



Vector Solutions

Vector Solutions is a professional development tracking software which can help you host, record, manage and track professional development activities.

CONTENTS of this handout:

- **How To Log Into Your Vector Solutions Account**.....Page 2
- **Record Your Professional Development Activities**.....Page 3
- **Apply For Professional Development Funding**.....Page 5
- **Generate PD Activity Reports**.....Page 6
- **Host Events**.....Page 7
- **Sign Up For Professional Development Events / Trainings**.....Page 9
- **Add PD Events to Your Outlook Calendar**.....Page 11
- **Tips for Supervisors To Review PD Application Requests**.....Page 12

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How To Log Into Your Vector Solutions Account


On the [Employee Portal page](#), scroll down to the “**Professional Development**” box, click on the “**Vector Solutions Login**” link to sign into your Vector Solutions account.

Professional Development

[Professional Development Committee](#) [LinkedIn Learning Instructions](#) [LinkedIn Learning Login](#) [Quality Matters](#)

[AIMA \(Indian Education for All in Montana for One MUS\)](#) [Vector Solutions Login](#) [Vector Solutions Instructions](#)

Login using your NetID and password:



HELENA COLLEGE
UNIVERSITY OF MONTANA


⚠ For your security, please close your web browser when not in use.

NetID

Look up my NetID

Password

I don't know my password

 Sign In


New User?

A new NetID account must be activated prior to use. Click the [Activate My NetID](#) button to lookup your NetID, set your password and security settings.

[✔ Activate My NetID](#)

Having problems logging in?

Call IT Department at (406)447-6960.
Hours M-F, 8 am – 5 pm

 Service Provider Logo

TeachPoint

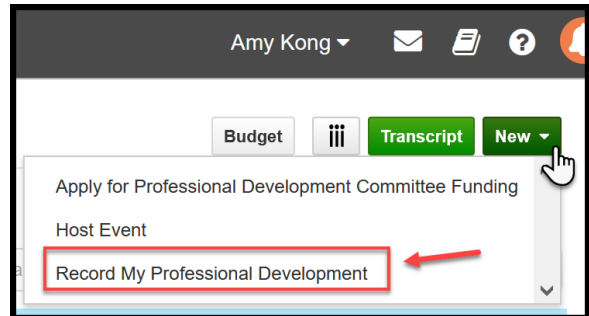
TeachPoint

Record Your Professional Development Activities

You can record all types of professional development activities which are funded by PD Committee, funded by department, funded externally, sponsored by HR, or free activities (e.g. webinars, etc).

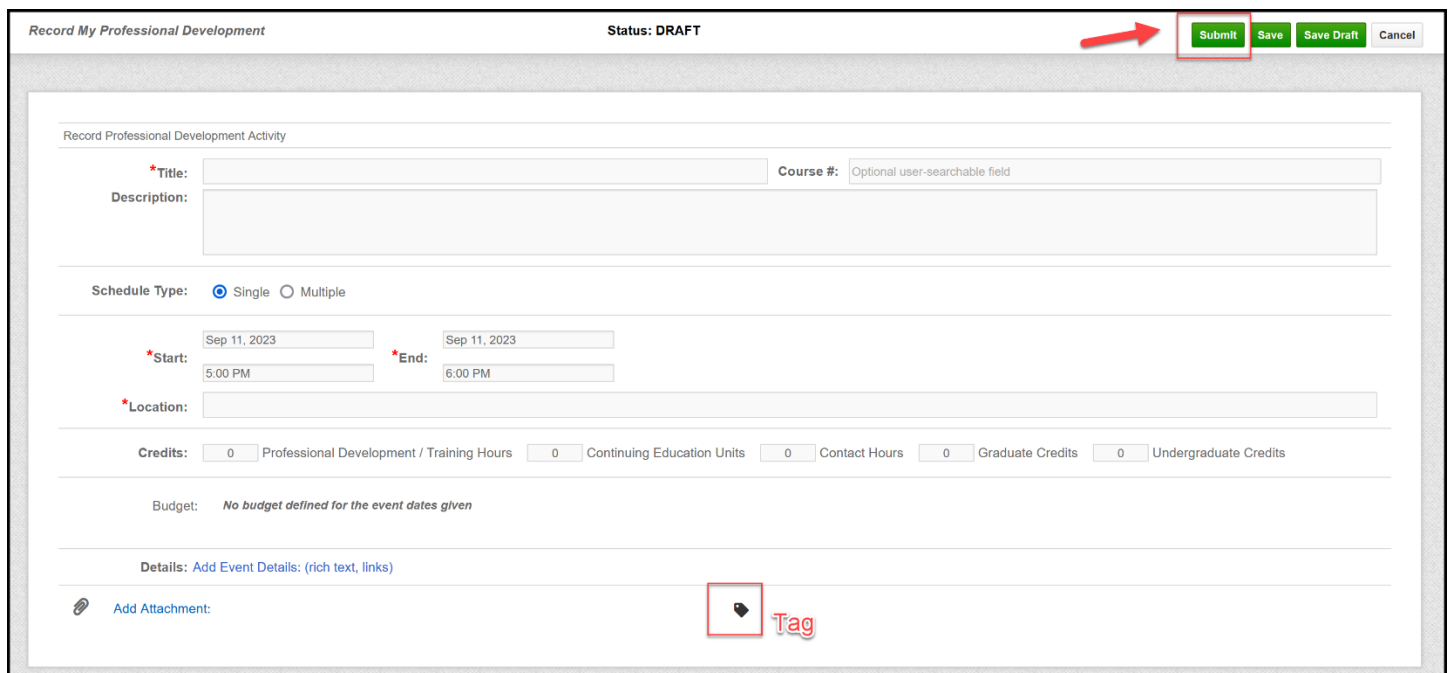
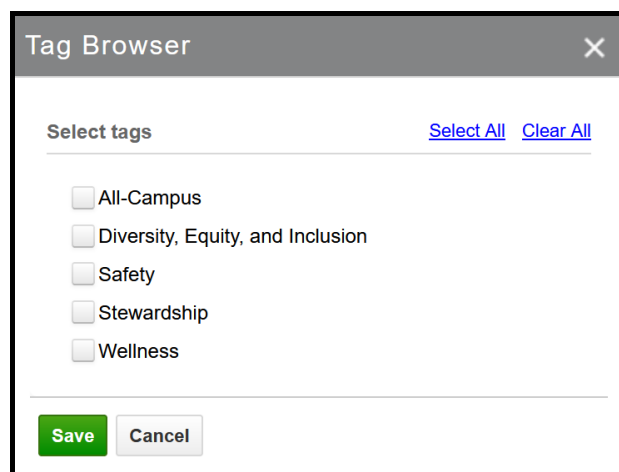
Click on the “New” button which is located on top right.

