



Figure 1, Image of Microphone and Seated Audience in Lecture Hall

FPD PROCESS QUICK GUIDE

for Attendees & Presenters of FPD Events

ABSTRACT

This handy process reference guide will help you smoothly and efficiently manage your Faculty Professional Development (FPD) events and attendance hours as an Attendee, and as a Presenter should you choose to present an FPD training to your colleagues.

Last updated: 04/15/26

Contacts:

For issues with your FPD hours; attendance; events listed on or missing from your transcript; questions about the contents of this guide; requests for additional copies:
Darlene O’Keeffe, Coordinator, Academic Senate & FPD Committee Classified Representative:
darlene.okeeffe@avc.edu

For technical issues and for 1:1 training on how to use the Vision Resource Center software:
Greg Krynen, Campus Trainer:
greg.krynen@avc.edu

For FPD policy issues, requirements, or other topics covered by the FPD Handbook:
Dr. Kathy Osburn, FPD Committee co-Chair:
FPD@avc.edu or Kathy.osburn@avc.edu

Table of Contents

Foreword.....	2
Vision Resource Center (VRC) Overview.....	3
Faculty Attendee Process:	7
How to Receive FPD Credit for Attending a Calendared, AVC-Hosted Zoom Event.....	8
How to Join a Zoom Session from Outside the AVC Network.....	9
How to Receive FPD Credit for Attending a Calendared, AVC-Hosted In-Person Event	10
Calendared Events vs. External Trainings	11
What is a Calendared Event?	11
What is an External Training?	11
Self-Reporting via External Trainings	12
Examples of Events to Self-Report by Entering a VRC ' External Training '	13
How to Add External Trainings to Your VRC Transcript (Self-Reporting).....	14
Proof of Attendance	16
Correcting Errors & Running Transcript Reports w/Hours	18
Overview.....	18
How to Correct Transcript Errors	18
How to Run Your FPD Transcript Report – Method #1	21
How to Run Your FPD Transcript Report – Method #2	24
How to Roll Over Excess Hours from Fall to Spring (Adjuncts).....	26
How & When to Clean Up Your Transcript	27
What To Do If I am Wrongly Docked By Payroll for Not Meeting My FPD Obligation?	28
Faculty Presenter Process:	29
Getting Started.....	29
How to Receive FPD Credit for Preparing & Presenting a Zoom Event	30
How to Receive FPD Credit for Preparing & Presenting an In-Person Event.....	30
Providing Proof of Attendance for Your Attendees	33
Overview	33
How to Use Paper Sign-in Sheets for In-Person Events.....	34
How to Download Activity/Attendance Logs for Zoom Events	36
Requesting New FPD Events; Changes; & Cancellations for Existing Events.....	39
Appendix	40
A1: FPD Due Dates: Text.....	40
A2: FPD Due Dates for 25/26: Graphics.....	41
A3: FPD Resources	42
A4: ADA Compliance Checklist for FPD Presenters	43

FPD Process Quick Start Guide

For Faculty Attending & Faculty Presenting FPD Events

Foreword

To those faculty new to AVC and the FPD processes here, *Welcome*. I hope this guide helps get you off to a good start with understanding and following the FPD process. And to those faculty who have been with AVC a while and have struggled through the changing FPD landscape these past years, I once again give my thanks. I hope this visual guide helps to fill in gaps and eliminate past confusion about what to do, and when to do it.

My commitment is to help make this process run smoothly and efficiently, whether you are an attendee or a presenter of an FPD event, so that you can focus as much of your time and attention as possible on what it is that you do best- working with your students.

For those who may not know, I am the Academic Senate Coordinator. I support the Academic Senate and the Senate President. I also assist the FPD Committee by managing the day-to-day workings of the FPD Vision Resource Center events calendar and attendance process; processes that depend on you and me working in partnership in order for them to be successful. Specifically, I enter the AVC-Hosted FPD events into the Vision Resource Center (VRC) Events Calendar on behalf of AVC presenters; you then **sign-up** for and **sign-in** to the events you attend. Presenters then send me proof of your attendance, after which I record your attendance into your VRC transcript so that the final hours report to Payroll at the end of the cycle is accurate.

In addition to providing straightforward process maps and step-by-step instructions, this guide incorporates core trainings created by Greg Krynen, the Campus Trainer, which are readily available to you in his Canvas Technical Training FPD module. Greg also assists with any technical issues you may be having using the Vision Resource Center (VRC) software tool, and he is available for 1:1 training sessions should you find you need a little extra help. Thank you, Greg!

So, I hope you find this *FPD Process Quick Start Guide for Attendees & Presenters* to be a useful tool that helps you easily, and without frustration, complete your part in the process. If not, please feel free to let me know how I can make it even better.

I look forward to working with you all during this new academic year. May it be a great one!

Warm regards,
Darlene O'Keeffe
Academic Senate Coordinator
Darlene.okeeffe@avc.edu



Vision Resource Center (VRC) Overview

This overview will help you navigate the Vision Resource Center (VRC) so that you can easily and efficiently manage your professional development events and ensure your hours reports are accurate.

1. Go to www.avc.edu

2. Click on the **MYAVC** button

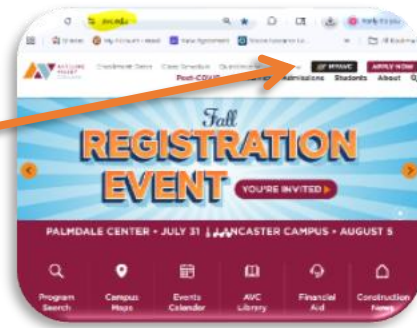


Figure 2, MYAVC Button

3. Click on AVCID – Single Sign On

4. Log into the Single Sign On portal



Figure 4, SSO Portal

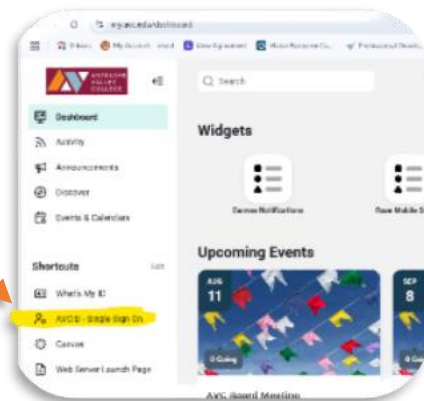


Figure 3, AVC Single-Sign On Link

5. Click on Vision Resource Center button.

(Note that Canvas, Zoom, Outlook, and other tools that you will use frequently are also on this page.)

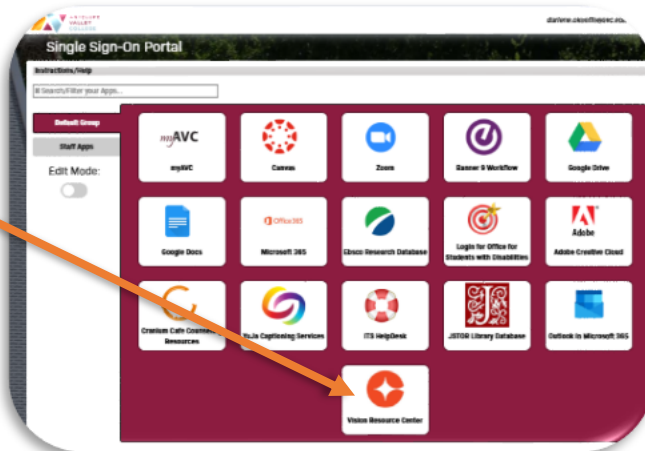


Figure 5, VRC Button

This is your **Vision Resource Center (VRC) Dashboard**. Sometimes you will hear people refer to this as 'Cornerstone.' Cornerstone is the platform that the VRC runs on. We try not to use 'Cornerstone' when referring to the VRC.

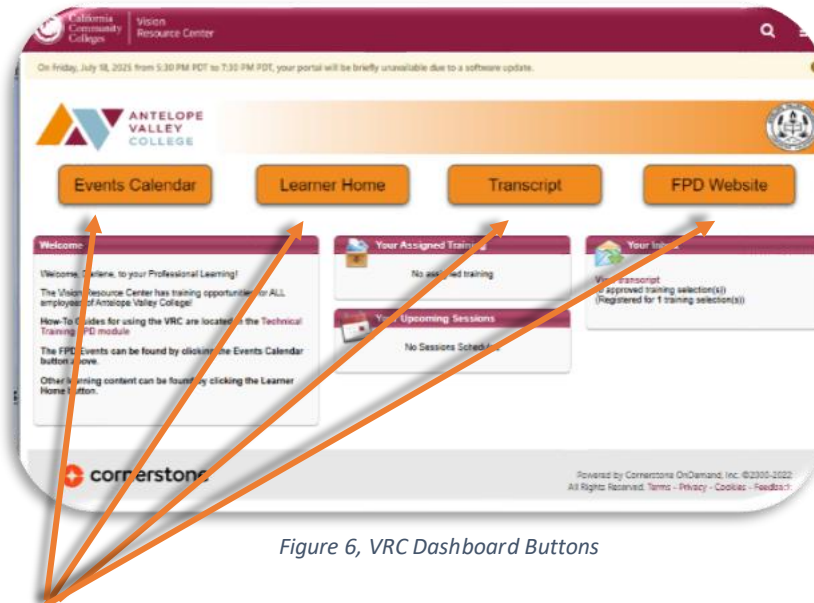


Figure 6, VRC Dashboard Buttons

The four large orange buttons across the top of your dashboard page are important links.

When you click on **Events Calendar**, you are taken to the calendar where AVC and Non-AVC events are posted. This is where you sign up for FPD sessions.

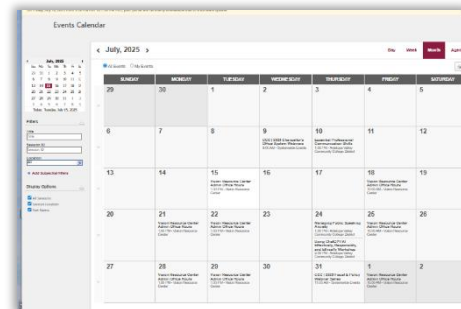


Figure 7, VRC Events Calendar Page

When you sign up for AVC Hosted events, here, they are automatically placed into your VRC transcript.

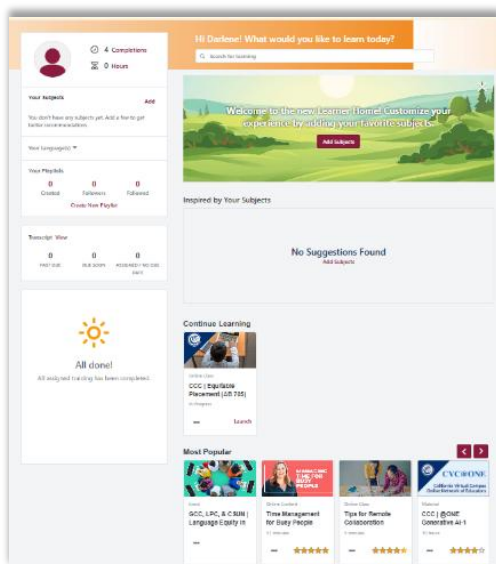


Figure 8 Screenshot of Learner Home Page

The **Learner Home** button takes you to another resource for FPD training. These trainings are online and when you complete these trainings, the software automatically places them into your VRC transcript Completed tab.

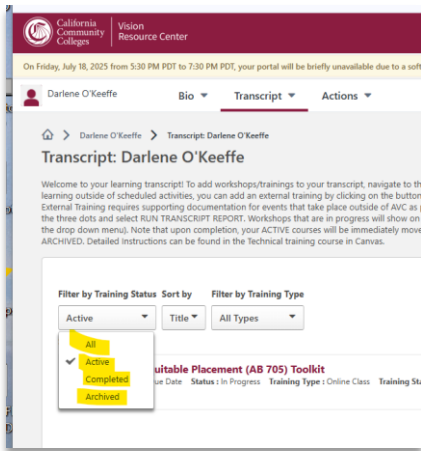


Figure 99, Transcript Homepage

The **Transcript** button takes you to your transcript. Your transcript has 4 tabs that you can select to either **1)** show all the sessions you've signed up for that are in any stage, **2)** show all active sessions you have not yet completed, **3)** show all sessions you've completed, and **4)** show all archived sessions, completed or not, that should no longer count toward your FPD hours for the current year or semester. Archiving mistakes, missed sessions, and old event listings takes them out of play and keeps your Active and Completed tab clean for the current cycle. Your transcript defaults to the 'Active' tab.

The **FPD Website** button takes you to the FPD website where you will find lots of valuable information about the FPD program, deadlines, the FPD Handbook, and more.

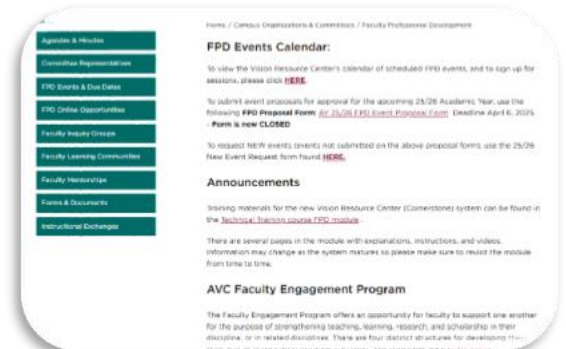


Figure 100, FPD Website Homepage

In the **Welcome** box you will find a link to short written and video trainings on how to use the VRC. **Click** on the **Technical Training FPD Module** text.

When you are in the Canvas training module, scroll to the FPD topic of your choice.

