Getting Started Guide

This guide is an introduction to the College of Marin ProLearning portal. Additional FAQs and support are available on the ProLearning site in the *Online Help Guide* and on the COM Professional Learning webpage.

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What is ProLearning?

ProLearning is a personalized professional learning site for COM faculty and staff developed in conjunction with California Community Colleges and the Vision Resource Center (formerly known as the Professional Learning Network).

When you go to the site, you will be able to:

- View a calendar of upcoming professional learning events
- Register for Flex sessions and activities
- Access thousands of online training offerings from Lynda.com, Skillsoft, and others
- View a transcript of your professional learning activities
- Connect with colleagues

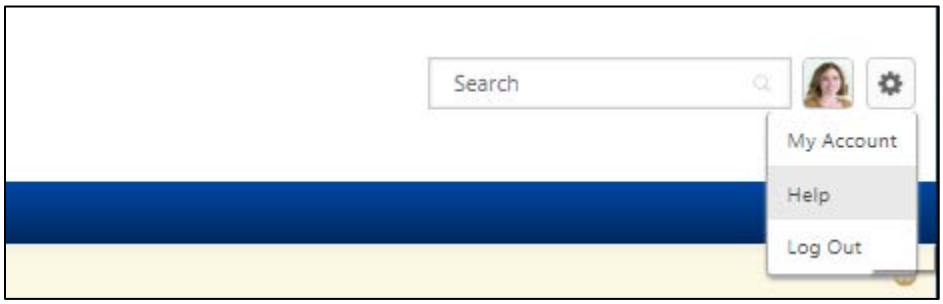
Another benefit of ProLearning is that faculty will no longer have to complete a Flex Verification Form. Instead, all professional learning activities can be recorded in the system, and the Flex coordinator will run a report of activities at the end of the semester.

How do I access ProLearning?

To access the ***ProLearning*** portal, simply log into MyCOM with your COM username and password. Next, click the ***ProLearning*** link on the Quick Links menu. The ***ProLearning*** link can also be located by clicking the ***Applications*** tab and then scrolling to the ProLearning information box.

Where can I get support for the ProLearning portal?

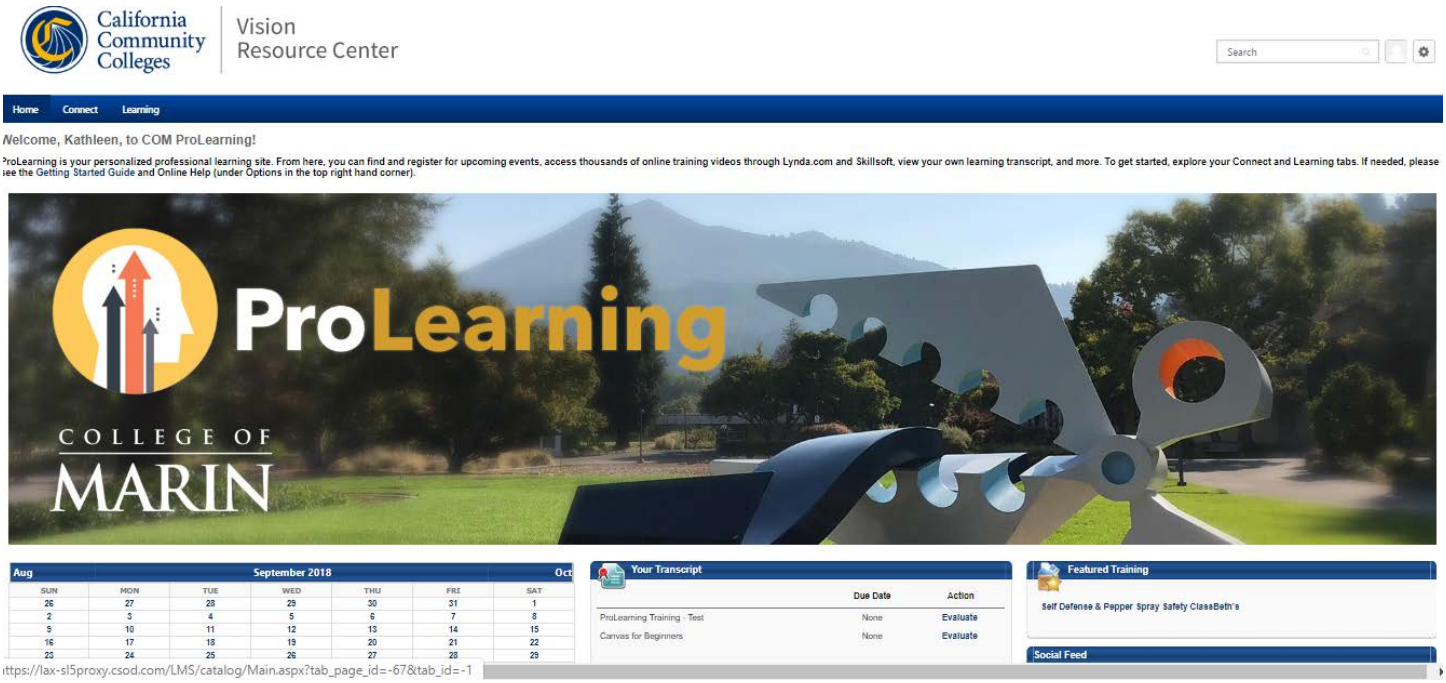
For immediate support, visit the Help Manual by clicking the Help link located in the upper right corner of the screen.



If you still have questions or issues after checking the Help Manual and reviewing this Getting Started Guide, please submit a ticket to the COM Service Desk.

What is the Welcome Page?

The Welcome page is your landing page in ProLearning. From this page, you can see an events calendar, manage your learning activities, find out about featured training, and check your social feed at a glance. You can also quickly and easily navigate throughout the system. At the top of the page, you will see the ***Home***, ***Connect***, and ***Learning*** tabs (shown in the image below). If you are a professional learning instructor or an administrator, you will see three additional tabs: ***Reports, ILT,*** and ***Admin***.

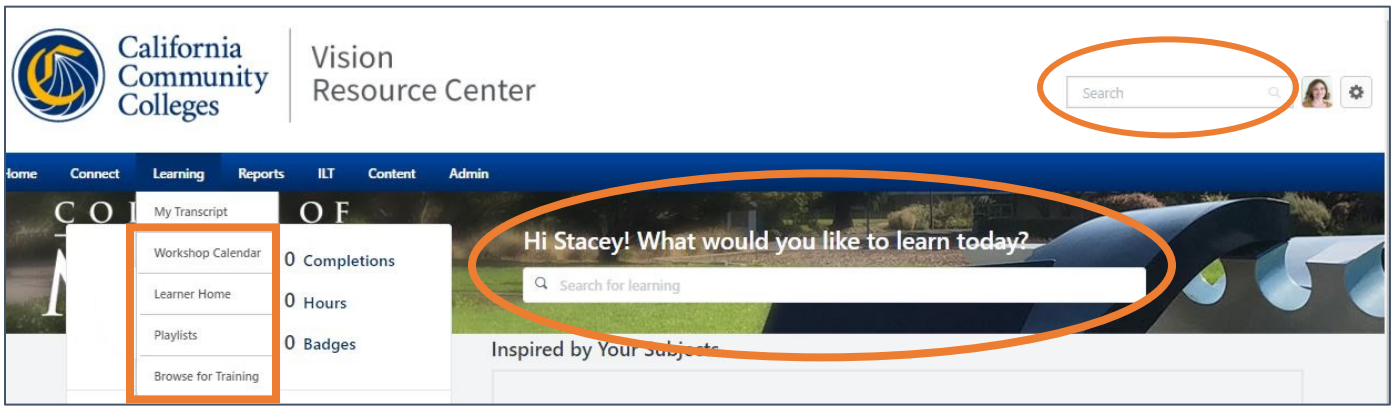


How can I find learning activities in ProLearning?