Choose “Record My Professional Development”.



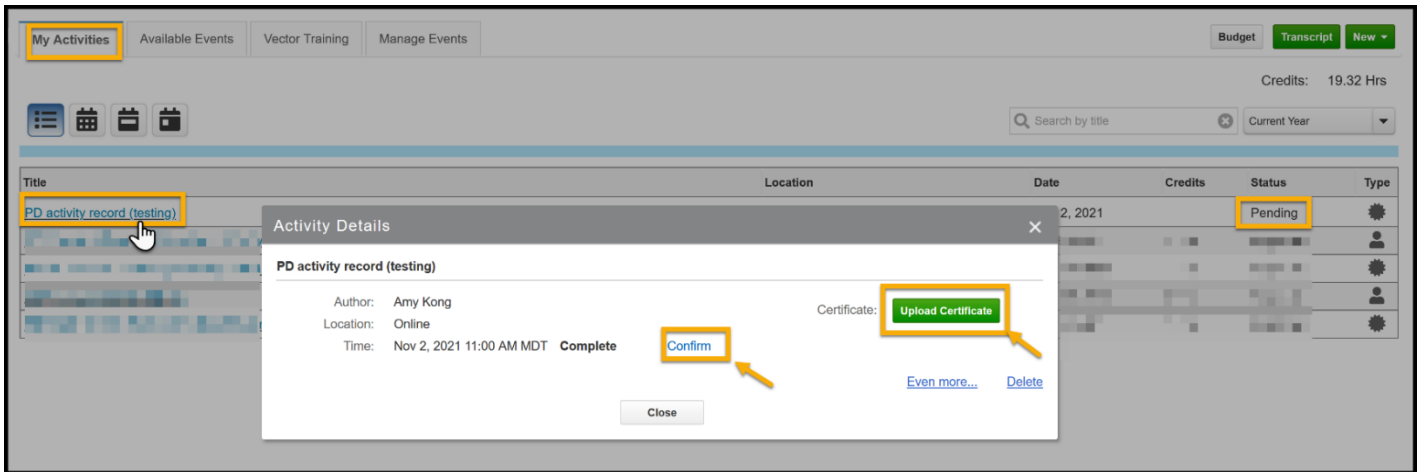
After filling in the PD activity details, don't forget to click on the **Submit** button.

If you can assign a tag or tags to your PD activity, it will help with the reporting.

