

HOT OFF THE PRESS!

GR**OW**
@4CD

**USER
GUIDE**

**SUMMER 2020
EDITION**





California
Community
Colleges

Vision
Resource Center

&



GROW@4CD User Guide

GROW@4CD is housed within the Vision Resource Center (VRC), a statewide system for accessing, tracking, sharing and promoting professional development. It allows all employees in the California Community College system to connect and learn about countless topics that affect our work and our students.

This guide is intended to assist 4CD employees as they navigate our new GROW@4CD professional development portal.

Need help logging in?

You should be logging in using your standard District login credentials (i.e. jdoe123 and your password). If you forgot your credentials or are having trouble logging in, please contact District IT.

Position or HR-related information inaccurate?

If the information showing in the system is inaccurate (e.g. your position title is incorrect or it is showing the wrong managerial hierarchy), [contact us](#). The information in the VRC comes from data uploaded through Colleague, so it needs to be changed at the District level.

Other questions?

For other questions about the GROW@4CD professional development portal, campus or District activities, flex hours, and so on, please contact your location's GROW@4CD/VRC system administrator:

CCC: Chanel Barton, Professional Development Coordinator cbarton@contracosta.edu 510-215-4193; Lucile Beatty, Faculty Development Coordinator lbeatty@contracosta.edu 510-215-3974

District Office: Andrea Medina, HR Manager amedina@4cd.edu 925-229-6852

DVC: Jessica Martin, Professional Development Coordinator jmartin@dvc.edu or 925-969-2038; Kristin Koblik, Faculty Development Coordinator kkoblik@dvc.edu or 925-969-2253

LMC: Sabrina Kwist, Dean, Equity & Inclusion skwist@losmedanos.edu or 925-473-7314

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Login Instructions

Log into GROW@4CD in the Vision Resource Center (VRC) using one of the following methods:

- By clicking the GROW@4CD tile on the InSite Portal tile page, then clicking the green banner on the next page:



- Direct link: <https://m.4cd.edu/campusm/home#pgitem/1000006489> and use District login credentials (i.e. jdoe123 and password) if prompted

4CD Welcome Pages and Menu

On the GROW@4CD welcome/landing page all users will see the **Home, Learning, Communities, Reports,** and **Vision Resource Center** tabs. Managers and Instructors will see two additional tabs: **ILT** and **Admin**.



Navigation Note: to access the links/pages under the headers, **hover over** them to allow the menus under them to pop up; clicking directly on the words in the header will not redirect you to a new page.

You can always find your Welcome page by hovering over **Home** and selecting **Welcome**

Update Your Profile

To access your profile, go to the upper right and click on the **person icon**:

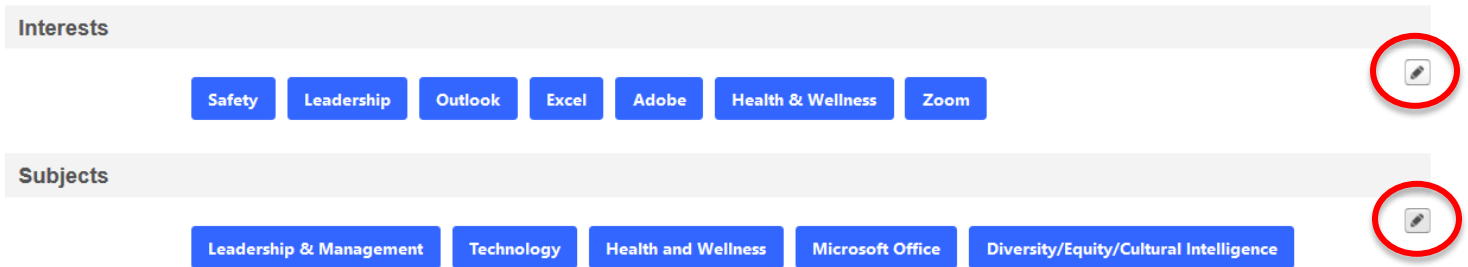


Here you should see your primary position information. Note: if your position information is incorrect, please [contact us](#) to correct it.

You can edit your Bio if you wish. **Summary**, **Interests** and **Subjects** can be added by clicking the pencil on the right-hand side next to each area. This is completely optional, but a great way to tell your colleagues who you are, what you do, and connect with those who have the same interests as you!

