

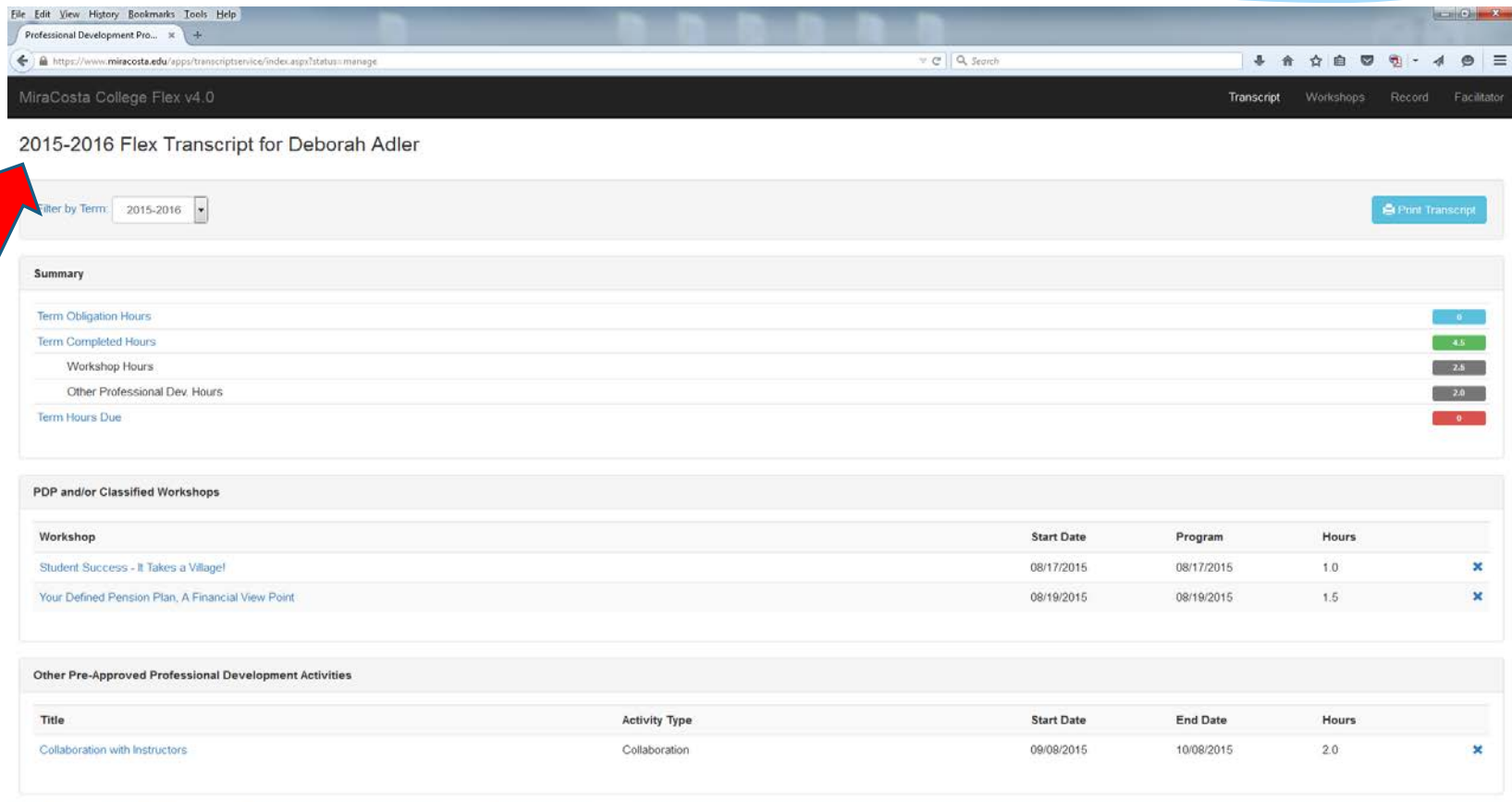
Editing Your Transcript Entries in MyFlex

Edit a Workshop
Edit Supporting Documentation

Fall 2015

Find Your Transcript

- * See slide presentation #2, “What Is MyFlex” on the [PDP webpage](#) for instructions on how to sign-into the MyFlex system
- * After signing into MyFlex, you will be defaulted to your transcript



