

VISION RESOURCE CENTER

USER GUIDE



Version 1.4

August 15, 2021

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Vision Resource Center (VRC)

User Guide

The Vision Resource Center (VRC) is a statewide system for accessing, sharing, promoting, and tracking professional development. It allows all employees in the California Community College system to connect and learn about countless topics that influence our work in support of our students.

Need Help?

If you need help while using the VRC, here are your primary contacts:

Trouble logging in?

Log in to MySolano.edu using your Solano credentials (username and password). If you forgot your credentials or are having trouble logging in, please contact Solano Technology Services & Support (helpdesk@solano.edu, 707-864-7000 ext. 4690, or <http://support.solano.edu/ehelpdesk/login.glml>).

Experiencing Difficulties?

If the VRC is not functioning properly, you aren't seeing a page or header that you should, or you are able to view information that seems outside of your scope, contact the Vision Resource Center support at visionsupport@foundationccc.org.

Information is Inaccurate?

If the information showing in the system is inaccurate (e.g. your position is incorrect or it is showing the wrong managerial hierarchy), contact the Solano HR department (hr@solano.edu). The information in the VRC is coming from Banner and needs to be changed in Banner, not the VRC.

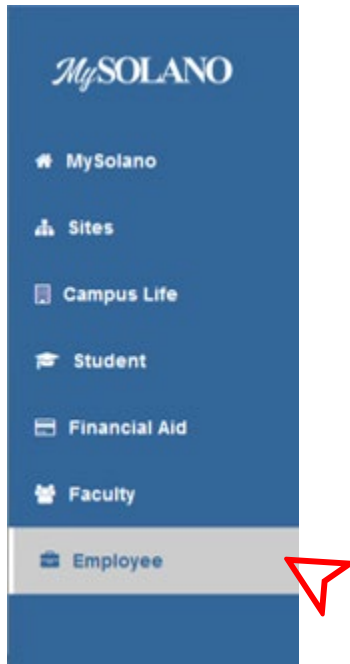
Other questions?

For other questions and updates to this guide, please the Solano Professional Development/Flexible Calendar Committee at pdfc@solano.edu.

General Information

Log in Instructions

Log in to the Vision Resource Center (VRC) through **MySolano.edu** with your credentials (username and password) then select the **Employee** tab:



Once in the Employee page, click on the Professional Development logo (designed by a student) to be redirected to the Vision Resource Center automatically:



Headers and Menus

The VRC menu will include the following headers: *Home*, *Communities*, *Learning*, *Reports*, and *Systemwide Information* tabs.

Navigation Note: To access the links/pages under the headers, **hover over** the text, (*Home*, *Communities*, *Learning*, *Reports*, *etc.*) to allow the menus to open; clicking directly on the words in the navigation bar will not redirect you to a new page.

Key Terms

It is critical to understand a few key terms used in the VRC:

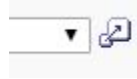
- **Instructor Led Trainings (ILT):** These are local professional development opportunities (e.g. presentations, workshops, trainings) with a specific date and time; in other words, an item that would go on a calendar. ILTs are made up of **Events** and **Sessions**.
- **Events:** **Events** are descriptions of opportunities that may repeat over time. When an **Event** is created, it is not set up a specific date and time. Rather, it will only have the general information about the **Event**. For example, the **Event** might be Safe Colleges training. It would show the general information about Safe Colleges – the name, description, objectives, etc.
- **Sessions:** **Sessions** are the actual event with a specific date and time. For example, once Safe Colleges is created as an **Event**, then **Sessions** of Safe Colleges are created on a specific date, without having to add all of the general detail again.

Key Icons


A few key icons are used throughout the VRC:

Expand Icon

This icon is used to expand or “pop out” a list of existing data in the system.