These quick and easy trainings were created by the AVC Campus Trainer, Greg Krynen. Your training with Greg also counts toward your FPD obligation. Reach out to Greg if you need additional assistance.

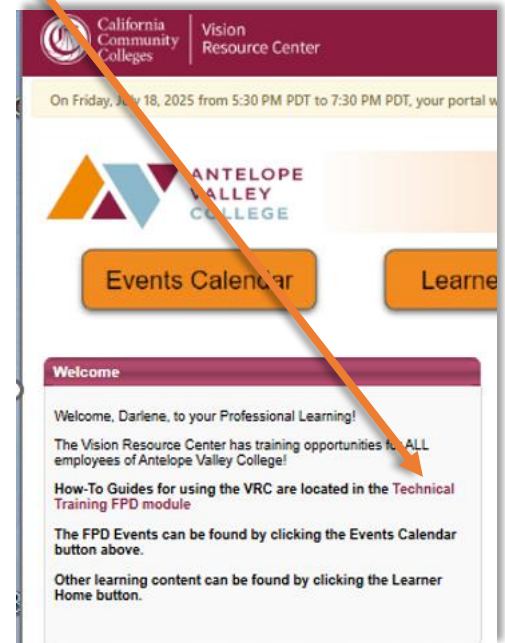


Figure 111, Technical Training FPD Module Link

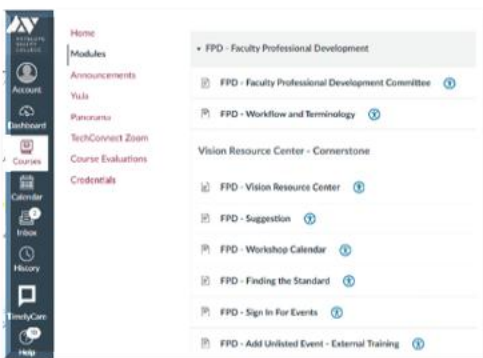


Figure 12, Canvas FPD Technical Training Page



NOTES:

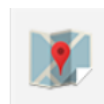


Faculty Attendee Process:

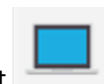
In order to avoid confusion with managing your FPD sessions and transcript, it must first be understood that there are basically **three parallel processes** that determine how the events show up on your transcript, and how your attendance is processed. These three processes are based on three high-level categorizations. Sessions will fall into one of these three buckets. **1) Calendared events, 2) External trainings, and 3) Online Trainings** (from the Learner Home page of your VRC account). **Calendared Events and External Trainings are the two primary buckets** used most often. (See pages 13 and 14 for greater detail.)



1. **Calendared Events** have a calendar icon in your transcript
 - **Only the Senate Coordinator can enter AVC-hosted events into the VRC events calendar**
 - **Only the Senate Coordinator can process your attendance for AVC-hosted calendared events**
 - **Only AVC-hosted events that are open to all faculty in the District** are placed on the VRC events calendar.



2. **External Trainings** have a map with a pin icon in your transcript
 - **Only you can enter these trainings into your VRC transcript,**
 - **Only you can mark your 'external trainings'** as complete after you submit them.
 - **These are events** that are only open to an individual, a department, a division, or other specific subgroup of the District.



3. **Online Trainings** have a computer screen and keyboard icon on your transcript
 - **These are the online trainings found by clicking on the Learner Home button from your VRC homepage.** When you are ready, you search for the topic of your choice, and then when you locate a training you would like to take, you simply 'launch' it and take it. There is no sign-up or signing in. You simply launch and complete it.
 - The system records the training session directly into your transcript and marks it as 'Complete' the moment you complete it. There is nothing more to be done by you or by the Senate Coordinator.

When to Expect Calendared Event Attendance to Be Processed so They Move to Your Transcript's Completed Tab:

- ✚ For Fall Opening Day/Week and Spring Welcome Back Day/Week FPD, calendared event attendance can be expected to be processed by the Senate Coordinator within 6 to 7 weeks of receiving the sign-in sheet/Zoom log from the presenter of the sessions. This is due to the sheer volume of events.
- ✚ For all other times during the semesters, calendared event attendance processing can be expected within a week or two after receiving the sign-in sheet and/or Zoom log from the presenters.

Note: The terms FPD 'event,' 'training,' and 'session' are used interchangeably throughout this guide.

How to Receive FPD Credit for Attending a Calendared, AVC-Hosted Zoom Event

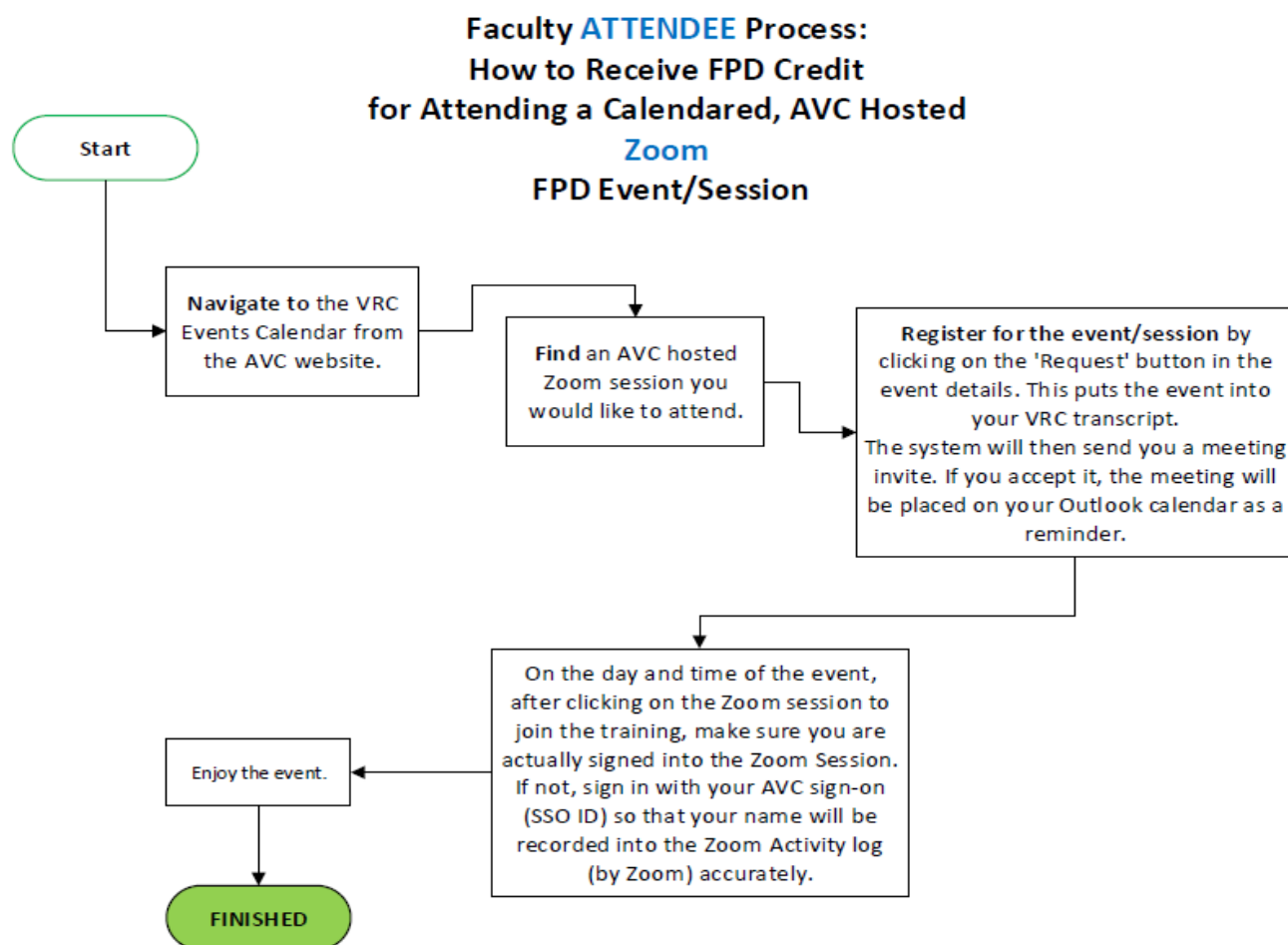


Figure 13, Attendee Flowchart for Zoom Events

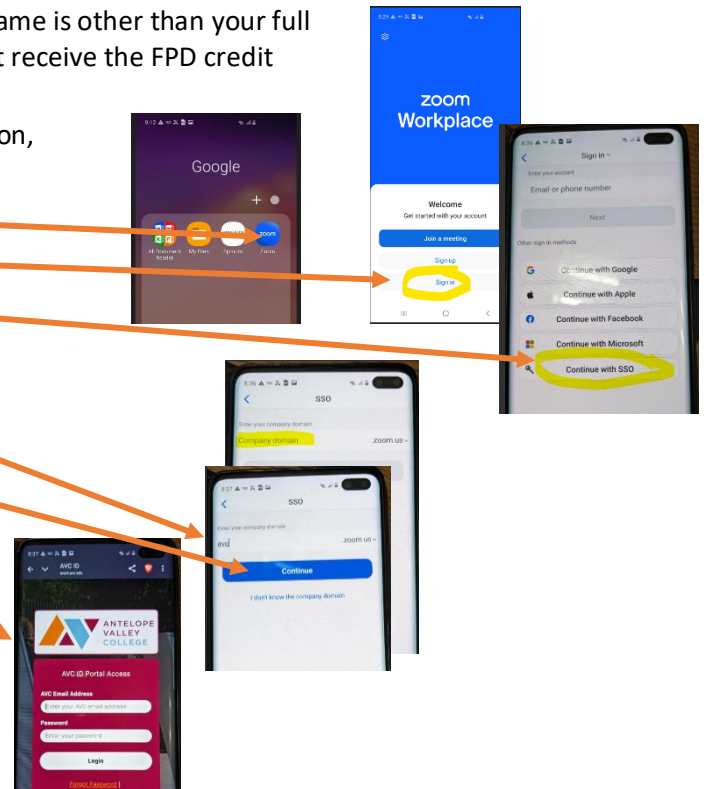
A few points to note:

1. **After the event**, your host will download and email the Zoom Activity report to Darlene O’Keeffe. Darlene will then process your attendance at her earliest convenience. You cannot mark any calendared events/sessions/trainings as complete. You can only mark your own ‘external’ trainings as complete. They are different processes.
2. **If you did not attend for the full session**, you will receive an email from Darlene letting you know that she is removing your name from the event roster, and she will ask you to create an ‘external training’ in your VRC transcript to record the actual time you attended, since attendance times cannot be customized in the software.
3. **Your Zoom display name must be your full AVC name**. If it is not, then we don’t know who you are and you will not receive credit.
4. **If you find that you attended an event but did not receive credit** for it in your transcript, email Darlene.okeeffe@avc.edu with the event name, date, time and method of attending. She will research it and make a correction if needed.
5. **If you need some instruction on how to use the Vision Resource Center (VRC) program**, reach out to Greg Krynen, the Campus Trainer, and he can help. Greg also has short, easy-to-understand training videos that you will find using the link in the Welcome section of your VRC homepage.
6. **If you miss a session that you had signed up for**, don’t worry... you need not do anything, and the instructions to clean up your transcript are within this guide.
7. **If you need ADA accommodations**, such as an interpreter, you should contact the Office for Students with Disabilities at least 72 hours prior to the event with your request.
8. **If a change is made to the date and/or time of an event you had signed up for**, the system will send you an email notification. However, the system cannot update your Outlook or Google calendar for you. You must update your own calendar.

How to Join a Zoom Session from Outside the AVC Network

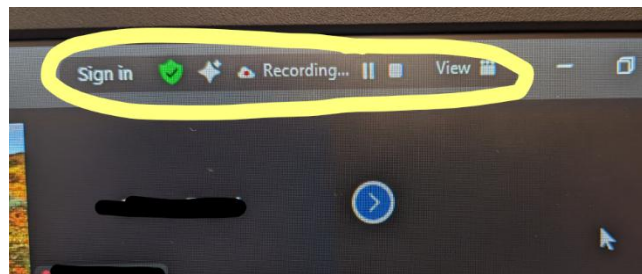
If you are using a personal device that is not connected to the AVC network, please follow the steps below to join an AVC-hosted Zoom FPD session. (These instructions were done on an Android phone, but it should be the same or very similar with any device.) We want to ensure that your full name is accurately recorded by the Zoom log. If your display name is other than your full name, we won't know who you are and so you will not receive the FPD credit you've earned.

1. **Before** clicking on the Zoom link for the FPD session, locate the Zoom app or program on your device and open it.
2. Click **Sign-in**
3. Click **Continue with SSO**
4. Type **avc** into the 'Company domain' field
5. Click **Continue**
6. Log on with your AVC credentials
7. Once logged in, navigate to wherever you have the FPD zoom link.
8. Click the session's Zoom link and join the session.



You are now properly signed in and Zoom will record your AVC display name on the Zoom log.

If you are in a Zoom session already, and realize you did not sign in, hover over and jiggle your mouse a little around the top right area of your screen and a hidden 'Sign in' option will appear. Then sign into Zoom from there.



