

Dual Enrollment Instructor Learning Plan

Employee Learn Center

Dual Enrollment Instructors must complete mandatory online training courses through the Employee Learn Center (ELC).

The Employee Learn Center is an online resource employees use to find and register for training and complete mandatory courses.

In the ELC you will find your Learning Plan houses the courses you are required to take.

If you have not completed EDU250, you will add the **Dual Enrollment Program in MCCC**D to your Learning Plan and submit certificate to your Dual Enrollment Coordinator.

Add Training Courses to Your Learning Plan

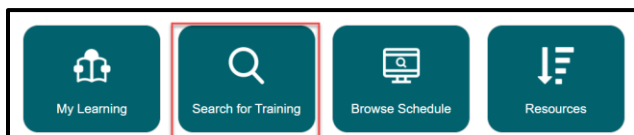
You are only required to complete the Dual Enrollment Program at MCCC

D if you have not completed EDU250. Add the course to your Learning Plan.

FERPA: Level I is already in your Learning Plan.

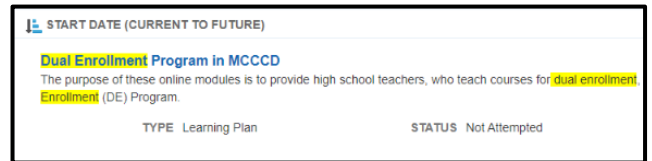
If you are required to complete FERPA: Level II, add the course to your Learning Plan.


1. Sign into the ELC using you MEID and Password: <https://maricopa.learn.taleo.net>
2. Click Search for Training.



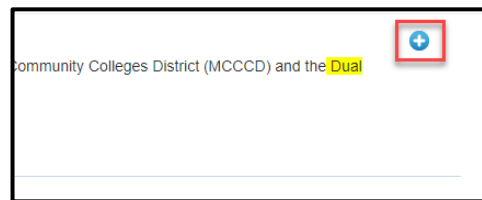
3. In the search bar, type "Dual Enrollment" and Click Find.

4. Locate "Dual Enrollment Program in MCCCD".



5. To the far right, click add 

 - If the add button is not available, the course is already in your Learning Plan.



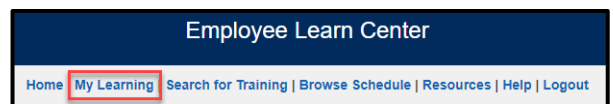
6. Repeat steps 3-5 if required to complete additional training courses.

Ex. FERPA: Level II

7. Next, access and complete training in your Learning Plan.

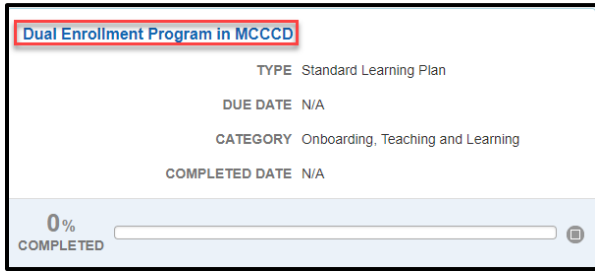
Access and Complete Training in your Learning Plan


1. At the top of the ELC, click My Learning.



- Required FERPA training and the Dual Enrollment Program in MCCC' D course (if you [added it to your Learning Plan](#)) are displayed.

2. Click the title of the training you are completing.



3. On the far right, click play .

 - If the course does not open, the pop-up blocker will need to be disabled. See instructions to disable the pop-up blocker.

4. Complete all modules in the training course(s) and pass the quiz 80% or higher.
5. Repeat steps 2 and 3 to complete the remainder of your training.

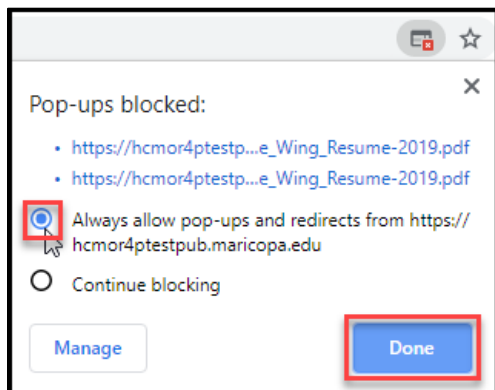
Disable Pop-up Blocker

The instructions below are for disabling the pop-up blocker in Google Chrome.

1. In your browser address bar, to the far right, click the pop-up blocker icon. It will usually be a really tiny x in a red square.



2. In the message window, select "Always allow pop-ups and redirects from https://..." and click Done.



Print Dual Enrollment Program Certificate

Print your certificate for the Dual Enrollment Program and submit a copy to your Dual Enrollment Coordinator.

FERPA records are maintained in the ELC.

You are not required to submit any documentation.

1. At the top of the ELC, click My Learning.



2. Locate the Dual Enrollment Program in MCCC'D and click the down arrow in the upper right.
3. Click View Certificate.
4. At the top of the page, click Print.
5. Submit a copy of this certificate to your Dual Enrollment Coordinator.
6. When finished, sign out.