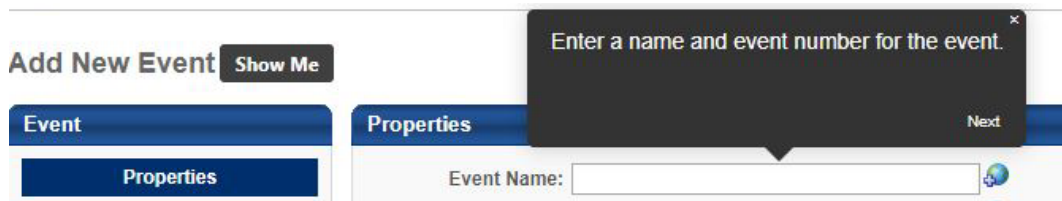
Blue Plus Icon

This blue plus icon is to *add* an item. For example: You may need to add a location to your filter. Search for the location by name then click the blue plus icon next to that location. *The blue plus sign is different from a black plus sign*  *which means there is more information/lists below this item.*



Show Me Button

The black box that says *Show Me* is a helpful tool to guide you, step-by-step, through the VRC. When you click on *Show Me*, it will indicate each step on that page.



Welcome Page

When you login to the VRC, you will view our Welcome Page (generated by a student):



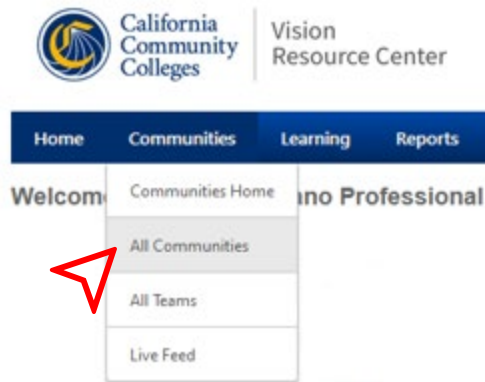
Users will see quick-link buttons to help you navigate key pages quickly:

- **Learner Home** – This page provides professional development opportunities, customized for you! You may search for trainings, see your in-progress training(s), review your completed training(s), add subjects to find professional development that interests you, and more!
- **My Transcript** – The VRC learner transcript lists all of your professional development. Here you may view your training statuses (“Completed”, “Active”, or “Archived”) and due dates. This is also where you may start or continue “Active” (in progress) trainings, mark trainings as complete, and submit evaluations for your completed trainings to earn credit.
- **Enter External/Flex Request** – If you would like to complete professional development outside of regularly scheduled activities, submit the “Enter Flex Request” (for faculty) or “Enter External Request” (for staff) form.
- **Events Calendar** – Check out professional development opportunities available at Solano and throughout the state! Filter sessions by Location, Instructor, and/or Subject(s). Click on a session to view details and register.
- **Search Training** – The VRC hosts over 12,000 trainings (and counting!). You may find trainings on Adobe, Microsoft Office, and much more. Filter trainings by Duration, Type, Subject, and/or Provider.