If you choose to include your interests, you'll be able to connect with other employees with the same interests by clicking on that interest button. Add as many interests as you'd like! When you click an interest button, it will take you to a page with all of the topics and trainings with that keyword, as well as show a list of people who also have that interest so you can connect with them if you'd like.

If you choose to include Subjects you are interested in, the VRC will suggest training to you in the **Learner Home** based on those subjects.



Note: you have to go to **My Account** to upload or change your photo.

[My Account](#)

To access your Account, go to the upper right and hover over the gear icon and the drop down will pop up. Click on **My Account**.



You will see your Primary position, listed next to your photo box.

My Account



Jessica Martin
College Administrative Offices
Program Coordinator
DVC Library
Diablo Valley College

Change Your Photo

To change your photo, hover over the person icon and click the down triangle. Then click on **Change**.

View Your Transcript

Your learning transcript is similar to a student transcript. It is a list of the professional learning you have queued, started, and completed. To view your transcript, hover over the **Learning** header then click on **My Transcript**. When you first access your transcript, it may be blank. Time to add some learning!

Navigate Your Transcript

Your **Transcript** can be sorted several ways using the tabs: by **Status**, by **Date Added** or by **Type**. By default, you will see the **Active** (i.e. In Progress) activities. If there is something that you think should be there and you don't immediately see it, you probably need to look at the **Completed** activities. Once you complete an activity, you will be able to print a certificate of completion by filtering to your **Completed** activities and clicking "view certificate."

The screenshot shows the 'Professional Development Transcript' page. At the top, there is a callout box with red text: 'Use the navigation tabs pictured below to filter your results as desired'. Below this, there are three navigation tabs: 'Active', 'By Date Added', and 'All Types'. The 'Active' tab is selected and circled in red. Below the tabs, there is a search bar labeled 'Search for training' and a 'View Training D...' button. The main content area shows a list of training events, with one example: 'Training Test Event' with a 'Status: Pending Completion Approval'.

Print and Export Your Transcript

To **Print** or **Export** your **Transcript**, click on the **3-dot button** in the upper right of your **Transcript** page.

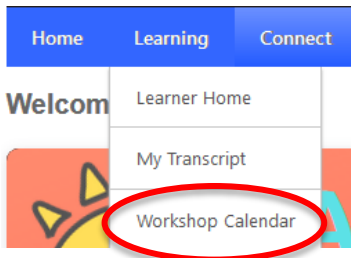
The screenshot shows the 'Professional Development Transcript' page. At the top, there is a callout box with red text: 'Use the dropdown menu to export, print or run a transcript report. (Note: Add External Training will be covered later)'. Below this, there is a dropdown menu with the following options: 'Add External Training', 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'. The dropdown menu is circled in red.

Register for Campus/District Activities: Instructor Led Training (ILT)

To add training to your transcript you need to find and register for activities.

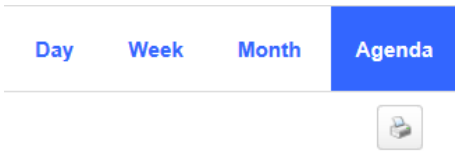
Adding Workshops from the Calendar:

Hover over **Learning** and then click on **Workshop Calendar** OR click on the calendar on the homepage:

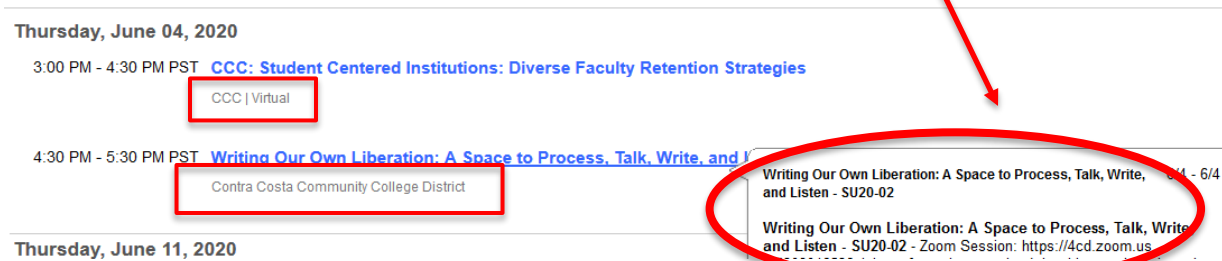


May	June 2020						Jul
SUN	MON	TUE	WED	THU	FRI	SAT	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2	3	4	
5	6	7	8	9	10	11	