There are several ways to find learning activities in ProLearning. You can search for learning using the global search box in the ProLearning header, or by going to ***Learning*** tab drop-down menu and selecting ***Learner Home***, ***Workshop Calendar***, or ***Browse for Training.***

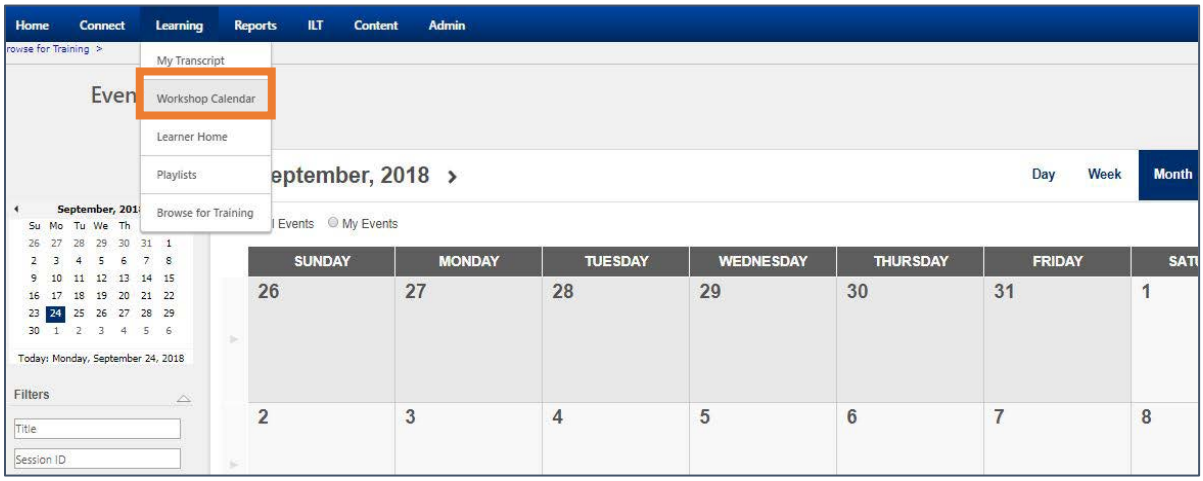
Learner Home

Learner Home includes a search bar in the page header and subjects inspired by your previous searches and/or training.



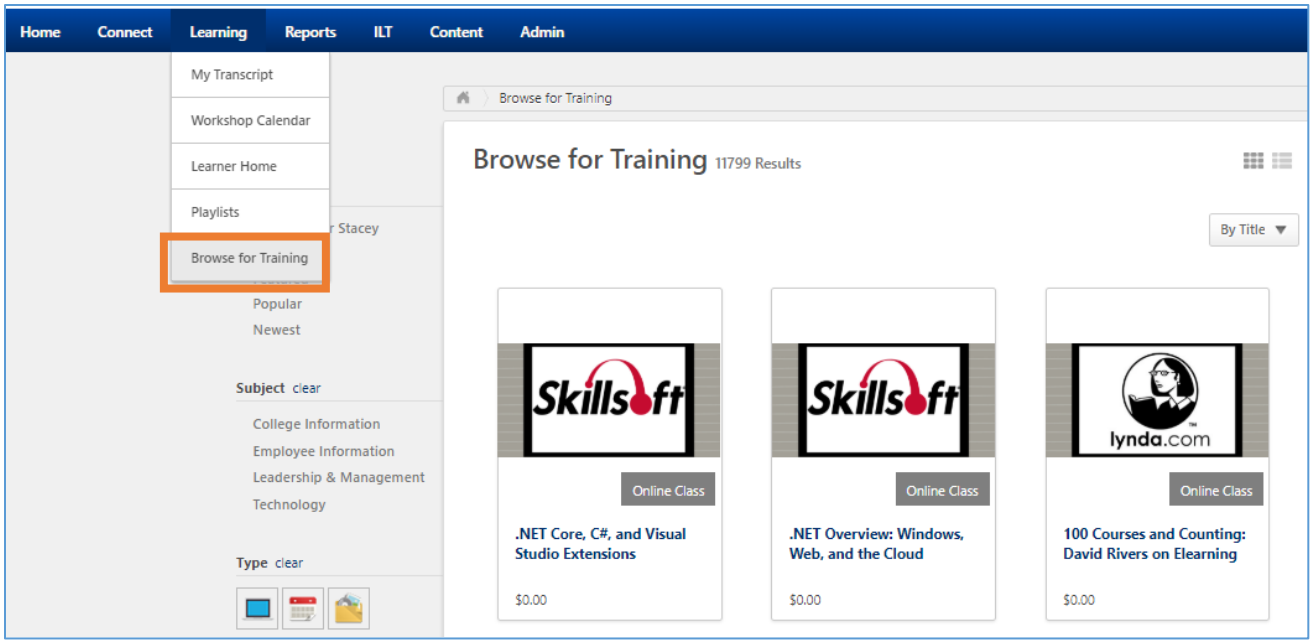
Workshop Calendar

The workshop calendar shows instructor led training on campus.

