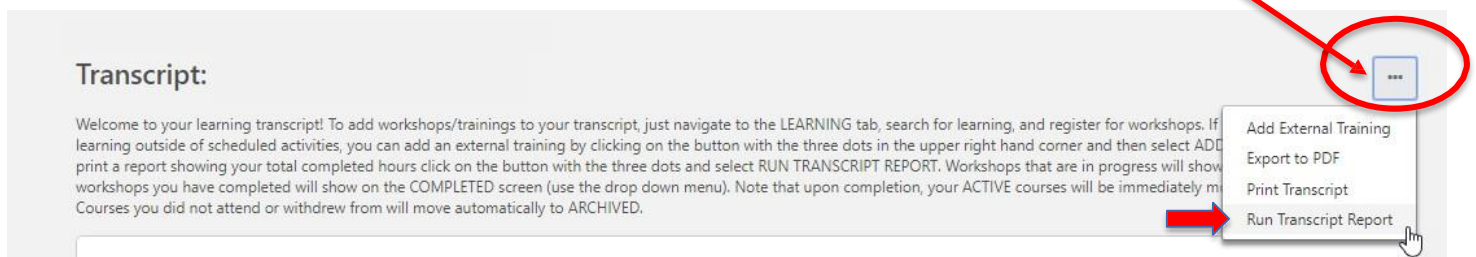
On the page, you will see a widget that displays your **total activities completed and hours completed since Cornerstone was implemented and includes completed hours all of your time in the VRC**. Clicking on it will bring you to your **Transcript**.

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**.

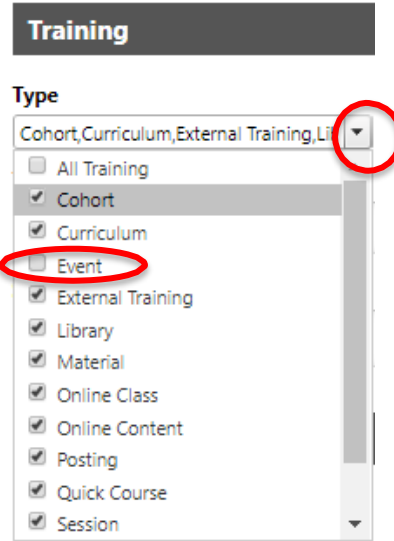


Step 1: Exclude Events

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.*

Transcript Report: Lis

Display status and progress information for



Training

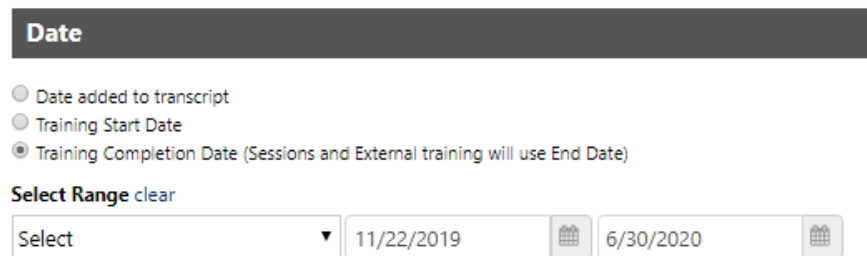
Type

Cohort, Curriculum, External Training, Li

- All Training
- Cohort
- Curriculum
- Event
- External Training
- Library
- Material
- Online Class
- Online Content
- Posting
- Quick Course
- Session

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).



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

1. Date Added to Transcript

- 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

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

3. Training Completion Date (Most Commonly Used)

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

Step 3: Include All Completions

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

Advanced

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

Step 4: Include Training Hours

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

Advanced

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

Step 5 Run Report

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

Transcript Report:

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
- Include Completed Training Only
 - Show most recent completion
 - Show all completions if the user has completed more than one instance
- Include Training Detail Information
 - Credits Provider Training Purpose Version
 - Price Training Hours

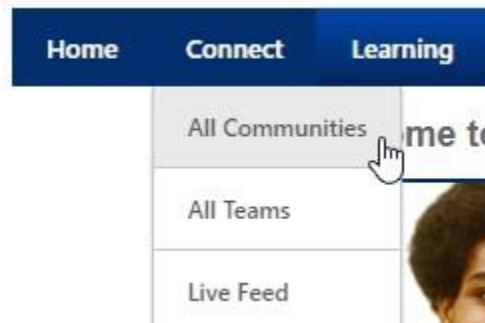
Back

Run Report



Communities

The District's participation in the VRC enables you to use Cornerstone's **Communities** 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, Student-Centered Funding Formula, Financial Aid, and many more.

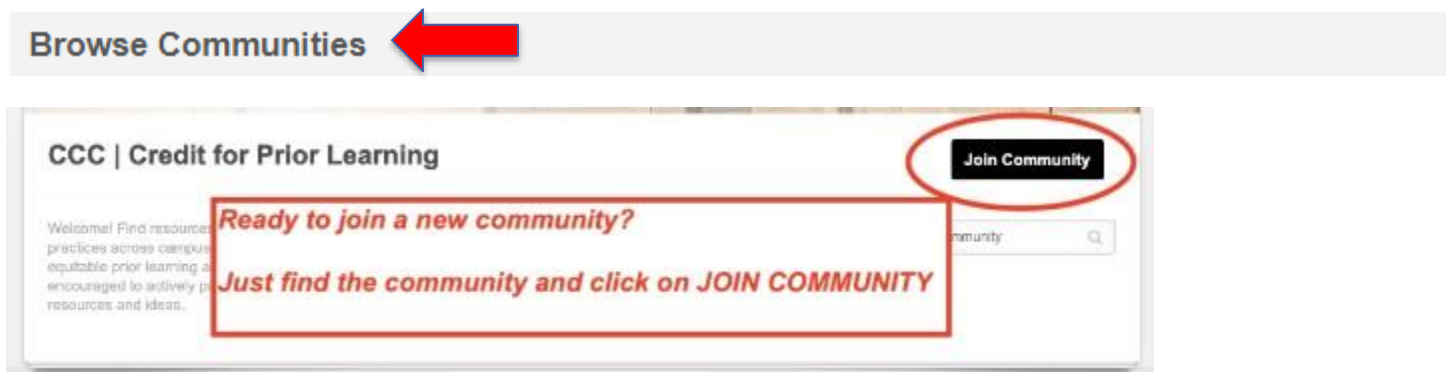


ALL COMMUNITIES: List of communities you are a member of and a list of the communities you can join.

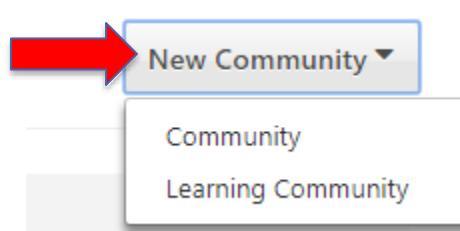
ALL TEAMS: Create your own team! Great for project management that allows you to assign tasks and share information!

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



2. Create a **NEW** Community.



If you are interested in creating a NEW Community, contact cornerstone.learn@cccd.edu for support.

Once you join a **CONNECT COMMUNITY(ITIES)**, you will then be able to view **MY COMMUNITIES**.

My Communities

CCC | Instructional Designers/Support for Teaching and Learning

This community is for those who support the development of faculty who teach with technology. This includes instructional designers, professional development coordinators, and more. Join us to share professional development practices that work, get advice for your peers, exchange re-usable resources, announce events, and more.



CCC | Professional Development

This community is open to PD/Flex coordinators across the system.



College System Admins

This group is to communicate, share best practices and learn from each other as we navigate our way through Cornerstone as College System Admins.

