



Getting Started Guide

This guide provides 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?

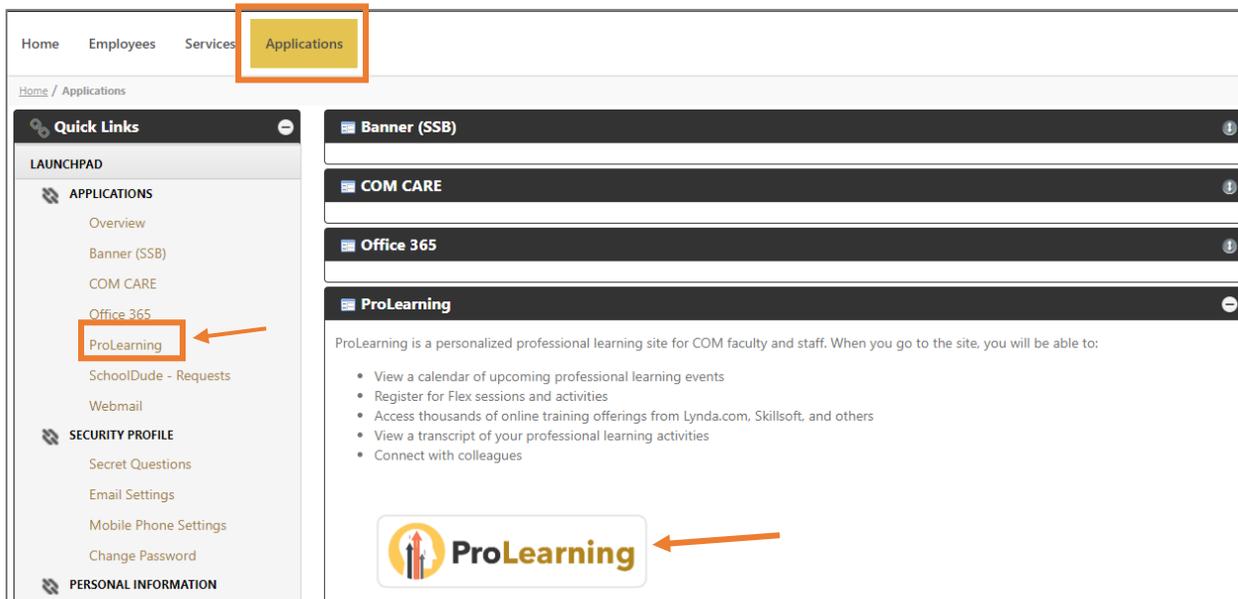
ProLearning is a personalized professional learning site for COM faculty and staff developed in conjunction with California Community Colleges and the Vision Resource Center (formerly known as the Professional Learning Network).

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

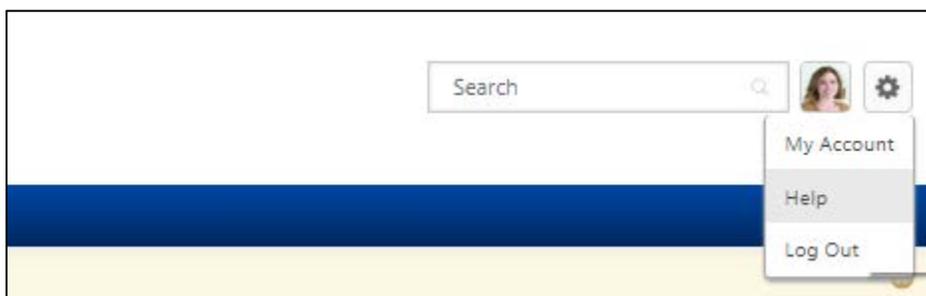
How do I access ProLearning?

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 access 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 are a ProLearning administrator and are experiencing technical difficulties adding or approving training, 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**.

The screenshot shows the ProLearning interface. At the top left is the California Community Colleges logo and the text "Vision Resource Center". To the right is a search box. Below the header is a navigation bar with tabs: Home, Connect, Learning. A welcome message reads: "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)." The main content area features a large banner for "ProLearning COLLEGE OF MARIN" with a background image of a campus. Below the banner are three sections: "Aug" (a calendar for September 2018), "Your Transcript" (a table with columns for Due Date and Action), and "Featured Training" (listing "Self Defense & Pepper Spray Safety Class").