How to Receive FPD Credit for Attending a Calendared, AVC-Hosted In-Person Event

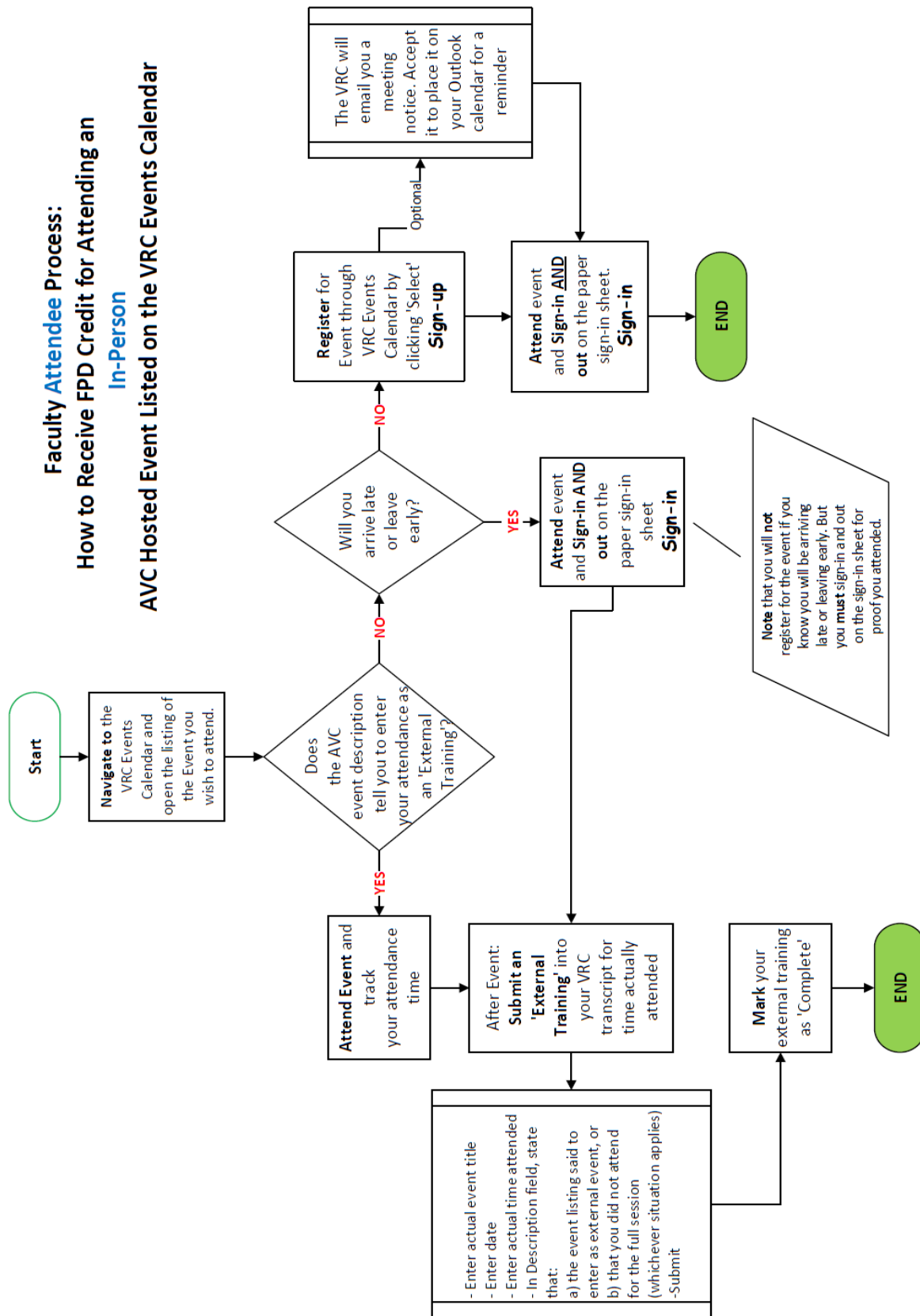


Figure 14, Attendee Flowchart for In-Person Events

Calendared Events vs. External Trainings

What is a Calendared Event?

We refer to any AVC-hosted FPD session listed on the VRC Events calendar that you **do not need to self-report**, as a 'Calendared' event. This means it has an active 'Request' button.

For AVC-hosted Calendared events/sessions, you would like to attend, you will need to register/request/sign-up for sessions through the listings on the VRC Events Calendar by clicking the 'Request' button on the event listing.

What is an External Training?

External trainings are qualifying FPD events/trainings/sessions that you will need to **self-report** by entering them into your VRC transcript yourself.

The definition of 'external,' as it applies to the FPD process, was originally only for those events not listed on the VRC events calendar, meaning that they are events 'external' to the events calendar; however, the definition has been expanded to include all situations where faculty are required to enter (or self-report) a qualifying training into their own transcript. (see pages 13 & 14)



The only two instances where you do NOT self-report are:

- 1) AVC hosted events listed on the VRC Events Calendar that have an active 'Request' button, and
 - 2) The online trainings found in the Learner Home button on your VRC dashboard. Simply locate a training from the Learner Home page, then initiate and complete the training. The VRC system automatically records your attendance upon completion.
-

**NEVER, NEVER, NEVER create an 'external training' (self-report)
for either of the above two types of events/sessions**

unless the Senate Coordinator specifically emails you
and asks you to do so. And she would only do so because you did not attend the full session.



Self-Reporting via External Trainings

The following are instructions for how to add an FPD-qualifying 'External Training' to your Vision Resource Center (VRC) transcript. **You are responsible for entering, and marking as complete, all qualifying, external trainings you attend.** This action is called 'self-reporting.'

All **non-AVC hosted events will always** be treated as external (self-reporting) trainings. However, there are also some calendared, AVC-hosted events that will also need to be self-reported. (see below)

Below is a list of some examples of FPD events that are classified as 'External trainings' meaning that you will need to enter (self-report) an 'external training' into your VRC transcript.

External Trainings (Events to Self-Report) Include:

- Events that **are NOT** hosted by AVC but **are** listed on the VRC Events Calendar, i.e., CCC sessions
- Events that **are NOT** hosted by AVC and **are NOT** listed on the VRC Events Calendar, i.e., Keenan trainings, webinars, outside conferences, non-AVC trainings of any kind
- Events that **ARE** hosted by AVC, but **are NOT** listed on the VRC Events Calendar, i.e., division/department meetings; committee meetings; FPD presentation preparation time (for AVC FPD presenters), field trips to the prison, teaching certification programs.
- Events that **ARE** hosted by AVC, and **are** listed on the VRC Events Calendar, **but** where you know that you will arrive late or leave early. This is done because the VRC tool does not allow for customizing attendance times for the events listed on the events calendar.
- Events that **ARE** hosted by AVC, and **are** listed on the VRC Events Calendar, **but** where the instructions in the event listing tell you to enter it as an 'external training.' These will include events such as open houses, film or music festivals, fairs, concerts, Faculty Recognition Days, Tenure Celebrations. Any qualifying AVC-hosted event that is greater than two hours, and where you can come and go at your own leisure and are not expected to attend for the full listed hours is treated as an 'external' training that you must self-report by entering it into your transcript yourself.

Note: You will **not** be able to sign up for one of these types of events even though the listing may be on the VRC events calendar; it is simply there to increase awareness of the event. However, **you must still sign in and out on the sign-in sheet provided by the host to provide proof of your attendance.** (You may take an image of the sign-in sheet showing your signature and time in and out which you will then upload to your external training as proof of your attendance.)

(See FPD website and/or handbook for more details: <https://www.avc.edu/campus-organizations-committees/faculty-professional-development/forms-documents>.)

Examples of Events to Self-Report by Entering a VRC 'External Training'

VRC Events Calendar		
	Hosted by AVC	NOT Hosted by AVC
Listed on VRC Calendar	<ul style="list-style-type: none"> - Most sessions over 2 hrs. long where you are free to come and go at your leisure - Any AVC event where you know you will be arriving late or leaving early - AVC Open Houses; Prison visits; Music, Film, Arts Festivals & Fairs; Faculty Recognition Days; Tenure Celebrations - Any AVC listing where the event description instructs you to self-report an external training into your VRC transcript. 	<ul style="list-style-type: none"> - VRC Admin Office Hours - CCC Chancellor's Office Sessions - CVC@ONE AI trainings - Events from any other college that uses the VRC tool
NOT Listed on VRC Calendar	<ul style="list-style-type: none"> - Department/division meetings - Committee participation - FPD event preparation time (for FPD presenters) - Training sessions with Campus Trainer - Teaching Certifications 	<ul style="list-style-type: none"> - Keenan trainings *see pg. 18 for note on entering your external training. - Outside Conferences - Webinars - Teaching Certifications - Trainings offered by other institutions and entities

See FPD Handbook for more information.

The only two specific instances that you do not self-report are:

- 1) AVC hosted events listed on the VRC Events Calendar that have an active 'Request' button, and
- 2) The online trainings found in the Learner Home button on your VRC dashboard. Simply locate a training from the Learner Home page of your VRC dashboard, then initiate and complete the training. The VRC system automatically records your attendance upon completion.

NEVER, NEVER, NEVER create an 'external training' for either of the above two types of events/sessions **unless the Senate Coordinator specifically emails you and asks you to do so.**

This request is made when you are registered for an AVC-hosted calendared event, but you do not attend for the full listed time of the session. This is done because the VRC software tool does not allow for customizing attendance times. Your name will be removed from the event roster in the VRC, and the event listing will then show up in the Archived tab of your transcript as a 'No-Show.' When self-reporting an external training in this situation, you will need to upload the email you receive, as your proof of attendance.

How to Add External Trainings to Your VRC Transcript (Self-Reporting)

1. **Navigate** to your Vision Resource Center dashboard.
2. **Click** the 'Transcript' button or use the 3dash menu in the upper right corner and then choose 'Learning,' then 'My Transcript.'

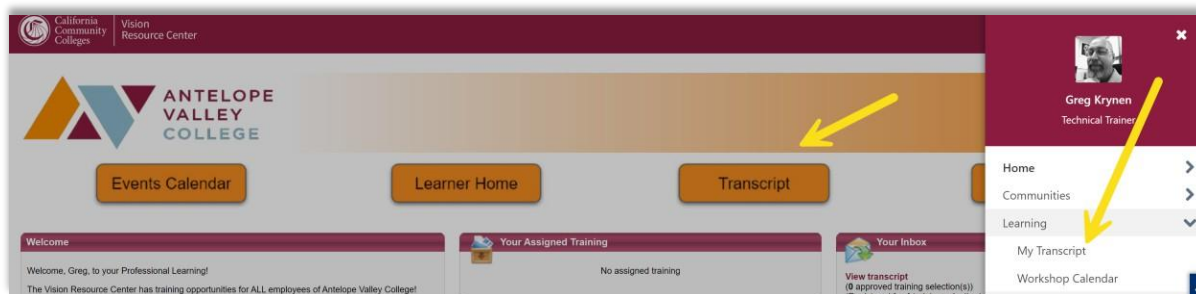


Figure 15, Transcript Button & My Transcripts Link

3. **Click** on the 3dot menu button and choose "Add External Training."

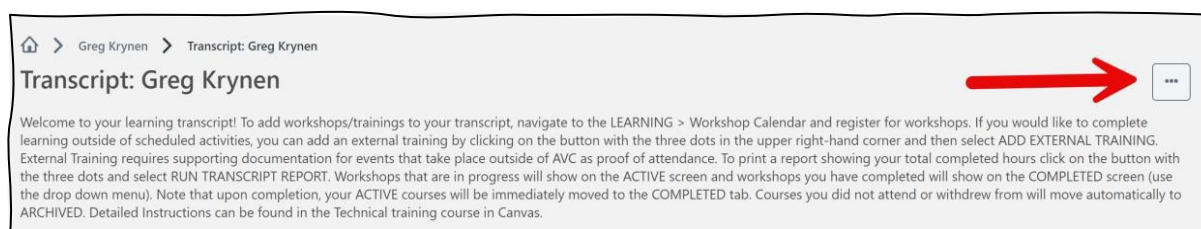


Figure 16, 3Dot Menu location on Transcript Page

4. **Fill in** the form

- **Title:** Be sure to enter the exact name of the training if it is something that was listed on the VRC Events Calendar.
- **Training Description:** Provide the information necessary for your Dean to understand what you did.
- **Start and End Dates:** You will be unable to mark your external event as complete until the End Date you entered has passed.
- **Training Hours and Minutes:** Enter the time you actually attended, for those events where you can come and go at your leisure.
- **Internal Standard:** Select whichever standard applies, either 1 or 2.

The Two Standards* of AVC's FPD Program					
Standard 1		Standard 2			
Innovations in Pedagogy	Innovations in the Institution, Locally and Statewide	Governance	Interdisciplinary Exchange	Community Service & Outreach	Individual Activities
*These are general characteristics of the two Faculty Professional Development program standards. Please refer to the FPD Handbook on the AVC website for greater detail.					

Figure 17, AVC FPD Standards 1 & 2

- **Title 5 Category:** Choose the category that is most appropriate.

Figure 18, FPD Add External Training Page

5. Click **Submit** button

6. **Upload** proof of attendance:

- **Navigate** back to your VRC dashboard **after** the event date has passed and you have gathered your proof of attendance.
- **Click** on your **Transcript** button
- **Find** the **event listing** in your Active tab
- **Click** on the **down arrow** of the red button to the right of the listing to open the menu
- **Click** on **View Training Details**

Figure 19, Active Tab Page with 'View Training Details' Menu Item

- Click on **Edit External Training**
- Upload your **proof documentation** which you can drag and drop into the form.
- Click **Submit** which will bring you back to your Active tab.