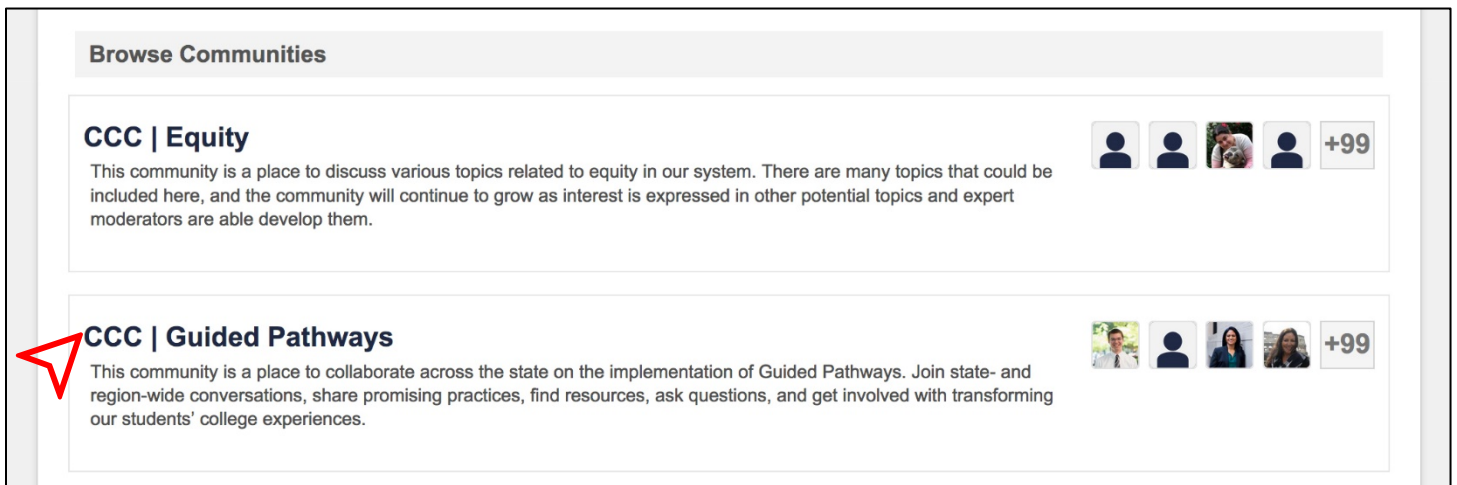
- **Communities** – Connect with colleagues from Solano and other California Community Colleges. **NOTE:** All Solano employees are automatically enrolled in the “SCCD | Solano Community College District” Connect Community to access guides and ask questions. Join other communities that discuss issues related to you and your work.
- **Need Help?** Online help is just a click away! Search for guides, popular topics, and find additional resources. If you do not find what you are looking for, post your question in the SCCD Connect Community!

CONNECT: Communities

The VRC hosts many online communities to facilitate local and statewide connection and collaboration. To find and join communities, visit **All Communities** in the **Communities** menu of the navigation bar:



You will see all communities that you have access to, along with brief descriptions:



Select the community you wish to join, then click the **Join Community** button:




Visit the Topics page in a community to see conversations, questions, and resources from community members:

Within each topic you will find a list of postings and sub-topics. Click on a post to review and access related resources users are sharing:

Postings	Author	Replies	Views	Likes
Guided Pathways Field Notes	Kevin Wutke 6/18/2019 11:17 AM	0	17	1
Collecting Student Voices Guide	Kevin Wutke 6/18/2019 11:13 AM	1	16	0
Engaging Students in Guided Pathways Dev...	Kevin Wutke 6/18/2019 11:12 AM	0	14	1
Get Started.Data Coaching to Inform Guided...	Alyssa Nguyen 3/18/2019 9:28 AM	1	53	3


Users can reply to the posts and download shared resources:


Guided Pathways Field Notes Options ▾






 **Kevin Wutke** posted 6/18/2019 11:17 AM



Field Notes is a collection of activities and discussion-starters for teams to engage in together. The hope is that they help colleges identify obstacles, promote cultural change, and track progress. This document is the full set of activities from version 1.

Our hope is that you find the activities useful, but that you also adapt them to your own institution, add new ones, and share your experiences about what did and didn't work for you. Print it out and keep physical notes, and/or share your additions, revisions, and experiences below!

 Guided_Pathways_Field_Notes_6_18_19.pdf
13.12 MB

 Like 1

B I S U     

Cancel Reply

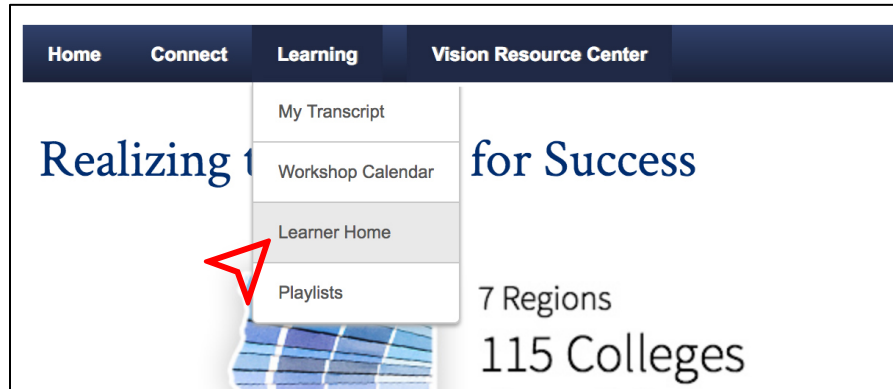
After you have joined a community, the most recent posts from all of your communities are listed on **Your Community Updates** of the Welcome page:

