



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.

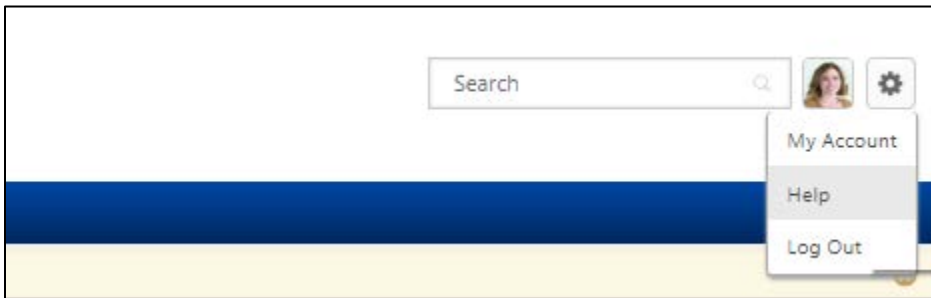
How do I access ProLearning?

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**.

California Community Colleges Vision Resource Center

Home Connect Learning

Welcome, Kathleen, to COM ProLearning!

ProLearning is your personalized professional learning site. From here, you can find and register for upcoming events, access thousands of online training videos through Lynda.com and Skillssoft, view your own learning transcript, and more. To get started, explore your Connect and Learning tabs. If needed, please see the Getting Started Guide and Online Help (under Options in the top right hand corner).

ProLearning
COLLEGE OF MARIN

September 2018							Oct
SUN	MON	TUE	WED	THU	FRI	SAT	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

Your Transcript		Due Date	Action
ProLearning Training - Test		None	Evaluate
Canvas for Beginners		None	Evaluate

Featured Training

Self Defense & Pepper Spray Safety ClassBoth's

Social Feed

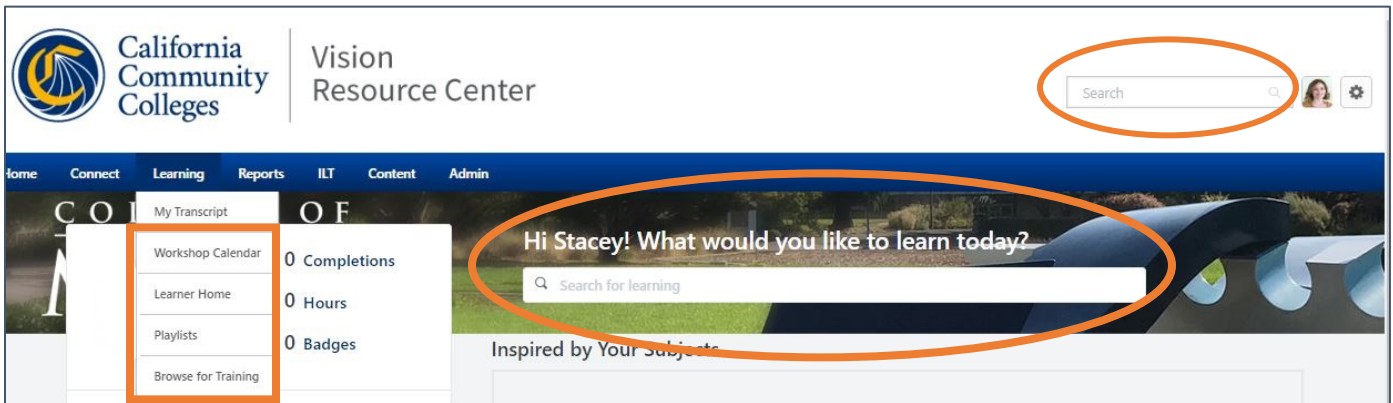
https://lax-si5proxy.csod.com/LMS/catalog/Main.aspx?tab_page_id=-67&tab_id=-1

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**.