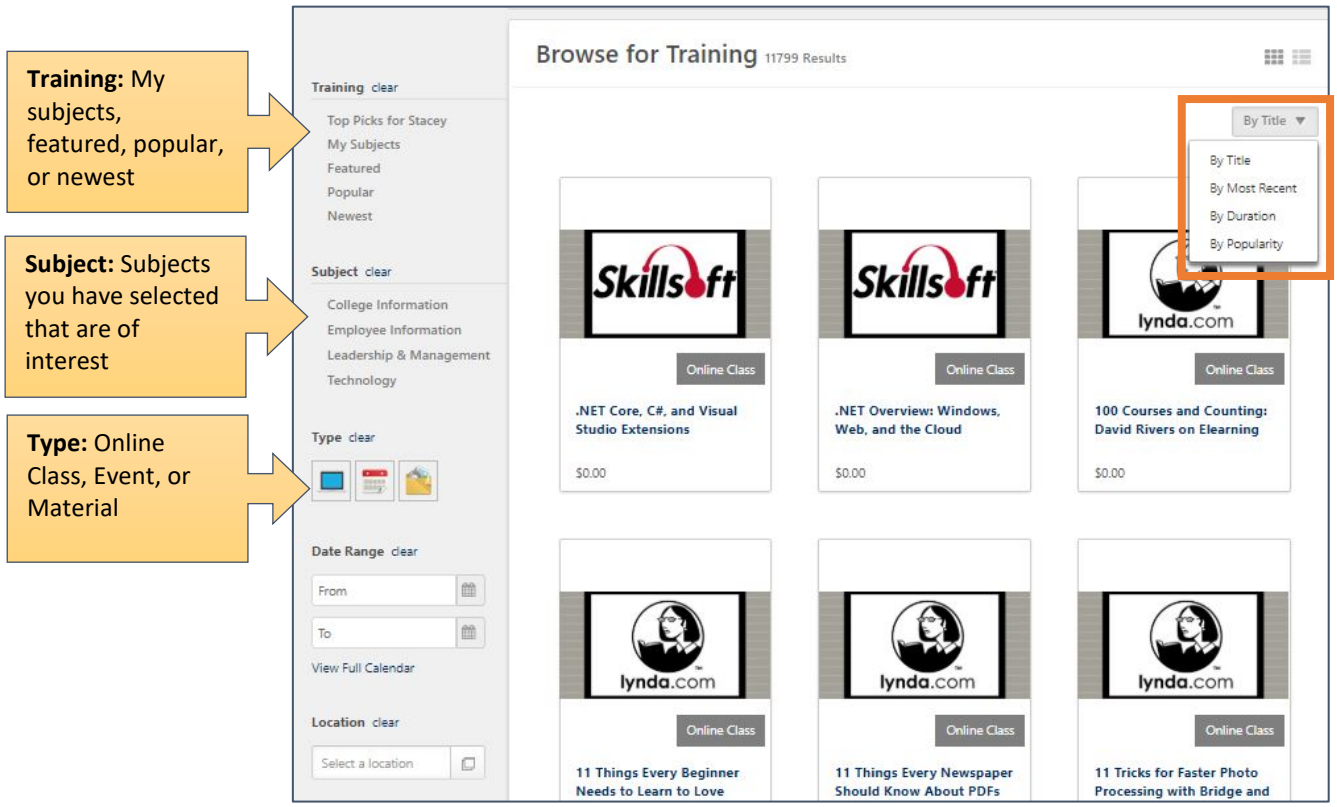


Browse for Training

Click the ***Browse for Training*** link on the Learning menu dropdown.



To narrow your training options, use the search features on the left side of the screen which allow you to browse by subject, type, and date range. Certain trainings may also be available by location.

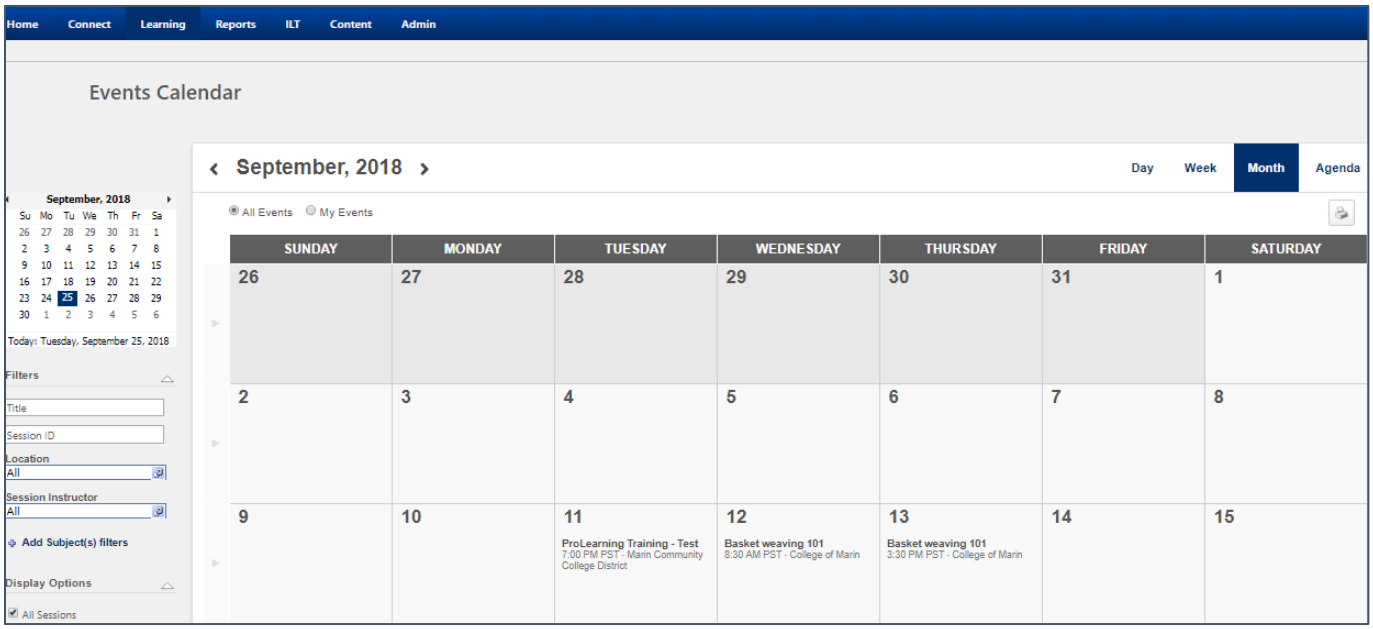


How do I update my profile and account?

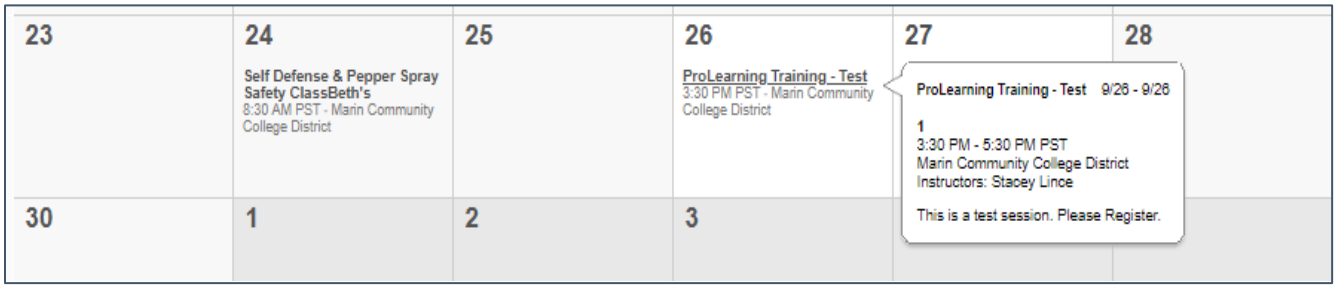
Most of your profile information is prepopulated with your MyCOM information. You can view your profile by clicking the ***Options*** menu on the right corner of the screen. Select the ***My Account*** option to add a profile picture, connect mobile devices, and manage your social connections.

