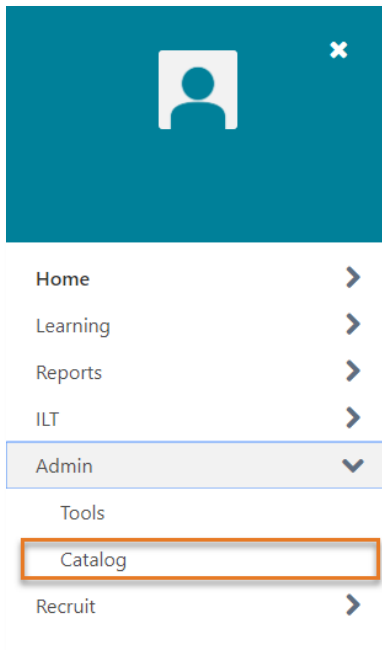# Reviewing Training for Your Department

Step 1 – Navigate to Course Catalog

1 From any page within MyCareer@PCC, click on the Show Navigation Menu icon (▤) in the upper right corner of the screen to reveal the Navigation Menu. Select **Admin** to open a submenu and click on **Catalog**.

2 From the **Catalog Management** page, click **Course Catalog** from the **Course Catalog** section.

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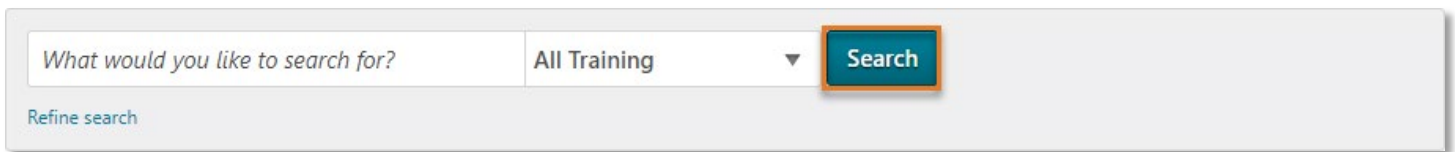
Step 2 – Review Your Training

Note: Learning administrators will only see training/learning objects for their provider (each department that owns training in the system is setup as a different provider).

If you notice errors on your training items or if you aren't seeing the expected learning objects, please reach out the Office of Professional and Organizational Development at POD@pcc.edu.

**1** Click the search button (Search) without setting any parameters to return a list of training to which you have access.

What would you like to search for?	All Training ▼	Search
Refine search		

2 Click on the title of the training you wish to review.

| Published ▼ | Active ▼ | By Title ▼ | ☐ Show Courses with Recurrence | ☐ Created by Me |

☑	Title	Provider ⇅	Version	Language	Created Date ⇅	Modified Date ⇅	Actions
☐	Annual Responsible Employee Refresher	Get Inclusive	1.0	English (US)	2/4/2019	2/25/2019	▼
☐	Diversity Module (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/8/2019	3/4/2019	▼
☐	Inclusive Leadership for Employees	Get Inclusive	1.0	English (US)	2/4/2019	2/13/2019	▼
☐	Mgr Harassment/TIX Module (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/8/2019	2/8/2019	▼
☐	Required Title IX and Diversity Training	Get Inclusive	1.0	English (US)	2/4/2019	2/14/2019	▼
☐	Title IX and Diversity Training (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/14/2019	2/14/2019	▼
☐	Title IX Module (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/8/2019	2/14/2019	▼
☐	Title IX Module for Employees	Get Inclusive	1.0	English (US)	2/4/2019	2/13/2019	▼

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3 On the Course Console page, you will be able to review the course description for the training, basic settings for the training and various statistics regarding enrollment and completions. You will not be able to make direct edits to your training items here. If you would like to make changes to any of the configuration, please reach out to POD@pcc.edu.

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