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**.

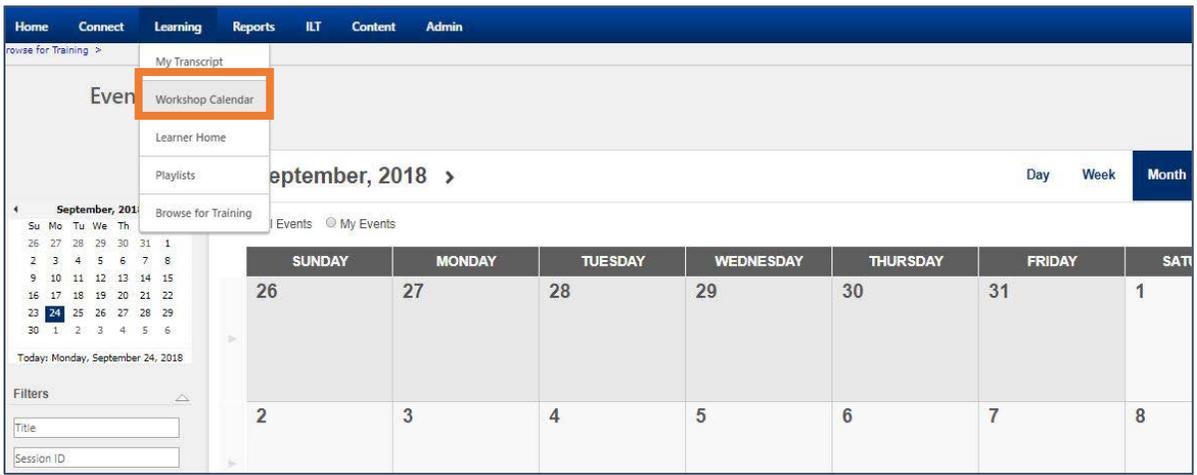
Learner Home

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

This screenshot highlights the search bar and the Learning tab dropdown menu. The search bar is circled in orange. The Learning tab dropdown menu is also circled in orange, showing options: My Transcript, Workshop Calendar, Learner Home, Playlists, and Browse for Training. The main content area shows a personalized greeting: "Hi Stacey! What would you like to learn today?" with a search box for learning and a section titled "Inspired by Your Subjects".