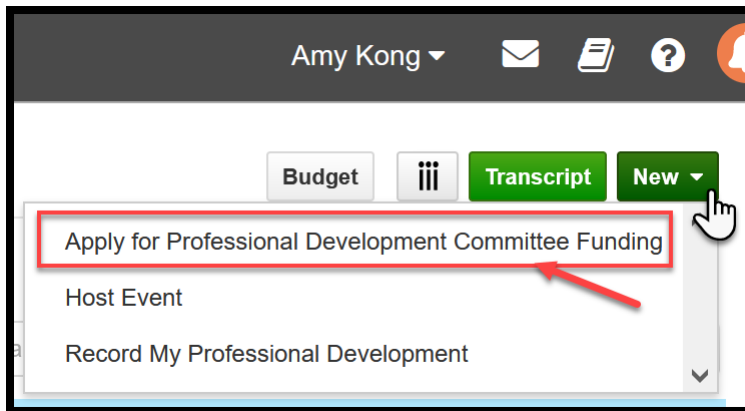
A screenshot of the 'Record My Professional Development' form. The status is 'DRAFT'. At the top right, there are buttons for 'Submit', 'Save', 'Save Draft', and 'Cancel'. A red arrow points to the 'Submit' button. The form fields include: '*Title:', 'Course #:', 'Description:', 'Schedule Type:' (Single/Multiple), '*Start:' (Sep 11, 2023, 5:00 PM), '*End:' (Sep 11, 2023, 6:00 PM), '*Location:', 'Credits:' (0 Professional Development / Training Hours, 0 Continuing Education Units, 0 Contact Hours, 0 Graduate Credits, 0 Undergraduate Credits), 'Budget:' (No budget defined for the event dates given), 'Details: Add Event Details: (rich text, links)', and 'Add Attachment:'. A 'Tag' button with a tag icon is highlighted with a red box.A screenshot of a 'Tag Browser' dialog box. It has a title bar with 'Tag Browser' and a close button. Below the title bar, there are links for 'Select All' and 'Clear All'. A list of tags is shown with checkboxes: 'All-Campus', 'Diversity, Equity, and Inclusion', 'Safety', 'Stewardship', and 'Wellness'. At the bottom, there are 'Save' and 'Cancel' buttons.

Once you submit your PD activity record, it will appear in the “My Activities” section.

In order to change the record status from *Pending* to *Approved*, you will need to click on the activity record link, then **confirm** the attendance. You can also upload a completion certificate too.



Apply For Professional Development Funding

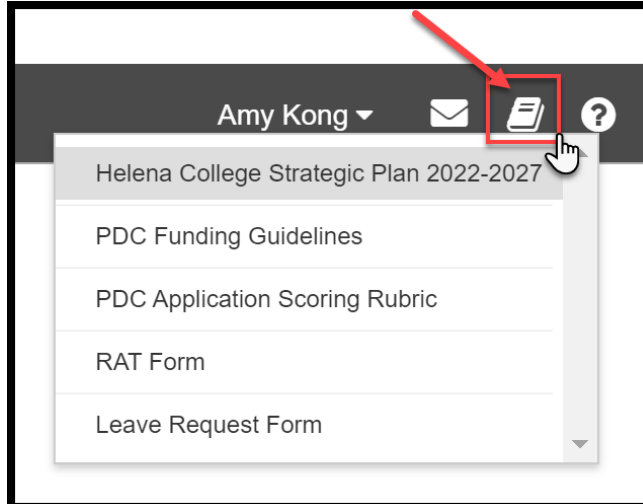


Click on the “New” button which is located on top right.

You can fill in the PD application form and submit the relevant documents under the “**Apply for Professional Development Committee Funding**” option.

The application form will then be sent to your supervisor for approval and the PD Committee for review automatically by Vector Solutions.

You will be notified by email the outcome of the application from the PD committee chair.

