

# MC Learns

## User Guide

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<b>A.</b>	<b>Terms and Concepts</b>	<a href="#">Return to Index</a>
<p>MC Learns uses different terms than those we've been using in the past with the PDS.</p> <p><b>Instructor Led Classes (ILC)</b> are also called <b>Enrollments</b>. They are classes that begin and end on the same day and have two types of information.</p> <p style="padding-left: 40px;"><b>Session Information</b> = The name and description for the class and the date.</p> <p style="padding-left: 40px;"><b>Registration Information</b> = Enrollment open/closing dates and seats remaining.</p> <p><b>Online Courses</b> are self-led online courses and may be stand-alone tutorials or sets of e-learning units. Two terms are used to describe Online Courses.</p> <p style="padding-left: 40px;"><b>Course</b> = A stand-alone asynchronous online unit or tutorial. Note: PowerPoint and YouTube videos are examples of materials that do not send data back to the MC Learns system and, therefore, cannot be considered a course.</p> <p style="padding-left: 40px;"><b>Class</b> = A set of courses (or e-learning units), taken in sequence, all of which must be completed in order to complete the training. The courses in a class are grouped together under the name of the class.</p> <p style="padding-left: 40px;"><b>Note:</b> We have not accidentally swapped the order of these terms. MC Learns uses them exactly as we have described.</p> <p><b>Learning Plans</b> are any combination of ILCs or Online Courses. These were previously called "Programs" or "Multi-day Classes" in the PDS. A learning plan can be a grouping or combination of ILCs, courses, or classes with the option of including electives, with a prescribed number of them being required for completion.</p>		

<b>B.</b>	<b>Logging In</b>	<a href="#">Return to Index</a>
<p>Log in to MyMC and navigate to the Employee Tab. Click the MC Learns link. The MC Learns home page opens up.</p>		

<b>C.</b>	<b>The MC Learns Home Page</b>	<a href="#">Return to Index</a>
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At the very top of the screen, under the MC Learns banner, you will see a HELP link. If you click on it you will be brought to the User Guide and Online Tutorials page.

The left of the screen is a menu with links to My Current History, My Learning History and other quick links. If you are a supervisor, you will also see a section called My Team View.

The center of the screen is a list of learning categories. Please note that there is a link to the “MC Learns User Guide” at the top of the center screen. There is also a link to the HRDE Required Training web page where you can read the policies pertaining to required training and view the requirements for various employee groups.

<b>D.</b>	<b>Viewing and Registering for Instructor-Led Classes</b>	<a href="#">Return to Index</a>
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To view classes in a particular learning category, click on the name of the learning category. The learning category page opens. A list of Instructor-led classes currently open for registration appears at the top, followed by Learning Plans and Online Classes, if applicable.

The screenshot shows the MC Learns website interface. At the top, there is a banner for 'MCLearns' with the Montgomery College logo. Below the banner is a navigation bar with links for HOME, HELP, CONTACT, and LOGOUT. The main content area is titled 'Policies, Operations & Legal Responsibilities' and includes a description of the learning category. A section titled 'Instructor-led Classes' displays a table of four classes with their names, start and end dates/times, and locations. Below this, there is a section for 'Online Classes' with several links.

Name	Start Date/Time	End Date/Time	Location
<a href="#">P-Card Policy and Procedures</a>	11/28/2013 8:00 AM	12/12/2013 5:00 PM	40WG, Suite 115
<a href="#">Collective Bargaining Agreement &amp; Policies &amp; Procedures Essential Training for Supervisors</a>	1/31/2014 10:00 AM	1/31/2014 12:00 PM	40WG, Suite 115
<a href="#">Recognizing and Appreciating Employees Essential Training for Supervisors</a>	2/14/2014 8:45 AM	2/14/2014 12:00 PM	40WG, Suite 115
<a href="#">Preventing Workplace Violence for Non-Supervisors</a>	4/22/2014 8:45 AM	4/22/2014 12:00 PM	40WG, Suite 115

Online Classes

- [Federal Laws](#)
- [Leave Programs](#)
- [Personnel Policies & Procedures](#)
- [Search Committee Protocol Training](#)

To view more information about an instructor-led class and to enroll, click on the name of the ILC. The Enrollment Information page opens up.

Here you will see the Session Information: description, outcomes, date and time. The Registration Information, enrollment opening and closing dates and other details are displayed below. The training sponsor is displayed at the bottom of the page under Admin Contacts.

To enroll in the class click the Enroll button in the top right of the screen. You will receive a message at the top left of the screen that says, "You have been enrolled in the enrollment." The Enroll button will be replaced by a "Drop" button.

At this point you will receive two emails.