How do I register for upcoming activities and on-campus training?

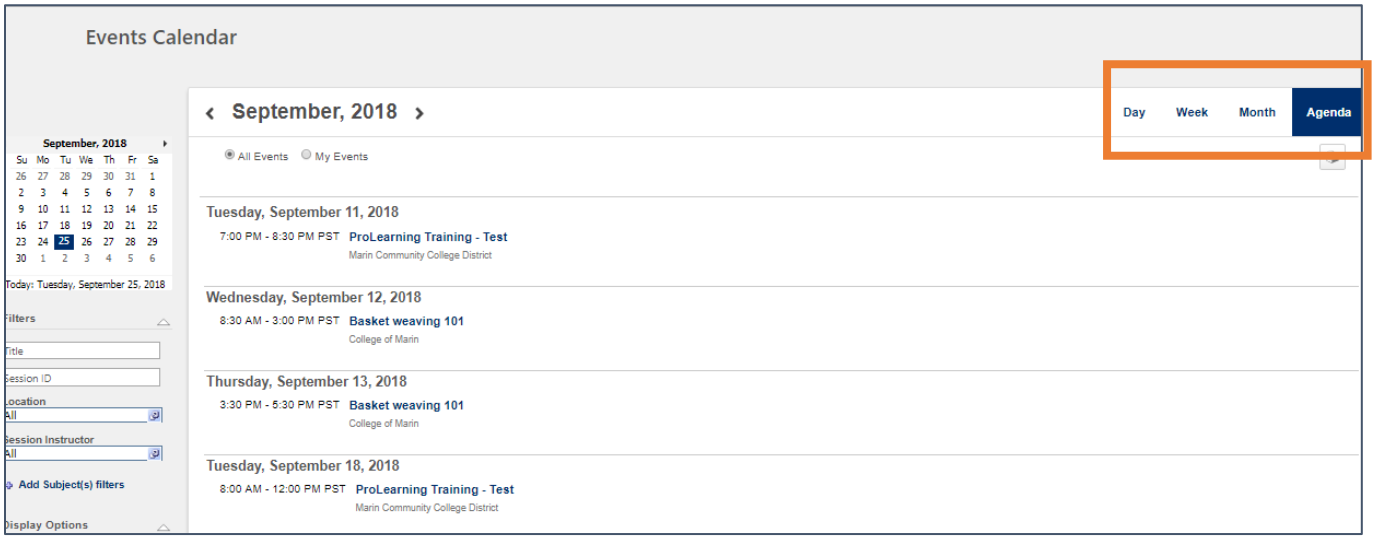
To begin, go to ***Learning*** and then ***Workshop Calendar***. On the workshop calendar, you will see all the Instructor Led Training sessions that are scheduled.



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

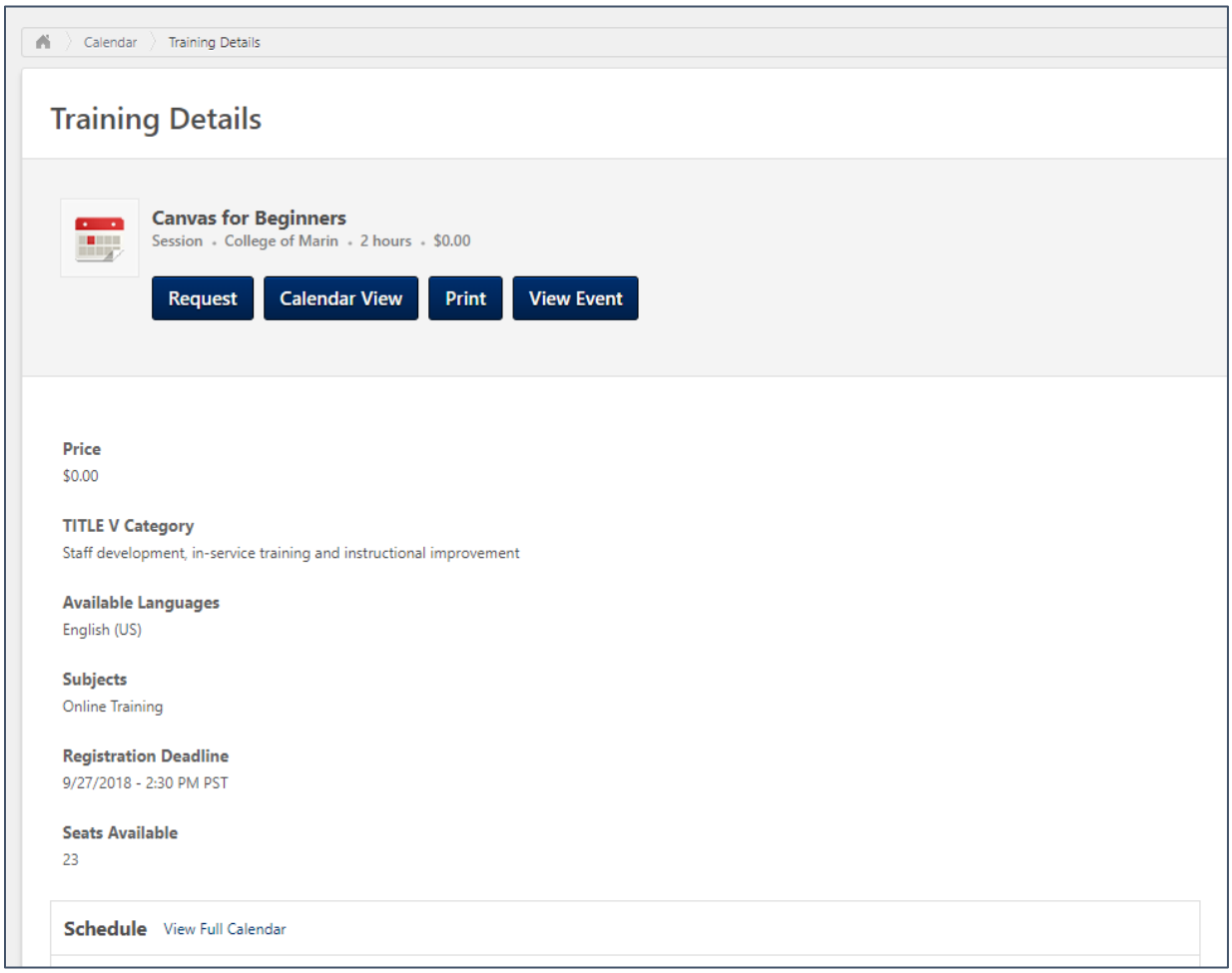


You can change your view to Day, Week, Month, or view it as an Agenda. Here is a look at the agenda view:



To register for one of the sessions, click on a workshop and you will see the screen to request the training.

Click the ***Request*** button and the training will be added to your transcript.

