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!

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

Version 1.0
May 2021
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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@cccd.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.

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

Browse Training Topics to expand your learning today!
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.
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.

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.
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.

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.

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.

2) Hover over Learning and then click on Workshop Calendar.
On the calendar you can hover over a workshop to see more details.

![Calendar Image]

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.)

![Request Form Image]

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.

![Training Request Form Image]

**Workshop is Full: Waitlists**

Some workshops have a maximum enrollment. If the workshop is full you can be added to the wait list. If you are on the waitlist and a spot becomes open, you will be automatically added to the workshop. Instructors will be able to increase the enrollment maximum if they choose to accommodate more people.
Pending Approval
After requesting most workshops, you are automatically registered for the workshop. There may be some instances in which a workshop is set up in a way that requires approval by an employee’s manager. If this is the case, you will see Pending Approval next to the workshop because it needs to be approved by your manager. The system will automatically generate an email to your manager for this purpose, directing them about how to approve or deny your request. If your request is denied, that denial will also show on your transcript.

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

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

Withdraw From (Cancel) a Workshop
If you have requested or registered for a workshop and would like to cancel your registration, navigate to your Transcript page and 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

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

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

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:

<table>
<thead>
<tr>
<th>Title *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Title</td>
</tr>
<tr>
<td>Training Description *</td>
</tr>
<tr>
<td>Add Description</td>
</tr>
<tr>
<td>Institution *</td>
</tr>
<tr>
<td>Add Training Provider</td>
</tr>
<tr>
<td>Training Dates *</td>
</tr>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>Training Hours *</td>
</tr>
<tr>
<td>Hours</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Attachment(s) *</td>
</tr>
<tr>
<td>Attach your training documents here or Select a file</td>
</tr>
</tbody>
</table>

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

**Add Total Time of the training**

**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.
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.
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.
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.

Transcript:
Welcome to your learning transcript. To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and register for workshops. If learning outside of scheduled activities, you can add an external training by clicking on the button with the three dots in the upper right hand corner and then select ADD. Print a report showing your total completed hours click on the button with the three dots and select RUN TRANSCRIPT REPORT. Workshops that are in progress will show workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will be immediately in Courses you did not attend or withdraw from will move automatically to ARCHIVED.
Step 1: Exclude Events
Under Training Type, click on the drop-down arrow and Uncheck the Event category only. This is because the workshops you attend will show up as both Sessions and Events, so you don’t want them counting twice in your report.

Step 2: Choose the Type of Report
Listed under the Date header, there are 3 types of Transcript Reports you can run (#3 is the most common).

1. Date Added to Transcript
   a. You can choose to run a report showing all training that have been added to your transcript, this would include everything that is in progress and completed.

2. Training Start Date
   a. This report will only show items with a start date within the date range selected.

3. Training Completion Date (Most Commonly Used)
   a. The training completed report will only show completed hours within the dates you specify (an academic term or year, for example).
Step 3: Include All Completions
If you are running report #3, Training Completion Date, the Include Completed Training Only box will automatically become checked. To make sure you capture all completions, check the Show all completions if the user has completed more than one instance box.

![Advanced settings]

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 settings]

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 List

**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 Details Information
  - Credits
  - Provider
  - Training Purpose
  - Version
  - Price
  - Training Hours

[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**.

<table>
<thead>
<tr>
<th>My Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>**CCC</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>**CCC</td>
</tr>
<tr>
<td>This community is open to PD/Flex coordinators across the system.</td>
</tr>
<tr>
<td><strong>College System Admins</strong></td>
</tr>
<tr>
<td>This group is to communicate, share best practices and learn from each other as we navigate our way through Cornerstone as College System Admins.</td>
</tr>
</tbody>
</table>