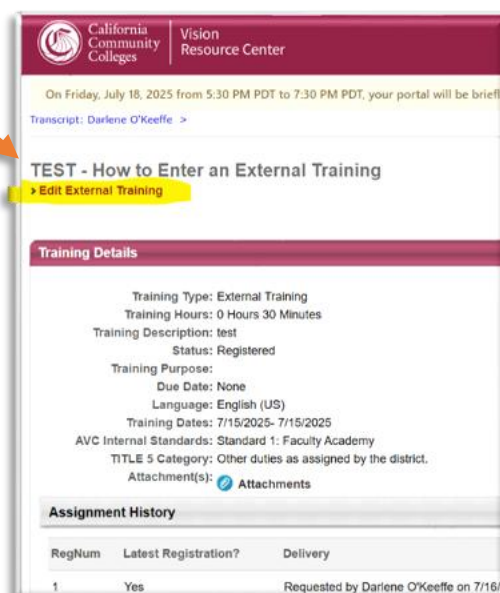


Figure 20, Edit External Training Link

- Click **Mark Complete** if everything is correct and your proof is uploaded.

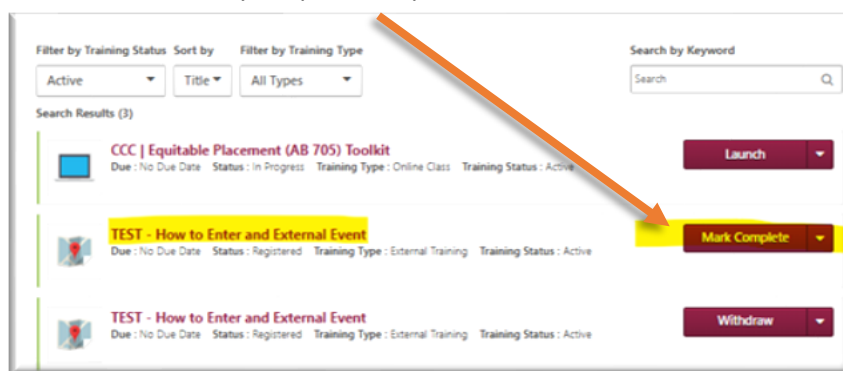


Figure 21, Mark Complete Button

- The external event will then move to your Completed tab.

Proof of Attendance

You should be planning and entering your external trainings for the upcoming semester or year by the deadline set by the FPD Committee. After the event takes place, you will then open the event, which will be located in your 'Active' tab, and upload your proof of attendance.

- **Examples of Proof for Non-AVC Hosted Events:** Conference registration confirmation email; Webinar registration confirmation email, Keenan completion certificate, travel expense report
- **Examples of Proof for AVC-Hosted Events:** For Committee participation as a committee member, a copy of the minutes with roll call showing you were present; for fairs, concerts, open houses, sign in and sign out on the paper sign-in sheet and the event presenter/organizer can send you a copy of that, or you can take a picture of your sign-in on the sheet with your phone and upload that.

NOTES:



*When Self-Reporting a Keenan training into your VRC transcript, be sure to use the exact title of the Keenan training that is shown on your completion certificate. DO NOT enter the title of your external training simply as 'Keenan Training.'

*No matter how long you take to finish the training, you must enter the time that Keenan shows as the time allotted for completion.



Correcting Errors & Running Transcript Reports w/Hours

Overview

Running your transcript report periodically is the key to understanding exactly where you stand when it comes to meeting your FPD hours obligation. It is also the best way to review your transcript for errors, such as duplicate entries, or missing sessions.

Near the end of the semester (if you're an adjunct) or the end of the academic year (if you're FT), you will be asked to review your transcript for accuracy and make corrections to any errors made when you submitted your external trainings, and to also notify the Senate Coordinator of any errors you see with calendared trainings you attended that are not showing up in your completed tab. This needs to be done prior to the final hours reports being pulled by ITS for Payroll. A deadline date for this will be provided in advance.

How to Correct Transcript Errors

- Completed Trainings Showing Up in Your Archived Tab:** This happens every now and then, sometimes because faculty mistakenly move their session to the Archived tab, and sometimes because of a glitch in the VRC tool itself. In order to move it back to your Completed tab, you will need to do the following:

- From the home page of your transcript, select 'Archived' in the filter
- Click on the down arrow in the red 'Select Session' button
- Then click on 'Restore from Archived Transcript'

The screenshot shows a web interface for managing transcript entries. At the top, there are filters for 'Filter by Training Status' (set to 'Archived'), 'Sort by' (set to 'Title'), and 'Filter by Training Type' (set to 'All Types'). A search bar is also present. Below the filters, a list of training sessions is displayed, each with a 'Select Session' button. One of these buttons is highlighted with a red box, and a dropdown menu is open, showing options: 'Select Session', 'View Training Details', and 'Restore From Archived Transcript'. The 'Restore From Archived Transcript' option is highlighted in yellow. Orange arrows point from the text instructions to these specific elements in the interface.

- AVC-Hosted, VRC Calendared Events Missing from Your Transcript:** Email the Senate Coordinator with the name and date of the calendared event that is missing from your transcript. Including how you attended (in-person or Zoom).
 - She will then review the sign-in sheets(s) and/or Zoom log. If your name is found, she will add your name to the event's roster and mark your attendance. The session will then show up as Completed in your transcript.
- External Training Entered Because a Calendared Event is Missing from Your Transcript:** External trainings should not be submitted for any AVC-hosted Calendared events, * even if you find that a Calendared event you attended is not showing up in your transcript. Instead, you

need to email the Senate Coordinator with the Name, Date, and method of participation for the missing session. She will then research the sign-in sheet or Zoom log, and if your name is found, she will process your attendance.

*There is only **one exception to this rule of never entering an external training for an AVC-hosted calendared training**, and that happens when you do not attend for the full period of the session as shown in the calendar listing. Because the VRC tool does not allow for customized attendance times for AVC-hosted Calendared events, the Senate Coordinator will 1) remove your name from the event roster, which then moves the listing of the event to your transcript's Archived tab and takes it out of play, and 2) She will send you an email asking you to enter an external training if you would like to claim the time that you did attend. **Note:** When you create that external training, you need to upload that email as your proof of attendance.

- **NON-Calendared Sessions (External trainings) Missing from Your Transcript:** You must enter the qualifying trainings/events as an External training into your VRC transcript, uploading your proof of attendance. **Note:** Once the training date has passed you will need to mark the external training as 'Completed' so that it moves to your Completed tab and gets included in the end-of-cycle hours report. You cannot mark an external training as completed until the training date you entered has passed.
- **Duplicates of External Trainings:** There should be no duplicate external training listings for the same sessions. If there are, you need to delete the duplicates. If the 'delete' option is not available, click on *Move to Archived Transcript* which then takes it out of play.
- **Wrong Title Entered for Keenan Trainings:** All Keenan trainings should be entered individually, using the actual name of the training in the Title field of your external training form. The time that Keenan shows for completion should be the time claimed, and Keenan's completion certificate should be uploaded as proof of completion. If any of these items are wrong or missing, you are able to go back into the external training and edit it by clicking on *Edit External Training*

Injury Illness and Prevention Program
 Edit External Training

Training Details

Training Type: External Training
 Training Hours: 0 Hours 17 Minutes
 Training Description: Injury Illness and Prevention Program
 Status: Completed
 Training Purpose:
 Due Date: None
 Language: English (US)
 Training Dates: 11/4/2025- 11/4/2025
 AVC Internal Standards: Select
 EdCast:
 TITLE 5 Category: Staff development, in-service training and instructional improvement
 Attachment(s): Attachments
 Injury_and_Illness_Prevention_Program.pdf

Assignment History

RegNum	Latest Registration?	Delivery	Transcript Delivery Method
1	Yes	[REDACTED]	Self-Requested

NOTES:



You **MUST** enter your External Trainings **within the reporting period**, or the system will not include that entry in the hours reports that will be pulled at the end of the semester (for adjuncts), or the end of the year (for full-timers).



How to Run Your FPD Transcript Report – Method #1

1. Sign into the **Vision Resource Center** (VRC) through [AVCID](#) - Single Sign On.

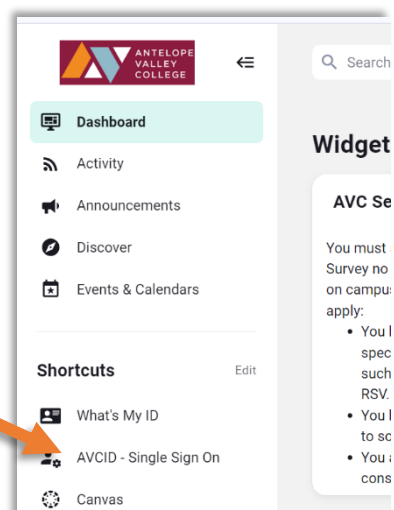
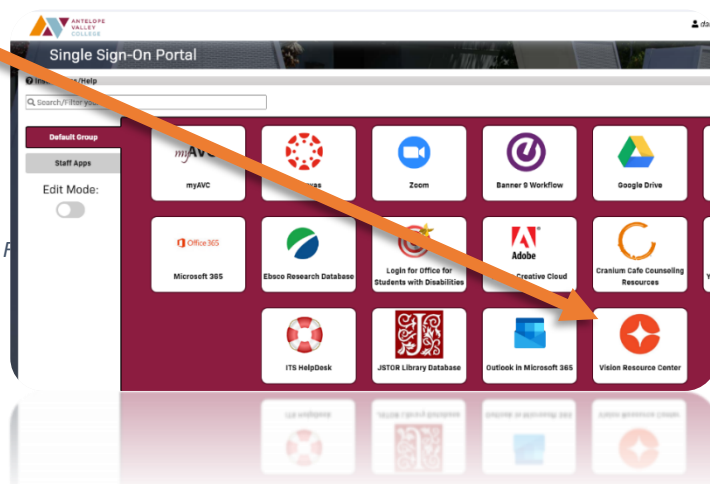


Figure 122, AVCID - SSO Link Location on AVC Dashboard

2. Select the **Vision Resource Center** button.



3. Click on the **Transcript** button.
or use the 3bar menu in the upper right of the screen to go to **Learning** then **My Transcript**.

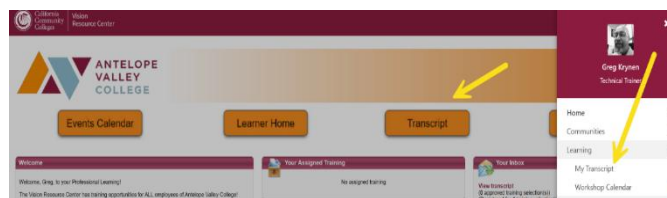


Figure 24, Transcript Button and Transcript Link

- On your *Transcript* page, use the 3dot menu to the far right of your name and **choose Run Transcript Report**.

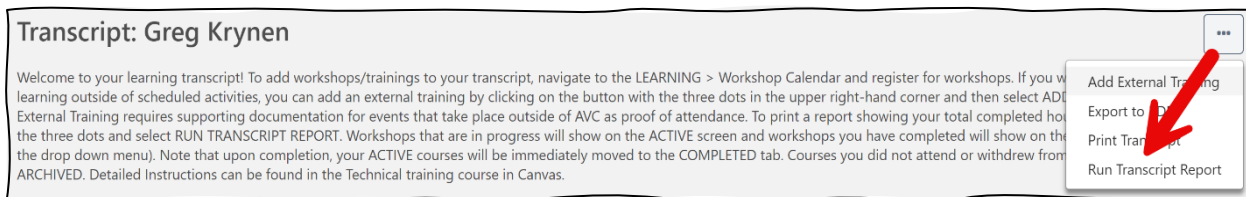


Figure 25, Run Transcript Report Link Location

- The **Type** dropdown menu has check boxes to choose the types of trainings you want on the report. These must be selected exactly as shown here in order to get a clear and accurate report. **Uncheck** the **All Training** box. This will clear all checkboxes in the list.

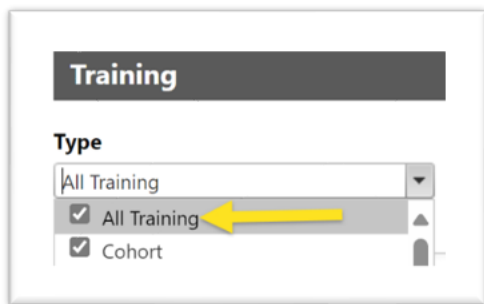


Figure 26, Training Type All Training Checkbox

- Then **Check** the boxes for:

- ✓ **External Training**
- ✓ **Online Class**
- ✓ **Online Content**
- ✓ **Session**

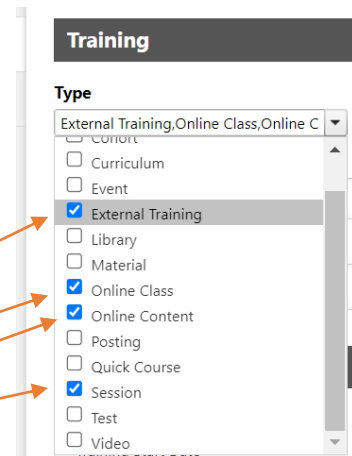


Figure 27, Check Boxes to Select for Report

Clicking on other options may duplicate hours earned, and some categories are not used in the AVC FPD program, which will then create an inaccurate report.

- Select the **Training Completion Date** radio button and then enter the date range for the academic year or semester you want to run the report for.

