The Vision Resource Center
VRC FAQ Sheet

How do I login to the Vision Resource Center?
1. Via the internet
    a. Go to https://visionresourcecenter.cccco.edu/
    b. Use the Login button in the top right-hand corner of the screen
    c. Select GCCCD from the district drop down
    d. Use your GCCCD user name and password to login
2. Via Office 365
    a. Sign in to Office 365
    b. Select *All Aps* or the nine dots in the top left corner
    c. Select the large gold C for the Vision Resource Center
3. How to Video: Login Video: https://youtu.be/t7k4vQpS11Y

Navigating the VRC
How to Video: The VRC Tour: https://youtu.be/3qebKcei73o

How do I register for a workshop or meeting?
1. From your welcome page click the Calendar button.
2. You will then see the VRC Calendar.
3. Click on the event your wish to attend and select Request.
4. You are now registered for the session.
5. How to Video: VRC Calendar: https://youtu.be/URFy6_xLfCw

How do I see the workshops I signed up for?
1. The workshops and meetings you signed up for should appear on your *Active* Transcript.
2. To locate your Transcript, hover over *Learning* on your homepage, select *Transcript*.
3. You should also receive a confirmation e-mail from the VRC.
    a. The confirmation e-mail will include the workshop Zoom link.
4. If you do not receive a confirmation e-mail, please check your junk mail.

My workshops and meetings are no longer on my Transcript.
1. Once the workshop or meeting roster is completed it will move to your *Completed* transcript.
2. Go to your Transcript – see item two above.
3. Go to *Active*, click the down arrow, select *Completed.*
4. You will see your completed meetings and sessions.

How do I complete a session or meeting evaluation?
1. Once the session is complete the VRC will send an e-mail to participants that will include a link to the evaluation.
2. Evaluations can also be accessed via the Completed Transcript:
   a. Go to your Completed Transcript
   b. To the right of each activity you will see *View Certificate*
   c. Use the down arrow to select *Evaluate*
   d. You will be taken directly to the evaluation.

Faculty VRC Questions:

How do I find my flex obligation?
1. You will find your obligation on your welcome page, on the right hand side under *Your Professional Development Obligation*.

How do I see my completed hours?
1. To find your completed hours, you may use either the *My Completed Hours* button or via the *Dashboard* report under the *Reports* tab.
2. To refresh the report, select *refresh* from the dropdown menu.
3. To view the activities, select *details* from the dropdown menu.
4. How to Video: View my Completed Hours Video: https://youtu.be/sb2USZpbJXg

What if I want to use an outside activity or resources within the Vision Resource Center to satisfy my flex obligation?
1. Faculty wishing to use an outside activity or resources within the Vision Resource Center will use the External Training button to submit a request.
   a. From your home page, select the External Training button, then fill out the form.
   b. The submission will then be routed to your Dean for approval.
   c. Once your Dean approves the request you must go into your transcript and mark the activity complete in order for it to appear in your completed hours.
2. How to Video: Submit an External Training request - https://youtu.be/D4kV4ii37x8

How do I claim Office Hours for professional development credit ?
1. Full-time faculty wishing to claim office hours for professional development credit will utilize the External Training button on the home page.
2. Be sure to enter the dates for the Spring Semester : January 26-29, 2021.
3. Part-time faculty may claim office hours for professional development credit if they are NOT claiming to be paid for office hours.
4. How to Video: Submit an External Training request - https://youtu.be/D4kV4ii37x8