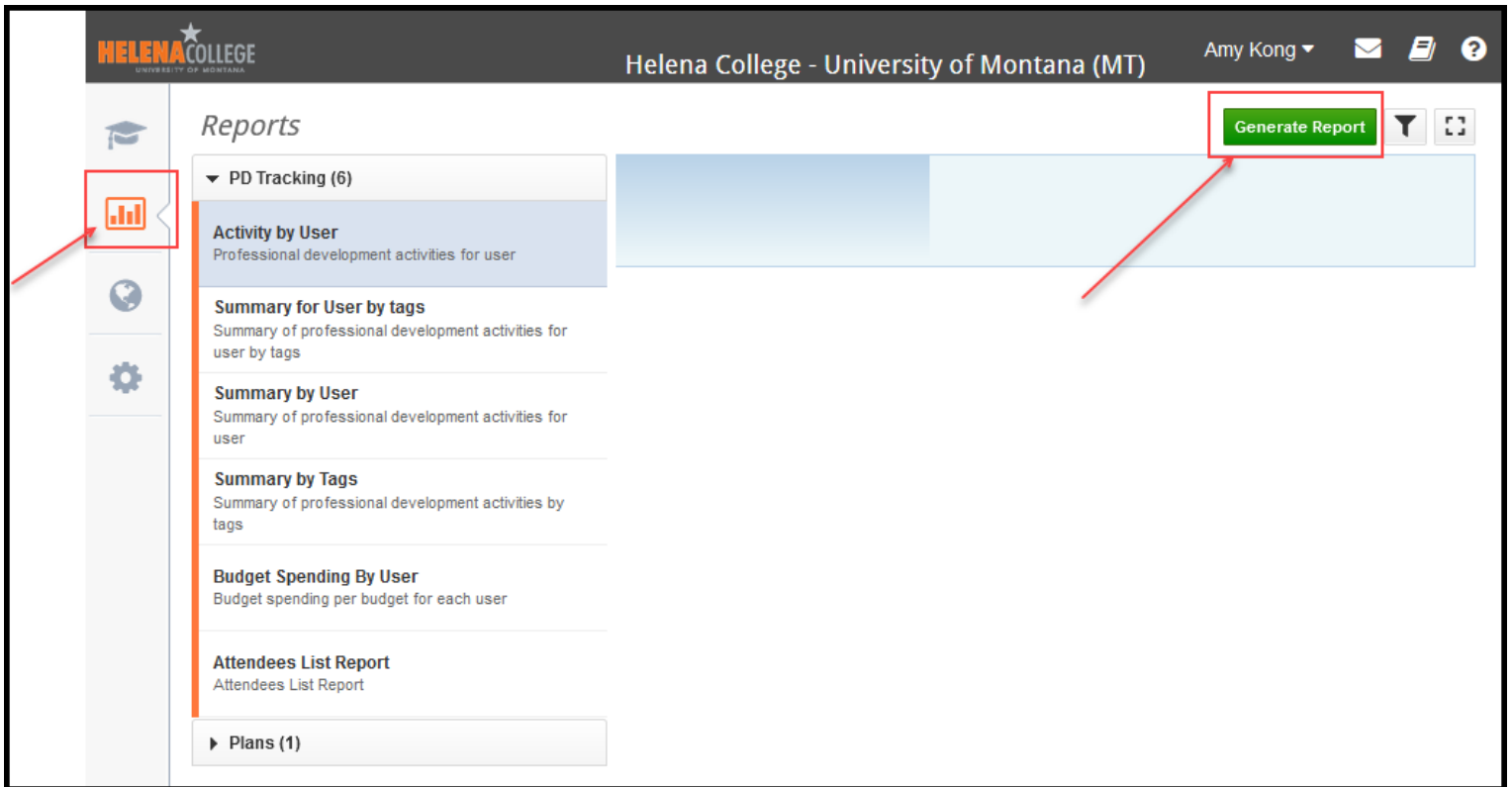


If you click on the “Resources” icon located on top right, you can view the “**Helena College Strategic Plan**”, “**PDC Funding Guidelines**”, “**PDC Application Scoring Rubric**” (that the PD committee uses to evaluate applications), “**RAT Form**” and “**Leave Request Form**”.

These resources will be helpful for you when filling in the PD application form.

Generate PD Activity Reports

In the “report” section on the right, you can generate PD tracking reports.

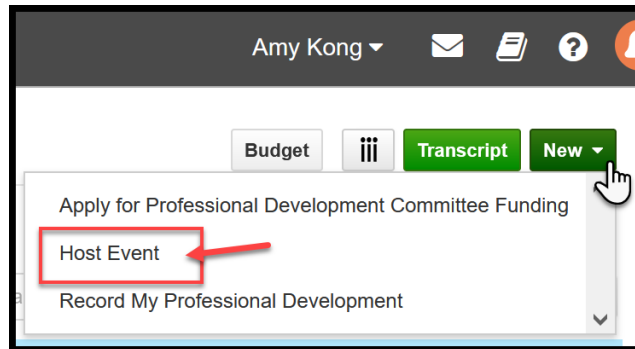


The screenshot displays the 'Reports' section of the Helena College system. The header includes the college logo, the name 'Helena College - University of Montana (MT)', and the user name 'Amy Kong'. A sidebar on the left contains navigation icons for a graduation cap, a bar chart, a globe, and a gear. The main content area is titled 'Reports' and features a 'PD Tracking (6)' section with several report options: 'Activity by User', 'Summary for User by tags', 'Summary by User', 'Summary by Tags', 'Budget Spending By User', and 'Attendees List Report'. A 'Plans (1)' section is also visible at the bottom. A red box highlights the 'Generate Report' button in the top right corner of the main content area, with a red arrow pointing to it from the left. Another red arrow points from the left to the bar chart icon in the sidebar.