MiraCosta College Flex v4.0

2015-2016 Flex Transcript for Deborah Adler

Filter by Term: 2015-2016 Print Transcript

Summary

Term Obligation Hours	6
Term Completed Hours	4.5
Workshop Hours	2.8
Other Professional Dev. Hours	2.0
Term Hours Due	0

PDP and/or Classified Workshops

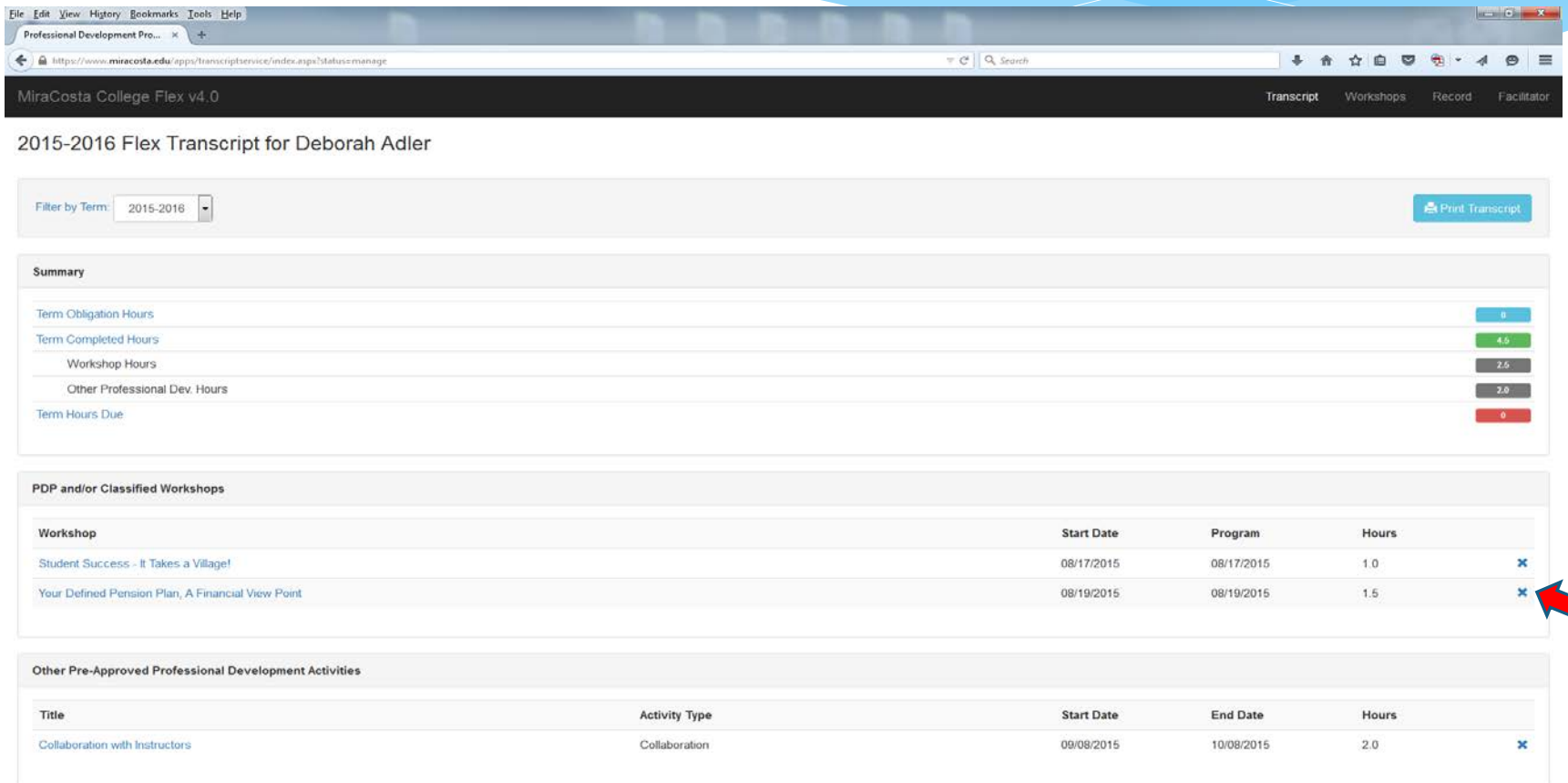
Workshop	Start Date	Program	Hours	
Student Success - It Takes a Village!	08/17/2015	08/17/2015	1.0	✕
Your Defined Pension Plan, A Financial View Point	08/19/2015	08/19/2015	1.5	✕

