
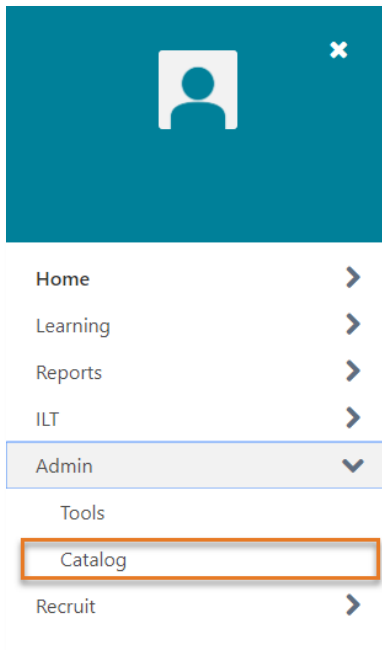


Reviewing Training for Your Department


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.

Catalog Management



Manage all aspects of the training catalog including training, providers, subjects and evaluations.

Course Catalog

Course Catalog ★

Manage all training courses that have already been created in your portal

Learning Objects

Curricula ★

Create and manage curricula


Events and Sessions ★

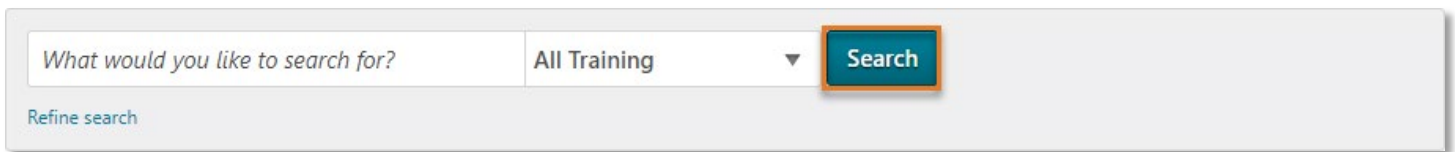
Create and manage instructor led training

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 () without setting any parameters to return a list of training to which you have access.



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

Published ▼ Active ▼ By Title ▼ <input type="checkbox"/> Show Courses with Recurrence <input type="checkbox"/> Created by Me							
<input checked="" type="checkbox"/>	Title	Provider	Version	Language	Created Date	Modified Date	Actions
<input type="checkbox"/>	 Annual Responsible Employee Refresher	Get Inclusive	1.0	English (US)	2/4/2019	2/25/2019	▼
<input type="checkbox"/>	 Diversity Module (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/8/2019	3/4/2019	▼
<input type="checkbox"/>	 Inclusive Leadership for Employees	Get Inclusive	1.0	English (US)	2/4/2019	2/13/2019	▼
<input type="checkbox"/>	 Mgr Harassment/TIX Module (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/8/2019	2/8/2019	▼
<input type="checkbox"/>	 Required Title IX and Diversity Training	Get Inclusive	1.0	English (US)	2/4/2019	2/14/2019	▼
<input type="checkbox"/>	 Title IX and Diversity Training (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/14/2019	2/14/2019	▼
<input type="checkbox"/>	 Title IX Module (LawRoom Pre-March 2018)	PCC - OEI	1.0	English (US)	2/8/2019	2/14/2019	▼
<input type="checkbox"/>	 Title IX Module for Employees	Get Inclusive	1.0	English (US)	2/4/2019	2/13/2019	▼

- 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.

Title IX Module for Employees

Provider: Get Inclusive
Exclude from Recommendations: Off
Training Hours: 0 Hours, 0 Minutes
Price: \$0.00
Mobile: Off
Credits: 0
Subjects: Legal + Compliance
Available Languages: English (US)
Keywords: Training

Description:
 The **Title IX Module for Employees** provides you with important information regarding PCC's Gender-Based and Sexual Misconduct Policy (which also includes PCC's obligations under Title IX – a federal law prohibiting sex and gender based discrimination and harassment), as well as your mandatory reporter responsibilities as a PCC employee.

Online Class: 1.0
Active: N/A

ID	Status	Created Date	Created By	Default Language	Last Modified Date	Effective Date
2b83c680-0513-436b-8cb7-1df595d4b24f	Published	2/4/2019	Integration Admin	English (US)	3/14/2019	N/A

Allow Download: No

Content:

Module:
 Content Type: SCORM 1.2 File Name: GetInclusive_scorm_shell_org102c47_portlandcc.zip

Settings:

Registration: OFF
 Recurrence

Availability:

NO AVAILABILITY SELECTED
 Add users by selecting organizational units, groups and/or individual users.

Training Over Time:

Registrations (21) Completions (0)

Training Status: LAST 60 DAYS
 21 Total
 19 NOT STARTED
 2 IN PROGRESS
 0 COMPLETED

Training Statistics: ALL TIME
 3 REQUESTS
 18 ASSIGNMENTS
 0 COMPLETIONS

Associated Training:

No training associated with this course.