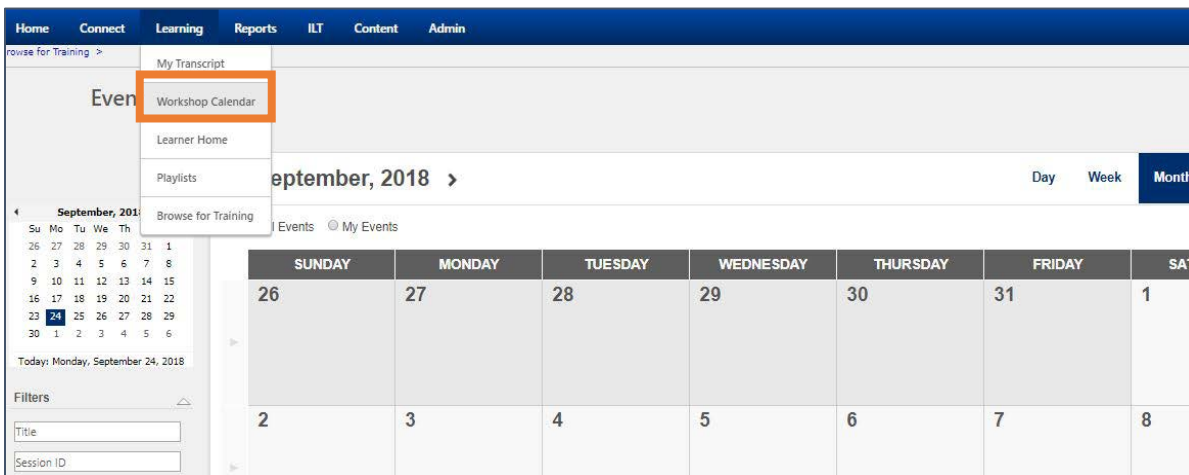
Learner Home

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



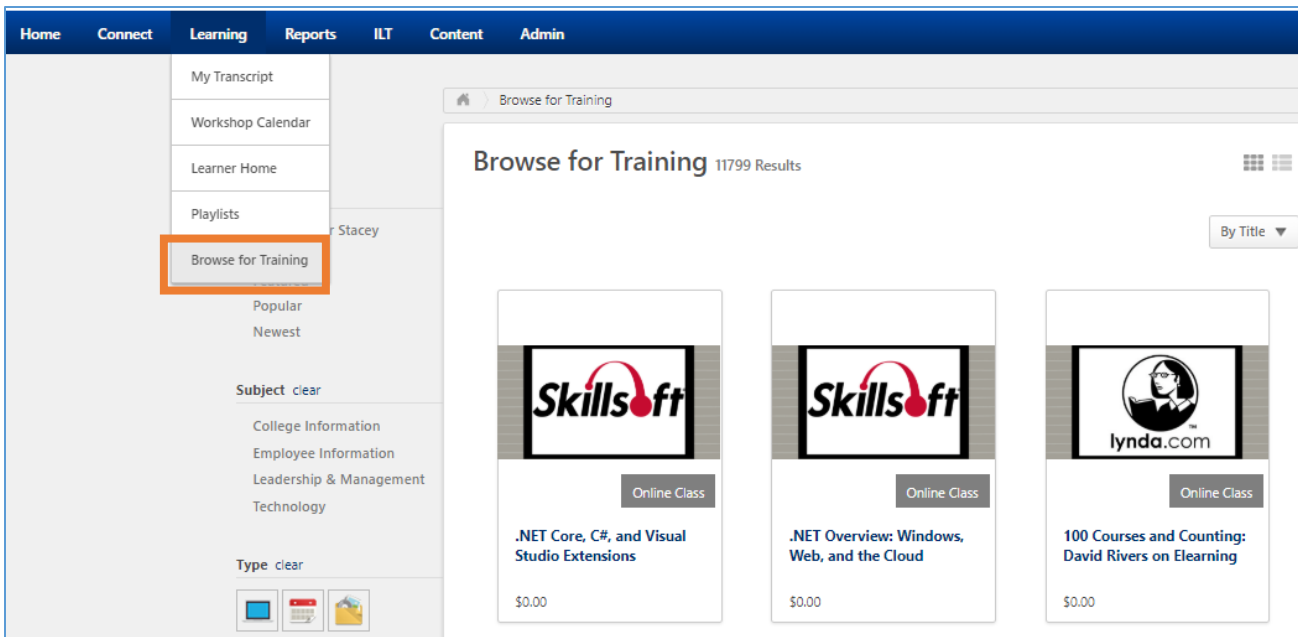
Workshop Calendar

The workshop calendar shows instructor led training on campus.