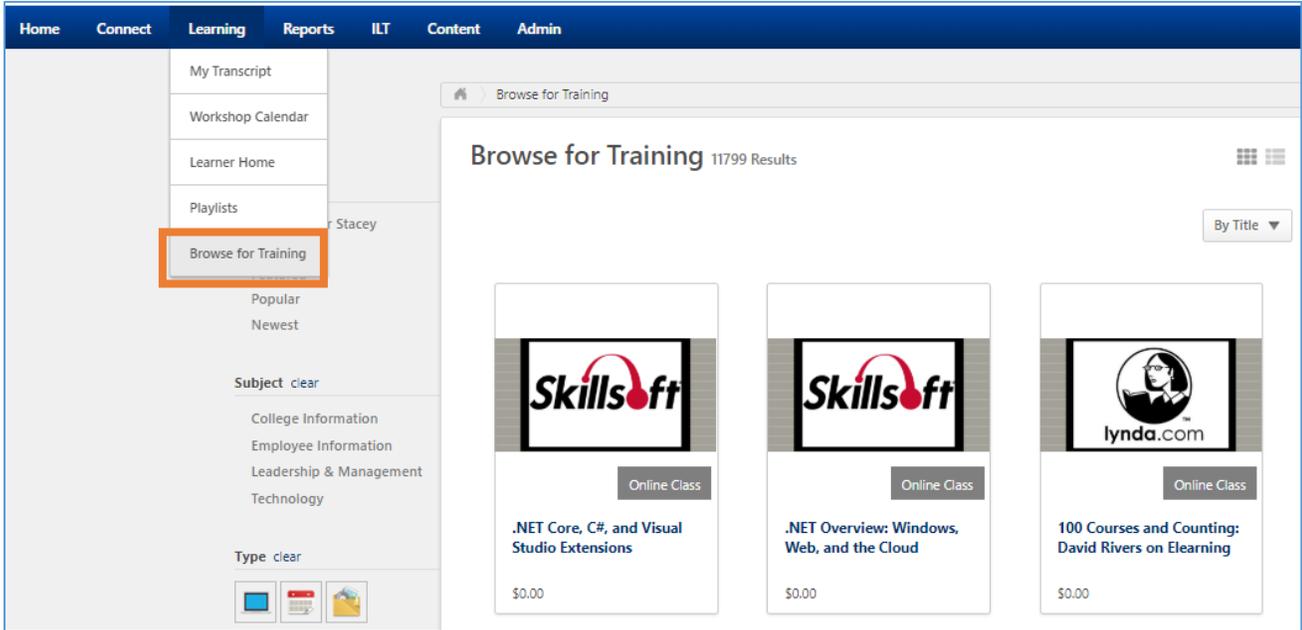
Workshop Calendar

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.

Home Connect Learning Reports ILT Content Admin

Events Calendar

< September, 2018 > Day Week **Month** Agenda

All Events My Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11 ProLearning Training - Test 7:00 PM PST - Marin Community College District	12 Basket weaving 101 8:30 AM PST - College of Marin	13 Basket weaving 101 3:30 PM PST - College of Marin	14	15

Today: Tuesday, September 25, 2018

Filters

Title

Session ID

Location

All

Session Instructor

All

Add Subject(s) filters

Display Options

All Sessions

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

23	24 Self Defense & Pepper Spray Safety Class Beth's 8:30 AM PST - Marin Community College District	25	26 ProLearning Training - Test 3:30 PM PST - Marin Community College District	27 ProLearning Training - Test 3:30 PM - 5:30 PM PST Marin Community College District Instructors: Stacey Lince This is a test session. Please Register.	28
30	1	2	3		

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

Events Calendar

< September, 2018 > Day Week Month **Agenda**

All Events My Events

Tuesday, September 11, 2018
7:00 PM - 8:30 PM PST ProLearning Training - Test
Marin Community College District

Wednesday, September 12, 2018
8:30 AM - 3:00 PM PST Basket weaving 101
College of Marin

Thursday, September 13, 2018
3:30 PM - 5:30 PM PST Basket weaving 101
College of Marin

Tuesday, September 18, 2018
8:00 AM - 12:00 PM PST ProLearning Training - Test
Marin Community College District

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.

Calendar > Training Details

Training Details



Canvas for Beginners
Session • College of Marin • 2 hours • \$0.00

[Request](#) [Calendar View](#) [Print](#) [View Event](#)

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

Seats Available
23

Schedule [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 Results (1)



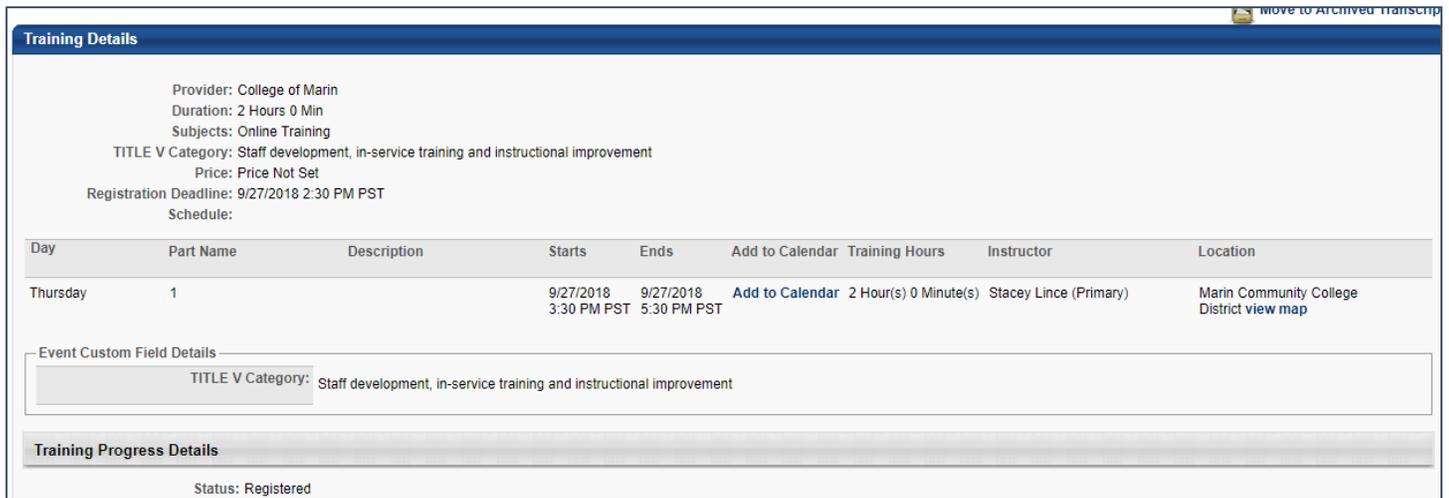
Canvas for Beginners (Starts 9/27/2018)
Due: No Due Date Status: Registered