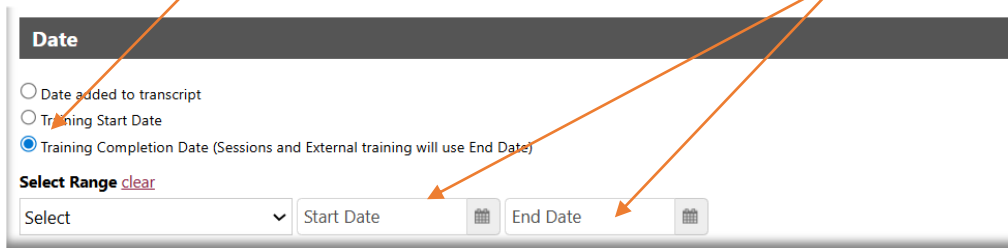


Figure 28, Training Start and Stop Fields

The **Advanced** options allow you to set the needed options.

8. **Check** the boxes for:

a. **Include Completed Training Only**

b. **Show all completions if the user has completed more than one instance** radio button.

c. **Include Training Detail Information.**

d. **AVC Internal Standards**

e. **Training Hours.**

9. **Click** Run Report.

Your report will be generated as an Excel file that you can then download to your computer.

The screenshot shows the 'Advanced' options form with the following settings:

- Include Associated Training (Curriculum Training and Pre or Post Work)
- Include Archived Training
- Include Completed Training Only
 - Show most recent completion
 - Show all completions if the user has completed more than one instance
- Include Training Detail Information
 - AVC Internal Standards
 - Credits
 - MS Teams Session Link
 - Price
 - Provider
 - TITTLE 5 Category
 - Training Hours
 - Training
 - Version

At the bottom right, there are two buttons: a 'Back' button and a 'Run Report' button.

Figure 29, Advanced Option Selections

How to Run Your FPD Transcript Report – Method #2

This method does not allow the report to be downloaded or exported, which will make it more difficult to work with; however, Kathy Osburn, the FPD Committee co-Chair, found a workaround. Dr. Osburn stated that she expands each column of the table so she can see the data. Then she took a screenshot of her transcript report, saved it, and uploaded it to ChatGPT. Then she asked ChatGPT to make a spreadsheet. She said it was a “Piece of cake!”



1. **Navigate** to your VRC dashboard
2. **Click** on the burger **menu** in the upper right corner of the screen.

Figure 30, Image of Burger Menu

3. **Click** on **Reports**

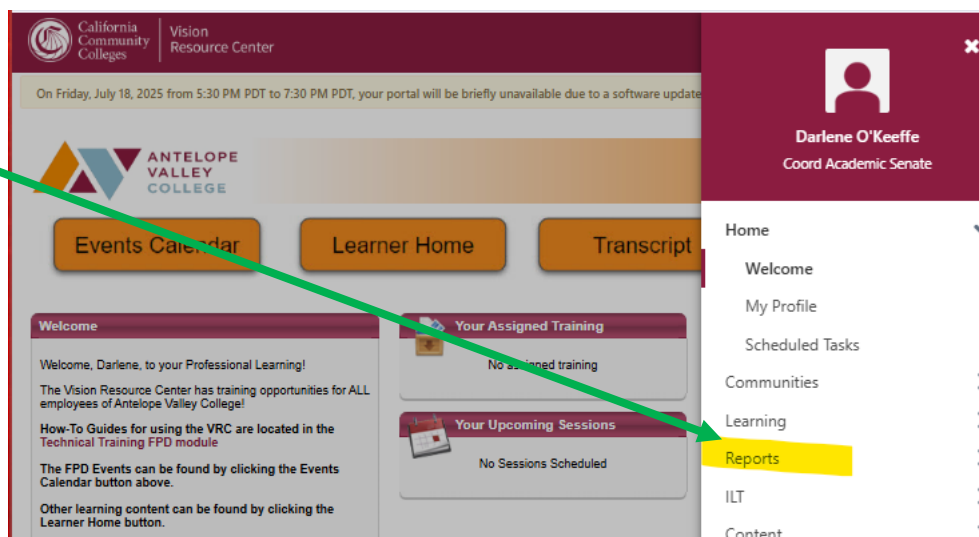


Figure 31, Reports Menu Item

4. **Click** on **Reporting 2.0**

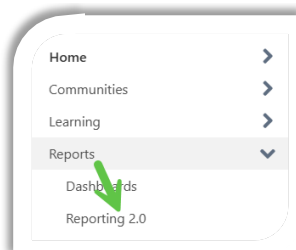
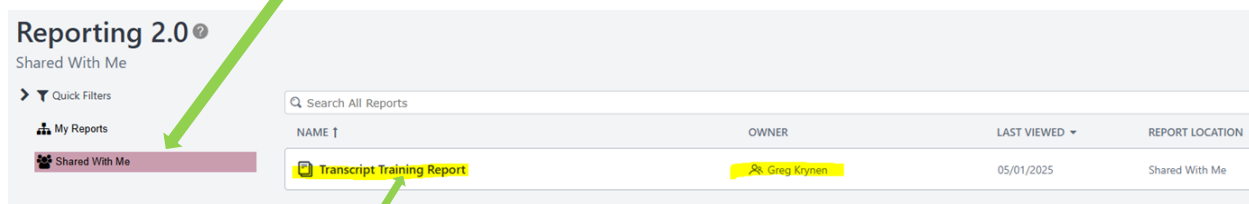


Figure 32, Image of Menu Pointing to Reporting 2.0

5. Click on **Shared With Me**



6. Click on **Transcript Training Report** owned by Greg K.

Figure 33, Location of Greg Krynen's Transcript Training Report

7. Click the big maroon **Refresh Report** button in the bottom middle of the screen (green arrow).

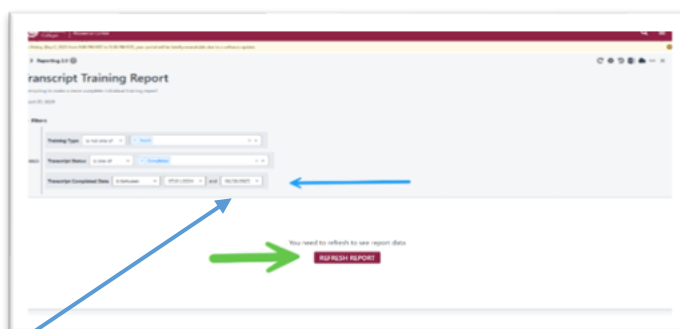


Figure 34, Image of Transcript Training Report screen with timeframe entered

Warning: The dates (blue arrow) can be changed as needed; however, altering the other filters may produce unexpected results.

Note: At the top of the report there is a bar chart showing the hours you completed in each Standard. Currently, the software does not add these two amounts together, so you will need to add your Standard 1 and Standard 2 hours together to know how many total hours you completed.

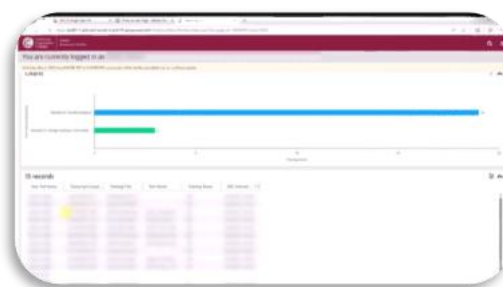


Figure 35, Screen Shot of what the report will look like.

How to Roll Over Excess Hours from Fall to Spring (Adjuncts)

Rolling over hours in excess of your obligation can only be done by Adjunct Faculty who close out Fall and Spring semesters independently of each other. And it can only be done from Fall to Spring, of the same academic year. You will self-report an **External Training as per the below instructions**, into your VRC transcript for your Fall excess hours.

NOTE: You must date your external training roll-over entry with a date that falls within the spring semester.

- **Title:**
 - **Single Session Rollover:** If you are only rolling over one event/session, type the title as ***Rollover Hours from Fall- 'name of the training.'***
 - **Multiple Session Rollover:** Type the title as ***'Rollover Hours from Fall- Multiple'***
- **Training Description:**
 - **For Single Session Rollover:** You will be entering the actual time you are rolling over in the *Training Hours* field below, and the name of the actual training in the *Title* field shown above, so there is no need to enter that information here again. However, this is a required field, so you may want to just enter the word 'rollover' or the year, or whatever you choose.
 - **For Multiple Session Rollover:** List the name and date of each event you are rolling over time from, and how much time is being rolled over from each session/event.
- **Training Dates:** You must use a date within the spring semester. (You will list the actual date(s) of the event(s) you are rolling over, in the description field.)
 - **NOTE:** You can only mark the rollover external training entry as completed once the Training Date you enter here has passed. And that training date must fall within the spring semester.

For example:

- If you are entering your rollover external training **before the spring semester begins**, and you use the first day of the semester as the training date, you must wait until the second day of the semester for the system to allow you to mark it as completed.
- If you are physically entering your rollover external training **after the semester begins**, let's say you're entering it on February 10, 2026, you can date your entry as February 9, 2026 so that you can mark it as completed right away.
- **Training Hours:** Let's say you have earned 3 hours more credit than your obligation for Fall and you don't have three separate 1 hour sessions to roll over, you can use a 2-hr training plus a 1-hr training. Or you can use two 2-hr trainings, but you would only enter the 3 hours you are rolling over.
- **Internal Standard:** Try to roll over time from events with the same standard since only one choice is available on the form. If you can't do this, then you will need to enter two roll-over external trainings, one for each standard.
- **Title 5 Category:** If rolling over more than one event and they are in different categories, but the same standard, this field can be left blank as it is not set as 'required' in the form.
- **Attachments:** You will need to upload the same proof documents to this new rollover external training as you did for the original trainings.
- **When you have entered all necessary information and uploaded your proof, 'submit' the roll-over external training entry.** Then go back into it and mark it as completed after the Training Date you entered above.

How & When to Clean Up Your Transcript

Before every new cycle begins, it would be a great idea to clean up your transcript so that you start with a fresh transcript for the new semester (for adjuncts), or the new academic year (for FT faculty). If you leave all the events from the prior cycles in your Active and Completed tabs, it will get extremely confusing when you go in for a quick look to see what you still have lined up and what you've already completed. In order to avoid this confusion, you can clean up your VRC transcript by doing the following:

To remove the sessions you will not be taking that are still listed in your **'Active'** tab:

- **Click** the down arrow next to the View Training button, then **select** 'Remove' and follow the prompts.

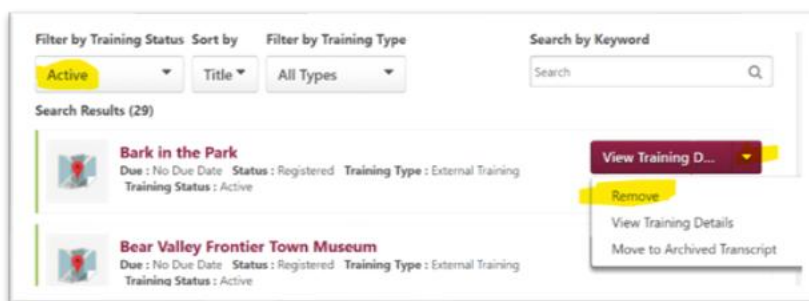


Figure 36 Transcript Active Tab

Note: If there is no option to 'Remove' then instead, click on 'Move to Archived Transcript.' This will still remove it from play.

To remove sessions listed in your **'Completed'** tab:

- **Click** the down arrow next to the View Training button, then **select** 'Move to Archived Transcript.'

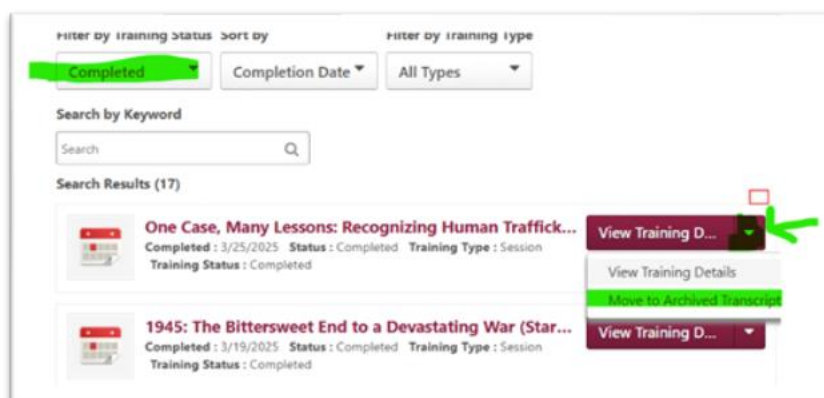


Figure 37 Transcript Completed Tab

When should you do a transcript clean-up?

- **For Adjunct Faculty:** During the time of Intersession, before the Spring Semester begins, and for the Fall semester, after July 1st.
 - **FPD sessions attended during the summer of an academic year will count toward your Fall obligation of that academic year.**
- **For FT Faculty:** After July 1st for the new Academic Year

What To Do If I am Wrongly Docked By Payroll for Not Meeting My FPD Obligation?

Step 1. Any time there is a question about your FPD hours, the first step is always to contact the Senate Coordinator (who is helping out the FPD Committee by processing FPD attendance), and to provide the coordinator with all relevant information. An example might be that you realized you forgot to enter an external training for department meetings (for adjuncts), and that's why your transcript shows you didn't meet your obligation.

Step 2. The Senate Coordinator will then review your transcript for any anomalies. Maybe you forgot to mark external trainings as 'completed,' or maybe you attended a session and it's still showing up in your 'Active' tab, meaning that your attendance was not processed. Or maybe, like mentioned in Step 1, you forgot to enter an external training. She will let you know what she found and let you know if there is anything you need to do or if it's something she needs to correct from the back end.

Step 3. If changes are made to your transcript, (by either you or the coordinator) the Senate Coordinator will re-run your transcript report, and she will email it to you.