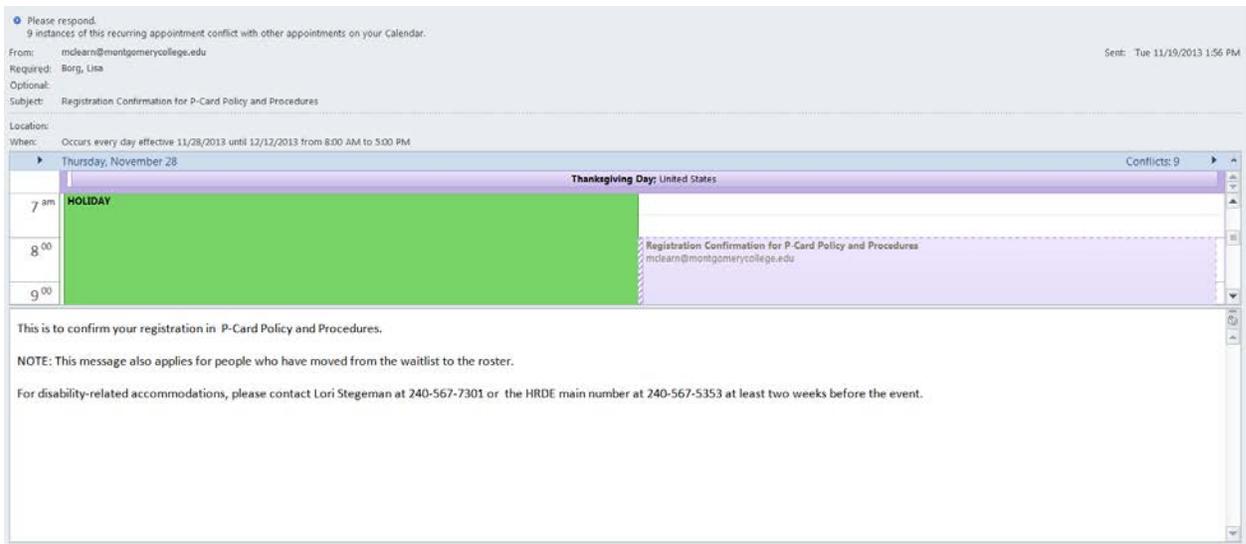
The first email acknowledges that you are enrolled in the class

This is to confirm your registration in P-Card Policy and Procedures.

NOTE: This message also applies for people who have moved from the waitlist to the roster.

For disability-related accommodations, please contact Lori Stegeman at 240-567-7301 or the HRDE main number at 240-567-5353 at least two weeks before the event.

The second email is a calendar invitation that, when you accept, will be added to your Outlook calendar.



Your enrollment is complete.

**E. Viewing and Registering for Learning Plans (application not required)**

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From the learning category page, scroll down past the Instructor-led Classes (ILCs). If there are learning plans associated with a learning category, they will appear in a numbered list beneath the list of ILCs.

Learning Plans				
▼ Learning Plans				
5 learning plans available, showing 1-5				
		Learning Plan Name ▲	Learning Plan Completed Date	Actions
1	+	20th Leadership Development Institute	N/A	+
2	+	Facilitative Leadership 2014	N/A	+
3	+	Lisa's Test Learning Plan	N/A	+
4	+	Testing Multi-Day ILTs New One!!!!	N/A	+
5		Testing Signing up for Learning Plans	N/A	+

[Show Legend](#)

The list includes all of the Learning Plans (called programs or multi-day classes in the PDS) with five columns. To the right of the learning plan number is a plus sign icon [+]. If you click on this you will see a list of classes in the Learning Plan. The third column is the name of the learning plan. The fourth column is the learning plan completed date (this is primarily used for independent study learning plans) and the fifth column contains the green plus sign icon labeled “Actions”.

Learning Plans					
▼ Learning Plans					
1 learning plan available, showing 1-1					
		Learning Plan Name ▲	Learning Plan Due Date	Learning Plan Status	Actions
1	+	Example of a Learning Plan	N/A	Incomplete	+

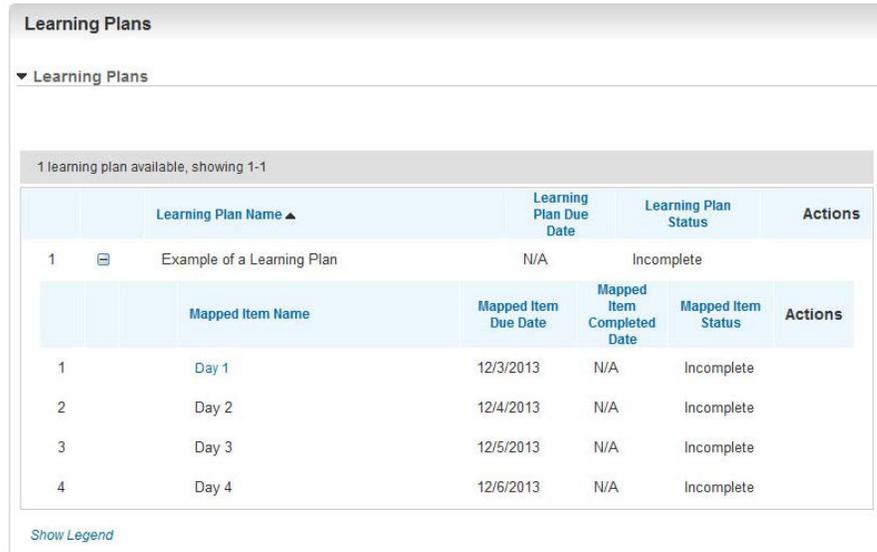
[Show Legend](#)

Click on “Actions” to “map” yourself to the Learning Plan. **IMPORTANT:** You must first map yourself to the learning plan in order to sign up for the classes in the plan. Once you click the green plus sign, you will get a message telling you that you’ve been mapped to the learning plan.

Learning Plans					
▼ Learning Plans					
You have been mapped to the learning plan.					
1 learning plan available, showing 1-1					
		Learning Plan Name ▲	Learning Plan Due Date	Learning Plan Status	Actions
1	+	Example of a Learning Plan	N/A	Incomplete	+

[Show Legend](#)

Click on the  to view a list of classes associated with the learning plan.