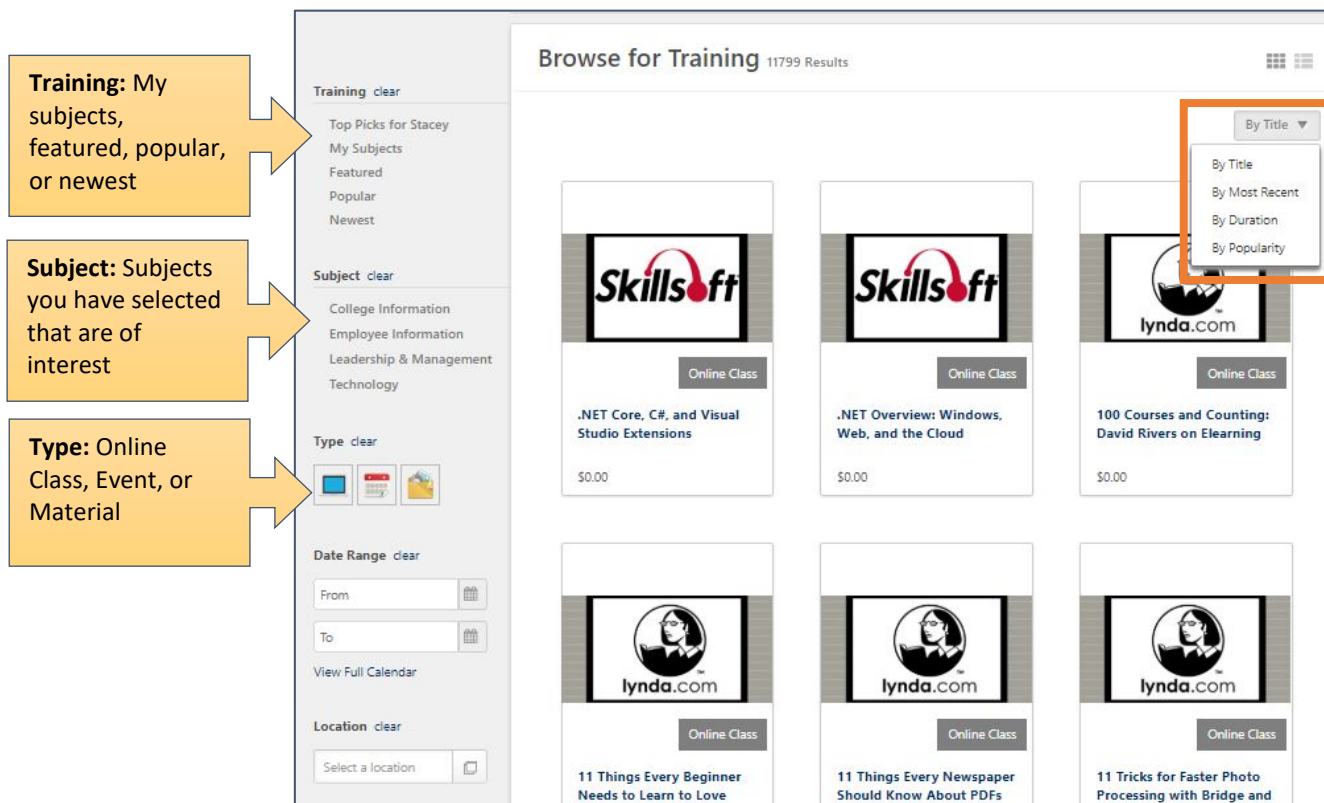


Browse for Training

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

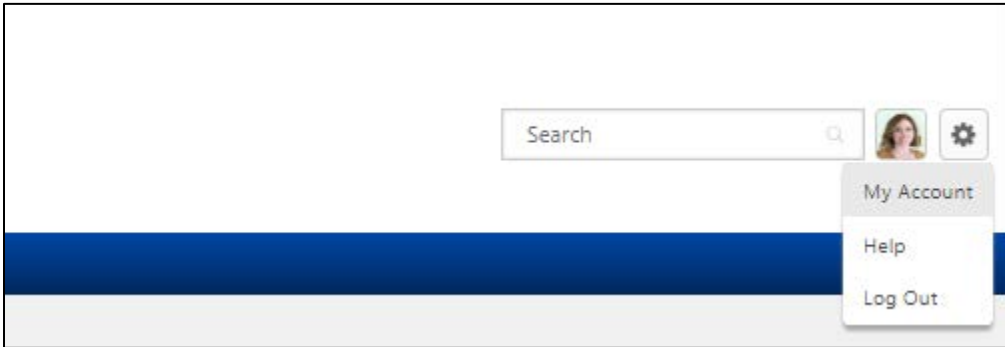


To narrow your training options, use the search features on the left side of the screen which allow you to browse by subject, type, and date range. Certain trainings may also be available by location.