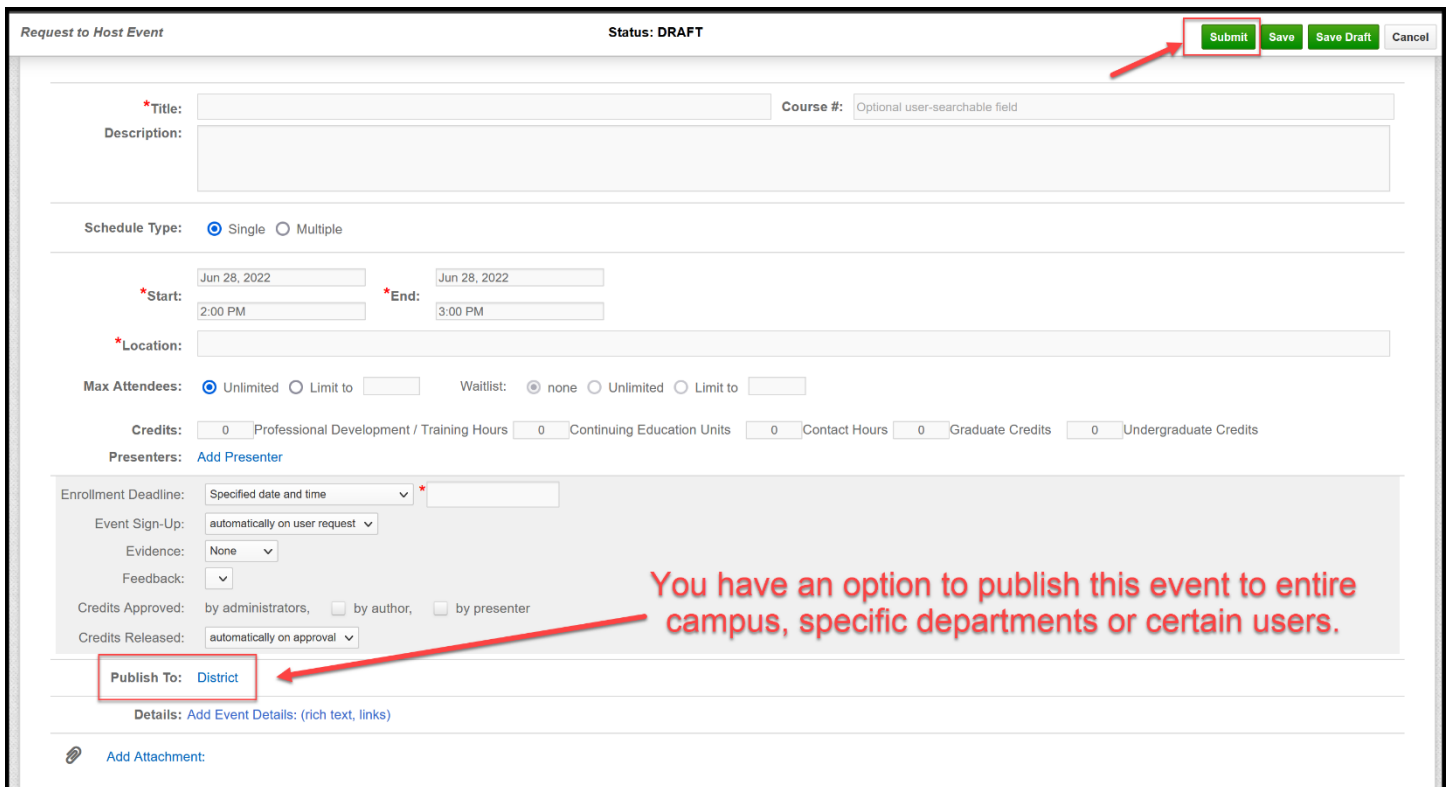
Host Events

Click on the “New” button which is located on top right:

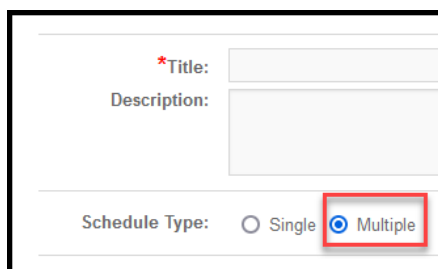
Choose “Host Event” option.



Fill in all the event information. If there is not an external registration deadline for the event, we recommend you set the “**Enrollment Deadline**” to “End of event/slot.”

A screenshot of the 'Request to Host Event' form. The form is titled 'Request to Host Event' and has a status of 'DRAFT'. At the top right, there are buttons for 'Submit', 'Save', 'Save Draft', and 'Cancel'. The 'Submit' button is highlighted with a red box and a red arrow. The form contains several fields: '*Title:', 'Course #:', 'Description:', 'Schedule Type:' (with radio buttons for 'Single' and 'Multiple'), '*Start:' and '*End:' (with date and time pickers), '*Location:', 'Max Attendees:' (with radio buttons for 'Unlimited' and 'Limit to'), 'Waitlist:' (with radio buttons for 'none', 'Unlimited', and 'Limit to'), 'Credits:' (with input fields for 'Professional Development / Training Hours', 'Continuing Education Units', 'Contact Hours', 'Graduate Credits', and 'Undergraduate Credits'), 'Presenters:' (with a link to 'Add Presenter'), 'Enrollment Deadline:' (with a dropdown menu and a red asterisk), 'Event Sign-Up:' (with a dropdown menu), 'Evidence:' (with a dropdown menu), 'Feedback:' (with a dropdown menu), 'Credits Approved:' (with checkboxes for 'by administrators', 'by author', and 'by presenter'), 'Credits Released:' (with a dropdown menu), and 'Publish To:' (with a dropdown menu set to 'District'). A red arrow points from the text 'You have an option to publish this event to entire campus, specific departments or certain users.' to the 'Publish To:' dropdown menu. At the bottom, there are links for 'Add Event Details: (rich text, links)' and 'Add Attachment:'.