Learning Plans					
▼ Learning Plans					
1 learning plan available, showing 1-1					
	Learning Plan Name ▲	Learning Plan Due Date	Learning Plan Status	Actions	
1	Example of a Learning Plan	N/A	Incomplete		
	Mapped Item Name	Mapped Item Due Date	Mapped Item Completed Date	Mapped Item Status	Actions
1	Day 1	12/3/2013	N/A	Incomplete	
2	Day 2	12/4/2013	N/A	Incomplete	
3	Day 3	12/5/2013	N/A	Incomplete	
4	Day 4	12/6/2013	N/A	Incomplete	

[Show Legend](#)

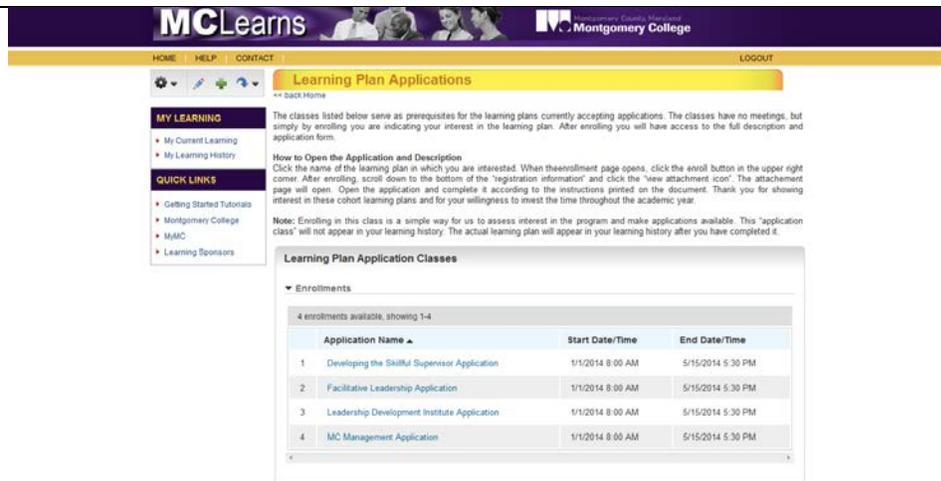
Click on the name of each class to register for each class. (Follow the instructions presented earlier for registering for a class.) **IMPORTANT:** You must enroll in all of the classes to be enrolled in the Learning Plan. You will receive both the confirmation and calendar appointment email for each of the classes in which you enroll.

**F. Applying to Participate in Learning Plans (application required)**

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Some learning plans require you fill out an application before enrolling. We have developed a special procedure in MC Learns In order to deliver the application to you, and at the same time use MC Learns to record your interest in the plan. The procedure is simple and requires no commitment on your part.

On the MC Learns Home Page click the link “Learning Plan Applications”. [Learning Plan Applications](#)



**MC Learns** | Montgomery College

HOME | HELP | CONTACT | LOGOUT

### Learning Plan Applications

← Back Home

**MY LEARNING**

- My Current Learning
- My Learning History

**QUICK LINKS**

- Getting Started Tutorials
- Montgomery College
- M/MC
- Learning Sponsors

The classes listed below serve as prerequisites for the learning plans currently accepting applications. The classes have no meetings, but simply by enrolling you are indicating your interest in the learning plan. After enrolling you will have access to the full description and application form.

**How to Open the Application and Description**  
Click the name of the learning plan in which you are interested. When the enrollment page opens, click the enroll button in the upper right corner. After enrolling, scroll down to the bottom of the “registration information” and click the “new attachment icon”. The attachment page will open. Open the application and complete it according to the instructions printed on the document. Thank you for showing interest in these cohort learning plans and for your willingness to invest the time throughout the academic year.

**Note:** Enrolling in this class is a simple way for us to assess interest in the program and make applications available. This “application class” will not appear in your learning history. The actual learning plan will appear in your learning history after you have completed it.

#### Learning Plan Application Classes

▼ Enrollments

4 enrollments available, showing 1-4

Application Name ▲	Start Date/Time	End Date/Time
1 Developing the Skill/ Supervisor Application	1/1/2014 8:00 AM	5/15/2014 5:30 PM
2 Facilitative Leadership Application	1/1/2014 8:00 AM	5/15/2014 5:30 PM
3 Leadership Development Institute Application	1/1/2014 8:00 AM	5/15/2014 5:30 PM
4 MC Management Application	1/1/2014 8:00 AM	5/15/2014 5:30 PM

1. The Learning Plan Applications Page opens with some instructions at the top and a list of learning plan applications below. Each application is actually an MC Learns class. MC Learns will use your enrollment to record your interest in the plan and it will deliver the learning plan application to you as the one of the course materials.
2. Click the name of the learning plan in which you are interested. The enrollment page opens up.
3. When the enrollment page opens, click the enroll button in the upper right corner.

You have been enrolled in the enrollment.

**Enrollment Information**

▼ **Session Information**

Event Type	Instructor Led Training Session
Name	<a href="#">Developing the Skillful Supervisor Application</a>
Description	Click the enroll button in the upper right corner. After enrolling, scroll down to the bottom of the enrollment page to access the full description and application. Open the application and complete it according to the instructions printed on the document. Thank you for showing interest in these cohort learning plans and for your willingness to invest the time throughout the academic year.
Start Date	1/1/2014 8:00 AM
End Date	5/15/2014 5:30 PM

▼ **Registration Information**

Name	Developing the Skillful Supervisor Application
Description	<b>The Opening and Closing dates for receiving applications are listed below.</b>
Enrollment Opens	11/18/2013 8:00 AM
Enrollment Closes	12/20/2013 8:00 PM
Minimum Seats	0
Maximum Seats	30
Seats Remaining	28
Current Status	Approved
view attachment	

► **Admin Contacts**

▼ **Properties**

**Custom Fields**

Sponsor	CPD
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- 4.
5. After enrolling, scroll down to the bottom of the “registration information” and click the “view attachment icon” . The attachment page will open.
6. Click the “click to view the attachment” icon . The application opens up.
7. Complete the application according to the instructions printed on the document.

Nothing more is required. MC Learns has recorded your interest in the plan and you can fill out and submit the application at your leisure.

From the MC Learns home page, click on the name of the learning category. The learning category page opens up. Scroll down to view the available self-led online courses.