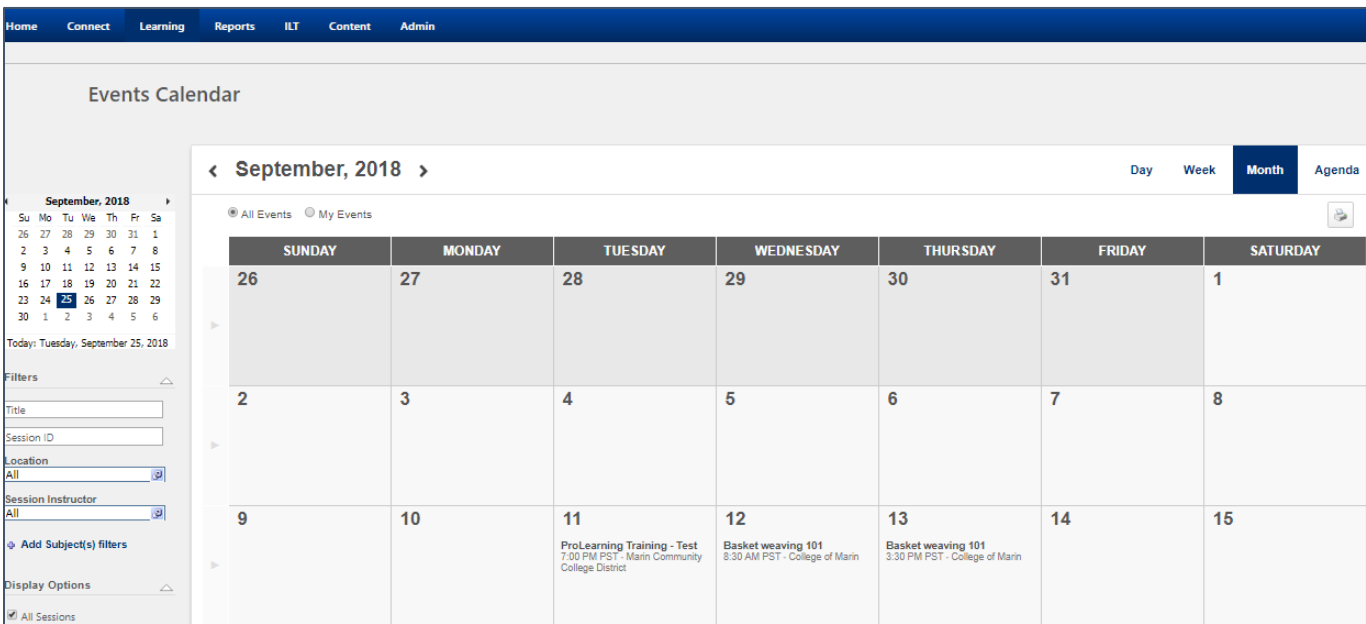
How do I update my profile and account?

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.

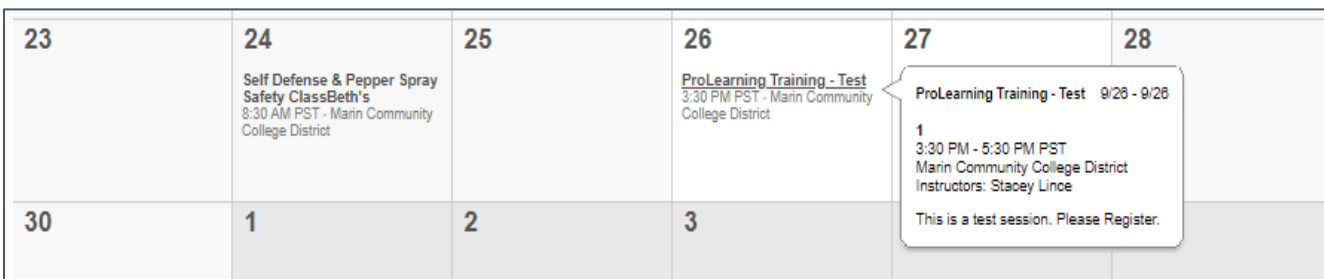


How do I register for upcoming activities and on-campus training?

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:

The screenshot shows the 'Events Calendar' interface. On the left is a calendar grid for September 2018 with the 25th highlighted. Below it are filter fields for Title, Session ID, Location (set to 'All'), and Session Instructor (set to 'All'). The main area displays a list of events in an agenda view for September 2018. The events listed are: Tuesday, September 11, 2018 (7:00 PM - 8:30 PM PST) 'ProLearning Training - Test' at Marin Community College District; Wednesday, September 12, 2018 (8:30 AM - 3:00 PM PST) 'Basket weaving 101' at College of Marin; Thursday, September 13, 2018 (3:30 PM - 5:30 PM PST) 'Basket weaving 101' at College of Marin; and Tuesday, September 18, 2018 (8:00 AM - 12:00 PM PST) 'ProLearning Training - Test' at Marin Community College District. In the top right corner, a navigation bar contains buttons for 'Day', 'Week', 'Month', and 'Agenda', with 'Agenda' being the active view and highlighted by an orange box.

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.

