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.
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.
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.