### Online Courses

#### Multiculturalism & Diversity

**Workplace Environment (Videos): 2 Diversity Effectiveness - An Overview** - Diversity in the workplace goes way beyond race, sexism and gender. It's composed of a changing blend of attributes, behaviors and talents characterized by differences and similarities. During this program, you'll learn the meaning of diversity and what constitutes a diversity-mature individual. You'll also learn the steps to diversity effectiveness and how they can be applied.

[Click here to start this course](#) 

**Workplace Environment (Videos): 5 Ethics in the Workplace - Choose Wisely!** - Most unethical business practices are performed by honest people who face great pressure to perform in unethical ways. Watch as ethics expert Paul Wiegand describes some of the ethical issues in today's workplace, suggestions for making ethical decisions and resources available that will help you to choose wisely and do the right thing.

[Click here to start this course](#) 

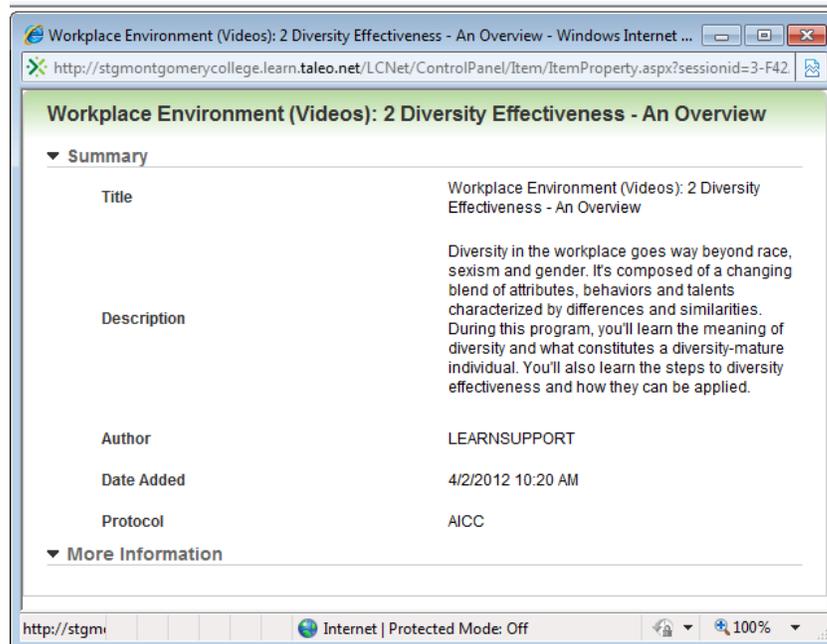
Each online course listing contains a brief description, a link to start the course and a "View Course Properties" icon.

#### Multiculturalism & Diversity

**Workplace Environment (Videos): 2 Diversity Effectiveness - An Overview** - Diversity in the workplace goes way beyond race, sexism and gender. It's composed of a changing blend of attributes, behaviors and talents characterized by differences and similarities. During this program, you'll learn the meaning of diversity and what constitutes a diversity-mature individual. You'll also learn the steps to diversity effectiveness and how they can be applied.

[Click here to start this course](#) 

Click the View Course Properties icon  to open a panel containing a copy of the course description. If additional information is available, it will be included here.

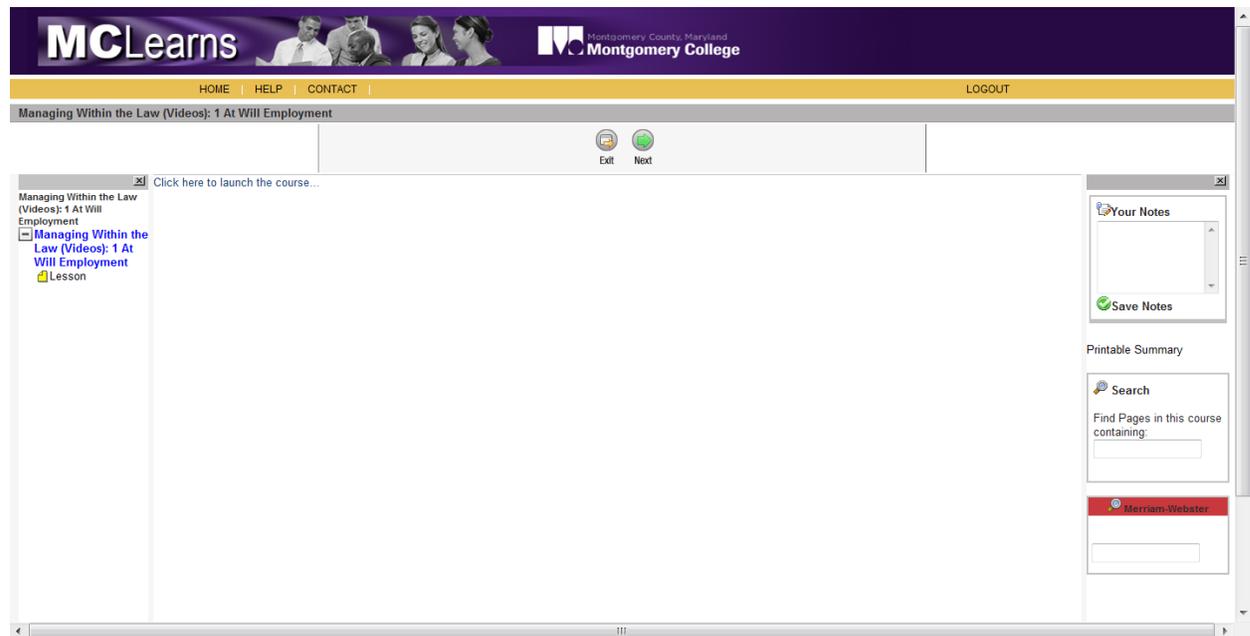


If you have the course properties screen open, exit out in order to start the course.

