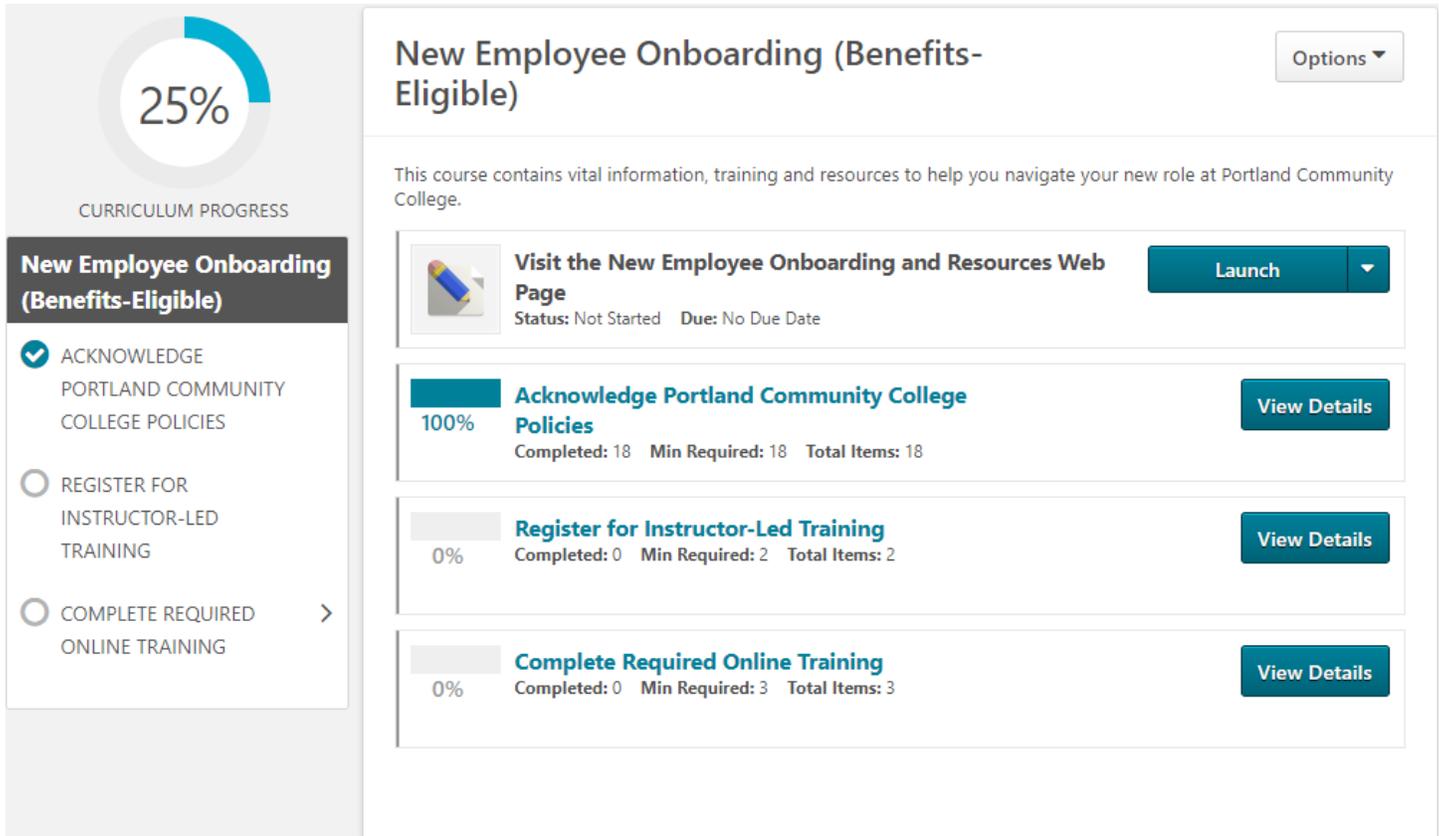


Using the Curriculum Player

A curriculum is a training type in MyCareer@PCC that contains other learning objects like materials, websites, videos, instructor-led events and online courses. To launch a curriculum, navigate to your **Transcript** and click the **Open Curriculum** button (). This will redirect you to the curriculum player for the content you selected.