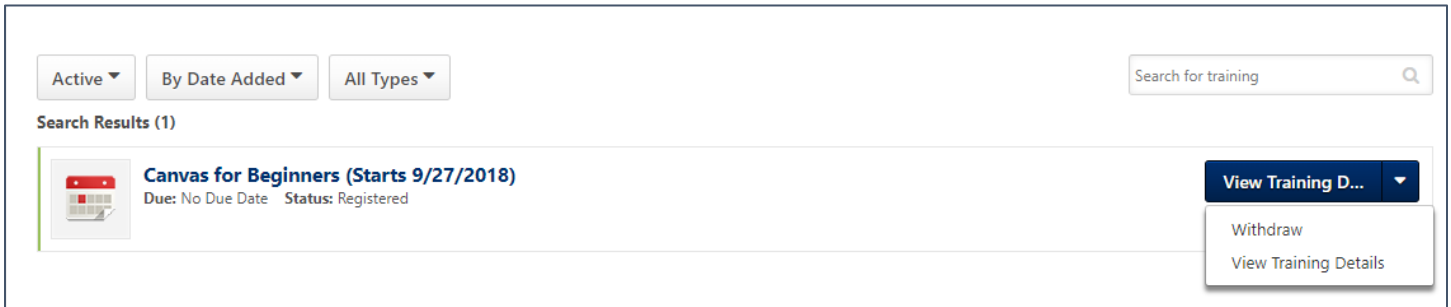
The screenshot shows the 'Training Details' page for a session titled 'Canvas for Beginners'. The session is at the College of Marin, lasts 2 hours, and is free (\$0.00). Below the title are four buttons: 'Request', 'Calendar View', 'Print', and 'View Event'. The page lists several details: Price (\$0.00), TITLE V Category (Staff development, in-service training and instructional improvement), Available Languages (English (US)), Subjects (Online Training), Registration Deadline (9/27/2018 - 2:30 PM PST), and Seats Available (23). At the bottom, there is a 'Schedule' section with a link to 'View Full Calendar'.

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.



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

Search Results (1)

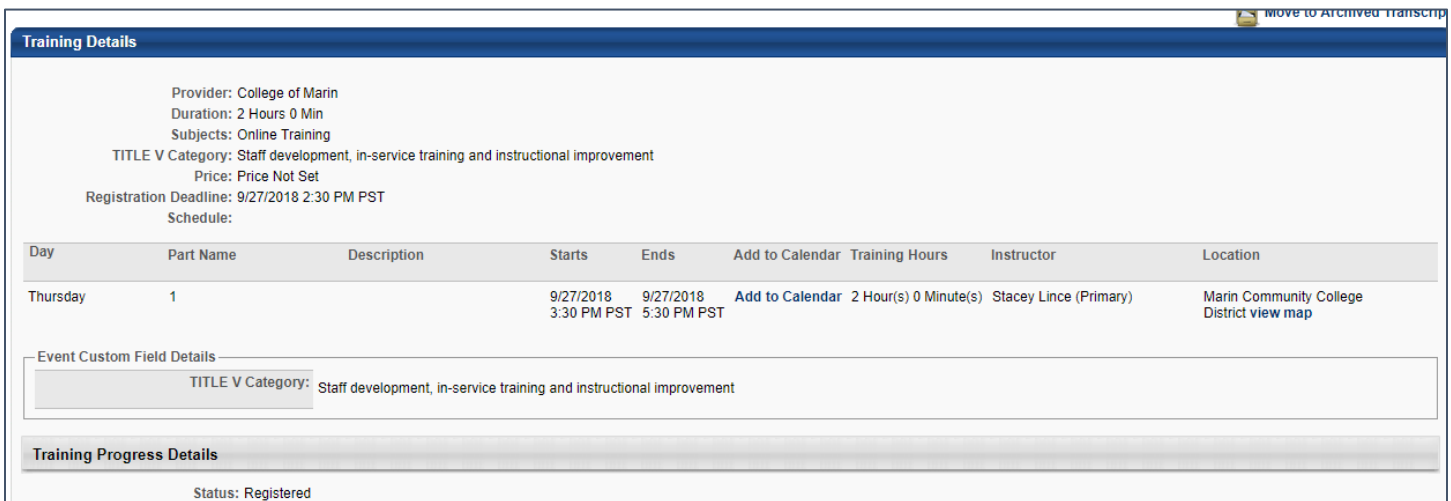
 **Canvas for Beginners (Starts 9/27/2018)**
Due: No Due Date Status: Registered

View Training D... ▾

- Withdraw
- View Training Details

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**.



