

Moraine Valley Community College Employee Professional Development Training Guide

MVConnect

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Training Manager (Archive)

Training Manager will be available for archival purposes until the end of the Fall 2013 semester.

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MVConnect

Login to MVConnect and View Faculty and Staff Portal Page

1. **Login** to MVConnect at <http://mvconnect.morainevalley.edu>.

Moraine Valley Community College
Changing Lives for a Changing World

MVCONNECT

User name:

Password:

This is a public or shared computer
 This is a private computer

Login

Need help logging in to MVConnect?

Students
[User Name Lookup](#) | [Password Reset](#) | [Tutorials](#)
If you need additional assistance please contact
User Support 708.608.4355

Faculty & Staff - contact User Support at
708.608.4357

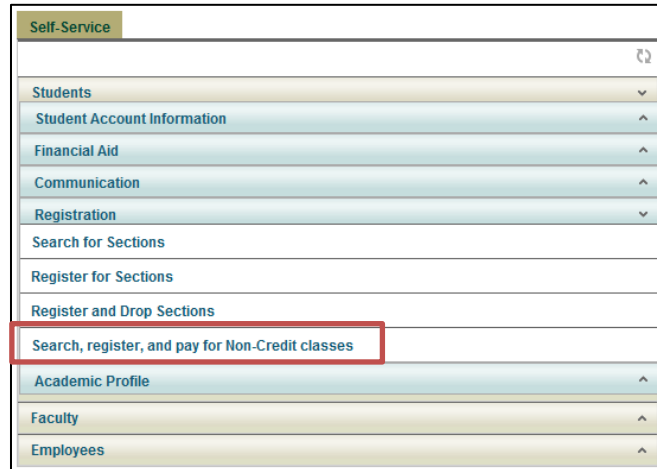
2. Go to the **Faculty and Staff** portal page.

What would you like to see?

- [Go to the Student portal page.](#)
- [Go to the Faculty and Staff portal page.](#)

Search/Register for Professional Development Opportunities

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Registration**.
 - Click **Search, register, and pay for Non-Credit classes**.



3. To view a list of all professional development opportunities:
 - Under topic code, click **MVCC EMPL Professional Dev**.
 - Click **Submit**.

Tips:

- *The MVCC EMPL Professional DEV topic code is at the bottom of the list.*
- *To narrow the results, you may also search by keyword or course code number.*
- *All Employee Professional Development opportunities course codes start with CTLF, CTLE, or EMPL.*

You may enter as many search criteria as you wish, but you will see only classes that meet ALL of your criteria, so start with a broad search. (Enter criteria in only 1 or 2 fields.)

Search For (Key Word)

Course Code Number

Starting On/After Date Ending By Date

Classes Meeting After

Classes Ending Before

Mon Tue Wed Thu Fri Sat Sun

Topic Code

Location

Instructor's Last Name

4. To register in a section:

- **Check** the box to the left of the Course Name.
- Click **Submit**.

Tips:

- *Click the Course Name and Title for detailed section information.*

Select	Course Name and Title
<input checked="" type="checkbox"/>	CTLE-T171-200 Podium Training-Variou
<input type="checkbox"/>	CTLE-T171-201 Podium Training-Variou
<input type="checkbox"/>	CTLE-T350-401 Apple Expert Lounge
<input checked="" type="checkbox"/>	CTLF-B101-300 Blackboard Essentials

5. Complete “Additional Registration Info.” screen (optional) and click **Submit**.

Additional Registration Info ✕

?

All entries on this form are optional.

Educational Goal

Course Name and Title	Reason For Taking	How You Learned of This Class
EMPL-W006-001 Nickled and Dimed No More!	<input type="text" value="To explore new interests"/>	<input type="text" value="Previous classes here"/>

6. On the “Pay for Classes” screen:

- Finalize registration by choosing **Register now (check out)**.
- Click **Submit**.