Click the “Click here to start this course” link to start the course.

**IMPORTANT:** As soon as you click this link, the course will be added to the list of “Your Courses in Progress” in “My Current Learning.” Keep in mind that casual and frequent previewing of online courses will result in permanently cluttering your current “in progress” list with unwanted titles.

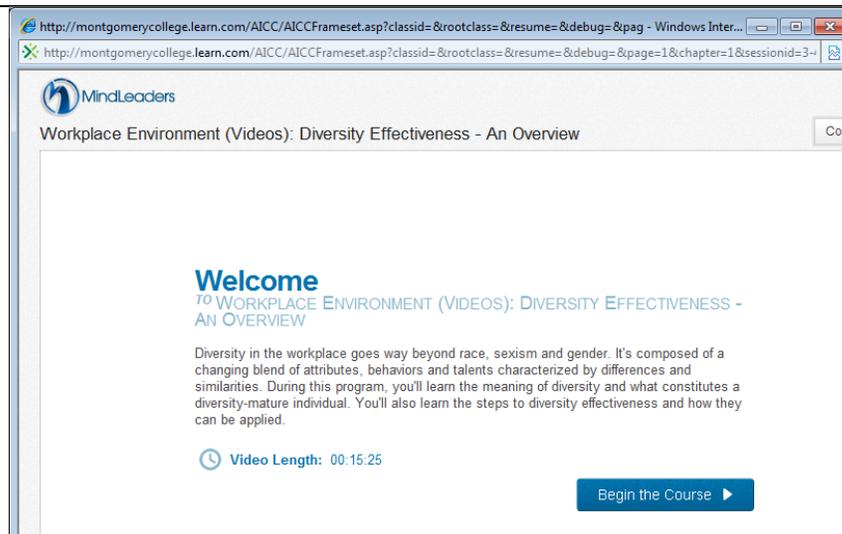
The online course launch page opens up.



An outline of the class appears in the left column. The Tools Menu on the right allows you to search for terms in course documents, look up words in an online dictionary, and enter and save notes that will become a part of your course record.

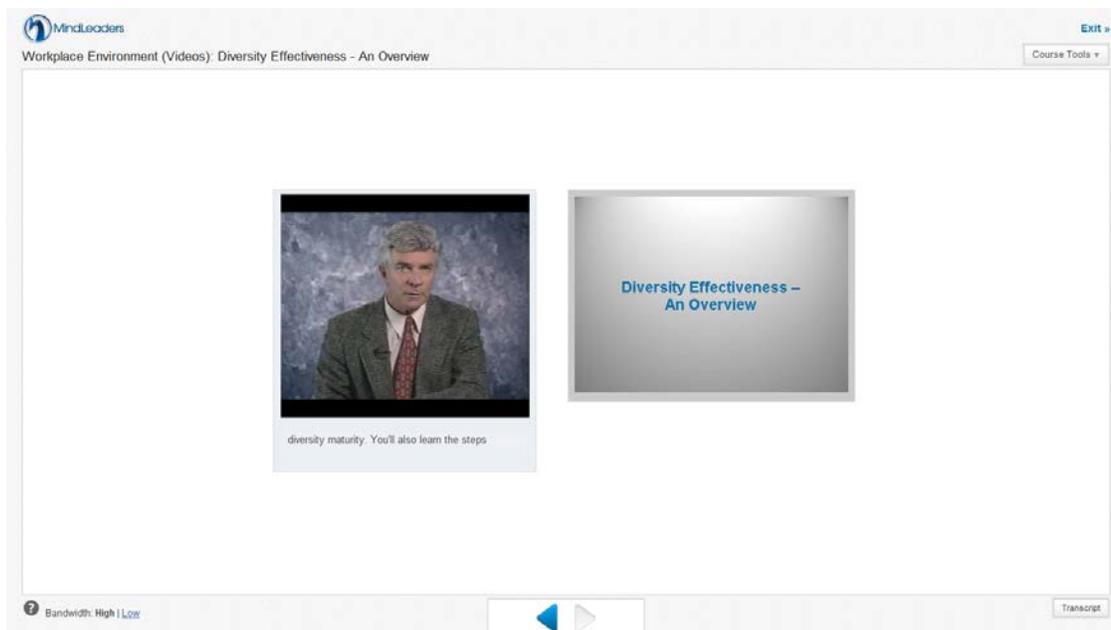
Click on the “Click here to launch this course” link in the center pane. This will launch the “course player”. **IMPORTANT:** To ensure successful tracking of your progress with the course, use only the navigation buttons within the course player, not your browser’s navigation buttons.

The course player opens up.

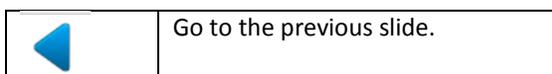


**About Online Course Players:** The College has purchased e-learning content from several vendors. Each vendor’s course player is slightly different. This course player shown above has a Begin the Course button and a Course Tools menu that provides access to a number of course features and content. This is an example of a “Mind Leader’s “ course. If you wish to see the Skillsoft launch page, click [here](#).

Click the Begin the Course button. In this case, the course video appears.



Because this course is a video, there are two navigation buttons at the bottom.



 Move to the next slide.

Please note that at the bottom right corner is a Transcript button. If you select it, the transcript will appear in the right-side text box. You can scroll through the transcript and search for keywords by using the search feature.