Training Details

Provider: College of Marin
Duration: 2 Hours 0 Min
Subjects: Online Training
TITLE V Category: Staff development, in-service training and instructional improvement
Price: Price Not Set
Registration Deadline: 9/27/2018 2:30 PM PST
Schedule:

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Thursday	1		9/27/2018 3:30 PM PST	9/27/2018 5:30 PM PST	Add to Calendar	2 Hour(s) 0 Minute(s)	Stacey Lince (Primary)	Marin Community College District view map

Event Custom Field Details

TITLE V Category: Staff development, in-service training and instructional improvement

Training Progress Details

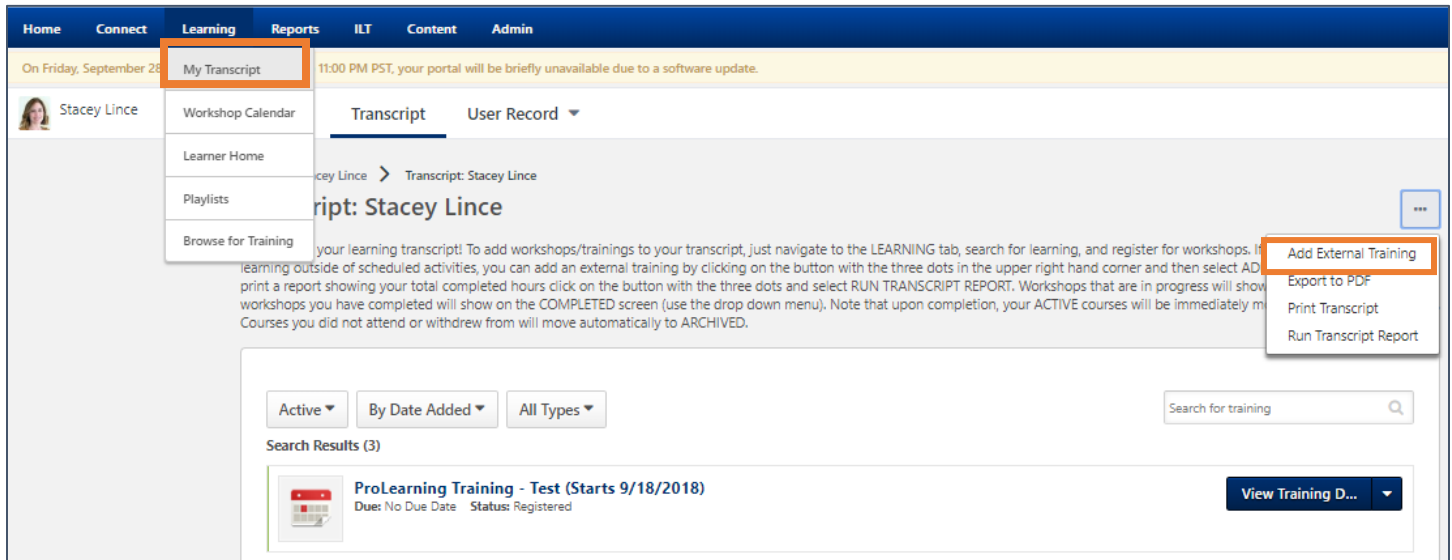
Status: Registered

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**.



The screenshot displays the ProLearning portal interface. At the top, there is a navigation bar with tabs for Home, Connect, Learning, Reports, ILT, Content, and Admin. The 'Learning' tab is active. Below the navigation bar, a user profile for 'Stacey Lince' is visible. The main content area is titled 'Transcript: Stacey Lince' and includes a search bar for training. A dropdown menu is open in the top right corner, showing options: 'Add External Training', 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'. The 'Add External Training' option is highlighted with a red box. Below the search bar, there are filters for 'Active', 'By Date Added', and 'All Types'. The search results show one item: 'ProLearning Training - Test (Starts 9/18/2018)' with a 'View Training D...' button.

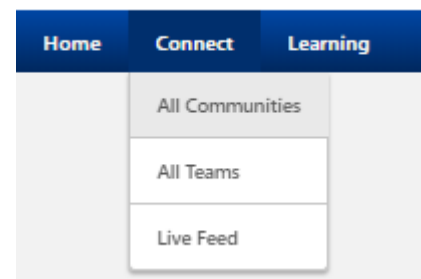
How can I use ProLearning to connect with others?

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.



The screenshot shows the 'Connect' tab selected in the top navigation bar. A dropdown menu is open, displaying three options: 'All Communities', 'All Teams', and 'Live Feed'.

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.