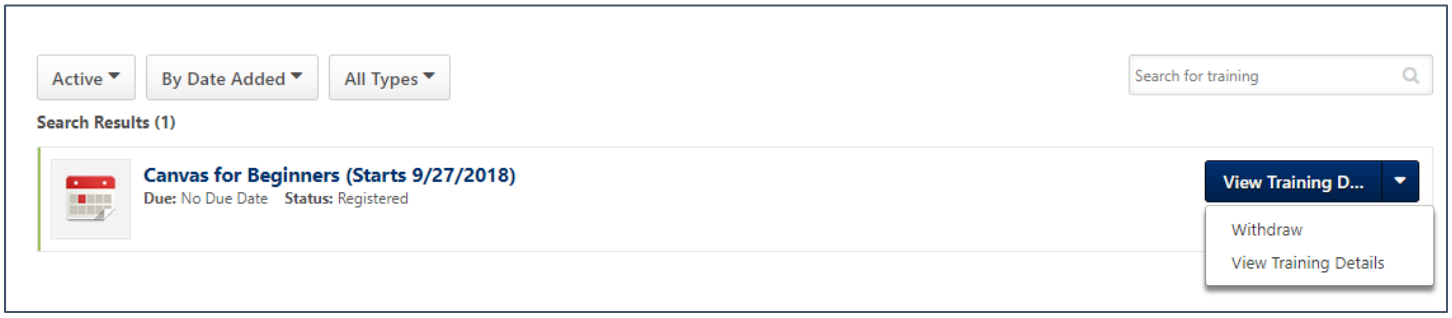


What happens if an activity is full?

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.

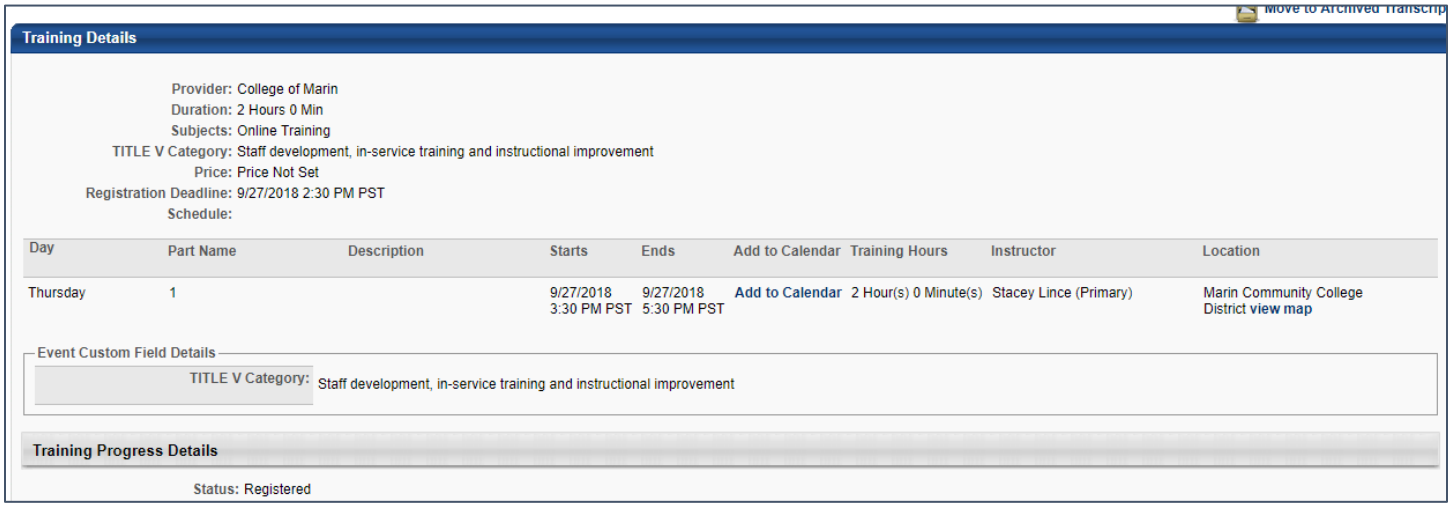
How do I cancel my registration if my plans change?

If you have requested a workshop and would like to cancel your registration you can withdraw from the workshop by clicking on WITHDRAW in the drop-down menu.



How can I add an on-campus activity to my Outlook Calendar?

You can easily add an on-campus activity to your calendar by going to the training details and clicking on ***add to calendar***.

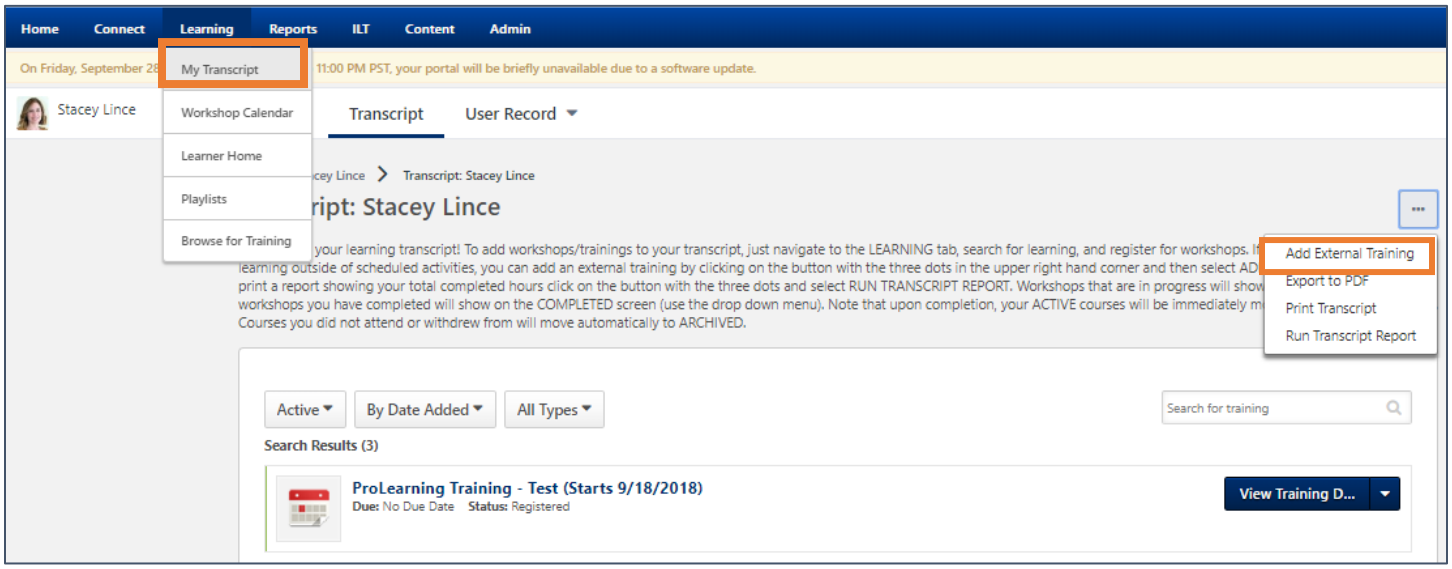


How do I get credit for attending an activity?

To get credit for attending an on-campus activity, the instructor or the Flex coordinator must mark your attendance in the system. This will move training from ACTIVE to COMPLETED. You will also need to complete a short three-question online evaluation and/or sign your name.