*If you have recurring events, you can use the "Multiple Schedule Type".

A screenshot of the 'Schedule Type' section of the form. It shows two radio buttons: 'Single' and 'Multiple'. The 'Multiple' radio button is selected and highlighted with a red box.

You can use the “+” key to add additional events and the “-“ key to delete selected events.

Schedule: Thu, Jun 30, 2022 11:00 AM (1 hr)
Thu, Jun 30, 2022 11:00 AM (1 hr)

*Starts Jun 30, 2022
11:00 AM

*Ends Jun 30, 2022
12:00 PM

Repeat None

Title:

Location:

Max Attendees: unlimited attendees, no waitlist

Credits: defined for whole event

Presenters: Add Presenter

When you are done filling in the event information, click on the “**Submit**” button located on top right.

If you can assign a tag or tags to your event, it will help with the reporting.

Host Event Status: DRAFT

*Title: Course #: Optional user-searchable field

Description:

Schedule Type: Single Multiple

*Start: Sep 11, 2023 5:00 PM *End: Sep 11, 2023 6:00 PM

*Location:

Max Attendees: Unlimited Limit to Waitlist: none Unlimited Limit to

Credits: Professional Development / Training Hours Continuing Education Units Contact Hours Graduate Credits Undergraduate Credits

Presenters: Add Presenter

Enrollment Deadline: End of event/slot

Event Sign-Up: automatically on user request

Evidence: None

Feedback:

Credits Approved: by administrators, by author, by presenter

Credits Released: automatically on approval

Publish To: District

Details: Add Event Details: (rich text, links)

Add Attachment:

Tag Browser

Select tags [Select All](#) [Clear All](#)

All-Campus

Diversity, Equity, and Inclusion

Safety

Stewardship

Wellness

Save Cancel

After you submit your event, it will appear for attendees (based on what you chose in the “Publish To” part of the form) in the “**Available Events**” tab.

My Activities Available Events Vector Training Manage Events

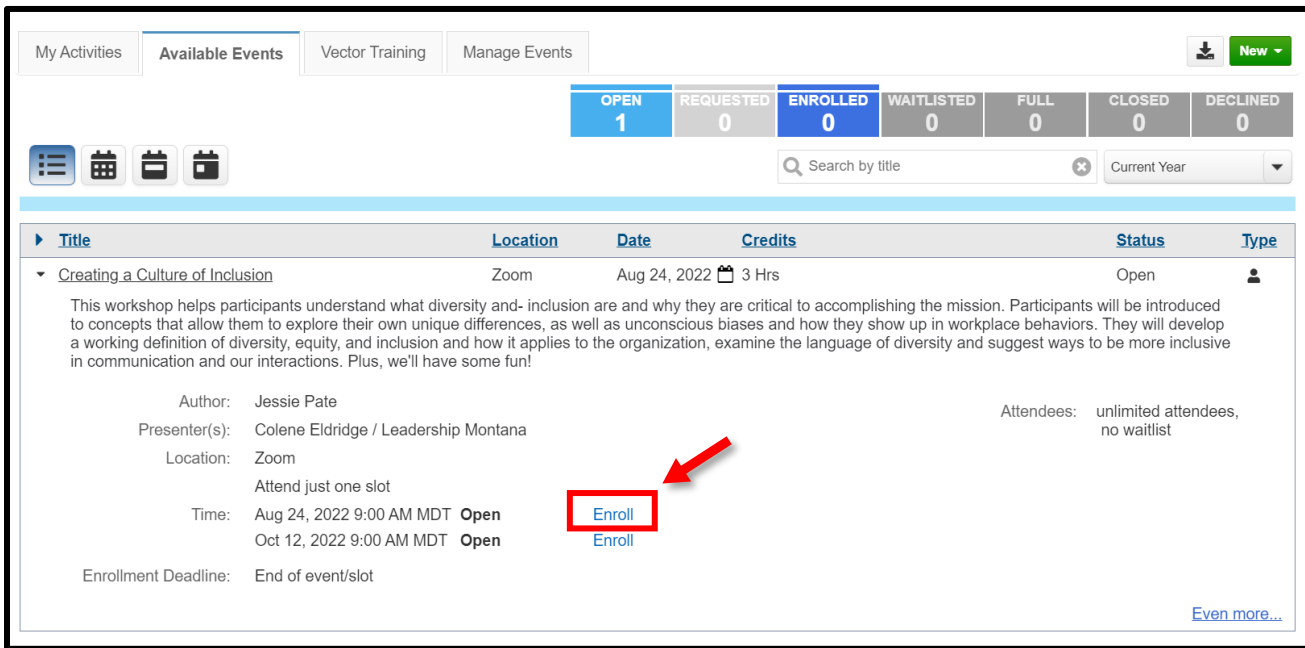
- **Managing Attendance at Events**

Event hosts have the option of having employees record their own attendance at events, or managing the attendance themselves on behalf of the attendees.