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."
 * = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
0.00	EMPL-W006-001 Nickled and Dimed No More!	10/16/2013-10/16/2013 Discussion/Lecture Wednesday 12:00PM - 01:00PM, Building D, Room D116	10/16/13	10/16/13	L. Wright	0.00		Main Campus	<input type="checkbox"/>

Total Amount Due 0.00

Choose one of the following: * Register now (check out) ▼

Select a payment method to complete registration (check out)

Payment Type

7. The "Class Acknowledgment" screen will confirm your registration. Click **OK**.
Tip: You will also receive a "Class Acknowledgement" email from admissions@morainevalley.edu to acknowledge your registration.

Class Acknowledgement ✕ ?

You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
0.00	EMPL-W006-001 Nickled and Dimed No More!	10/16/2013-10/16/2013 Discussion/Lecture Wednesday 12:00PM - 01:00PM, Building D, Room D116	10/16/13	10/16/13	L. Wright	0.00		Main Campus

You have not been charged for the successful registrations listed above.

Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
No unsuccessful requests				

Withdraw from Professional Development Opportunities

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Registration**.
 - Click **Register and Drop Sections**.

The screenshot shows a 'Self-Service' menu with several options. The 'Register and Drop Sections' option is highlighted with a red box. Other options include Students, Student Account Information, Financial Aid, Communication, Registration, Search for Sections, Register for Sections, Search, register, and pay for Non-Credit classes, Academic Profile, Faculty, and Employees.

3. Under the Current Registrations area, **check** the “Drop” checkbox to the left of the section you want to remove from your schedule. Click **Submit**.
Note: If you have been pre-registered in a workshop, you may not be able to drop it.

The screenshot shows the 'Current Registrations' section of the system. A table lists current registrations, and the 'Drop' checkbox for the first row is checked. Below the table, there is a 'SUBMIT' button.

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	Fall Semester 2013		EMPL-W006-001 Nickled and Dimed No More!	Main Campus	10/16/2013-10/16/2013 Discussion/Lecture Wednesday 12:00PM - 01:00PM, Building D, Room D116	L. Wright	0.00	

4. You will receive a confirmation that you have dropped the section. Click **OK**.

The screenshot shows a confirmation message: 'The following request(s) have been processed.' Below this is a table showing the details of the dropped section.

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2013	Dropped from this section		EMPL-W006-001 Nickled and Dimed No More!	Main Campus	10/16/2013-10/16/2013 Discussion/Lecture Wednesday 12:00PM - 01:00PM, Building D, Room D116	L. Wright	0.00	

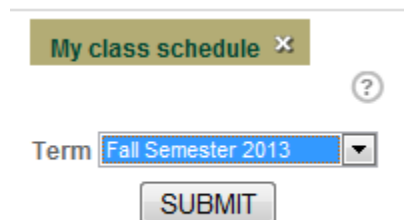
View Your Training Schedule

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Academic Profile**.
 - Click **My Class Schedule**.



The image shows a 'Self-Service' menu with various options. The 'My class schedule' option is highlighted with a red rectangular box. The menu items are: Students, Student Account Information, Financial Aid, Communication, Registration, Academic Profile, Grades, Grade Point Average by Term, Transcript, Test Summary, Transcript Request, Transcript Request Status, My class schedule, My profile, Faculty, and Employees.