Other Pre-Approved Professional Development Activities

Title	Activity Type	Start Date	End Date	Hours	
Collaboration with Instructors	Collaboration	09/08/2015	10/08/2015	2.0	✕

Edit a Workshop

- * If you did not attend a workshop that is listed on your transcript, simply delete it
- * Find the workshop you need to delete, click on the “x” to the right of the entry



MiraCosta College Flex v4.0

2015-2016 Flex Transcript for Deborah Adler

Filter by Term: 2015-2018 [Print Transcript](#)

Summary

Term Obligation Hours	0
Term Completed Hours	4.6
Workshop Hours	2.5
Other Professional Dev. Hours	2.0
Term Hours Due	0

PDP and/or Classified Workshops

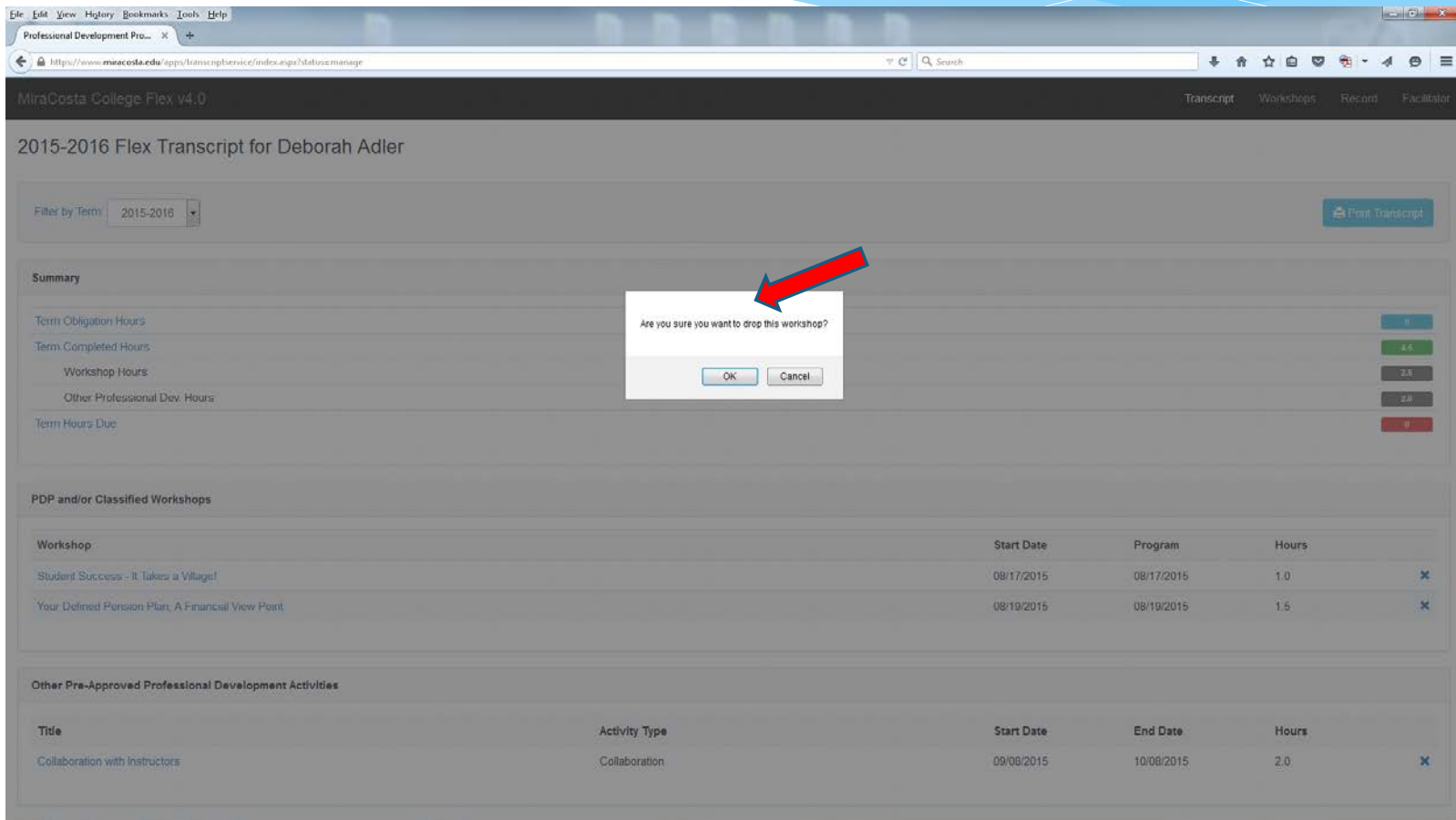
Workshop	Start Date	Program	Hours	
Student Success - It Takes a Village!	08/17/2015	08/17/2015	1.0	x
Your Defined Pension Plan, A Financial View Point	08/19/2015	08/19/2015	1.5	x