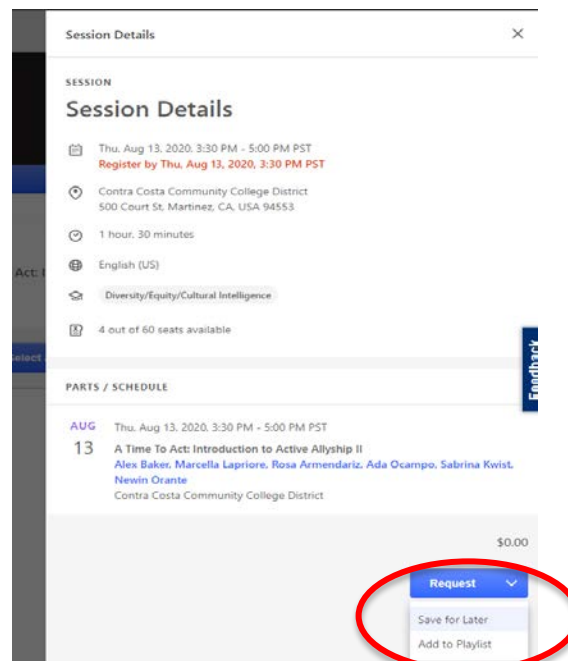
On the **Workshop Calendar** you will see all of the current and upcoming **Instructor Led Training (ILT)** offered by the district or your location, and by the VRC. The calendar will default to **Agenda** or **Month** view, but you can also view it by **Day** or **Week**, by selecting each in the upper right of the calendar. You can also print the list with the icon below.



On the calendar you can hover over a workshop to see more details:



To register for an ILT, click on the workshop and you will see the **Session Details** pop up on the right. Click on **Request** and the training will be added to your transcript. You may also save it for later, or add it to a playlist. *(Note: The software refers to registering as a Request but it usually does not mean any is approval required)*



Now that you are registered, you should receive a confirmation email with an Outlook calendar invite for the date and time of the workshop so you can easily remember when to attend! **Note: if you DO NOT receive this email, please check your junk filter. Many of the trigger emails from this system tend to go into the Junk folder initially, until the user marks it as a safe sender, or redirects it to their inbox.**

Workshop is Full and Exception Requests - Waitlists & Registration Blocking:

Some workshops have a maximum enrollment. If the workshop is full, you can request to be added to the waitlist. If you are on the waitlist and a spot becomes available, you will automatically be added to the workshop and the confirmation email with calendar invite will fire off to you. **Note: if you receive a message to “request exception,” it means that you are being blocked from registering. There are a variety of reasons this can happen. Please [contact](#) your system administrator for assistance.**

Add the Training to Your Outlook Calendar:

You should receive a confirmation email that includes an Outlook calendar invite after you register for most types of training. Additionally, you can easily add the workshop to your Calendar manually: from your transcript, click on **View Training Details** next to the event and scroll down until you see the blue **Add to Calendar** button. Click it, and accept the calendar invitation.

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours
Thursday	June 2020 Cornerstone Admin Best Practices Roundtable	Reporting Capabilities in Cornerstone	6/25/2020 11:00 AM PST	6/25/2020 12:00 PM PST	Add to Calendar	1 Hour(s) 0 Minute(s)

Withdraw From (Cancel) a Workshop or Online Training:

If you have requested/registered for a workshop and would like to cancel your registration, navigate to your **Transcript** page. Find the workshop and to the right of it you will see a drop-down menu. Click the drop-down menu and select **Withdraw**. **Note: this will only work prior to the workshop start. Once it has passed, you cannot remove yourself retroactively.** If you mistakenly register for a pre-recorded online training that you wish to remove from your transcript, or have training that is labeled “inactive” on your transcript, you can either choose “move to archived transcript” or contact the system admin to remove it from your transcript.

- [Withdraw](#)
- [View Training Details](#)
- [Request Exemption](#)
- [Move to Archived Transcript](#)

Completed training will show up under the **Completed** tab on your **Transcript** (use the dropdown menu to switch tabs). Once a training is complete, you'll be able to view/print a certificate of completion, view the details of the training, or move it to your archived transcript.

