

# How to Look Up Your Team's Training Progress in the Vision Resource Center

## 1 Log In to the Platform

Access the Vision Resource Center through RCCD Portal Guard Single Sign-On using [RCCD My Apps](#).



## 2 Navigate to Standard Reports

Once logged in, open the menu and select Standard Reports. Then select Transcripts.



## 4 Open an Employee Transcript

Click VIEW under the View Transcript column.

Employees			VIEW TRANSCRIPT
NAME	DIVISION / POSITION	COST CENTER	
in, BJ	District Offices:RISK MANAGEMENT COORDINATOR	Risk Management	<a href="#">View</a>
Esqueda, Monica	District Offices:MANAGER, DISTRICT SAFETY & EMERGENCY PREPAREDNESS	Risk Management	<a href="#">View</a>

Use the filter (All / Active / Completed) to review the specific trainings.

Welcome to your learning transcript! To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and register for workshops. If you would like to complete learning outside of scheduled activities, you can add an external training by clicking on the button with the three dots in the upper right hand corner and then select 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. Workshops that are in progress will show on the ACTIVE screen and workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will be immediately moved to the COMPLETED tab. Courses you did not attend or withdrew from will move automatically to ARCHIVED.

## 5 Print a Transcript

To print the report, click the three dots (...) in the upper-right corner. The printed report will reflect the filter you selected.

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## Sample of training report:

### All Training: Monica Esqueda

Title	Type	Due Date	Score	Status
How to View Your Completed Transcript in the Vision Resource Center	External Content	None		In Progress
GDPR Administrator Toolkit	Online Class	None		In Progress
Vision Resource Center Admin Office Hours (Starts 11/17/2025 8:00 AM)	Session	None	0	No Show
RCCD Risk Management: Rave Guardian Training (Starts 11/12/2025 2:00 PM)	Session	None	0	Completed
RCCD Risk Management: Rave Guardian Training (Starts 11/19/2025 8:00 AM)	Session	None		Registered
RCCD Risk Management: Emergency Management Training for Faculty (Starts 3/26/2026 1:00 PM)	Session	None		Registered
RCCD Risk Management: Emergency Management Training for Managers (Starts 3/26/2026 1:00 PM)	Session	None		Registered
RCCD Risk Management: Emergency Management Training for Classified & Confidential Professionals (Starts 3/26/2026 2:00 PM)	Session	None		Registered
CCC   Improving Equity in Campus Hiring	Online Class	12/31/2025		Registered
RCCD   2025 EEO Training for Hiring Committees 1.2	Online Class	None	0	In Progress
Compliance Brief: Filtering Facepiece Respirators and Masks	Online Class	None		In Progress
Safe Lifting	Online Class	None		In Progress
Food Safety & Hygiene	Online Class	None		In Progress
Slips, Trips, and Falls 2.0	Online Class	None		In Progress
Slips, Trips, and Falls Prevention	Online Class	None		In Progress
First Aid: Heat Stress	Online Class	None	82	Completed
Know Your Organization's Emergency Action Plan	Online Class	None	1	Completed
CAL-OSHA: Emergency and Fire Preparedness	Online Class	None		Completed
Defensive Driving	Online Class	None		In Progress
Know Your Organization's Fire Plan	Online Class	None	1	Completed
Office Ergonomics	Online Class	None		Completed