
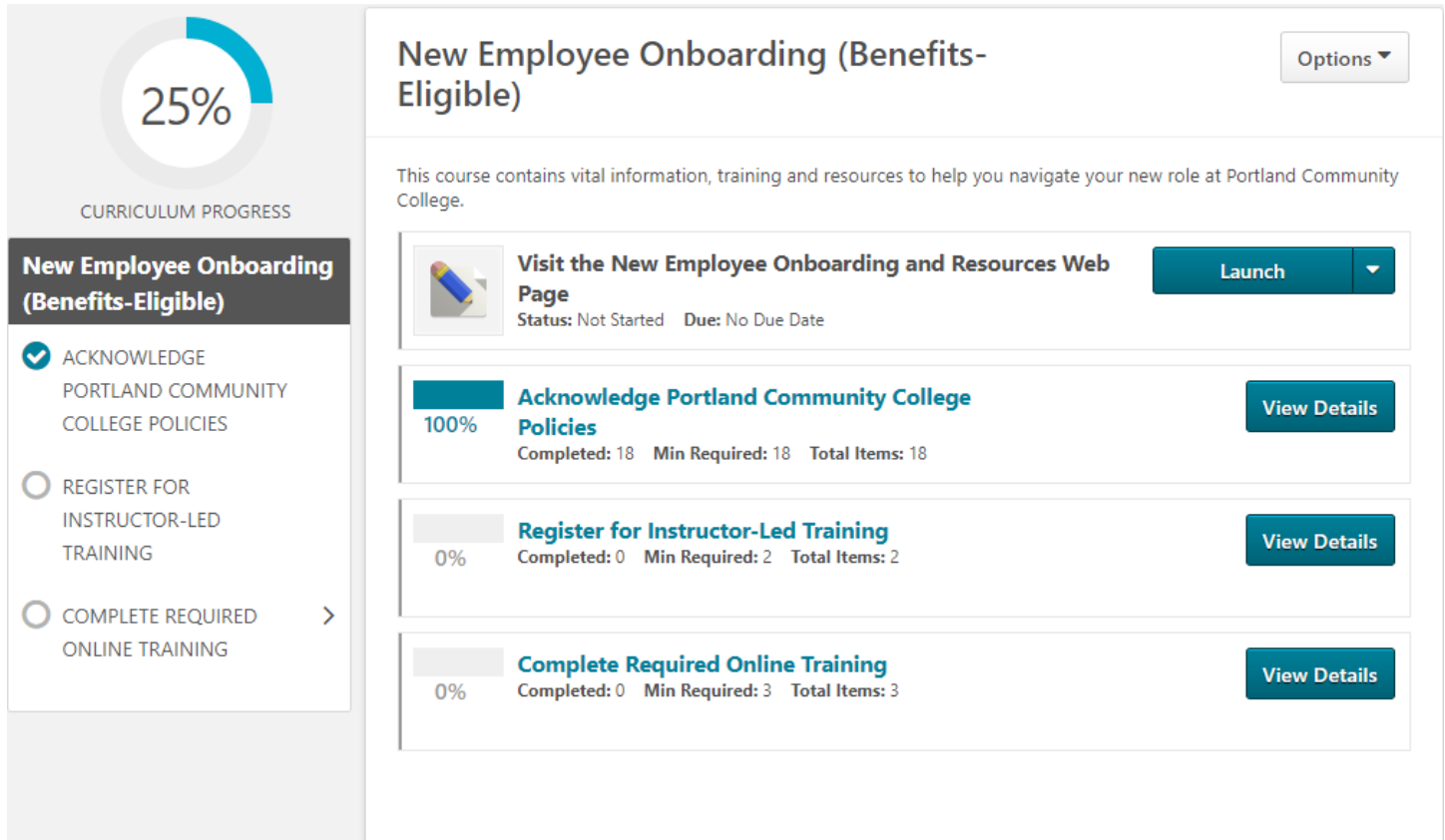


Using the Curriculum Player

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.




25%
CURRICULUM PROGRESS

New Employee Onboarding (Benefits-Eligible)

- ACKNOWLEDGE PORTLAND COMMUNITY COLLEGE POLICIES
- REGISTER FOR INSTRUCTOR-LED TRAINING
- COMPLETE REQUIRED ONLINE TRAINING >

New Employee Onboarding (Benefits-Eligible) Options ▾

This course contains vital information, training and resources to help you navigate your new role at Portland Community College.

 **Visit the New Employee Onboarding and Resources Web Page** Launch ▾
Status: Not Started Due: No Due Date

Acknowledge Portland Community College Policies View Details
100% Completed: 18 Min Required: 18 Total Items: 18

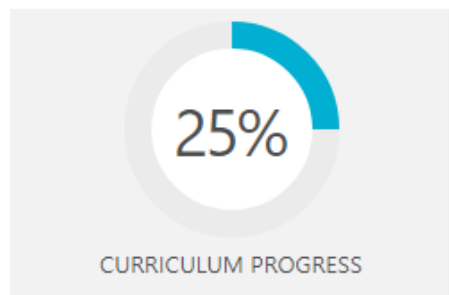
Register for Instructor-Led Training View Details
0% Completed: 0 Min Required: 2 Total Items: 2

Complete Required Online Training View Details
0% Completed: 0 Min Required: 3 Total Items: 3

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

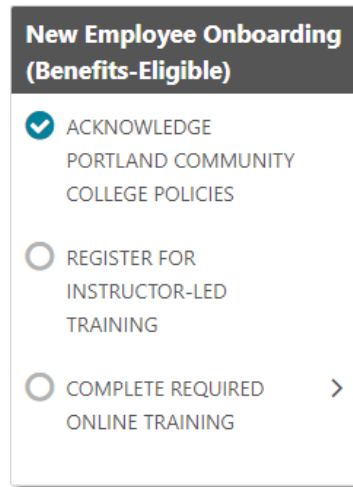
Progress Indicator


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.



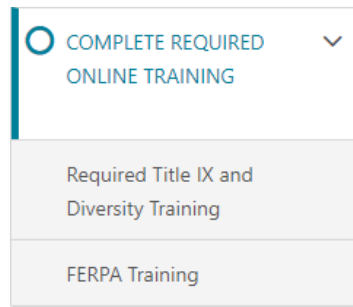
Navigation Pane

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.