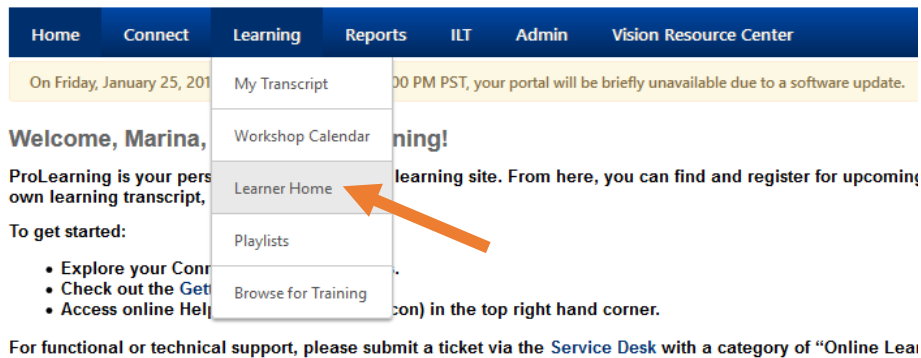


Dec	January 2019						Feb
SUN	MON	TUE	WED	THU	FRI	SAT	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

Your Transcript		Due Date	Action
United Professors of Marin (UPM) Meeting		None	None
Department Meetings		None	Evaluate
Giuseppe Dezza: Beyond the Image El Salvador, 1990-96		None	None

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**.



Home Connect **Learning** Reports ILT Admin Vision Resource Center

On Friday, January 25, 2019, at 12:00 PM PST, your portal will be briefly unavailable due to a software update.

Welcome, Marina,

ProLearning is your personal learning site. From here, you can find and register for upcoming trainings.

To get started:

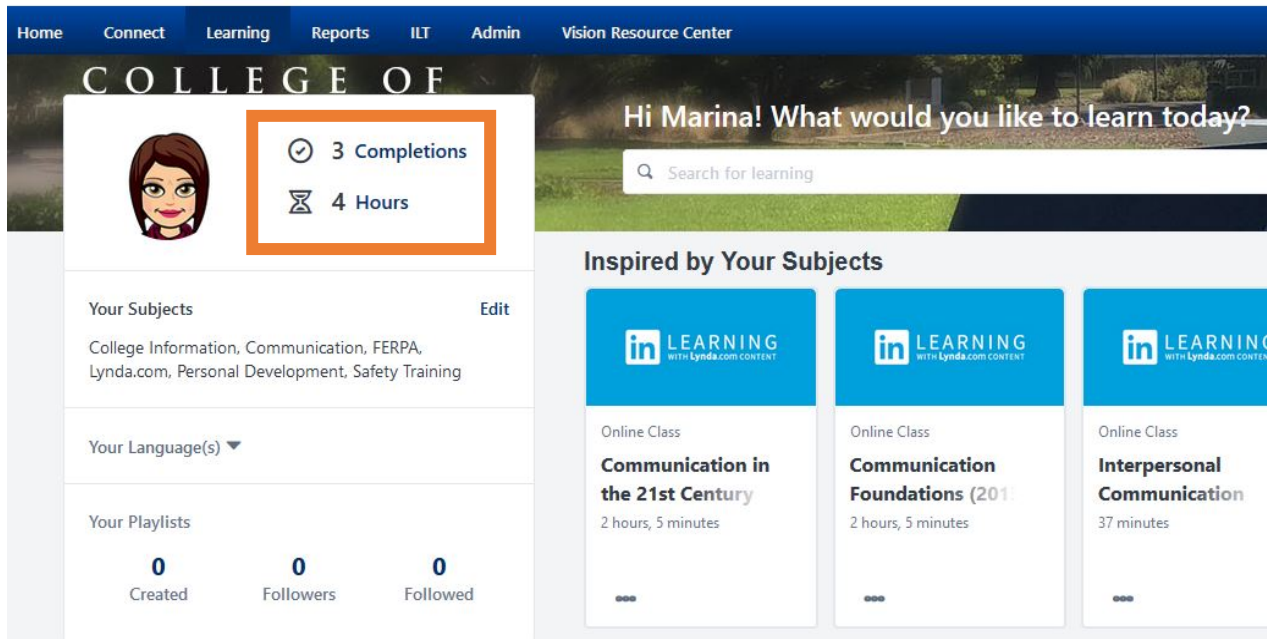
- Explore your Content
- Check out the Get Started Guide
- Access online Help

Browse for Training (icon) in the top right hand corner.

For functional or technical support, please submit a ticket via the [Service Desk](#) with a category of "Online Learning".