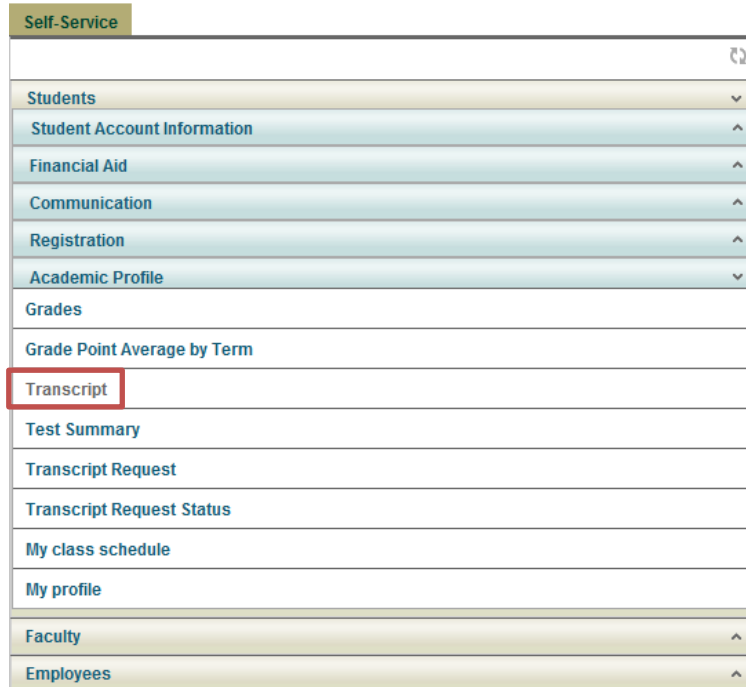
3. Choose **term** and click **Submit**.



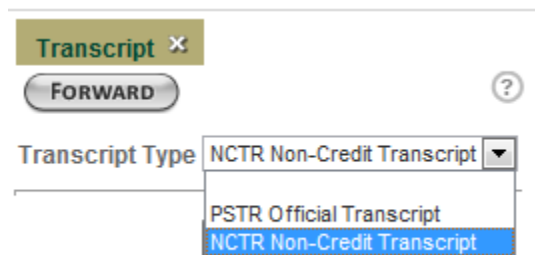
The image shows a form titled 'My class schedule' with a close button (x) and a help icon (?). Below the title is a dropdown menu labeled 'Term' with 'Fall Semester 2013' selected. Below the dropdown is a 'SUBMIT' button.

View Your Training History (after August 1, 2013)

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Students**.
 - Click **Academic Profile**.
 - Click **Transcript**.




3. For the transcript type, choose **NCTR Non-Credit Transcript** and click **Submit**.



Facilitators: View Class Roster

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Faculty**.
 - Click **Faculty Information**.
 - Click **Class Roster**.

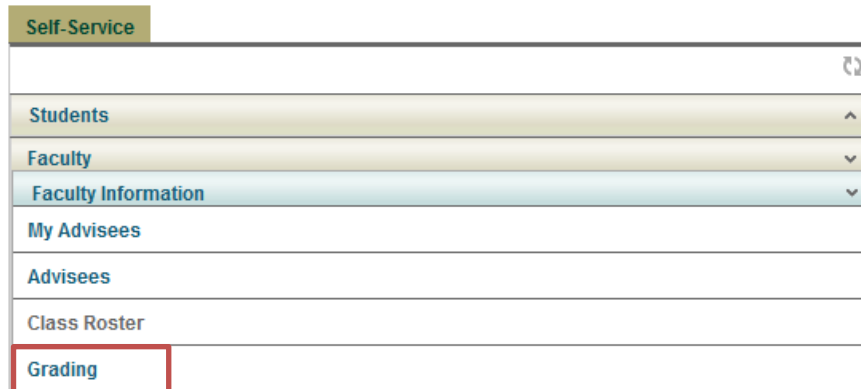
Self-Service	
	
Students	^
Faculty	v
Faculty Information	v
My Advisees	
Advisees	
Class Roster	
Grading	

3. Click **Section Name and Title**

Section Name and Title	Term	Start Date	End Date	Meeting Information
CTLE-T130-001 New Features in Office 2013	Fall Semester 2013	09/27/13	09/27/13	09/27/2013-09/27/2013

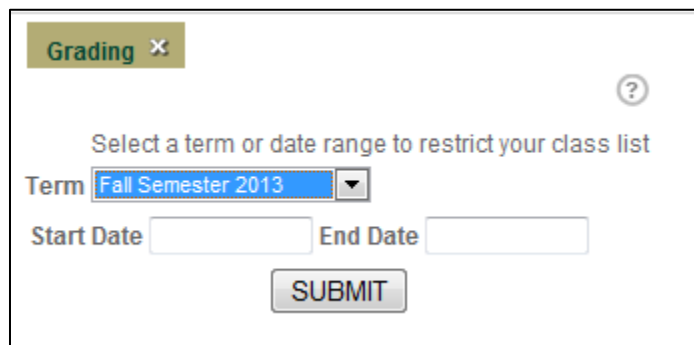
Facilitators: Enter Final “Grades” (Attendance)

