MyCareer@PCC Learning Suite Primer
Instructor-Led Training (ILT)

Vendors

Each department at PCC that provides staff training is setup as a vendor within the system. As a learning administrator, you will only see training/learning objects provided by your department. To learn more about reviewing your department's course catalog, please consult the [Reviewing Training for Your Department](#) guide available on the [MyCareer@PCC Resources](#) page.

If your department provides staff training but is not defined as a vendor in the system, please email POD@pcc.edu.

Instructors

Instructors for your department must be defined in the system before they can be added to a session. If you need to have an instructor added to your vendor, please email POD@pcc.edu with your vendor name and the staff member you would like added as an instructor.

Events and Sessions

Events and sessions are the learning objects associated with Instructor-Led Training (ILT). As a learning administrator, it is important to distinguish between **events** and **sessions.** An **event** houses general information about a training course such as course description and learning objectives as well as details like vendor and subjects. A **session** is a scheduled instance of an event. Session default information like preferred instructor and registrations procedures are indicated at the event level as well so you do not have to recreate the wheel each time you schedule a session. However, these defaults can be modified at the session level.

For additional details on managing events and sessions in MyCareer@PCC please review the [Creating Events](#) and Sessions Management guides.

Facilities

Rooms have to be added to the system on an as-needed basis. If you are scheduling a session and the room you have booked is not available in the system please email POD@pcc.edu.

Roster Management

Departmental learning administrators are responsible for updating the session rosters after an ILT session is completed. If this process is not completed, registered learners will not receive credit for taking your training. For a step-by-step guide on how to update a roster, please review the [Roster Management](#) guide.