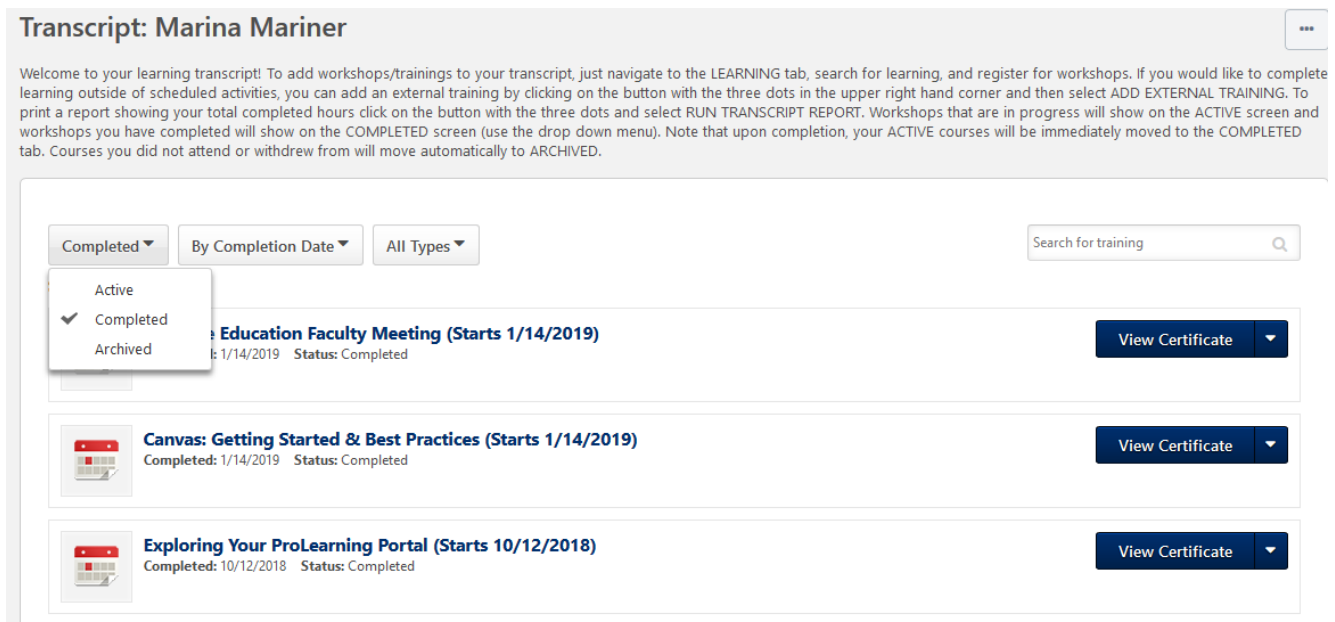


The **Learner Home** screen provides a summary of all completed trainings and workshops and the total number of hours completed. Click on **Completions** to be directed to your transcript and available options associated with your training.



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.

The screenshot shows the 'Transcript: Marina Mariner' page. At the top, there is a welcome message and instructions on how to add external training and generate a transcript report. Below this, there are filter buttons for 'Completed', 'By Date Added', and 'All Types', along with a search bar. The 'Search Results (3)' section displays two completed training items: 'Distance Education Faculty Meeting (Starts 1/14/2019)' and 'Canvas: Getting Started & Best Practices (Starts 1/14/2019)'. A dropdown menu is open on the right side of the first item, showing options: 'View Certificate', 'Evaluate', 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**.

This screenshot shows the 'Transcript: Marina Mariner' page with a different set of training items: 'Accessibility and Design' and 'Affiliate Marketing Foundations'. The dropdown menu is open on the right side of the first item, and the 'Run Transcript Report' option is highlighted with an orange box. Other options in the menu include 'Add External Training', 'Export to PDF', and 'Print Transcript'.

On the report generation screen, under the **Training Type**, be sure to uncheck “event” from the dropdown list.

Transcript Report: Marina Mariner

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

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

Training Completion Date (Sessions and External training will use End Date)

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).

Date

- Date added to transcript
- Training Start Date
- Training Completion Date (Sessions and External training will use End Date)

Select Range clear

Select 1/14/2019 5/24/2019

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.

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
 - Price
 - TITLE V Category
 - Training Purpose
 - How does this training lead to student, instructional, or staff improvement?
 - Provide
 - Training Hours
 - Version

Back Run 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

A screenshot of a sample evaluation form. At the top left is the California Community Colleges logo, a stylized 'C' with a globe inside. To its right is the text "California Community Colleges" and "Vision Resource Center". Below the logo and text is the title "Evaluation - Canvas: Getting Started". The main section is titled "Workshop Evaluation" and contains the instruction "Please complete the evaluation for the workshop you recently completed." Below this is a section for "Question 1" with the text "This workshop met my professional development needs/goals." and five radio button options: "Strongly Disagree", "Disagree", "Neutral", "Agree", and "Strongly Agree".