Professional Development Transcript

Welcome to your professional development transcript! To complete learning outside of scheduled or recorded activities, you can add an external training by clicking on the button with the three dots in the upper right corner, selecting ADD EXTERNAL TRAINING. To print a report showing your total completed hours click on the button with the three dots and select RUN TRANSCRIPT REPORT. Training that is currently in progress will show on the ACTIVE screen, while completed training will show on the COMPLETED screen (use the drop down menu).

Understanding the action buttons next to your training activities when they are listed as COMPLETED

Completed ▾ By Completion Date ▾ All Types ▾ Search for training

Search Results (10)

Dealing With Difficult Behavior & Thriving During Challenging Times (Starts 5/26/2020)
Completed: 6/4/2020 Status: Completed **View Certificate ▾**

View/print certificates of completion for completed activities

Working Remotely: Being Productive & Connected (Starts 5/21/2020)
Completed: 5/21/2020 Status: Completed **VIEW TRAINING DETAILS**

You can always review details of past training by clicking VIEW TRAINING DETAILS

If you don't want activities to appear on your transcript anymore, chose MOVE TO ARCHIVED TRANSCRIPT

View Certificate ▾
View Certificate
View Training Details
Move to Archived Transcript

View Certificate ▾

Add External Training to Your Transcript

Professional Development can include a wide variety of activities that are not sponsored through GROW@4CD. You may attend workshops or conferences, take online classes, and add your own external activities if they are approved activities for your division/campus. **External Training** is anything that happens outside the Vision Resource Center and GROW@4CD. When creating and submitting **External Training** please make sure it is well-planned, professionally appropriate, described in detail, and aligned with Title V and division requirements.

You must complete the following steps to ensure your External Training is shown as Complete on your Transcript and the hours are included in your total PD/Flex hours.

Step 1 - Enter the Training Activity:

To add an External Training, navigate to your transcript under the **Learning** tab, and click the three dots in the upper right corner:

Professional Development Transcript: **Click ADD EXTERNAL TRAINING**

Welcome to your professional development transcript! To add training to your transcript, simply go to the Learner Home or Workshop Calendar to search and register for complete learning outside of scheduled or recorded activities in this site, you can add an external training by clicking on the button with the three dots in the upper right corner, selecting ADD EXTERNAL TRAINING. To print a report showing your total completed hours click on the button with the three dots and select RUN TRANSCRIPT REPORT. Training that is currently in progress will show on the ACTIVE screen, while completed training will show on the COMPLETED screen (use the drop down menu).

⋮

Add External Training
Export to PDF
Print Transcript
Run Transcript Report

Step 2 - Complete the Add External Training Form:

Complete the **Add External Training** form by adding the following information:

- **Title** of the training
- **Description** of the training
- **Institution** hosting the training (optional field)
- **Start and End dates** of the activity
Note: You cannot mark the activity as Completed until after the end date has passed.
- **Total Hours and Minutes** of the activity
- **Explain how the training leads to student, instructional or staff improvement**
- **Title V category** most closely associated with your activity (select from the drop-down menu)
- **Attachment(s)** any documents you'd like to submit. Please see instructions at top of external training form for instructions on attachments (optional field)

Title *

Training Description *

Institution

Training Dates *

Training Hours *

Hours Minutes

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

TITLE 5 Category *

Attachment(s)

Drag and drop files here or

Step 3 - Register for the External Training:

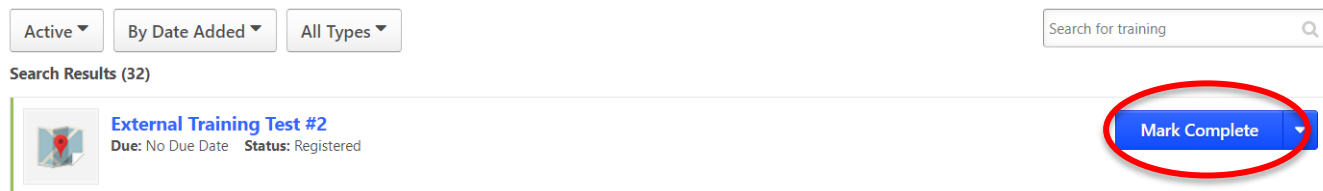
Once you complete the form, it will return you to your transcript. You'll see the training appear on your transcript with a "Register" button next to it. If the training date has passed, it will immediately change to the "Mark Complete" button.