Other Pre-Approved Professional Development Activities

Title	Activity Type	Start Date	End Date	Hours	
Collaboration with Instructors	Collaboration	09/08/2015	10/08/2015	2.0	x

Edit a Workshop (cont.)

- * A window will pop up asking if you are sure you want to drop this workshop
- * Click “OK” if you want to delete it or “Cancel” if you don’t want to delete it



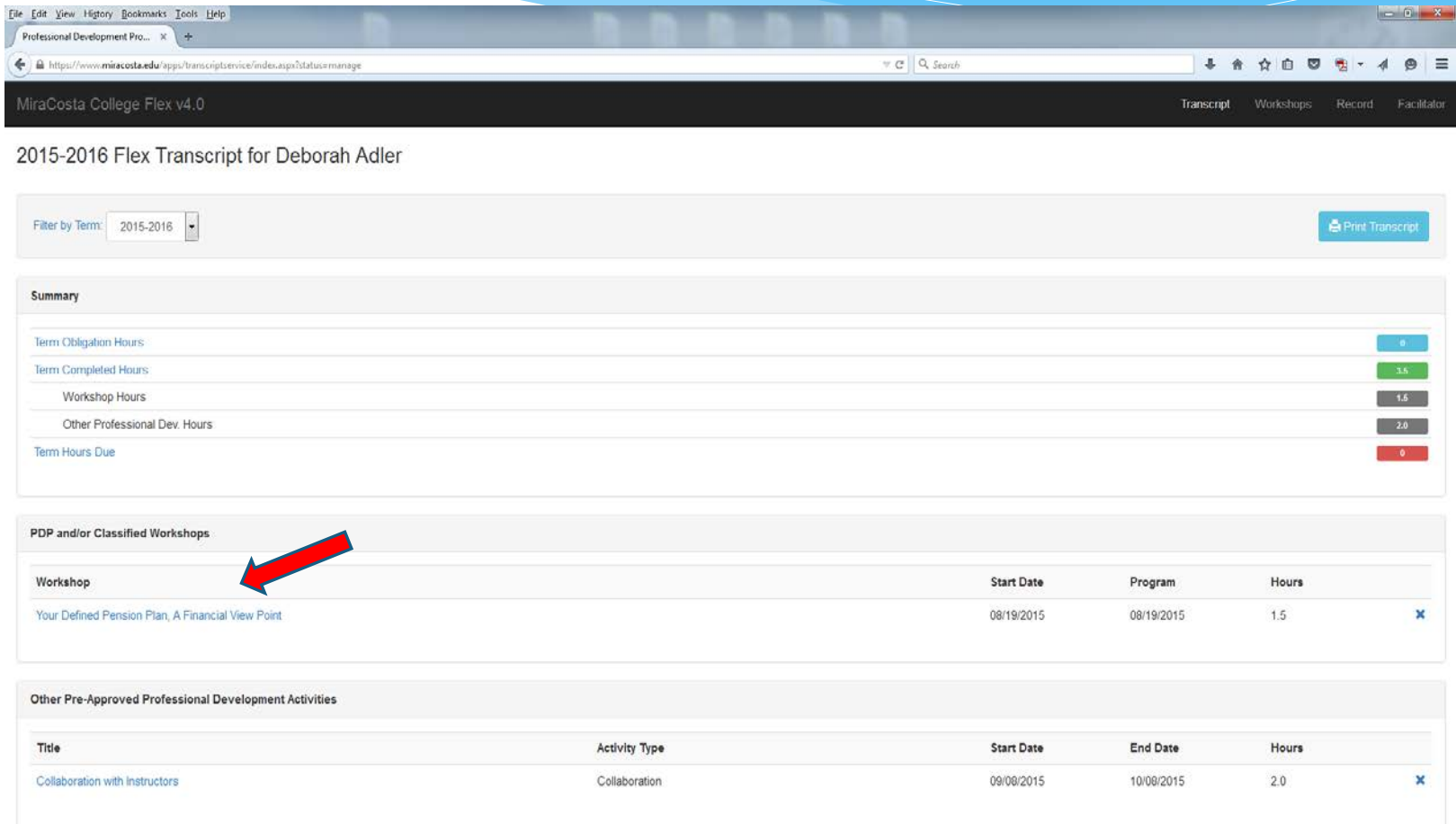
The screenshot shows a web browser window displaying the 'MiraCosta College Flex v4.0' interface. The page title is '2015-2016 Flex Transcript for Deborah Adler'. A 'Filter by Term' dropdown is set to '2015-2016'. A 'Print Transcript' button is visible. A 'Summary' section shows various hour counts: Term Obligation Hours (0), Term Completed Hours (4.5), Workshop Hours (2.8), Other Professional Dev. Hours (2.8), and Term Hours Due (0). A 'PDP and/or Classified Workshops' table lists two workshops: 'Student Success - It Takes a Village!' (1.0 hours) and 'Your Defined Pension Plan, A Financial View Point' (1.5 hours). An 'Other Pre-Approved Professional Development Activities' table lists 'Collaboration with Instructors' (2.0 hours). A modal dialog box is overlaid on the page, asking 'Are you sure you want to drop this workshop?' with 'OK' and 'Cancel' buttons. A red arrow points to the dialog box.