1. Go to the **Faculty and Staff** portal page.
2. In the Self-Service area:
 - Click **Faculty**.
 - Click **Faculty Information**.
 - Click **Grading**.



The screenshot shows a 'Self-Service' menu with the following items: Students, Faculty, Faculty Information, My Advisees, Advisees, Class Roster, and Grading. The 'Grading' item is highlighted with a red border.

3. Select **Term** and click **Submit**.



The screenshot shows the 'Grading' form with the following fields: 'Term' (set to 'Fall Semester 2013'), 'Start Date', and 'End Date'. A 'SUBMIT' button is visible at the bottom.

4. From the “Final or Midterm/Intermediate” list choose **Final**. Choose **Course** and click **Submit**.

5. Enter one of the following grades for each participant:

Y: Attended

N: Did not attend

If a participant attended your workshop but is not on your grade list please inform the Center for Teaching and Learning.

Frequently Asked Questions

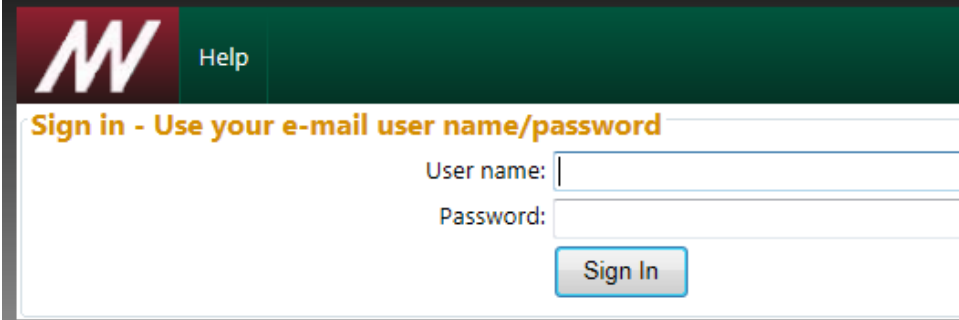
1. Who should I contact if I do not have access to MVConnect?
Please contact the Help Desk at 708-608-HELP (4357)
2. Who should I contact if I have a hold on my account?
Please contact the Office specified in the hold notice.
3. Can I register in a workshop that has already started?
No. You may not register in a class after it is has started.
4. Can I register in a workshop if there are no seats available?
You will not be able to register for a workshop if it is full.
5. What does a Y or N mean on my transcript?
Y: Attended the workshop
N: Did not attend the workshop

Please direct all other questions to the Center for Teaching and Learning at 708-974-5347.

Training Manager

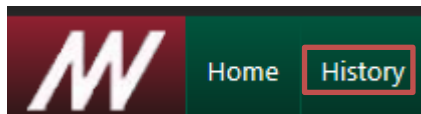
Login to Training Manager

1. Login to Training Manager at <https://tmweb.morainevalley.edu>



View/Print Your Training History (prior to August 1, 2013)

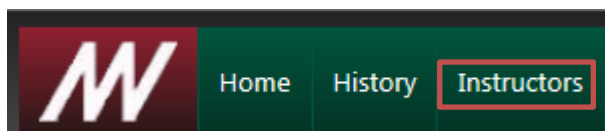
1. Login to Training Manager <https://tmweb.morainevalley.edu>.
2. Click **History** link.



3. Print a copy for your records.

Facilitators: View/Print Sessions Taught before August 1, 2013.

1. Login to Training Manager at <https://tmweb.morainevalley.edu>.
2. Click **Instructors** link.



3. Print a copy for your records.