Step 4. You then email that transcript report to your area Admin/Clerical, and cc your dean, explaining what happened and letting them know that this updated report shows that you did indeed meet your FPD obligation.

Step 5. Your area Admin/Clerical will then inform Payroll so that they can update and correct their records and reverse the docking.

Faculty Presenter Process:

Getting Started

Faculty PRESENTER Process: I want to Present an FPD Training Session How do I get started?

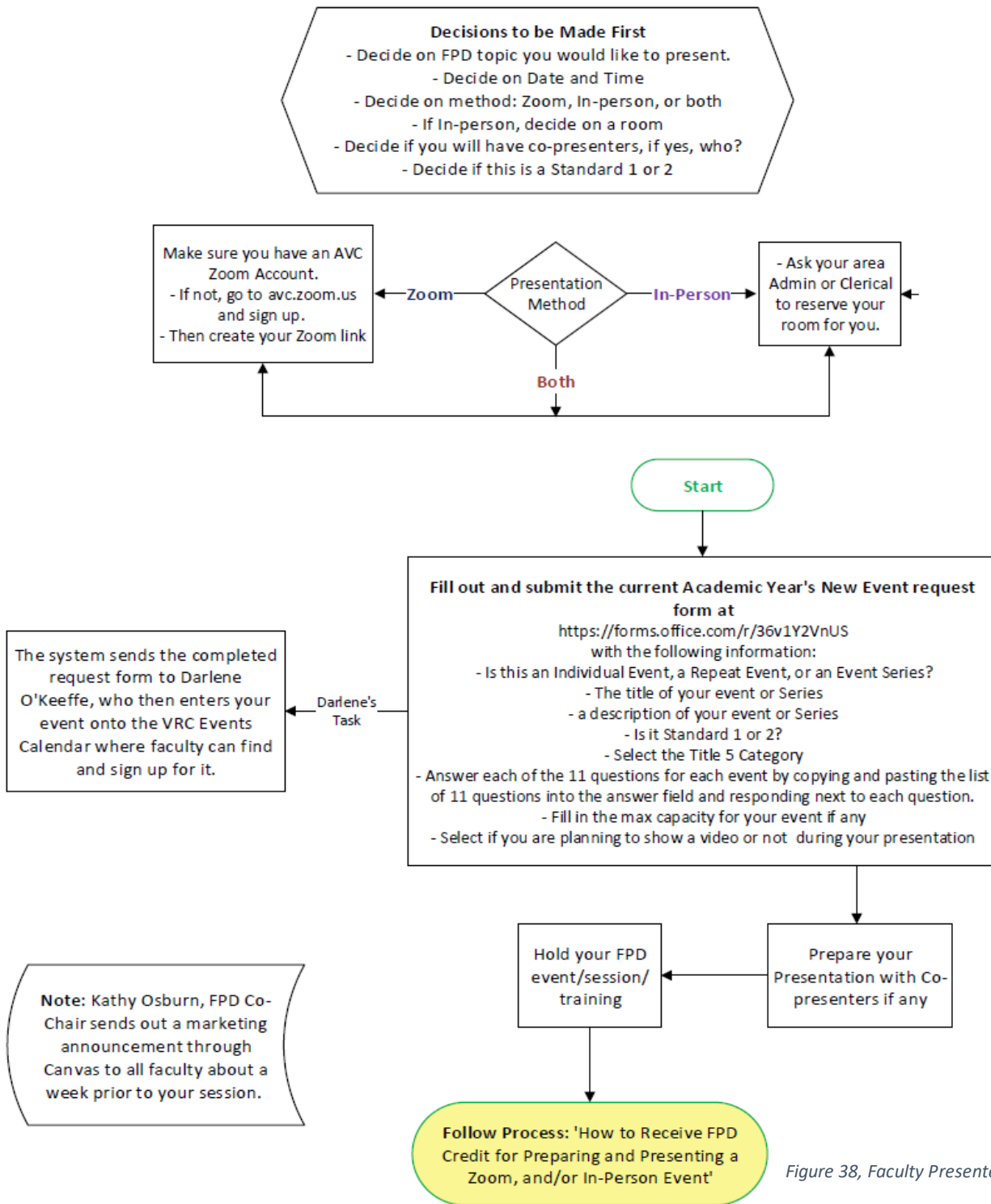


Figure 38, Faculty Presenter Flowchart

How to Receive FPD Credit for Preparing & Presenting a Zoom Event

Faculty PRESENTER Process:
How to Receive FPD Credit
for Preparing and Presenting a
Zoom
FPD Event/Session

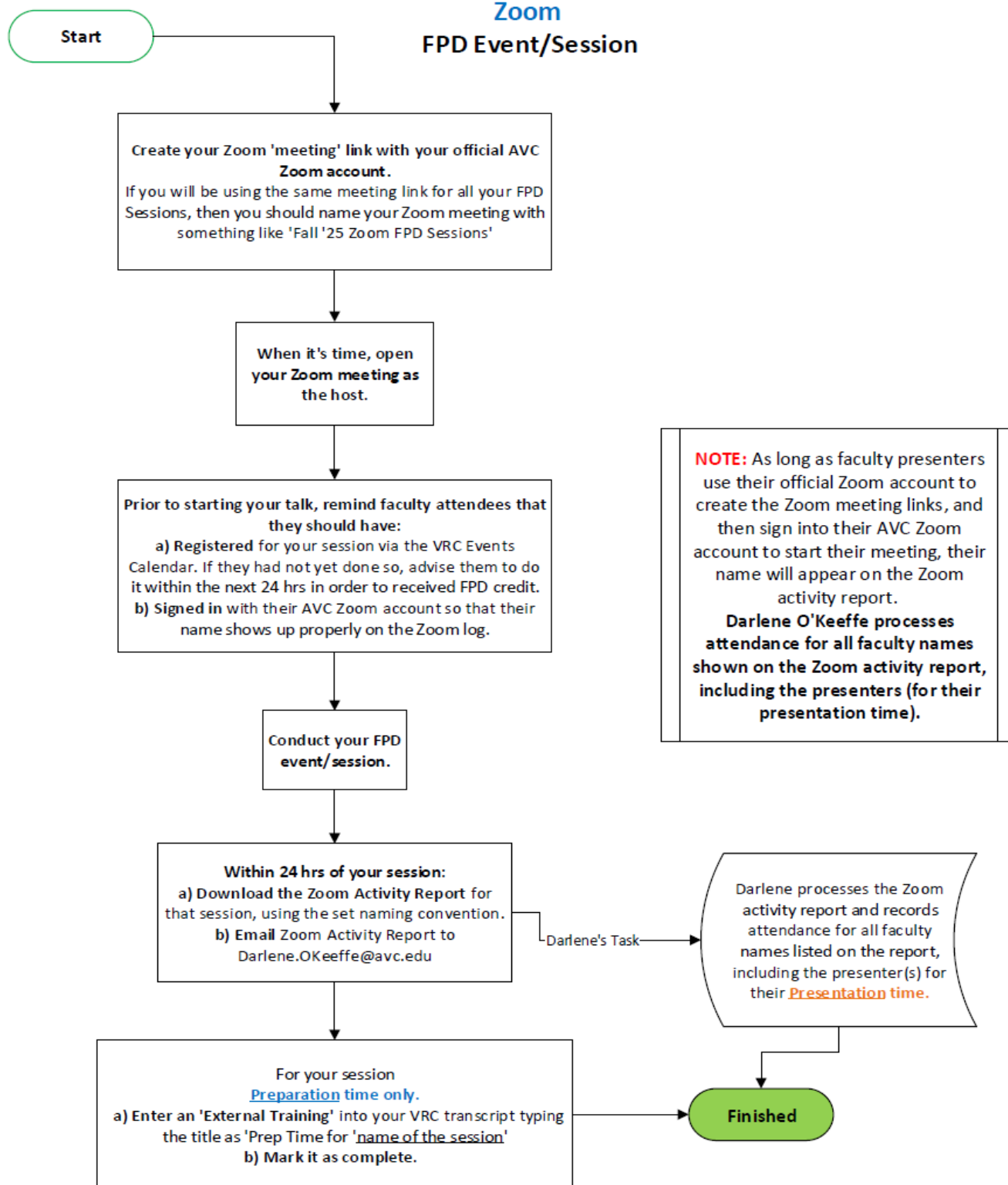


Figure 39, Flowchart Prep & Presentation

How to Receive FPD Credit for Preparing & Presenting an In-Person Event

Faculty PRESENTER Process:
How to Receive FPD Credit
for Preparing and Presenting an
In-Person
FPD Event/Session

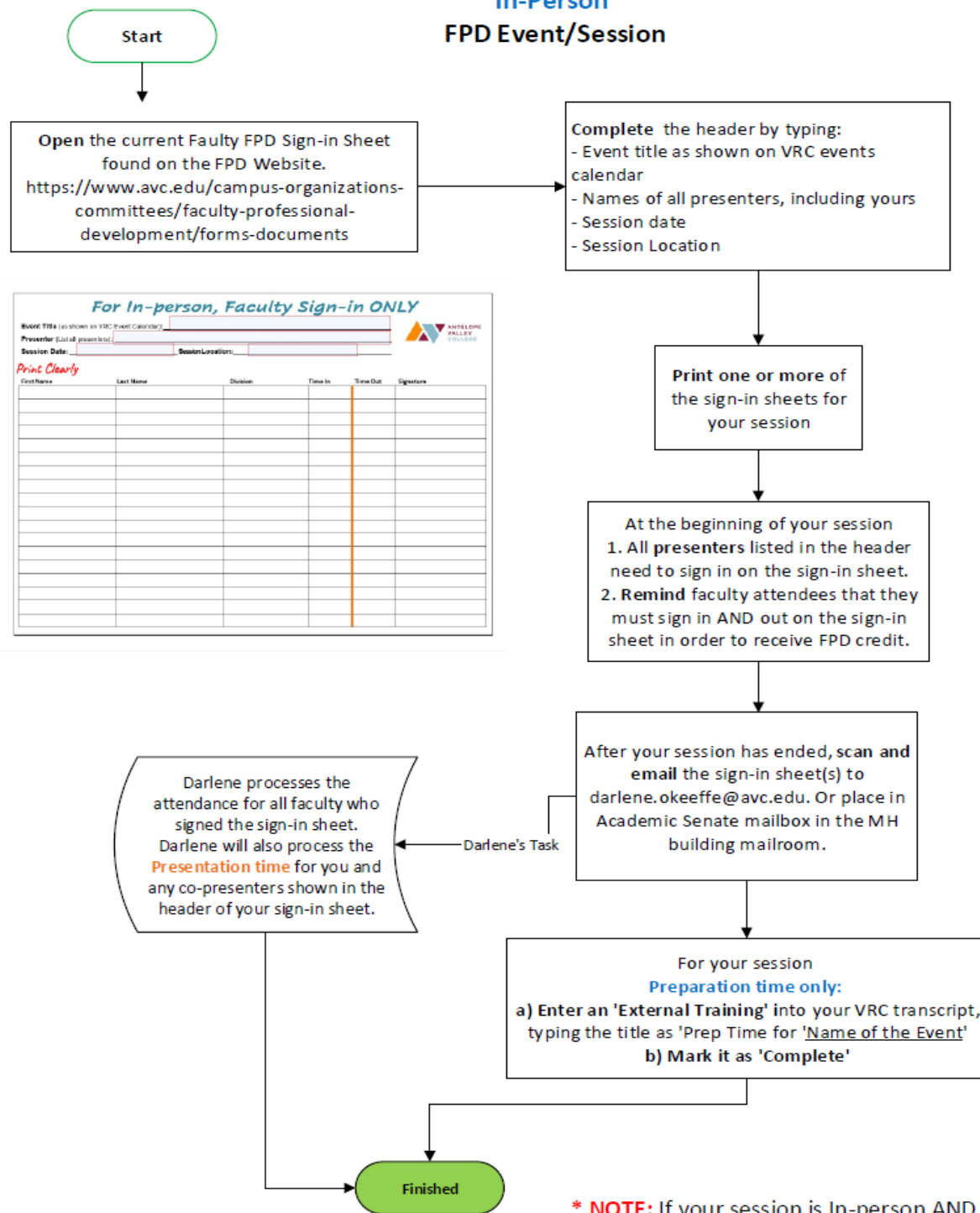


Figure 40, Flowchart for In-Person Event

*** NOTE:** If your session is In-person AND Zoom, the sign-in sheets and the Zoom activity log should be emailed together in the same email.

**Please keep in mind
that ALL presentations
MUST BE ADA compliant.**

**See Appendix A4
for the
FPD Presenter ADA Compliance Checklist.**

For assistance with making your presentations ADA compliant,
please reach out to
Greg Krynen, Campus Trainer at greg.krynen@avc.edu.