Step 4 - Mark Complete:

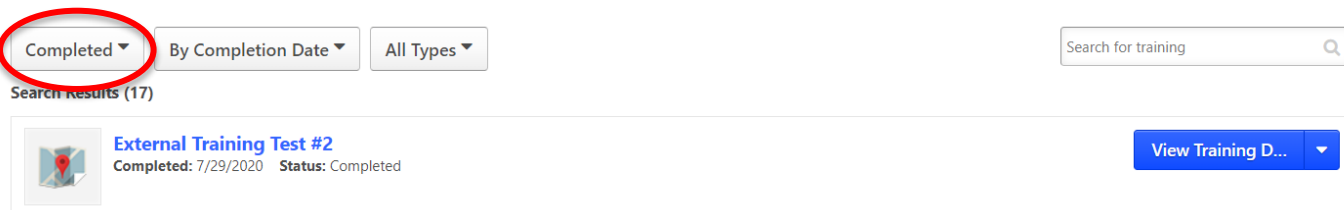
To finalize an External Training and see it as complete on your transcript, there are two steps: Mark it Complete, and then wait for the PD Coordinator to approve it. Once it has been approved you will receive an email notifying you. If for some reason the training does not qualify as a division/department approved training type, the completion may be denied. If that happens, you will be notified of the reason for denial via email.

Note: you will not see **Mark Complete** until you have clicked "Register" and the end date of the training has passed. If you do not see the **Mark Complete** option, please ensure the end date of your External Training has passed.



Step 5 - Check Completed Transcript to Verify:

Once you've submitted the external training for completion and it has been approved by the PD Coordinator, it will automatically move to your "Completed" transcript. You can verify this by choosing "completed" in the dropdown menu on your transcript.



Editing External Training:

You can edit an **External Training** that has already been submitted (even after it has been marked **Completed**). Navigate to your **Transcript**, click **View Training Details** next to the item and then click **Edit External Training**. The training will remain on your Completed transcript and will not need to be re-approved.

External Training Test #2

[▶ Edit External Training](#)

Training Details

Training Type: External Training
Training Hours: 4 Hours 0 Min
Training Description: Testing external training features for users.
Status: Completed
Training Purpose:
Due Date: None

Remove Workshop/Activity from Transcript: Archive

If you no longer want to see an activity on your active or completed transcripts (perhaps you withdrew from it, do not plan to complete it, or you entered it by mistake), you can **Archive** it. To do this, navigate to the dropdown menu at the right of the training you want to archive, then click **Move to Archived Transcript**. **Note: This does not delete the activity, but it will move it to your Archive. Archived activities will not show when you run a Transcript Report of Completed Activities.**

Search Results (26)

External Training Test Event
Due: No Due Date Status: Pending Completion Approval

Test Event (Starts 6/16/2020)
Due: No Due Date Status: Pending Evaluation

View Training D...
View Training Details
Request Exemption
Move to Archived Transcript

Alternatively, you may also click on **View Training Details**, then choose **Move to Archived Transcript** in the upper right corner of the training details page.

Test Event

Event: [Test Event](#)

[▶ Edit Transcript Details](#)

Training Details

Provider: CCCC - Contra Costa Community College District

[Request Exemption](#) [Move to Archived Transcript](#)

Search or Browse for Learning

The GROW@4CD and the VRC are integrated with several online training providers including LinkedIn Learning, and Keenan SafeColleges SkillSoft.com. It also hosts e-Learning modules from the State Chancellor's Office. You have access to over 6,000 online courses ranging from 5-minute trainings to multi-hour courses.

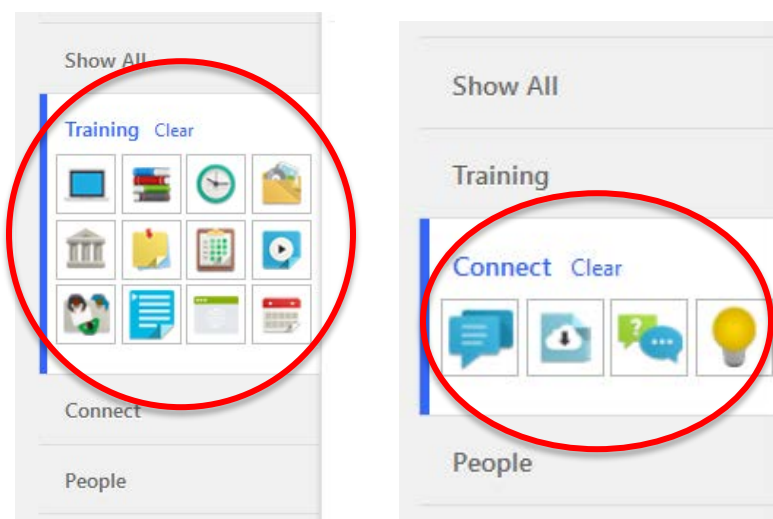
There are several ways to find learning within GROW@4CD. You can search for learning using the **Global Search Box** in the upper right of the screen, searching on the **Learner Home** page, browsing the **Workshop Calendar**, or doing a **Search for Training**.