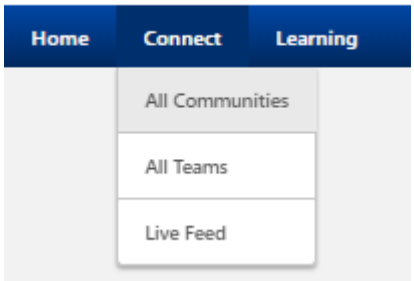
How do I add training and conferences from other institutions?

Training or workshops you have attended off-campus are referred to as ***External Training***. To add external training to your transcript, navigate to the ***Learning*** tab menu and then click ***My Transcript***. Next, click the three dots in the upper right hand corner and then select ***Add External Training***.



How can I use ProLearning to connect with others?

The COM ProLearning portal is housed within the California Community Colleges Vision Resource Center. This give you access to exceptional training opportunities, and it enables you to join social learning communities with colleagues throughout the California Community College system.



To see available communities, click the ***Connect*** tab and then select ***All Communities.***

You can also set up your own teams within COM and invite others to join. For example, you could set up a team for your department, a committee, a special project, or a shared interest. To create a team or go to teams that you are on, click the ***Connect*** tab and then select ***All Teams.***

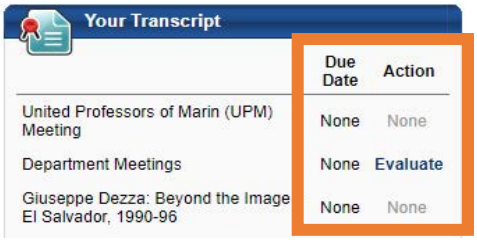
Once you join a community or a team, new comments and postings will be added to the Social Feed on the Welcome page.

How do I access my transcript?

There are three ways to access active and completed workshops and training: The Welcome Page Dashboard, Learner Home, and My Transcript.

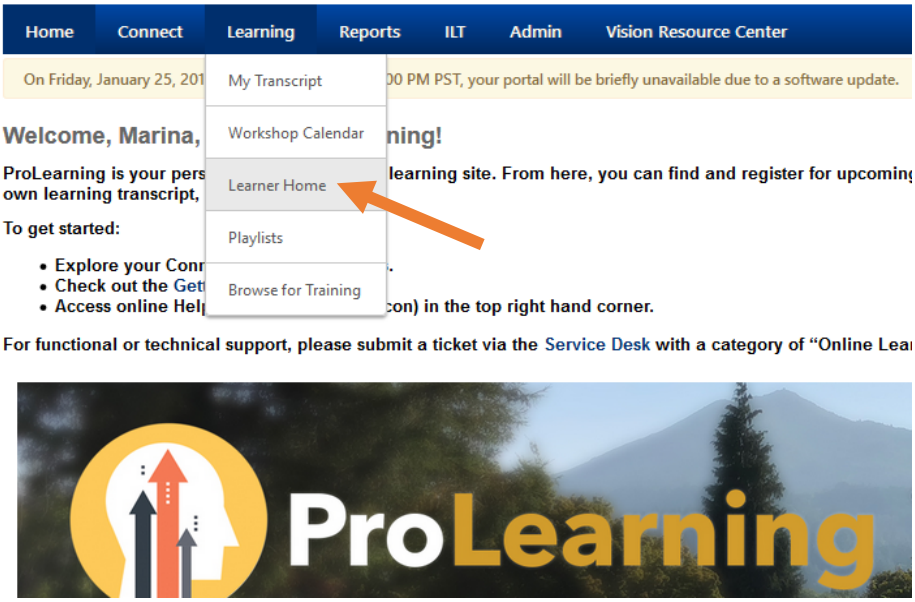
Welcome Page

If your training is still active or upcoming it will be available on your ***Welcome*** Page. Locate the ***Your Transcript*** widget and look for pending action items such as Evaluate (as shown below). If your training has been completed and your attendance has been marked, you will need to use the ***Learner Home*** or ***My Transcript*** links to view your certificate or complete an evaluation.

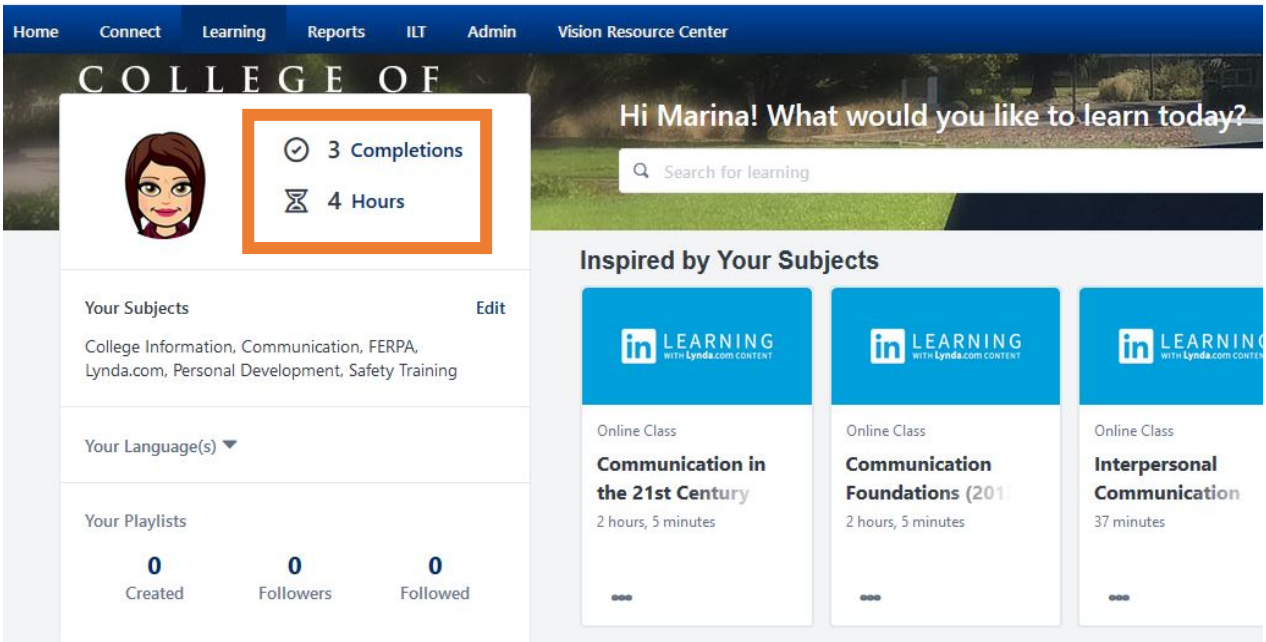


Learner Home

The quickest route to locating completed trainings is to use ***Learner Home.*** From the ProLearning Welcome Page, navigate to the ***Learning*** tab and click ***Learner Home.***