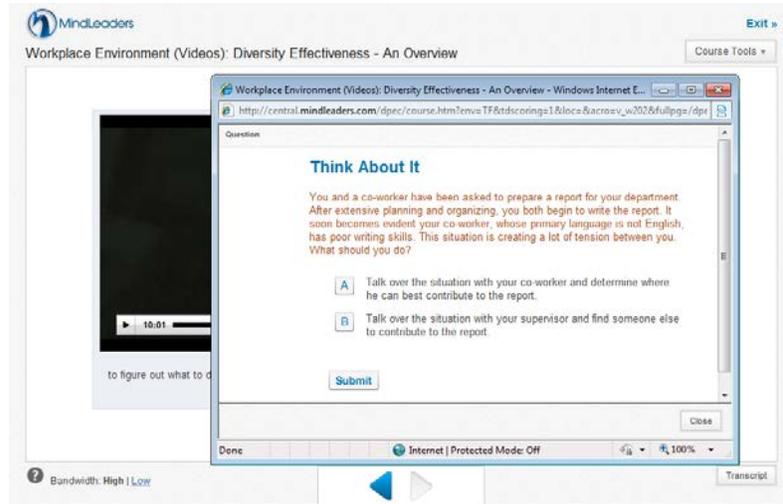
**Transcript** Close

Host: Welcome to Diversity Effectiveness - An Overview, the first program in our Diversity Series. Diversity in the workplace goes way beyond race, sexism and gender. It's composed of a changing blend of attributes, behaviors and talents, characterized by difference and similarities. During this program, you'll learn the meaning of diversity and diversity maturity. You'll also learn the steps to diversity effectiveness and how they can be applied. Watch now as Angela, Curt and Melissa share with us what they've learned about diversity.

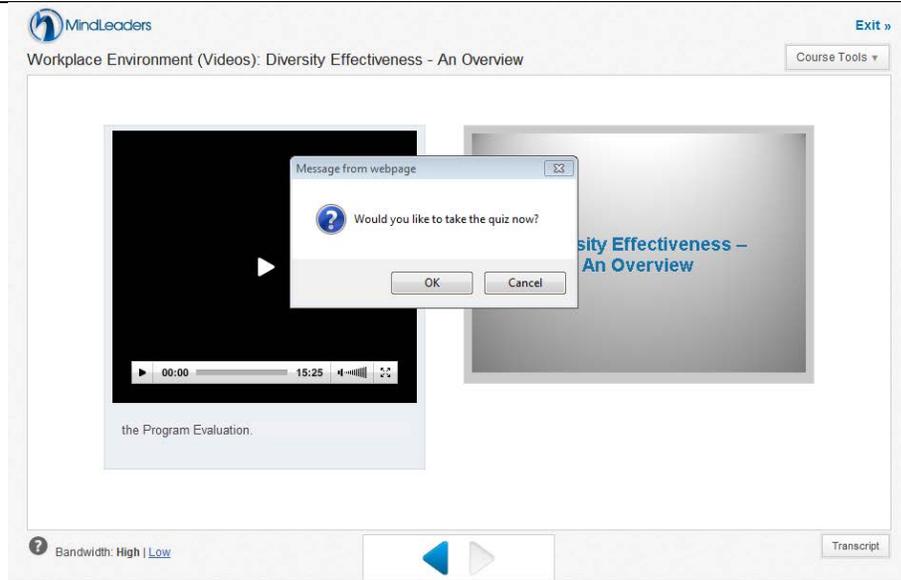
Melissa: I'm Melissa. Curt: I'm Curt. Angela: I'm Angela.

Melissa: We're going to a meeting. Angela: A taskforce meeting. Curt: A diversity taskforce meeting and I'm getting a killer workout. Melissa: The three of us were assigned to head up a Diversity Taskforce at our company. We need to come up with ways to ensure we have a representative workplace. Now we're going to pull it all together. Curt: We've learned that one must think of diversity in broad terms. It goes past race, sexism or gender. It's a blend of attributes and behaviors and talents. Angela: Diversity can also refer to different functions within an organization. Like marketing, or finance, or

To improve understanding, questions may pop up periodically throughout the video. You must attempt to answer the questions in order to complete the training.



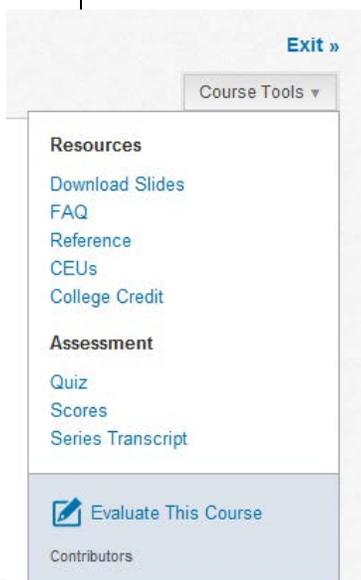
At the end of the video, you will be given an opportunity to take the final quiz. Click OK to launch the quiz. If you wish to take it later, click the Cancel button.



### How to Resume the Course or Take the Quiz Later

1. Exit at any point before completion.
  - a. You can exit the course at any time by clicking on the Course Player's Exit button at the top right of the screen.
  - b. To relaunch the course, go to My Current Learning and click on the name of the course.
  - c. MC Learns will remember where you left off and you will be able to resume taking the course.
  
2. Taking the final quiz later.
  - a. Click "Cancel" when asked "Would you like to take the quiz now?" and follow the instructions in 1.a-c to relaunch the course at a later time.
  - b. When the Course Player launches, open Course Tools (upper right) and select "Quiz" from the Assessment section of the dropdown list.

**About Course Tools:** Options may change depending on the course. In this example, the course the options are:



Definitions of Items in the Course Tools Menu	
<b>Resources</b>	
Download Slides	Downloads the slides into PowerPoint.
FAQ	Opens a list of Frequently Asked Questions about the subject matter.
Reference	Opens a list of links to reference materials.
CEUs	MC does not use this at this time.
College Credit	MC does not use this at this time.
<b>Assessment</b>	
Quiz	A direct link to the quiz.
Course Tools	Opens up a list of your scores.
Series Transcript	If this class is part of a series, you can view your transcript for the series.

