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:

![GROW@4CD tile on InSite Portal](image)

- Direct link: [https://m.4cd.edu/campusm/home#pgitem/1000006489](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**.

![GROW@4CD tabs](image)

**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**:

![Person icon](image)
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.”

![Image of transcript with sorting options]

**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.

![Image of transcript with options to print or export]

**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:
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.

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.
**Complete a Training:**

If you participate in an Instructor Led Training (ILT), your attendance will be marked in the system after the training date has passed. If your training attendance has not been marked, contact your PD Coordinator. Please allow up to ten business days after the training occurs before reaching out.

Once attendance has been marked, to move a training from **Active** to **Completed** you may also need to complete an evaluation. If this is the case, you will see **Evaluate** to the right of the training on your Active Transcript. Click on the button to complete it. Once the evaluation is submitted, the training will automatically move to your **Completed** transcript. Other active transcript statuses are highlighted in the screenshot below.
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.

**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:
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)
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.
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.

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.
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).
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.

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!**

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!