Your Community Updates

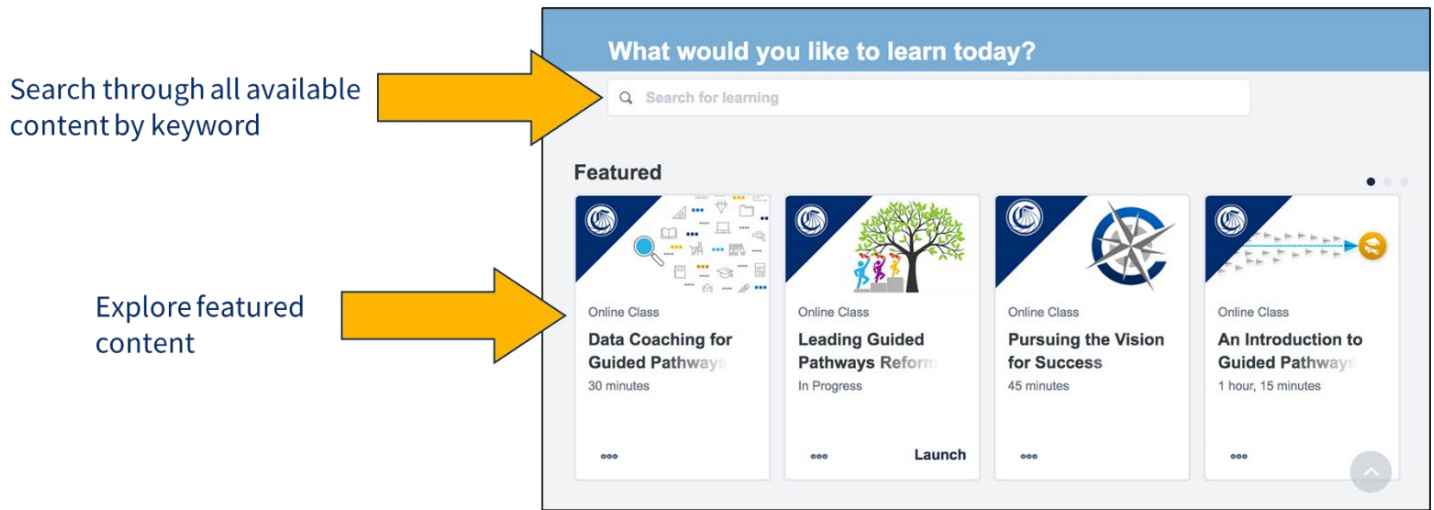
-  recording. v13 summit session 4, Equitable Placement with Integrity
4/26/2021 2:49 PM - 0 Comments - Connect
-  **College System Admins** - Patricia Flannigan has received a reply to the Q&A:
Online Video Creation with Branching
4/27/2021 12:22 PM - 1 Comments - Connect
-  **CCC | Community Colleges for Change - Institutional Effectiveness Partnership Initiative (IEPI)** has received a reply to the discussion:
4/21 Webinar: Advocacy Advancing Racial Equity Town Hall
4/21/2021 11:42 AM - 2 Comments - Connect
-  **CCC | Equity - Institutional Effectiveness Partnership Initiative (IEPI)** has received a reply to the discussion:
4/21 Webinar: Advocacy Advancing Racial Equity Town Hall
4/21/2021 11:42 AM - 2 Comments - Connect
-  **CCC | Webinars, Conferences and Events - Institutional Effectiveness Partnership Initiative (IEPI)** has received a reply to the discussion:
4/21 Webinar: Advocacy Advancing Racial Equity Town Hall
4/21/2021 11:42 AM - 2 Comments - Connect