**If an Interpreter is required by a faculty attendee, they are
expected to contact the Office for Students with Disabilities
with their request, 72 hours prior to your FPD session.**

Providing Proof of Attendance for Your Attendees

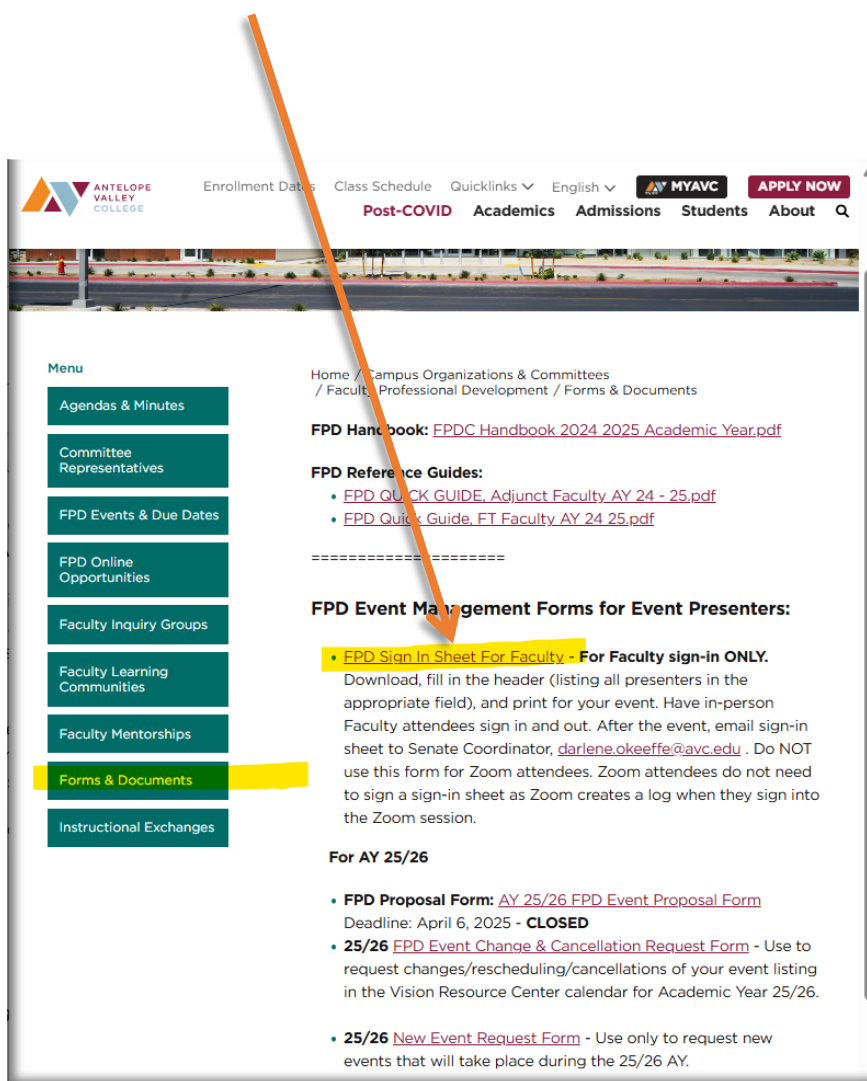
Overview

This guide is for AVC FPD ‘calendared’ events, meaning that your event has been posted to the Vision Resources Center (VRC) Events Calendar, with an active ‘request’ button.

In order for faculty attending your FPD events to receive FPD credit, all presenters must provide ‘proof’ of attendance to Darlene at darlene.okeeffe@avc.edu as soon after the event as possible. That proof consists of electronic copies of both physical sign-in sheets, and/or Zoom attendance reports/logs.

Below, you will find the step-by-step process for using and submitting paper sign-in sheets, as well as for downloading and submitting your Zoom attendance report/log.

The most current Faculty FPD sign-in sheet is found on the AVC FPD website in the Forms & Documents tab. <https://www.avc.edu/campus-organizations-committees/faculty-professional-development/forms-documents>



The screenshot shows the AVC FPD website interface. The top navigation bar includes the college logo, 'Enrollment Dates', 'Class Schedule', 'Quicklinks', 'English', 'MYAVC', and 'APPLY NOW'. Below the navigation bar is a banner image of a building. The main content area is divided into a left sidebar menu and a main content area. The sidebar menu includes 'Agendas & Minutes', 'Committee Representatives', 'FPD Events & Due Dates', 'FPD Online Opportunities', 'Faculty Inquiry Groups', 'Faculty Learning Communities', 'Faculty Mentorships', 'Forms & Documents' (highlighted in yellow), and 'Instructional Exchanges'. The main content area shows the breadcrumb trail: 'Home / Campus Organizations & Committees / Faculty Professional Development / Forms & Documents'. Below this, there are links for 'FPD Handbook' and 'FPD Reference Guides'. The 'FPD Event Management Forms for Event Presenters' section is highlighted, and a yellow box highlights the link 'FPD Sign In Sheet For Faculty - For Faculty sign-in ONLY'. An orange arrow points from the top of the page down to this link. Below the link, there is a detailed description of the sign-in sheet and instructions for use. The 'For AY 25/26' section lists three forms: 'FPD Proposal Form', '25/26 FPD Event Change & Cancellation Request Form', and '25/26 New Event Request Form'.

Figure 41, Location of Sign-in Sheet

How to Use Paper Sign-in Sheets for In-Person Events

1. Go to www.avc.edu
2. Click on the magnifying glass and in the Search field type 'FPD'



Figure 42, Search Icon on AVC Homepage

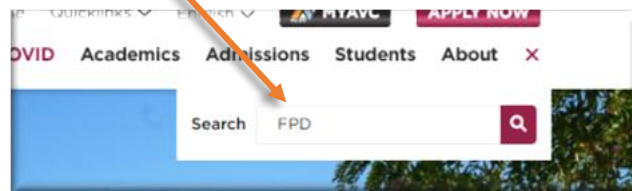


Figure 43, Type FPD into Search Field

3. Click on the first search result **Faculty Professional Development**
4. Click on **Forms, Documents & Guides**

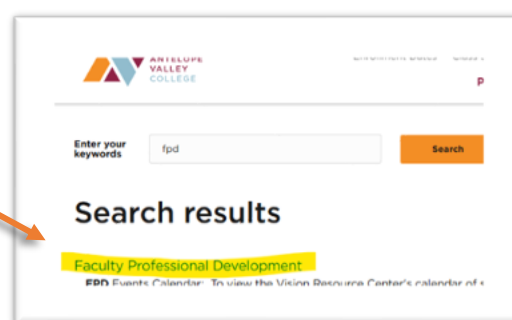
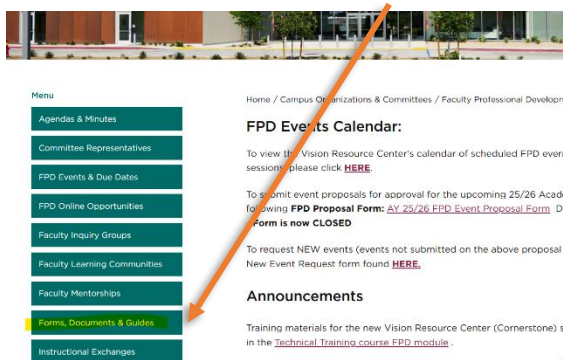


Figure 44, First Search Result

Figure 45, Forms, Documents & Guides Menu Item

5. Click on **FPD Sign In Sheet For Faculty** link.

Or you can use this link: <https://www.avc.edu/campus-organizations-committees/faculty-professional-development/forms-documents>

[professional-development/forms-documents](https://www.avc.edu/campus-organizations-committees/faculty-professional-development/forms-documents)

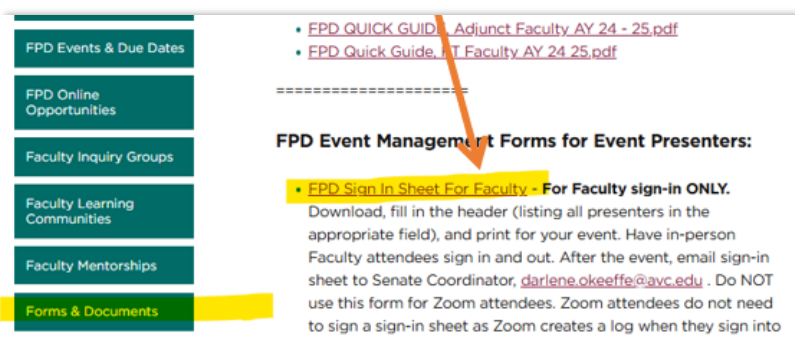


Figure 46, Location of FPD Sign-in Sheet Link

How to Download Activity/Attendance Logs for Zoom Events

NOTE:

- **Use only your official AVC Zoom Account.** If you do not yet have an official AVC Zoom account, follow the steps below and Zoom will prompt you to create a new account.
- **If you are allowing an outside speaker** to use their own conferencing technology (which could be Zoom or something else), you will need to ask them to send you the attendance log for your event.
- The naming convention for saving your Zoom log files is ' 2-number month dash 2-number day dash 2 numbr year space Short name of your event. Example: **09-04-24 AI Is Cool.csv**

1. **Open AVC website:** www.avc.edu
2. **Click on the black MYAVC button**
3. **Click on AVCID – Single Sign On**



Figure 48, MyAVC Button on Homepage of AVC site

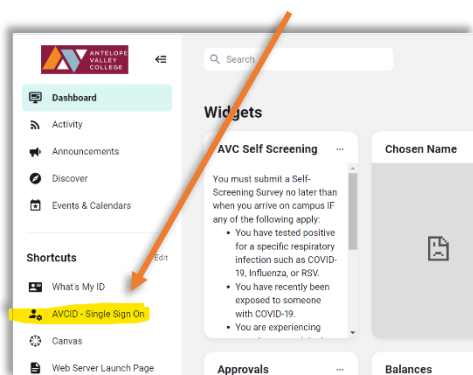


Figure 49, MyAVC Link on Dashboard of AVE Site

4. **Sign In on AVC ID Portal window**

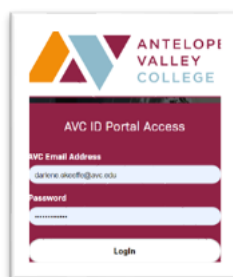


Figure 50, SSO ID Portal Window

5. **Click on Zoom Button**

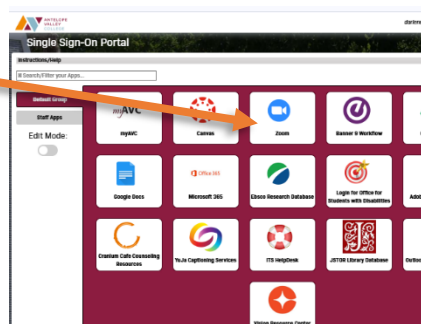


Figure 51, Zoom Button in SSO Portal

6. Click on the **Zoom** Sign in Button. If you do not yet have an account, this is where you would register for one.



Figure 52, Zoom Log-in Page

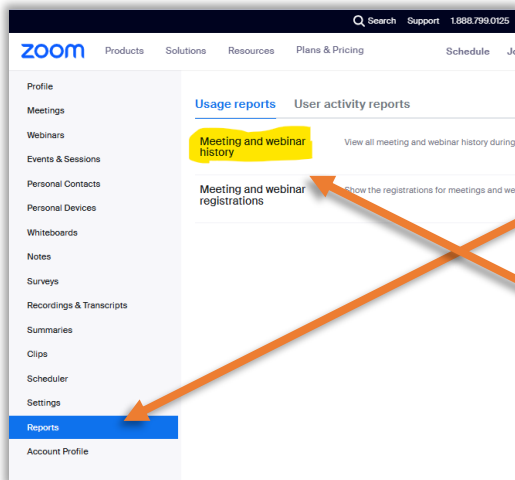


Figure 53, Zoom Reports Page

7. Click on **Reports**

Page defaults to **Usage reports** tab

8. Click on **Meeting and webinar history**

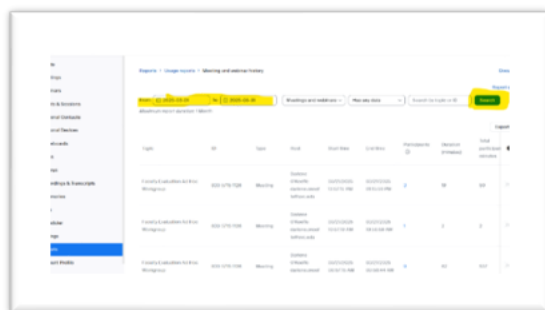


Figure 54, Past Meeting & Webinar List

9. Locate the correct **Zoom FPD** session if it is not already showing in your list.

10. Click on the **Participants** number (which is a link), of the correct Zoom session.

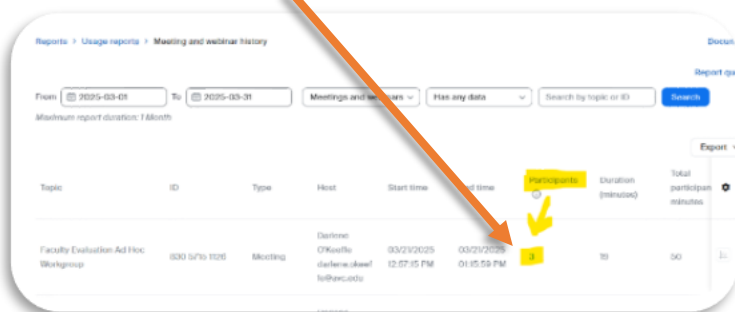


Figure 55, Meeting Participant Number

A Meeting Participants pop-up window will open with all participants listed.

Requesting New FPD Events; Changes; & Cancellations for Existing Events

How to Request a Change or Cancellation

If you have an FPD event already posted to the Vision Resource Center Events Calendar, and you find that you need to cancel the event, or make a change to the event listing, you will need to submit a simple **FPD Event Change & Cancellation Request Form**, found on the FPD website.

<https://www.avc.edu/campus-organizations-committees/faculty-professional-development/forms-documents>

There is a form specifically for each academic year, so be sure to use the form that reflects the AY of the event you are cancelling or changing. The form title will always show the academic year it applies to.