[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**.



The screenshot shows a 'Training Details' page. At the top right, there is a 'move to Archived Transcript' button. The main content area includes the following information:

- 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

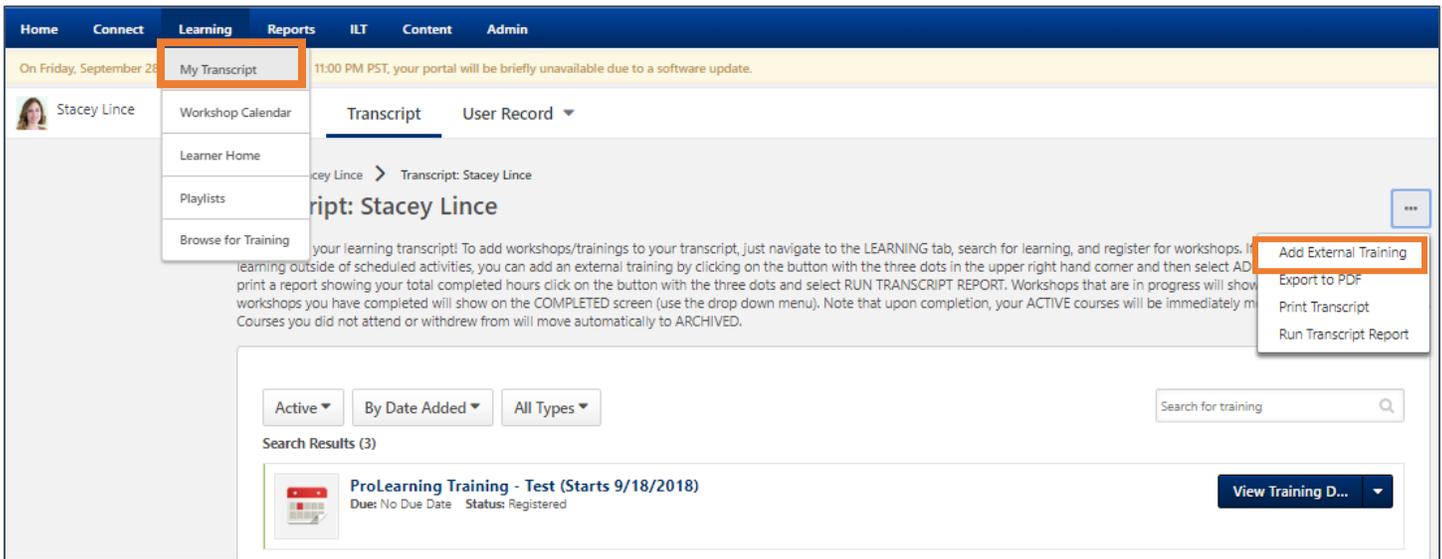
Below the table, there is an 'Event Custom Field Details' section with a dropdown menu for 'TITLE V Category' set to 'Staff development, in-service training and instructional improvement'. At the bottom, there is a 'Training Progress Details' section with the status 'Registered'.

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. To move training from ACTIVE to COMPLETED you will need to complete a short three-question online evaluation and/or sign your name.

How do I add training and workshops from other organizations or 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 do I connect with Vision Resource Center learning communities?

The COM ProLearning portal is house within the California Community Colleges Vision Resource Center. Not only does this give you access to exceptional training opportunities, it also 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**.