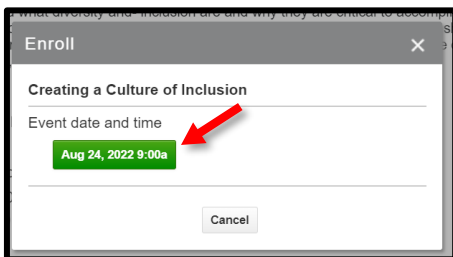
- **For Attendees: Sign up for Professional Development Events / Trainings**

Employees need to enroll in events *prior to the end of the event*.

Select the event to open it in the “**Available Events**” tab and then click “**Enroll**” for the time slot(s) you are planning to attend.



In the pop-up that appears, confirm your selection by clicking the time in the green box.



***After you have attended, you must confirm your attendance by returning to the event in “Available Events,” opening the event, and clicking “Confirm”**

○ **For Event Hosts: Option to Manage Attendance**

Find your event on the “**Manage Events**” tab.

Select any of the numbers in the **Enrolled**, **Waiting**, **Need Approval**, or **Declined** columns.

Title	Program	Author	Start Date	Enrolled	Waiting	Need Approval	Declined	Status	Actions
Creating a Culture of Inclusion	Request to Host Event	Jessie Pate	Aug 24, 2022	1	0	1	0	Accepted	Cancel Copy Log

Make sure the black “**Not Enrolled**” box is selected. Filter the list however you desire – by department, job, or professional status are common categories. You can also search for individuals.

Check the box next to each person you want to invite, enroll, or approve. You can select more than one name. A window will pop up showing your selections.

1. You can click the envelope to create an email inviting employees to log into Vector and enroll in the event. The message can be edited before sending.
2. You can click “**Actions**” to open a menu of choices. You have the option to enroll attendees and approve their attendance after the event occurs.

<input type="checkbox"/>	Marika Adamek	Helena College
<input type="checkbox"/>	Julie Adams	Helena College
<input type="checkbox"/>	Jeff Alberta	Helena College
<input type="checkbox"/>	Kelsey Anderson	Helena College
<input type="checkbox"/>	Terri Atwood	Helena College
<input type="checkbox"/>	Courtney Baldwin	Helena College
<input type="checkbox"/>	Olivia Bauman	Helena College
<input checked="" type="checkbox"/>	Sandy Bauman	Helena College
<input type="checkbox"/>	Mathew Beckstrom	Helena College
<input type="checkbox"/>	James Bell	Helena College
<input type="checkbox"/>	Ed Benasky	Helena College