Menu

- Agendas & Minutes
- Committee Representatives
- FPD Events & Due Dates
- FPD Online Opportunities
- Faculty Inquiry Groups
- Faculty Learning Communities
- Faculty Mentorships
- Forms & Documents
- Instructional Exchanges

Home / Campus Organizations & Committees / Faculty Professional Development / Forms & Documents

FPD Handbook: [FPD Handbook 2024 2025 Academic Year.pdf](#)

FPD Reference Guides:

- [FPD Requirements Quick Guide, Adjunct Faculty AY 24-25.pdf](#)
- [FPD Requirements Quick Guide, FT Faculty AY 24-25.pdf](#)

=====

FPD Event Management Forms for Event Presenters:

- [FPD Sign In Sheet For Faculty - For Faculty sign-in ONLY](#). Download, fill in the header (listing all presenters in the appropriate field), and print for your event. Have in-person Faculty attendees sign in and out. After the event, email sign-in sheet to Senate Coordinator, darlene.okeeffe@avc.edu. Do NOT use this form for Zoom attendees. Zoom attendees do not need to sign a sign-in sheet as Zoom creates a log when they sign into the Zoom session.

For AY 25/26

- [FPD Proposal Form: AY 25/26 FPD Event Proposal Form](#) Deadline: April 6, 2025 - **CLOSED**
- [25/26 FPD Event Change & Cancellation Request Form](#) - Use to request changes/rescheduling/cancellations of your event listing in the Vision Resource Center calendar for Academic Year 25/26.
- [25/26 New FPD Event Request Form](#) - Use only to request new events that will take place during the 25/26 AY.

=====

- **FPD Event Change & Cancellation Request Form**
- **New FPD Event Request Form**

Figure 58, Image of Forms & Documents pg.

How to Request a New Event Be Added to VRC Events Calendar

If you would like to present an FPD event any time during the current academic year that is NOT already listed on the VRC Events Calendar, you will need to submit a **New Event Request Form**. All the questions must be answered in order for the event to be posted and ready for attendees to sign up.

As with the *Change & Cancellation Request Form*, there is a form specific to each academic year. Be sure you are using the correct form for the year of the event you are requesting be added to the VRC Events Calendar.

Appendix

A1: FPD Due Dates: Text

The following are timelines set by the FPD Committee and Administration and are found in the FPD Handbook and are also listed on the FPD website for the current academic year. Specific dates for 25/26 are shown in A2.

Adjunct Faculty Timeline

Fall Terms

- **VRC Calendared Trainings*** should be signed up for through the VRC Events Calendar: DUE: Monday of Week 5. Sign up for all that you are interested in attending. **(You can always add additional events as new ones are added to the events calendar throughout the semester.)**
- **External Trainings**** that you attended must be self-reported (where you enter it in your VRC transcript & mark it as 'completed.')
- **Last day to complete** fall semester FPD hours: Saturday of Week 16

Spring Terms

- **VRC Calendared Trainings** should be signed up for through the VRC Events Calendar: DUE: Monday of Week 5. Sign up for all that you are interested in attending
- **External Trainings** that you attend must be self-reported (entered in your VRC transcript & marked as 'completed.')
- **Last day to complete** spring semester FPD hours: Saturday of Week 16

Full-time Faculty Timeline

Academic Year

- **VRC Calendared Trainings** should be signed up for through the VRC Events Calendar: DUE: Monday of Week 5. Sign up for all that you are interested in attending. **(You can always add additional events as new ones are added to the events calendar throughout the semester.)**
- **External Trainings** attended must be self-reported (entered in your VRC transcript & marked as 'completed.')
- **Last day to complete FPD hours** with area dean's permission: DUE: Monday, Week 1 of Summer Term

Definitions:

* **VRC Calendared Events/Trainings** are trainings and events that are hosted by AVC and listed on the Vision Resource Center (VRC) Events Calendar that show an active 'request' button so that you can register for them.

** **External Trainings** are **1) Non-AVC hosted trainings** whether listed on the VRC Events Calendar or not, **2) AVC hosted events, meetings, and trainings NOT listed on the VRC Events Calendar**. For example, division/department meetings, Keenan Trainings, committee participation, etc. See FPD Handbook for more specifics, and **3) AVC hosted events and trainings that ARE listed on the VRC Events Calendar; however**, the instructions on the event listing tell faculty to enter as an external training. This includes events such as fairs and festivals, concerts, and open houses since you can come and go at your leisure and your attendance is not required for the full time period as set in the VRC events calendar. This is necessary because the VRC software does not allow us to customize attendance times.



A2: FPD Due Dates for 25/26: Graphics

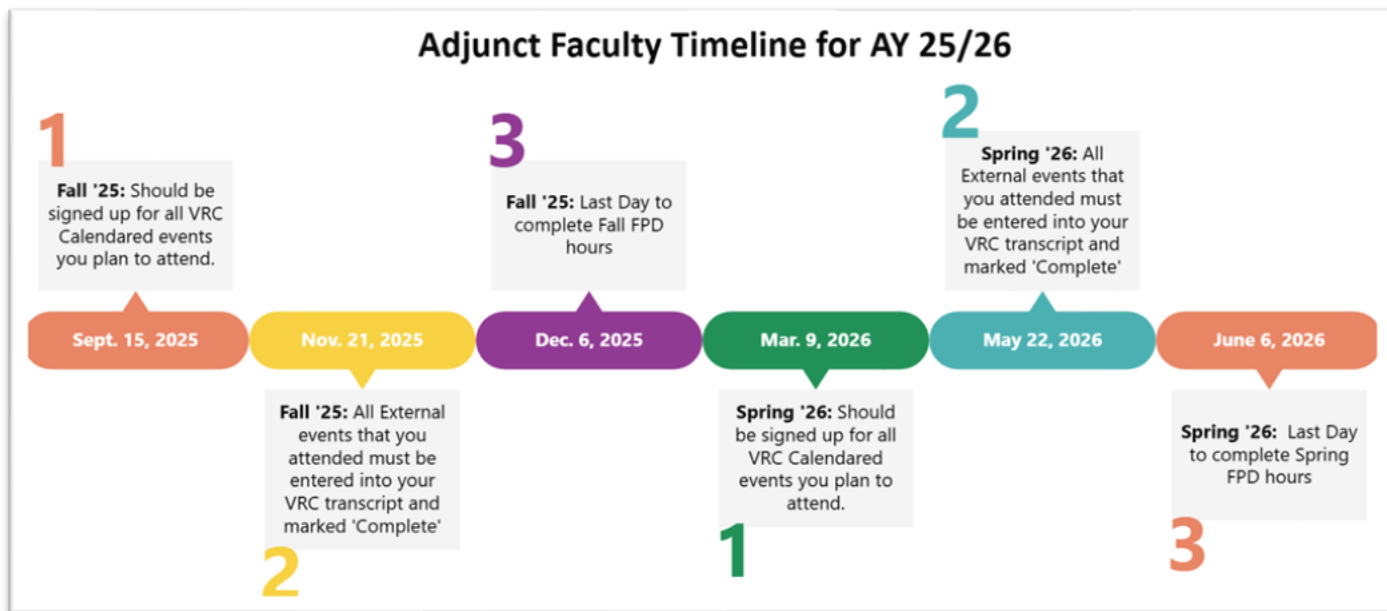


Figure 59, Adjunct Faculty FPD Timeline

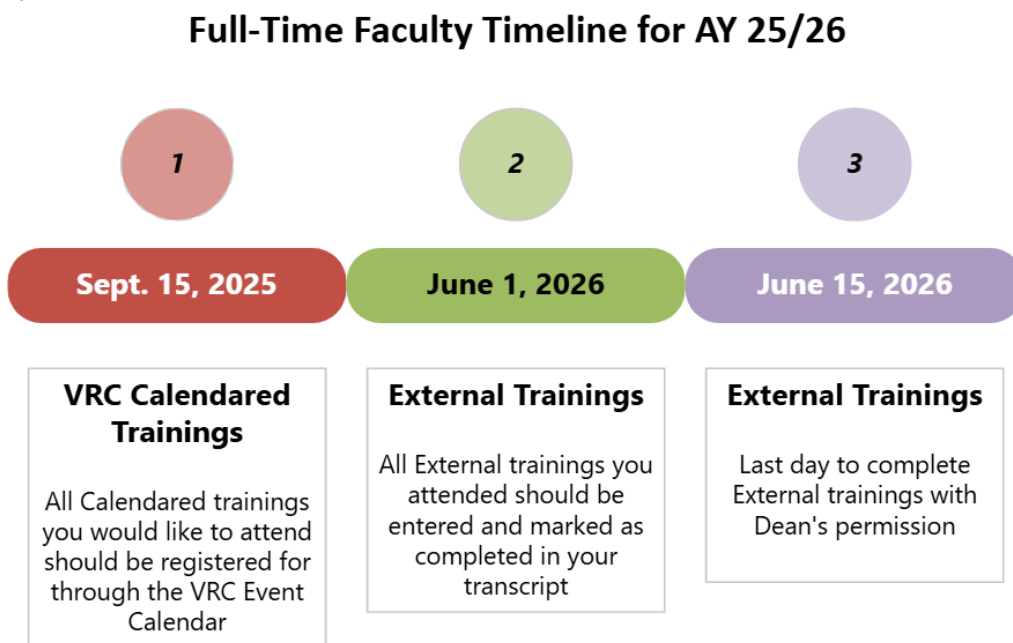


Figure 60, Full-Time Faculty Timeline

NOTE: Although there is an early deadline to sign up for AVC hosted calendared events, you are encouraged to sign up for additional events/trainings/sessions as new ones are added throughout the academic year. So, be sure to check the VRC Events Calendar regularly. The purpose of this deadline is to present your plan for the coming semester or year, with the understanding that plans can and do change.

A3: FPD Resources

Canvas FPD Technical Training Module

https://avc.instructure.com/courses/19/modules#module_51

Vision Resource Center:

https://cccpln.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1

FPD Website: <https://www.avc.edu/campus-organizations-committees/faculty-professional-development>

The following links can be found on the **Forms & Documents** page of the FPD Website:

- FPD Handbook
- FPD Quick Guide for Adjunct Faculty AY 24-25
- FPD Quick Guide for FT Faculty AY 24-25
- Current FPD Sign-in Sheet for Faculty sign-in ONLY
- FPD Proposal Form
- FPD Event Change & Cancellation Request Form
- New FPD Event Request Form

The screenshot shows the website interface for Antelope Valley College. The main navigation menu is on the left, with 'Forms & Documents' highlighted in yellow. Orange arrows point from the list on the left to specific links on the page:

- **FPD Handbook:** [FPDC Handbook 2024 2025 Academic Year.pdf](#)
- **FPD Reference Guides:**
 - [FPD QUICK GUIDE, Adjunct Faculty AY 24 - 25.pdf](#)
 - [FPD Quick Guide, FT Faculty AY 24 25.pdf](#)
- **FPD Event Management Forms for Event Presenters:**
 - [FPD Sign In Sheet For Faculty - For Faculty sign-in ONLY](#). Download, fill in the header (listing all presenters in the appropriate field), and print for your event. Have in-person Faculty attendees sign in and out. After the event, email sign-in sheet to Senate Coordinator, dariene.okeeffe@avc.edu. Do NOT use this form for Zoom attendees. Zoom attendees do not need to sign a sign-in sheet as Zoom creates a log when they sign into the Zoom session.
- **For AY 25/26**
 - [FPD Proposal Form: AY 25/26 FPD Event Proposal Form](#) Deadline: April 6, 2025 - CLOSED
 - [25/26 FPD Event Change & Cancellation Request Form](#) - Use to request changes/rescheduling/cancellations of your event listing in the Vision Resource Center calendar for Academic Year 25/26.
 - [25/26 New Event Request Form](#) - Use only to request new events that will take place during the 25/26 AY.
- **FPD Forms:**
 - [Request for Approval for Salary Advancement Form - Fillable](#)
 - [Notification of Intent to Use Units for Salary Advancement - Fillable](#)
 - [FPD Sabbatical Application \(Sabbatical Application Instructions \)](#)

Figure 61, Screenshot of Forms & Docs pg.

Plus more, including additional FPD opportunities on the *FPD Online Opportunities* page.

A4: ADA Compliance Checklist for FPD Presenters

FPD Presenter ADA Compliance Checklist

Before the Presentation

- Caption all videos** using Yuja (don't rely solely on YouTube auto-captions).
- Test your videos** to ensure captions display correctly.
- Add a brief accessibility note** to your slides (sample below).
- Ask a colleague** to assist with tech support during the presentation (optional but helpful).
- Familiarize yourself** with your Zoom or in-room AV settings for turning captions on.

During the Presentation

- Turn on live captions** in Zoom or any platform you're using.
- Ensure captions are enabled** for every video you play.
- Make an accessibility announcement** at the beginning (sample script below).
- Stay open to reminders** from attendees—thank them for helping keep the space inclusive.
- Check in** periodically to confirm all participants can see captions.

After the Presentation




- Ask for feedback** on accessibility—this helps us all improve.
- Follow up** with any resources or links in accessible formats.

Sample Accessibility Statement (Opening Script)

"Hi everyone! I'm so glad you're here. I just want to mention that I'll be doing my best to keep this presentation accessible for all. Captions should be on for everything—including videos—but if I forget, please feel free to speak up and let me know! I truly appreciate your help in making sure everyone can fully participate."

Sample Welcome Slide Text to Add to Your Slide Deck

Welcome! Let's Keep It Accessible

-  Captions are ON
-  All videos will include closed captions
-  If you notice anything that needs adjusting please let me know!

Thank you for helping us make this session inclusive for all participants.