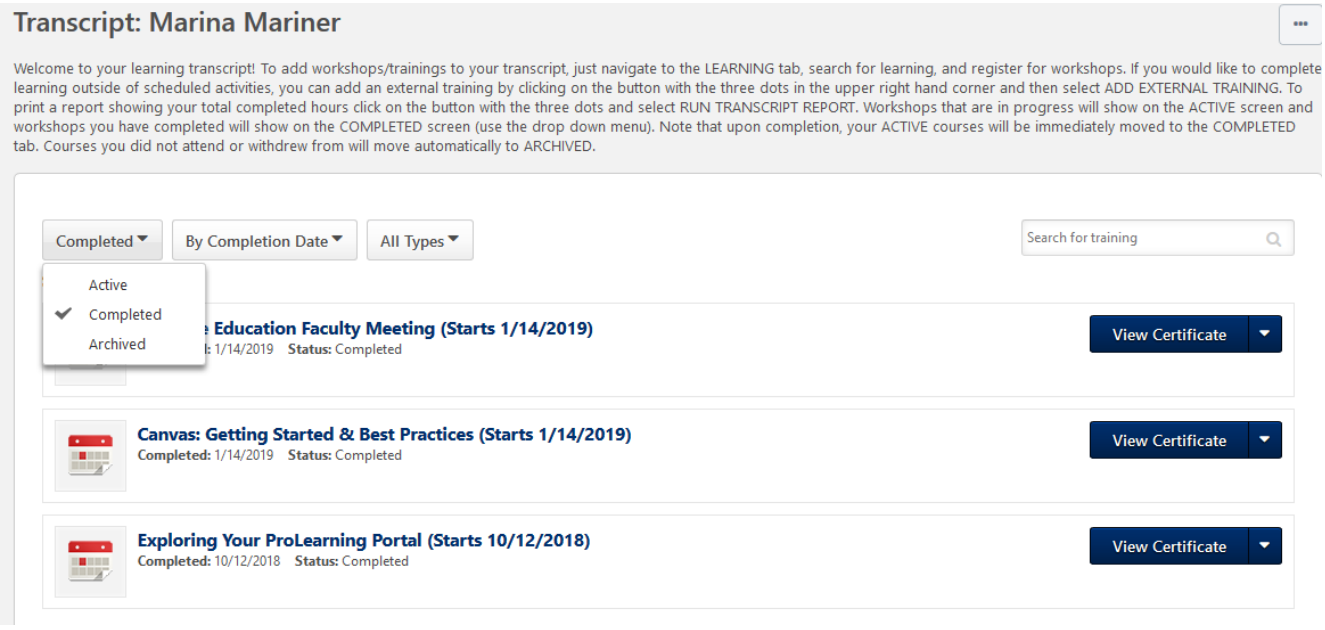


The ***Learner Home*** screen provides a summary of all completed trainings and workshops and the total number of hours completed. Click on ***Completions*** to be directed to your transcript and available options associated with your training.

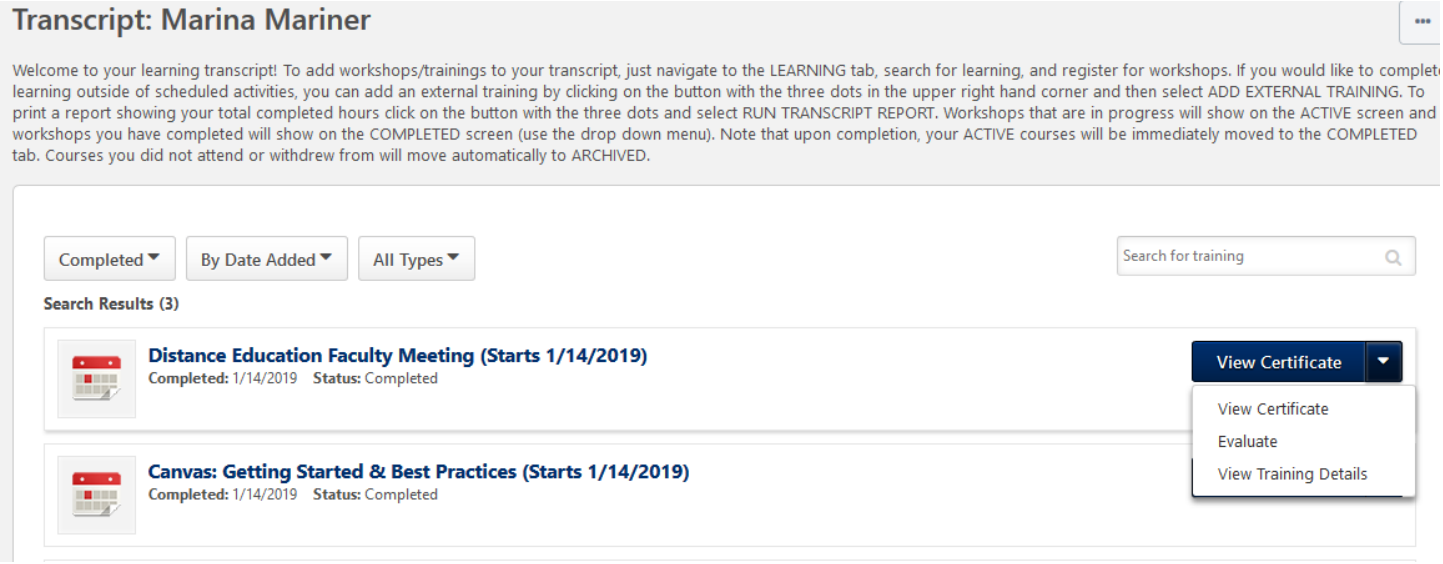


My Transcript

You can also access your transcript by selecting My Transcript from the Learning tab. Toggle the status drop-down menu to view Active, Completed, and Archived trainings. You can also sort your training by Date Added or Type. A search field is also available.

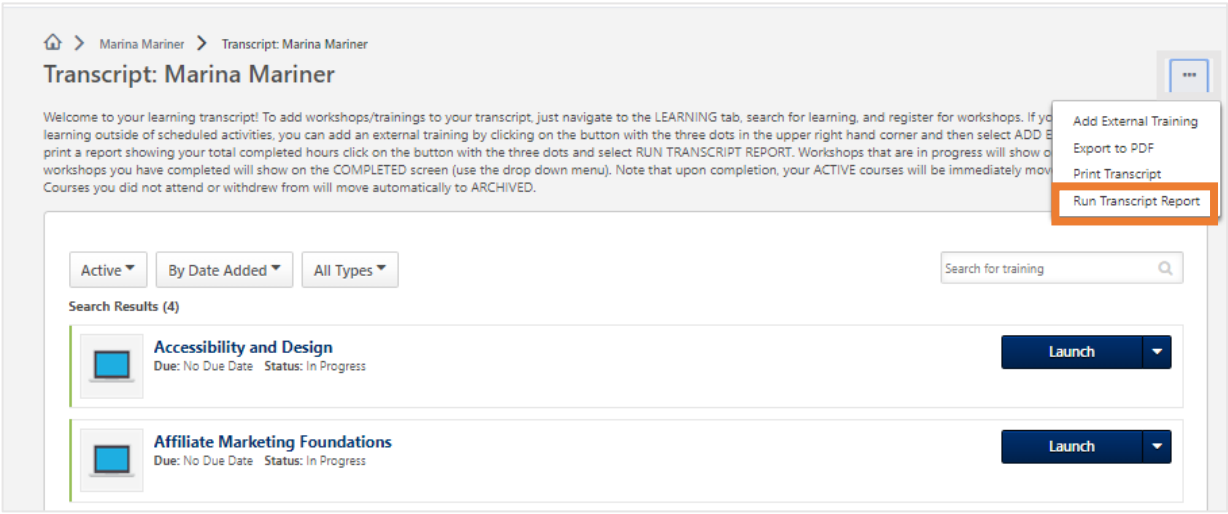


On the next screen you will see a list of all completed training. The trainings can be sorted by date added and type. A dropdown menu is available to the right of the training title which provides options to: view your certificate, evaluate the training, and view training details.

