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.

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.
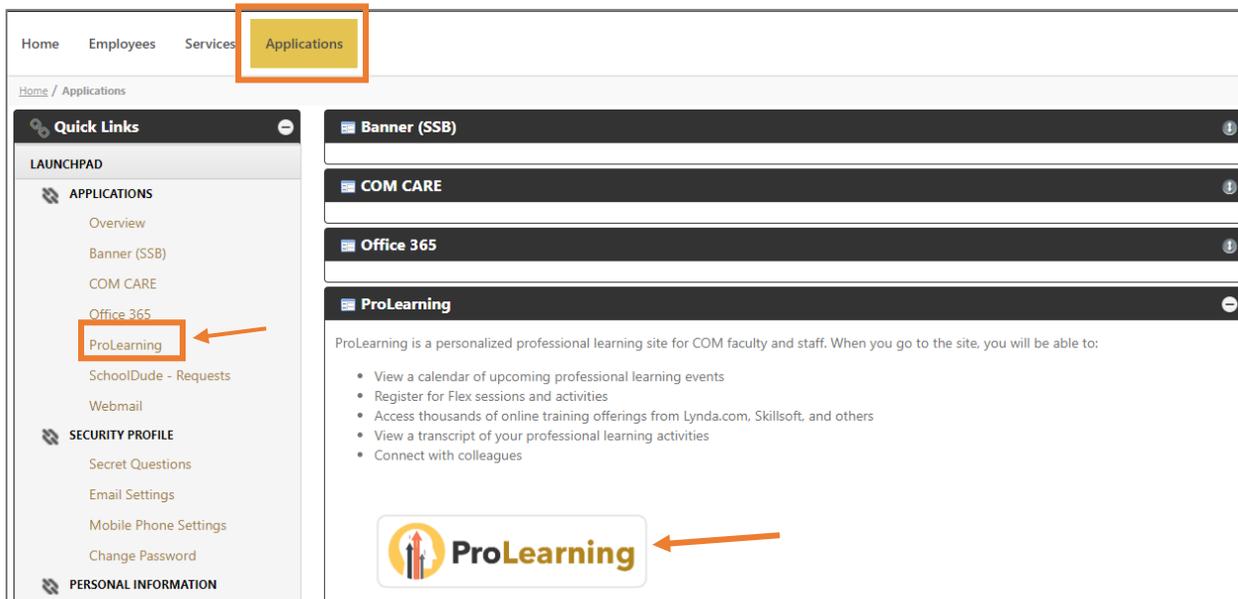
Where can I access support for the ProLearning portal?

For immediate support, visit the Help Manual by clicking the Help link located in the upper right corner of the screen.
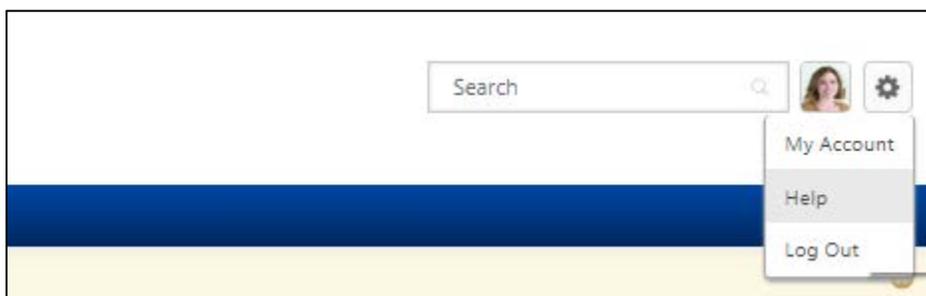
If you are a ProLearning administrator and are experiencing technical difficulties adding or approving training, please submit a ticket to the COM Service Desk.

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*.