Global Search Box:

The Global Search Box is at the top right of every page in the VRC. You can enter anything of interest in this box and get results that relate to it. You can also search for people using this box.

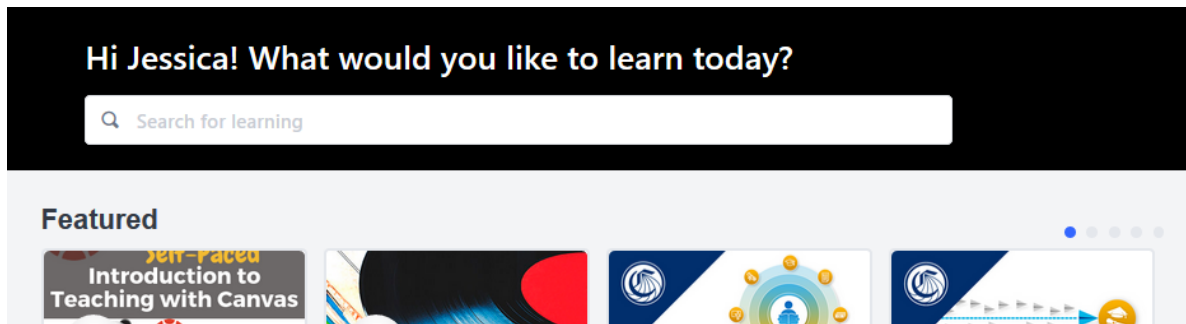


When you use **Global Search**, you will not only find online courses, in-person workshops, and other resources, but also **Communities** and **People** in the VRC who are associated with your search term. You can use the Filter tool to sort your results to find exactly what you want. Filtering by **Training** will let you choose amongst any format you prefer (i.e. online class, curriculum, test, video, event, etc.) by clicking the topic's associated button. The **Connect** filter offers options view discussions, files, Q&A, and suggestions that are related to your topic.

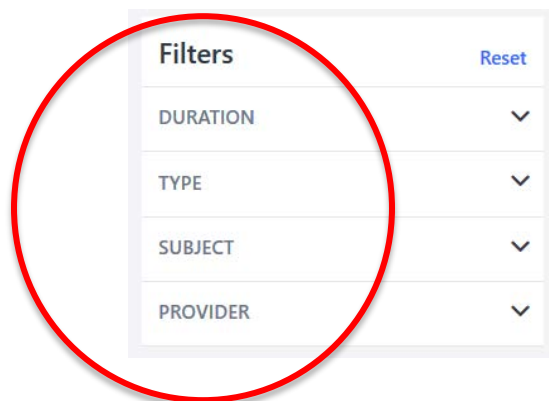


Search and Browse from Learner Home:

Navigate to **Learner Home** by hovering over the **Learning** header and enter your search topic in the **Search for learning** box.



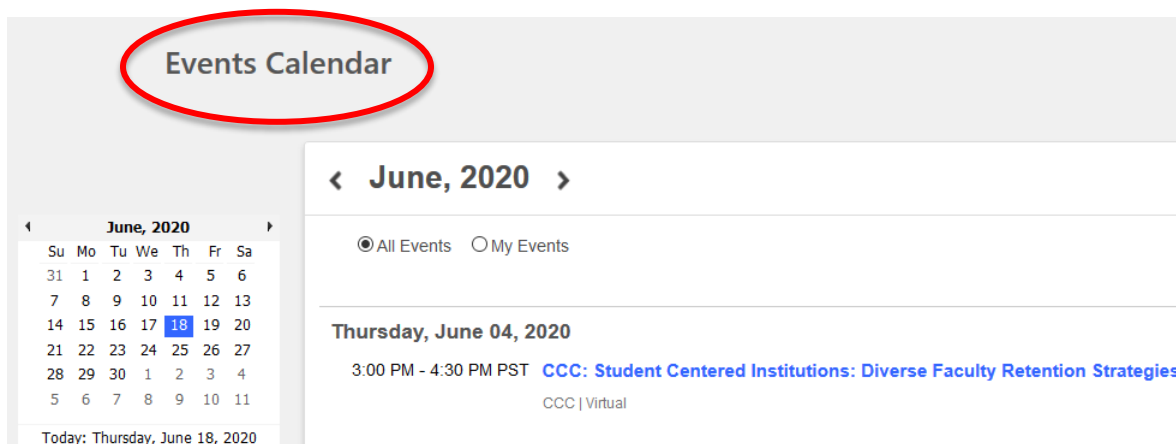
Use the **Filter** tool to sort your results by **Duration**, **Type**, **Subject**, or **Provider**.



