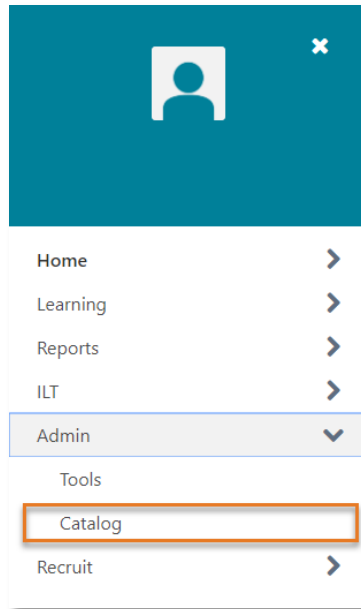


Reviewing Training for Your Department

Navigating to the Course Catalog

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.




From the Catalog Management page, click Course Catalog from the Course Catalog section.

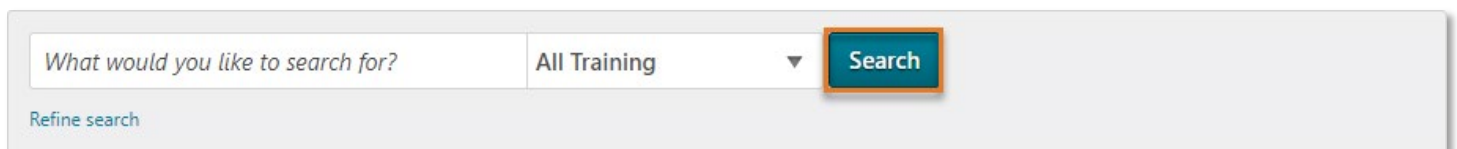


Reviewing Your Training

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.

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



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

Published ▾ Active ▾ By Title ▾ Show Courses with Recurrence Created by Me

<input checked="" type="checkbox"/>	Title	Provider	Version	Language	Created Date	Modified Date	Actions
<input type="checkbox"/>	Title IX Module for Employees	Get Inclusive	1.0	English (US)	2/4/2019	2/13/2019	▾

On the Course Console page, you will be able to review and edit the course description for the training, other basic settings and various statistics regarding enrollment and completions.

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. Subject 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.

ID	Status	Created Date	Created By	Default Language	Last Modified Date	Effective Date
2835080-0513-438b-8cb7-1d59194b24f	Published	2/4/2019	Integration Admin	English (US)	2/13/2019	N/A

Allow Download: No

Content:

Module:
 Content Type: SCORM 1.2 File Name: GetInclusive_scorm_phe1_org192047_portlandcc.zip

Settings:

Registration: OFF (Revised)

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


Training Over Time:

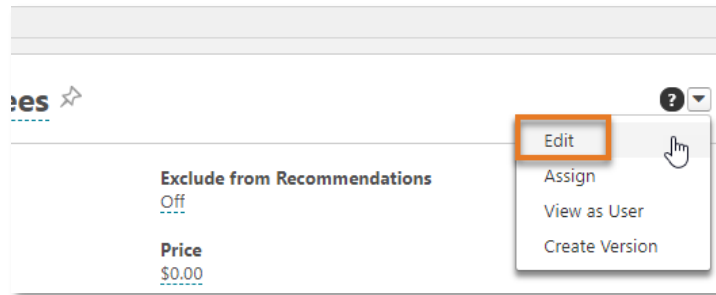
Training Status (LAST 60 DAYS): 21 Total
 19 NOT STARTED
 2 IN PROGRESS
 0 COMPLETED

Training Statistics (ALL TIME): 3 REQUESTS, 18 ASSIGNMENTS, 0 COMPLETIONS

Associated Training: No training associated with this course.

Editing Training Settings

At the top of the Course Console page, click the down arrow () to open the Actions menu. Select Edit from the menu.



On the Edit Course page, you will see several tabs across the top of the page.




Use the tabs across the top of the page and follow the onscreen instructions to configure your course. This guide will briefly outline the most commonly used tabs. If you have questions about a tab that is not discussed here, please reach out to the POD team at POD@pcc.edu.

General

The general tab is where you will give your course a description, set keywords, allow for recurrence and set training equivalencies.

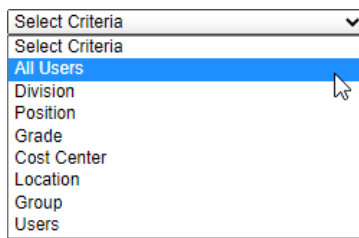
Subjects



The Subjects tab is where you will identify the subject(s) for your content.

Click on the Add a Subject link ( **Add a Subject**) to browse/search for the appropriate subject. This is required.

Availability

The Availability tab is where you will define the audience that has access to your course. Open the drop down to elect the criteria you would like to use.




Then click on the New Window icon () to browse/search for the groups you would like to give access. If you select All Users, be sure to click the Add button () to actually add the criteria to your course.

Emails

The Emails tab is where you will customize the automatic emails for your course. To learn more about this, please review the [Custom Automated Emails guide](#).




Evaluations

The Evaluations tab is where you can activate and select an evaluation for use with your course. If you would like an evaluation for your course, check the box in the Active column. Use the New Window icon () to select the evaluation that you would like to use.

If you would like a custom evaluation to use with your course, reach out to POD@pcc.edu.

Saving Course Edits

Once you have made all of the necessary edits to your course, click the Save button () at the bottom of the page.