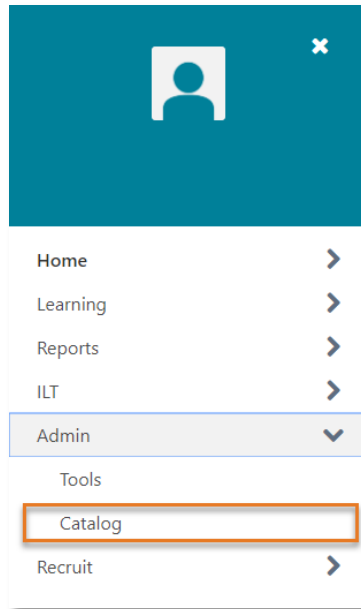# Reviewing Training for Your Department

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.
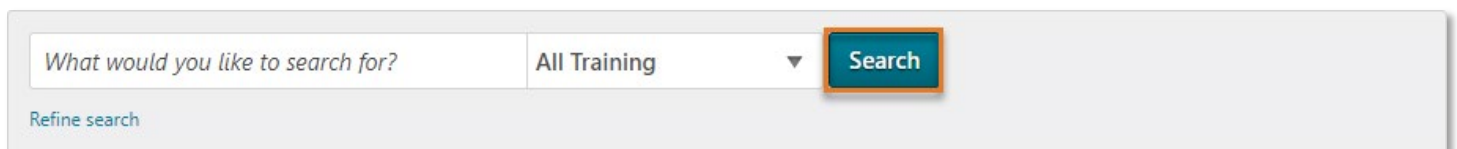

Reviewing Your Training

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 (**Search**) 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.

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.

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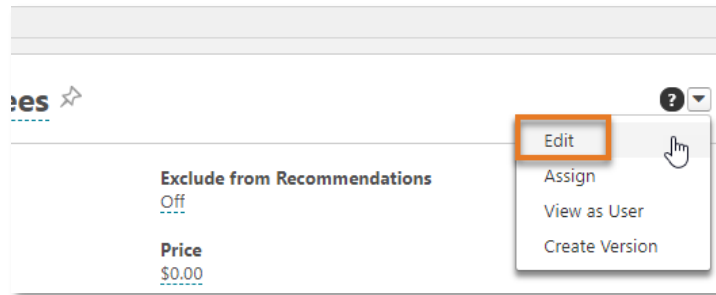
On the Edit Course page, you will see several tabs across the top of the page.

General	Prerequisites	Subjects	Skills	Competencies	Acknowledgement	Approval Workflow
Availability	Emails	Recommendations	Pricing	Transactions	Evaluations	Training Exemptions

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.
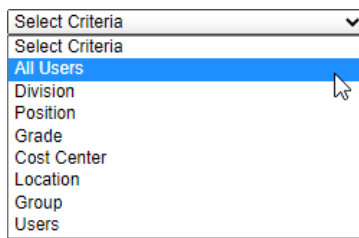
Subjects

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 (Add) 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.