You can also browse for training on **Learner Home** using the carousels. There are **Featured** and **Suggested Training** categories.

Browse the Workshop Calendar:

Navigate to your **Workshop Calendar** by hovering over the **Learning** header. The calendar will show you all events that are available to you, including events from your campus, District and statewide groups. Hover over the event or click for details. To register for the event, click the title and select the **Request** button. **Note: if the event date has already passed, you will not see the Request button.**

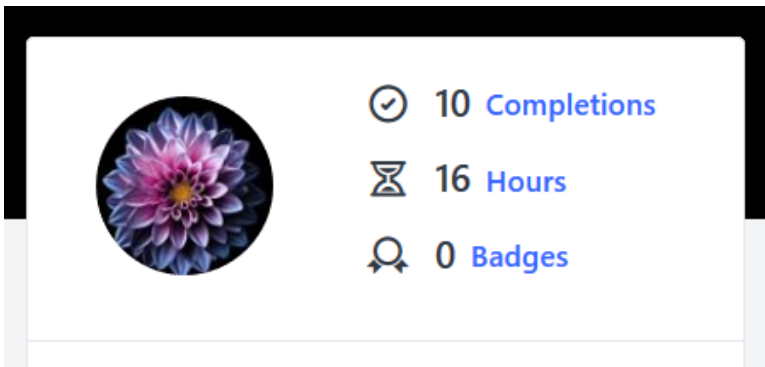


[View or Report Your Completed PD/Flex Hours](#)

There are two ways to view your completed PD/Flex hours. You can view them on your **Learner Home** page or you can **Run Transcript Report**.

View Completions on Learner Home Page:

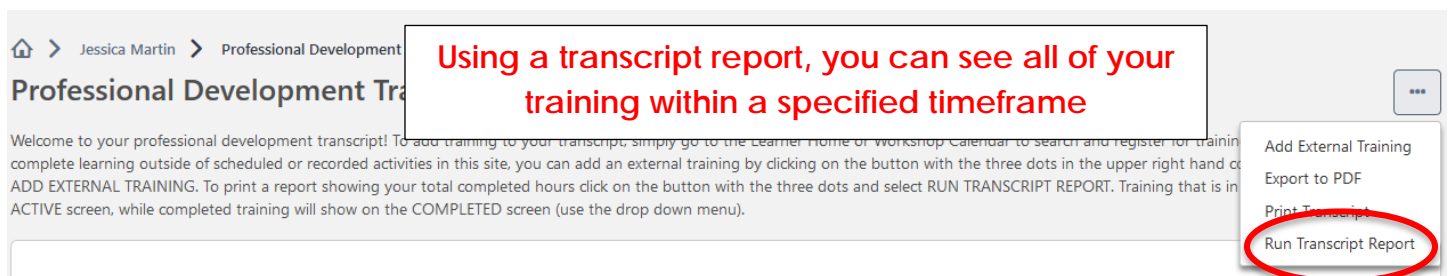
Navigate to your Learner Home page by hovering over **Learning** and click on **Learner Home**. On the top left of the page, you will see a widget that displays your total number of activities and hours that have been completed over all of your time in GROW@4CD/VRC. **Note: this widget does not display ONLY the current semester or academic year, it includes ALL training completed historically.**



Note: To see your professional development/flex completions in a specific timeframe, see the instructions below on how to run a transcript report.