Selections (Tip: Window can be dragged) ✕

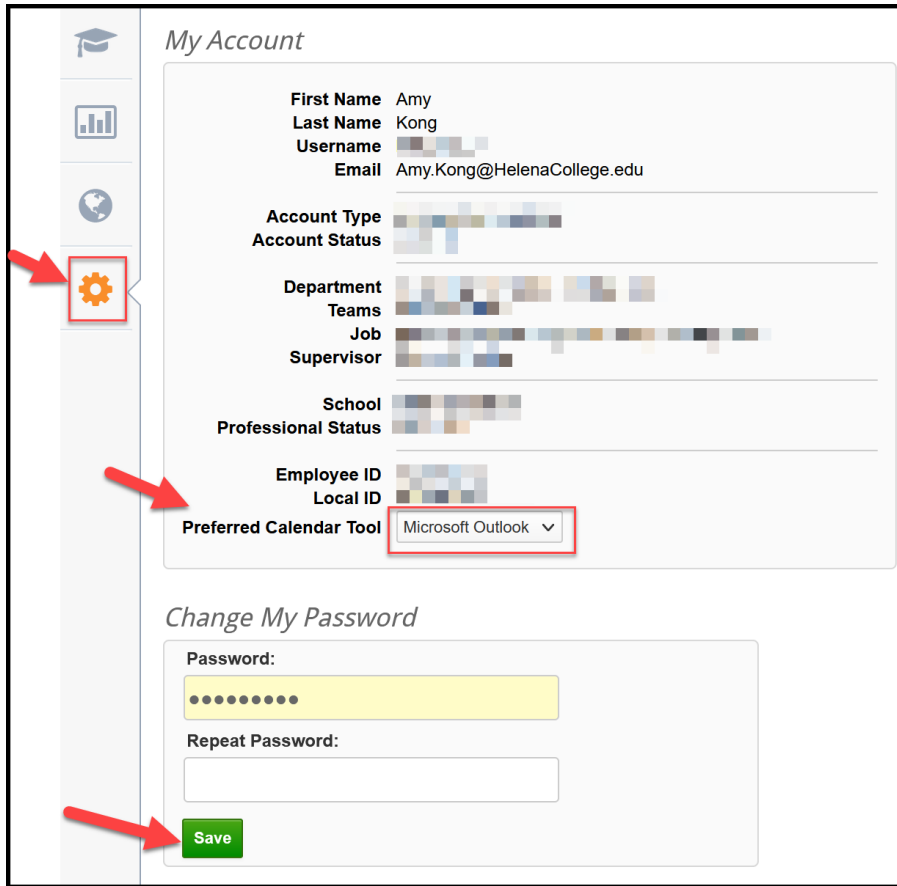
▾

Name
<input checked="" type="checkbox"/> Sandy Bauman

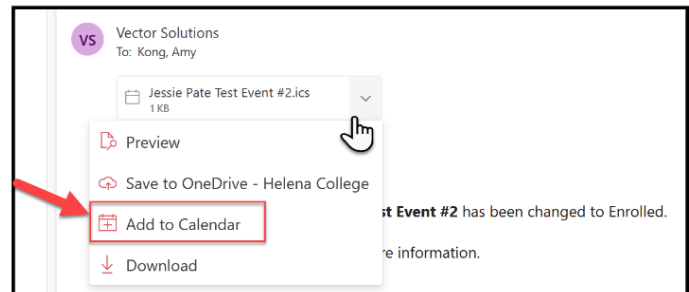
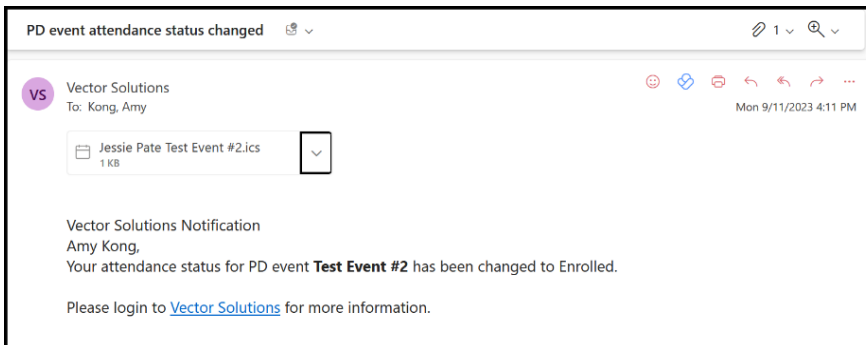
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Add PD Events to Your Outlook Calendar

Go to the Vector account setting, choose “**Microsoft Outlook**” for the Preferred Calendar Tool, then “**Save**”.



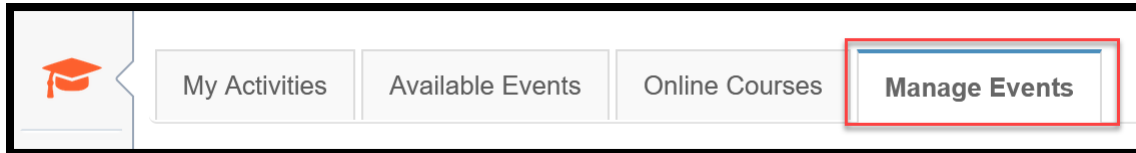
Once you enroll in the event, you will receive an email similar to the email below. You will select the calendar invite at the top where it will open another window. From there, you can select to add it to your Outlook calendar.



Tips for Supervisors To Review PD Application Requests

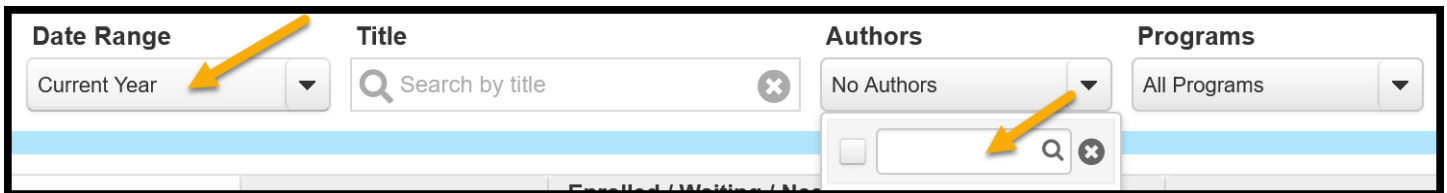
When your direct report submits a PD application request, you will receive an email notification.

The PD application request can be found under the “**Manage Events**” tab which is located on the top of your Vector Solutions homepage:



Please choose the appropriate **Date Range** to view the application.

You can also filter applications by entering the applicant’s name in the search box:



By clicking on the application title, you will be provided options for what you can do for the application.

Please click the “**Edit**” button to view the full application.