## Pre-Assessments

To determine your current skill level, some courses will have a Skill Assessment at the start of the class. It will contain questions about the topics to be covered in the course.

## Welcome

TO ACCESS 2007: INTRODUCTION TO ACCESS

You can now begin the course or take a **Skill Assessment**, which consists of questions on topics covered in this course. Taking the Skill Assessment first allows you to determine which topics in the course you should focus on.

To take the Skill Assessment from within the course, simply click Course Tools and then click Skill Assessment.

Take the Skill Assessment

Begin the Course ▶

 **Course Length:** Approx. 1 hour

Click the Take the Skill Assessment button on the course launch page to begin. The Skill Assessment Instructions page opens up.

## Skill Assessment

INSTRUCTIONS

This Skill Assessment contains questions about the topics covered in the course. Use the Start the Skill Assessment button when you're ready to begin.

Click the Submit button to submit your answer for each question. To view the next question, click the Next Question button.

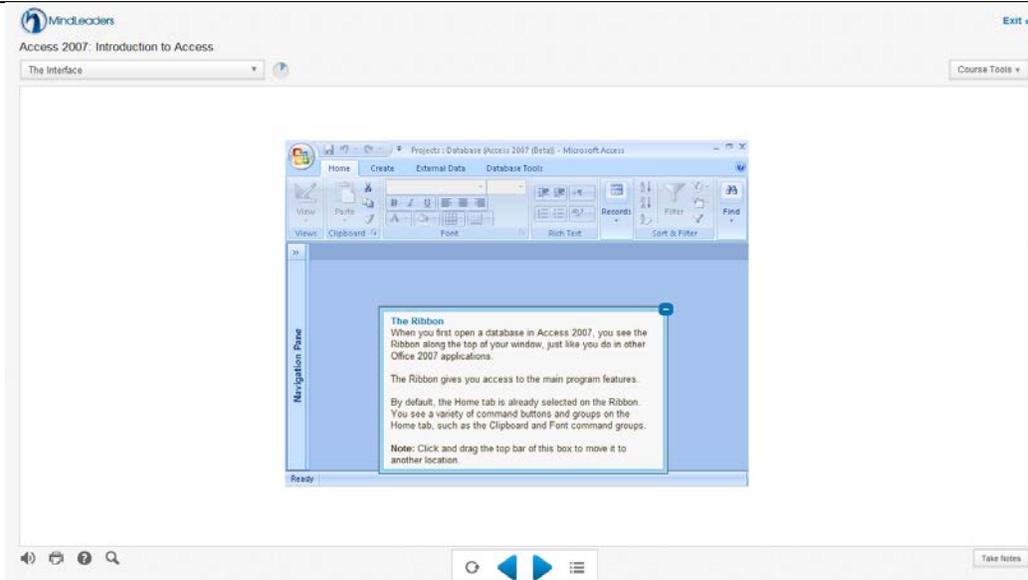
To exit the test, click the Back to Course button. **No scores are recorded if you return to the course or exit during the Skill Assessment.**

Click the Scores button after you answer the last question to view your scores.

Start the Skill Assessment ▶

Click the Start the Skill Assessment button and follow the prompts. When you reach the end of the skill assessment, close the window. The Welcome to the course page opens up.

When you are ready to begin the class, Click the "Begin this Class" button.



Notice the navigation buttons and icons at the bottom of the screen.

	Turn the audio on or off.
	Print this page.
	Help on using this course.
	Search the course for a particular term.
	Replay the audio for this page.
	Go to the previous slide.
	Move to the next slide.
	<p>Show topics. Clicking this will open a box that lists the topics for the class. You can navigate to other areas of the course by clicking on the links. Clicking on the icon again will close the list of topics.</p> 
	Opens a box where you can take notes about the class.

## Example of a Different Course Player

This is an example of a Skillsoft course. With this course player you can begin by clicking the red arrow next to the 1<sup>st</sup> topic, or you can jump to any other topic by clicking the topic name. Some courses include quizzes and/or summative tests. In this player you can go directly to a quiz for a given topic.

The screenshot shows a web browser window with the Skillsoft logo and course title. The course goal is to demonstrate how to build GUI applications using the Swing API. The current course score is --- and the completion status is Started. Below the goal, there is a table of topics with columns for Type, Status, Current Score, and Take Course Test. The first topic, 'Introducing Swing and the JFC', has a red arrow next to its first sub-topic, 'Overview of Swing and Java Foundation Classes', which is currently in progress (indicated by a green progress bar).

		Type	Status	Current Score	Take Course Test
<b>Introducing Swing and the JFC</b>					
	<a href="#">Overview of Swing and Java Foundation Classes</a>	Instruction		---	<a href="#">Take Test</a>
	<a href="#">Swing components and containers</a>	Instruction		---	<a href="#">Take Test</a>
	<a href="#">Introduction to Swing Components</a>	Instruction		---	<a href="#">Take Test</a>
<b>Working with Swing</b>					
	<a href="#">Using Swing layout managers</a>	Instruction		---	<a href="#">Take Test</a>
	<a href="#">Handling events in Swing</a>	Instruction		---	<a href="#">Take Test</a>
	<a href="#">Painting Swing components</a>	Instruction		---	<a href="#">Take Test</a>

H.

## My Current Learning

[Return to Index](#)

From the MC Learns home page, click the “My Current Learning” link. The “My Current Learning” page opens with a list of your current enrollments, learning plans and any online course, if applicable.