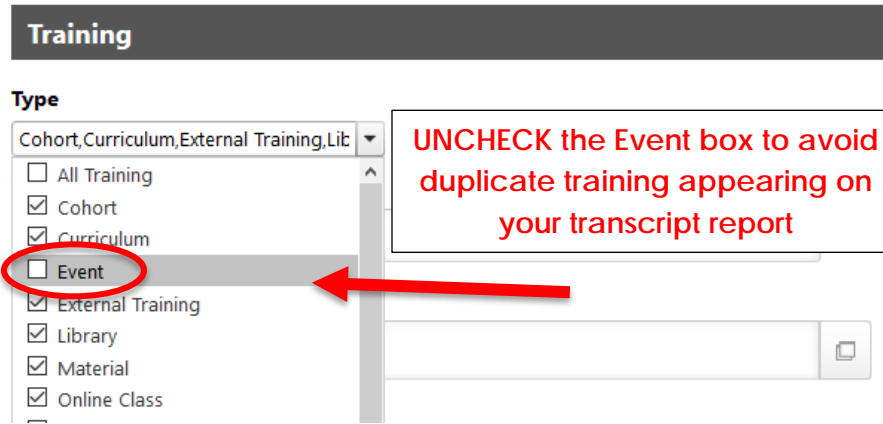
Run a Transcript Report:

To run a transcript report, navigate to your transcript and click on the three-dot button on the upper right of the page. Then select **Run Transcript Report**.



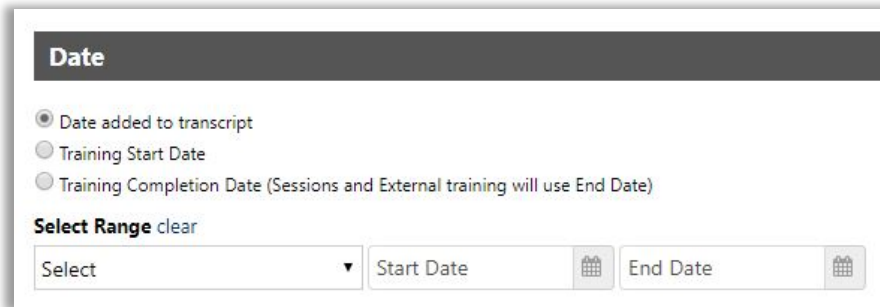
Step 1: Exclude Events

Under **Type**, click on the drop-down arrow and **uncheck** the **Event** category only. This is because the workshops you attend will show up as both **Sessions** and **Events**, so you do not want them counted twice in your report.



Step 2: Choose the Type of Report

Listed under the **Date** header, there are three types of **Transcript Reports** you can run (#3 is the most common).



1. Date Added to Transcript

- You can choose to run a report showing all training that has been added to your transcript. This would include *both* in-progress *and* completed training.

2. Training Start Date

- This report will only show items with a start date that falls within the selected date range.

3. Training Completion Date (Most Commonly Used)

- The training completed report will only show *completed* hours within the dates you specify (an academic term or year, for example).

Step 3: Include All Completions

If you are running report #3 (**Training Completion Date**), the **Include Completed Training Only** box will automatically become checked. To make sure you capture all completions, check the **Show all completions if the user has completed more than one instance** box (if you completed the same training more than once and want your report to reflect that information).

Advanced

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
 - Show most recent completion
 - Show all completions if the user has completed more than one instance
- Include Training Detail Information

Step 4: Include Training Hours

If you want to see your total hours completed, under **Advanced**, check the **Include Training Detail Information** box and then the **Training Hours** box.

Advanced

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
 - Show most recent completion
 - Show all completions if the user has completed more than one instance
- Include Training Detail Information
 - Credits
 - Price
 - TITLE 5 Category
 - Training Purpose
 - How does this training lead to student, instructional, or staff improvement?
 - Provider
 - Training Hours
 - Version

Step 5: Run Report

Review all of your selections for accuracy. To finalize, click **Run Report** and the system will generate an Excel document listing all of your completed activities and total hours for the date range you selected. **Note for faculty: Instead of filling out the old flex obligation forms, you may now use these easy reports to submit your flex hours to your Division Office!**

Advanced

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
 - Show most recent completion
 - Show all completions if the user has completed more than one instance
- Include Training Detail Information
 - Credits
 - Price
 - TITLE 5 Category
 - Training Purpose
 - How does this training lead to student, instructional, or staff improvement?
 - Provider
 - Training Hours
 - Version

Congratulations, you made it to the end of this document! You should be an expert at navigating GROW@4CD now! If you still have questions, please contact your [system administrator](#).

Happy learning!