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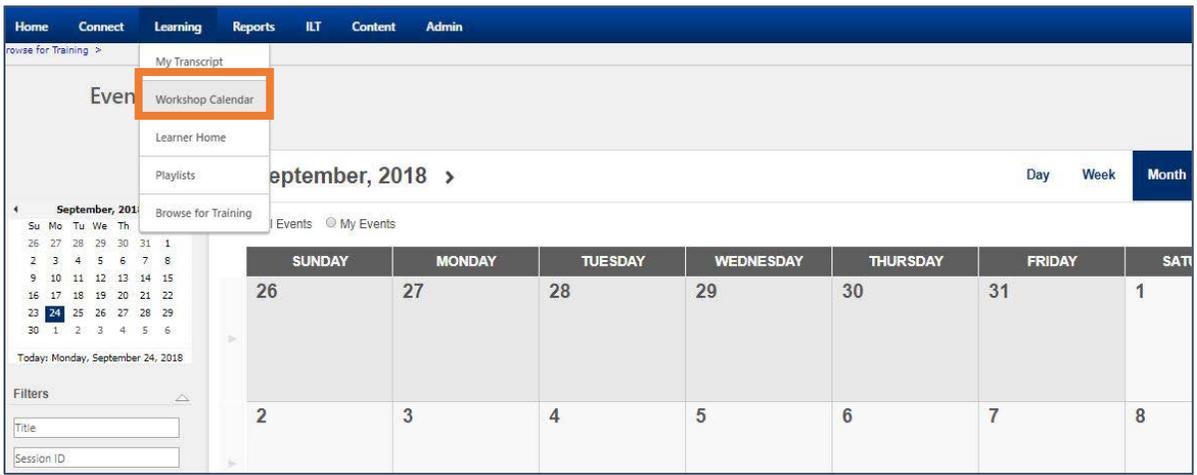
Learner Home includes a search bar in the page header and subjects inspired by your previous searches and/or training.
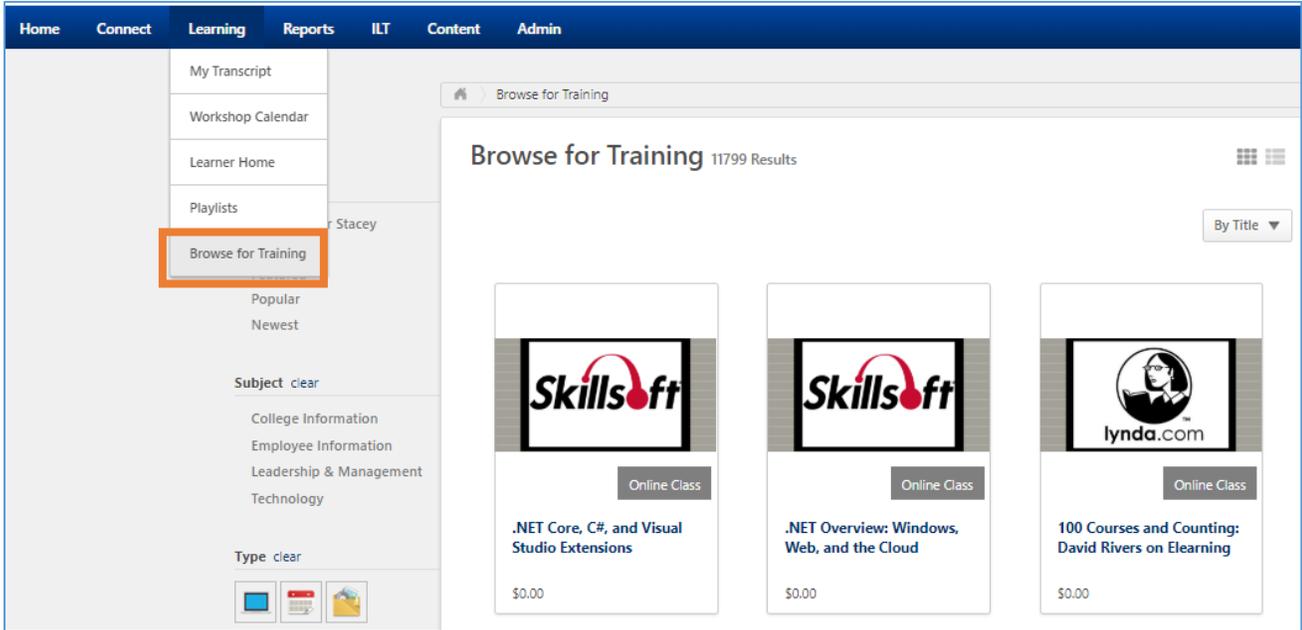

Workshop Calendar

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.