The screenshot shows the 'My Current Learning' page on the MC Learns website. The page is organized into several sections: 'My Enrollments', 'My Learning Plans', and 'Online Courses'. The 'My Enrollments' section shows a table with one enrollment available, 'Multicultural Film and Discussion: "Cracking the Codes..." of Racial Inequity', which is approved and scheduled for 5/15/2014 at 1:00 PM. The 'My Learning Plans' section shows no records found. The 'Online Courses' section shows two courses in progress: 'Access 2007: 1 Introduction to Access' and 'Windows 7: 1 New Features', both with a score of N/A and an expiration date of N/A.

Class Name	Start Date/Time	Pre-Status	Actions
1 Multicultural Film and Discussion: "Cracking the Codes..." of Racial Inequity	5/15/2014 1:00 PM	Approved	

Title	Date Started	Last Viewed	% Complete	Score	Expiration Date	Actions
<a href="#">Access 2007: 1 Introduction to Access</a>	12/16/2013 10:18 AM	12/16/2013 10:54 AM	N/A	N/A	N/A	
<a href="#">Windows 7: 1 New Features</a>	12/16/2013 9:53 AM	12/16/2013 9:53 AM	N/A	N/A	N/A	

If you are an MC Learns enrollment administrator, you will also see a list of the classes that you are managing.

**Actions**

In the “Actions” column you may see any combination of the following icons.

Actions	
	View Assets/Materials Fulfillment – View enrollment details.
	View Roster
	View Attachments
	View Course Properties
	View Course Notes

**I. My Learning History [Return to Index](#)**

My enrollment history lists all the classes in which you have enrolled. Please note that your history from the PDS was brought over to MC Learns so you will see all the classes you’ve taken since September of 2006.

**My Learning History**

My Learning History organizes your learning activities into three groups: Instructor-led Classes, Learning Plans and Programs and Online Courses. Each section offers you the option of filtering and sorting the list in various ways.

**My Enrollment History**

▼ Enrollment History

Primary Sort: Enrollment Name [Sort icons]

Secondary Sort: Select Secondary Sort [Sort icons]

91 enrollments available, showing 1-10 Page 1 of 10 [Navigation icons]

	Enrollment Name ▲	Enrollment Description	Event Start Date/Time	Event End Date/Time	Post Status
1	15th LDI Graduation - 04/19/2007	15th LDI Graduation - 04/19/2007	4/19/2007 8:00 AM	4/19/2007 5:00 PM	Completed
2	15th LDI Graduation - 04/24/2008	15th LDI Graduation - 04/24/2008	4/24/2008 8:00 AM	4/24/2008 5:00 PM	Completed
3	16th LDI Graduation - 04/16/2009	16th LDI Graduation - 04/16/2009	4/16/2009 8:00 AM	4/16/2009 5:00 PM	Completed
4	17th LDI Project Presentations & Graduation - 05/10/2010	17th LDI Project Presentations & Graduation - 05/10/2010	5/10/2010 8:00 AM	5/10/2010 5:00 PM	Completed
5	An Overview of Stephen R. Covey's 7 Habits of Highly Effective People A class for LDI alumni - 02/07/2011	An Overview of Stephen R. Covey's 7 Habits of Highly Effective People A class for LDI alumni - 02/07/2011	2/7/2011 8:00 AM	2/7/2011 5:00 PM	Completed
6	Arab American Heritage Month Panel In Their Own Voices - 04/03/2009	Arab American Heritage Month Panel In Their Own Voices - 04/03/2009	4/3/2009 8:00 AM	4/3/2009 5:00 PM	Completed

You can sort this list by any of the columns by clicking on the column name or by using the sort feature at the top of the list.

Before you begin the enrollment process visit the [Required Training](#) page on the Human Resources, Development and Engagement Web site.

The page covers the policies and employee groups relative to each type of required training. After becoming familiar with the policies, return to MC Learns, click the “Required Training for Administrators, Supervisors and Employees” link.

**MY LEARNING**

- ▶ My Current Learning
- ▶ My Learning History

**QUICK LINKS**

- ▶ Getting Started Tutorials
- ▶ Montgomery College
- ▶ MyMC
- ▶ Learning Sponsors

**Required Training for Adminrators, Supervisors and Employees**

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To read the required training policies and class descriptions visit the [Required Training for Administrators, Supervisors and Employees](#) page on the [Human Resources, Development and Engagement Web site](#). The required training classes listed below are organized by employee group (All Employees, New Employees, Administrators and Supervisors, New Administrators and Supervisors, and Academic Affairs and Student Services Employees). To register for a class, scroll down to the group to which you belong and make your selection. If you need help with the registration process visit the “Getting Started Tutorials” in the Quick Links section of the menu to the left.

If you are interested in satisfying the required training in “Multiculturalism & Diversity”, please make your selections from the “Multicultural & Diversity” category on the MC Learns Home Page.

Type of Requirement	Type of Employee				
	All Employees	New Employees (after 7/1/13)	All Administrators & Supervisors	New Administrators & Supervisors (after 7/1/13)	Academic Affairs & Student Services Employees
Multicultural & Diversity Training (classroom)		X		X	
Multicultural & Diversity Performance Goal	X				
Family Educational Rights and Privacy Act (online)		X		X	
Americans with Disabilities Act (ADA) Training for Supervisors (online)			X	X	
Collective Bargaining Agreement and P&P for Managing Staff (classroom)				X	
Developing Employee Performance Goals (classroom)				X	
Writing Employee Performance Evaluations (TBA)				X	
Preventing Sexual Harassment and Workplace Discrimination (classroom)				X	
Preventing Workplace Violence (classroom)				X	
Recognizing and Appreciating Employees (classroom)				X	
ADA Training “In Their Own Shoes” (online)					X

The Required Training page will open. Make your selection from the list of titles in the column labeled “Type of Requirement”. The special page for that requirement will open and if there are classes currently scheduled, they will appear in the list of “Enrollments.”