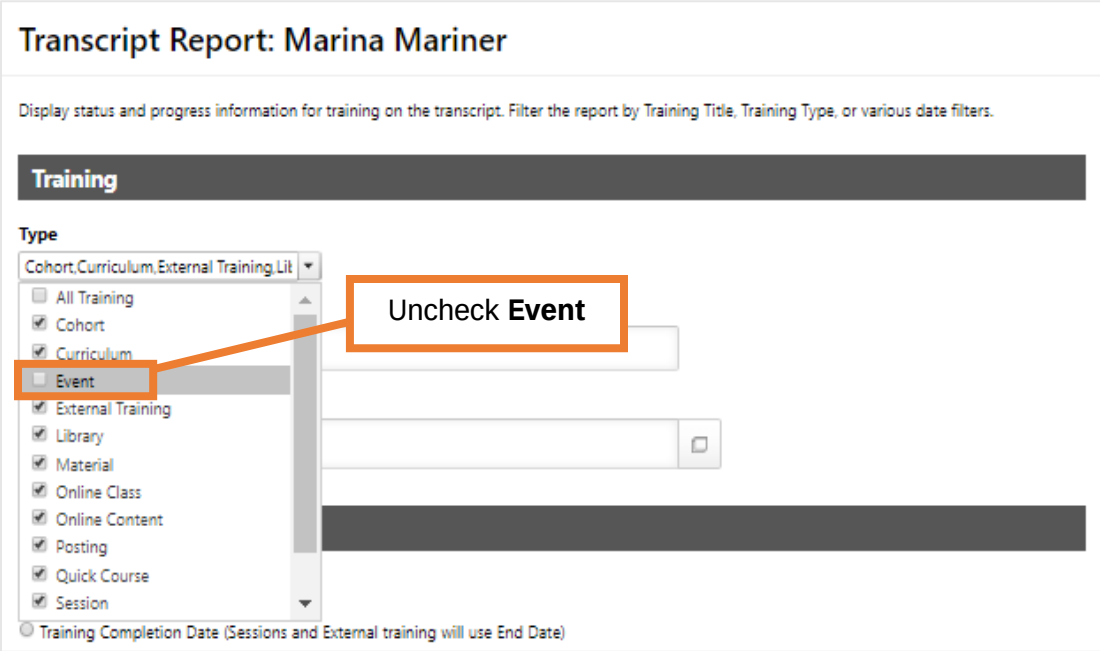


How do I print a transcript report showing my flex hours for the semester?

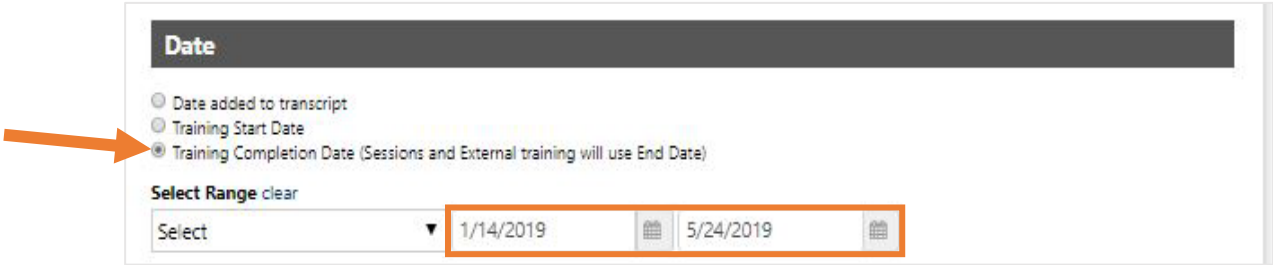
To run a Transcript Report, go to your **transcript** and click on the options button (the three dots). Then select **Run Transcript Report**.



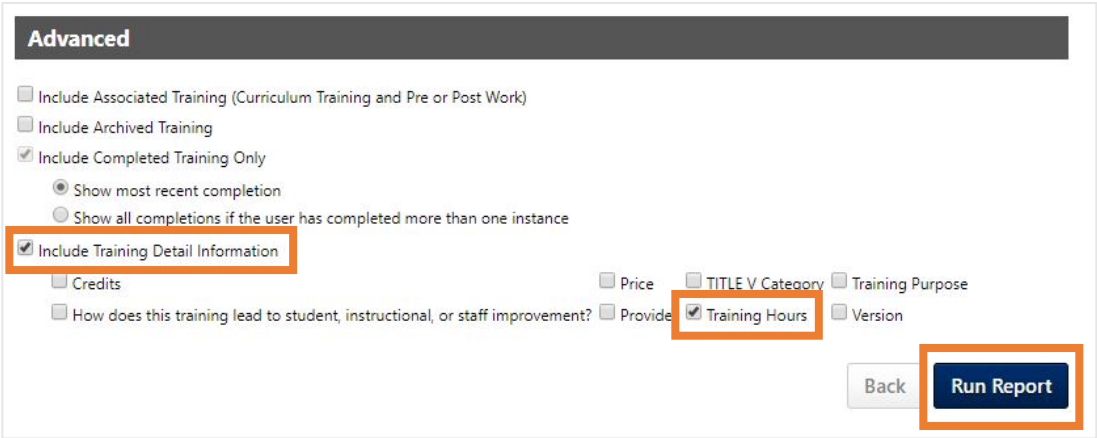
On the report generation screen, under the **Training Type**, <u>be sure to uncheck "**event**"</u> from the dropdown list.



Move to the **Date** heading, mark the **Training Completion Date** radio button, and then add the date range for the semester (**Note:** Your Flex obligation is due by Friday of finals week).



Below the **Advanced** heading check the **Include training Detail Information** which reveals more options. Next, check **Training Hours**. Finally, click the **Run Report** button. An Excel file will download containing your report.



How do I evaluate training?

In some cases, you will be required to evaluate a training before you receive credit for its completion. It is important to give constructive feedback to the presenters. Your comments will also help inform future workshops.

To evaluate your training and provide feedback, select ***Evaluate*** from the options drop down list. Complete the evaluation form and then click ***Submit Final Answers***.

Figure 1: Sample Evaluation