LEARNING: Accessing Content

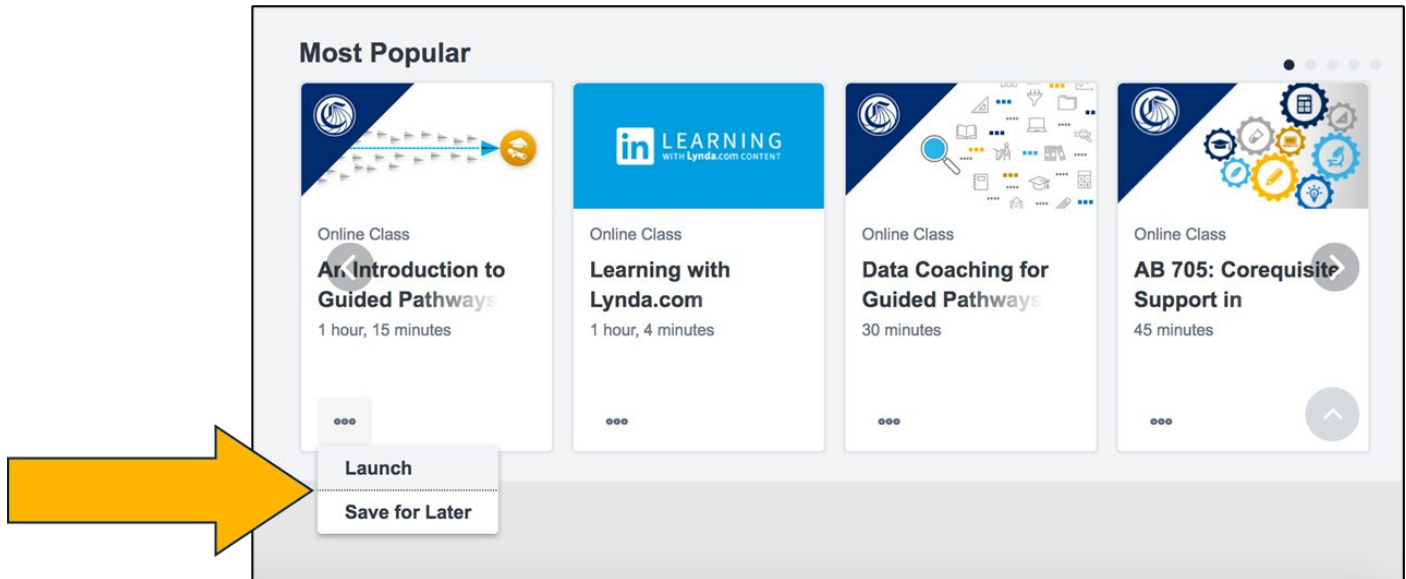
The VRC has over 12,000 professional development courses and modules. To access this content, click on the **Learner Home** in the **Learning** menu of the navigation bar:



Search through all available content by keyword or explore featured content:

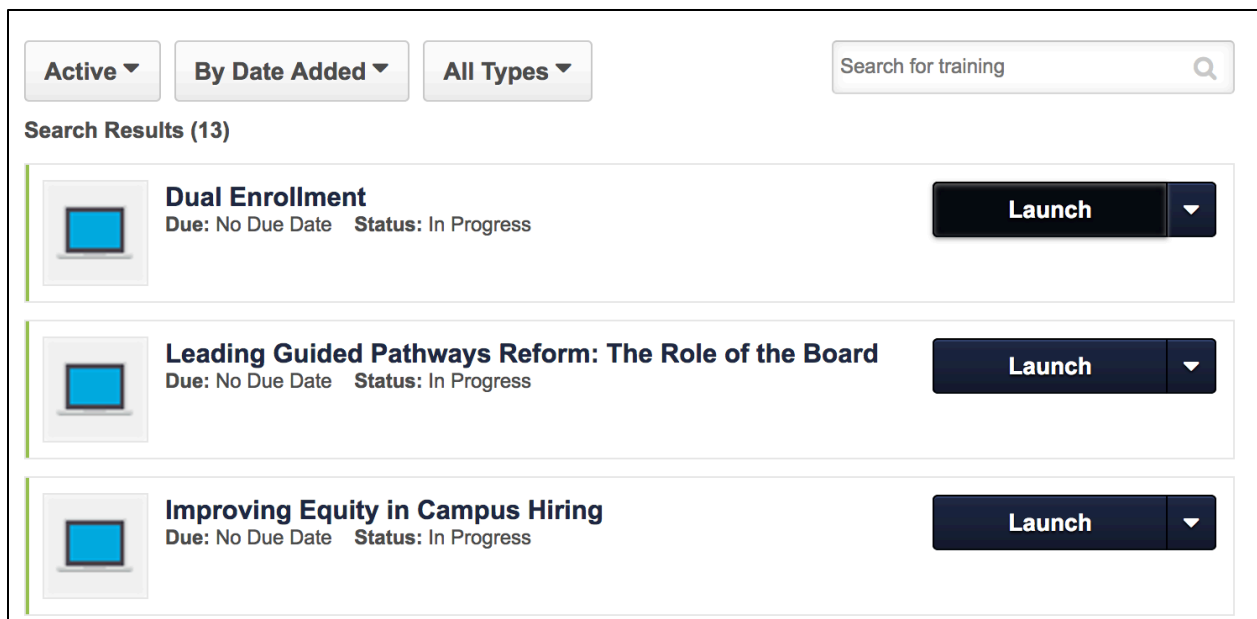


To begin right away, click **Launch** to access content. This will automatically add the module to your transcript as “Active” (in progress). Click **Save for Later** to keep the module listed on your Learner Home and transcript.



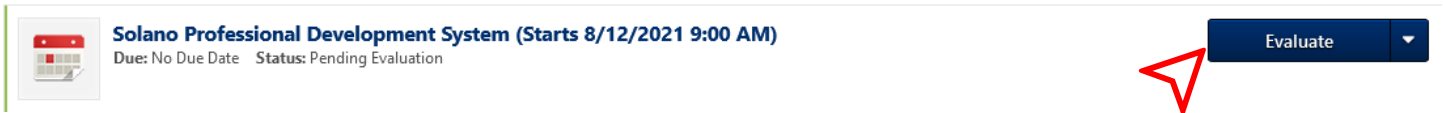
Transcript

The VRC documents all professional development in **My Transcript**. Access your professional development transcript under **Learning** in the main navigation bar to review “Completed”, “Active” (in progress), or “Archived” modules:



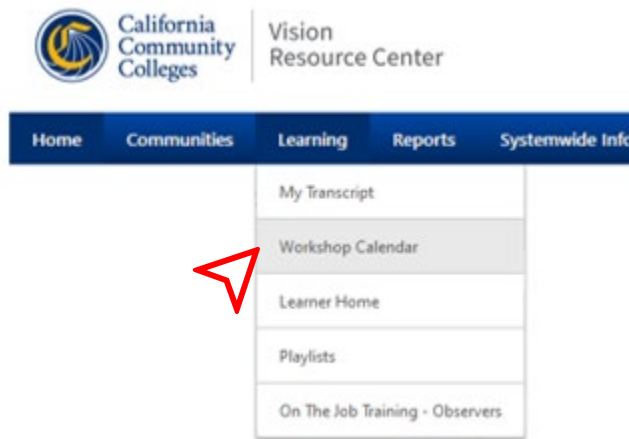
Evaluate

To earn credit for completed sessions, go to **My Transcript** and select **Evaluate**:

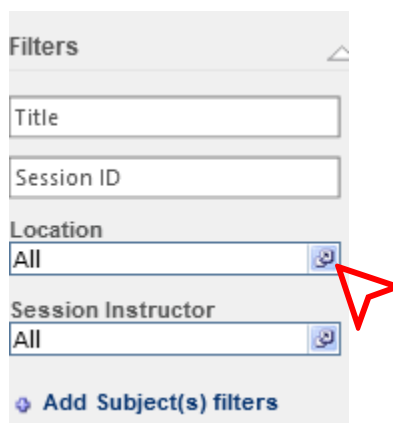


Events Calendar

The VRC maintains a systemwide calendar of events to help users find upcoming professional development opportunities. To access the calendar, click on the **Workshop Calendar** in the **Learning** menu of the navigation bar:



To view professional development opportunities offered through Solano Community College, click the “expand” icon under the **Location** option in **Filters**:



Navigate through the list of integrated colleges or search for Solano by name, then click the blue plus sign to add Solano CCD to the filter:

Select Facility

Search

Name: ID: Owner:

Top Node

(57 Results) << < 2 3 4 5 6 > >>

ADD	TITLE	ID
	SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT	640
	San Mateo County Community College District	370
	Santa Barbara City College District	650
	Santa Clarita Community College District	660
	Santa Monica College District	
	Sequoias Community College District	
	Sierra Joint Community College District	
	Solano CCD	
	Southwestern Community College District	
	State Center Community College District	570

Feedback

Session Registration

To sign-up for a session, select the time and date on the calendar then click the **Request** button to register:

SESSION

Advancing Equity Through Guided Pathways

Thu, May 20, 2021, 2:30 PM - 4:00 PM PDT
Register by Thu, May 20, 2021, 2:30 PM PDT

Solano CCD

1 hour, 30 minutes

English (US)

Diversity/Equity/Cultural Intelligence Guided Pathways

100 out of 100 seats available

Taylor Palmer
7078641234
taylor.palmer@solano.edu

PARTS / SCHEDULE

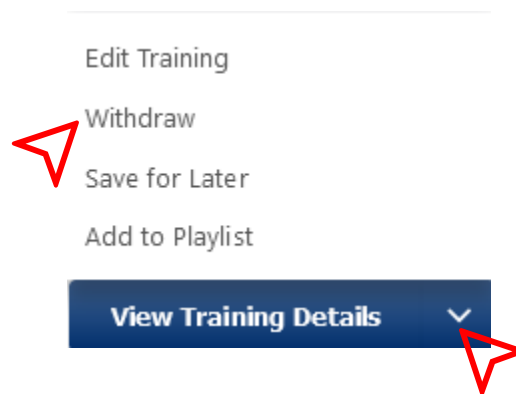
MAY Thu, May 20, 2021, 2:30 PM - 4:00 PM PDT

20 Advancing Equity Through Guided Pathways
Solano CCD

Guided pathways offers an important opportunity to close long-standing equity gaps for historically minoritized students. Implementation by itself...

Session Withdrawal

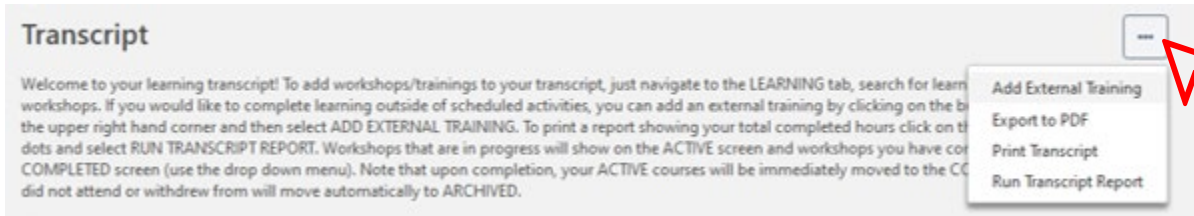
To withdraw from a session, find the session in **My Transcript** or the **Events Calendar**, select the session and click on **View Training Details** to **Withdraw**:



Select a reason for withdrawal from the session, then you are immediately removed from the roster.

Submit Flex/External Training Request

If you would like to complete professional development outside of regularly scheduled activities, submit the “**Enter Flex Request**” (for faculty) or “**Enter External Request**” (for staff) form. A link to the form is available on the **Welcome page** (Enter External/Flex Request) or by selecting **Options** (⋮) in your **Transcript**:



Select **Add External Training**, complete the form, then click **Submit**:

Title *

Description: *
Location: *
Date(s): *

Start Date End Date

Time Requested: *

Hours Minutes

0 0

How does this training lead to student, instructional, or staff improvement? *
TITLE 5 Category *

Select

Attachment(s)

Drag and drop files here or