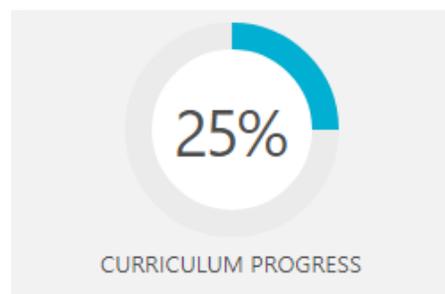
The screenshot shows the Curriculum Player interface for "New Employee Onboarding (Benefits-Eligible)". On the left, a progress indicator shows 25% completion. Below it, a list of tasks is shown: "ACKNOWLEDGE PORTLAND COMMUNITY COLLEGE POLICIES" (checked), "REGISTER FOR INSTRUCTOR-LED TRAINING", and "COMPLETE REQUIRED ONLINE TRAINING". The main content area displays three items:

- Visit the New Employee Onboarding and Resources Web Page**: Status: Not Started, Due: No Due Date. Includes a "Launch" button.
- Acknowledge Portland Community College Policies**: 100% Completed: 18, Min Required: 18, Total Items: 18. Includes a "View Details" button.
- Register for Instructor-Led Training**: 0% Completed: 0, Min Required: 2, Total Items: 2. Includes a "View Details" button.
- Complete Required Online Training**: 0% Completed: 0, Min Required: 3, Total Items: 3. Includes a "View Details" button.

There are several features of the curriculum player with which you should be familiar.

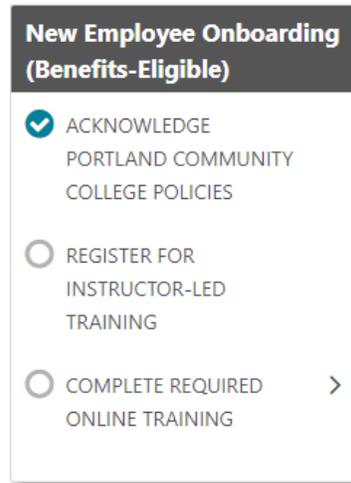
Progress Indicator

The progress indicator will always be in the top left corner of the curriculum player regardless of the current section. It displays the percentage of the curriculum you have completed and dynamically updates as you mark additional content complete.



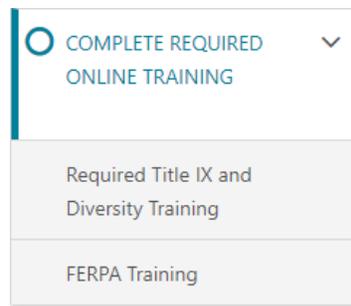
Navigation Pane

The navigation pane is directly underneath the progress indicator and can be used to move between sections of the curriculum.



Click on the section titles to jump to the desired section. You can return to the top level of the curriculum at any time by clicking on the curriculum title in the gray box. As you complete each section, a teal checkmark () will appear next to the section title in the navigation pane.

If a section has subsections, those will appear in the navigation pane when you select that section.



Launching Content

Click the teal **Launch** button () to move through the content contained in the curriculum. Much of the content will be displayed in a pop-up window, so be sure to disable any pop-up blocker you might be using or whitelist MyCareer@PCC (manage your pop-up blocker to allow pop-ups from MyCareer@PCC).

“Mark Complete” Content

Once you have launched a piece of content, the **Launch** button will become the **Mark Complete** button () which you must click to “complete” the content. Once you have done so, a teal checkmark will appear next to the item.

Occasionally, you will be asked to electronically sign a particular piece of content as an acknowledgement. In this case, clicking the **Mark Complete** button will reload the page. Click the teal **Sign** button () to launch the Acknowledgement page. Read the acknowledgement, follow the on-screen prompts and click the gray **Sign** button (). Once you have signed the acknowledgment, you can click the **Back** button () to return to the curriculum player.

Note: If a curriculum contains an instructor-led event, the curriculum will not be considered completed until the instructor for the event marks you as attended.