Training: My subjects, featured, popular, or newest

Subject: Subjects you have selected that are of interest

Type: Online Class, Event, or Material

Browse for Training 11799 Results

Training clear

Top Picks for Stacey
My Subjects
Featured
Popular
Newest

Subject clear

College Information
Employee Information
Leadership & Management
Technology

Type clear

Date Range clear

From
To
View Full Calendar

Location clear

Select a location

By Title ▼

By Title
By Most Recent
By Duration
By Popularity

Online Class

.NET Core, C#, and Visual Studio Extensions

$0.00

Online Class

.NET Overview: Windows, Web, and the Cloud

$0.00

Online Class

100 Courses and Counting: David Rivers on Elearning

$0.00

Online Class

11 Things Every Beginner Needs to Learn to Love

Online Class

11 Things Every Newspaper Should Know About PDFs

Online Class

11 Tricks for Faster Photo Processing with Bridge and

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.

Search

My Account

Help

Log Out

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. 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*.
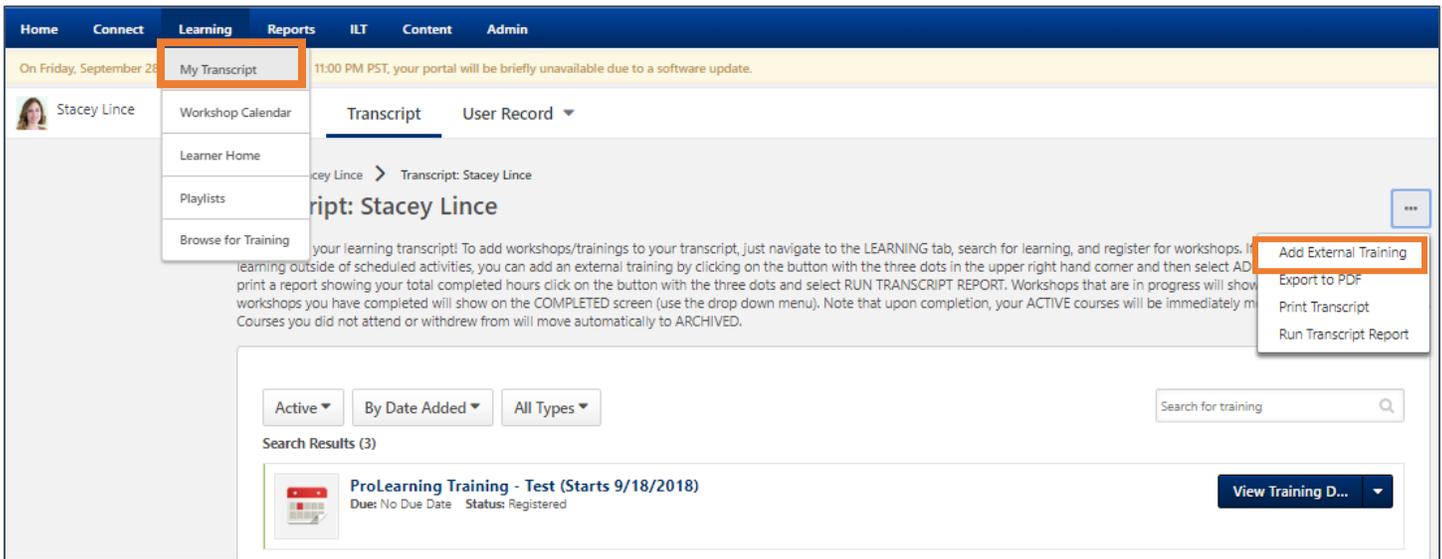
How do I connect with Vision Resource Center learning communities?

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.**