Workshop	Start Date	Program	Hours
Student Success - It Takes a Village!	08/17/2015	08/17/2015	1.0
Your Defined Pension Plan, A Financial View Point	08/19/2015	08/19/2015	1.5

Title	Activity Type	Start Date	End Date	Hours
Collaboration with Instructors	Collaboration	09/09/2015	10/08/2015	2.0

Edit a Workshop (cont.)

* When you click “OK” you can see the workshop is deleted from your transcript



MiraCosta College Flex v4.0

2015-2016 Flex Transcript for Deborah Adler

Filter by Term: 2015-2016 [Print Transcript](#)

Summary

Term Obligation Hours	0
Term Completed Hours	3.5
Workshop Hours	1.5
Other Professional Dev. Hours	2.0
Term Hours Due	0

PDP and/or Classified Workshops

Workshop	Start Date	Program	Hours	
Your Defined Pension Plan, A Financial View Point	08/19/2015	08/19/2015	1.5	X

Other Pre-Approved Professional Development Activities

Title	Activity Type	Start Date	End Date	Hours	
Collaboration with Instructors	Collaboration	09/08/2015	10/08/2015	2.0	X

Edit a Reflection Statement

- * To edit a 'Reflection Statement' click on the title of your activity to 'View Activity Details'

MiraCosta College Flex v4.0

2015-2016 Flex Transcript for Deborah Adler

Filter by Term: 2015-2016 [Print Transcript](#)

Summary

Term Obligation Hours	0
Term Completed Hours	11.5
Workshop Hours	1.5
Other Professional Dev. Hours	10.0
Term Hours Due	0

PDP and/or Classified Workshops

Workshop	Start Date	Program	Hours	
Your Defined Pension Plan, A Financial View Point	08/19/2015	08/19/2015	1.5	X

Other Pre-Approved Professional Development Activities

Title	Activity Type	Start Date	End Date	Hours	
Speed Reading Conference	Conferences and Presentations	08/10/2015	08/10/2015	8.0	X
Collaboration with Instructors	Collaboration	09/08/2015	10/08/2015	2.0	X

[View Activity Details](#)

<https://www.miracosta.edu/apps/transcriptservice/index.aspx?status=activities&ID=4850>

Edit a Reflection Statement (cont.)

- * You can now edit your entry on the 'Pre-Approved Activity Details' page including the activity title, start and end dates, the hours, and your personal reflection statement
- * Click 'Update Activity Details' at the bottom right of the page when you are done
- * If you've done your edits correctly, you will be returned to your transcript

MiraCosta College Flex v4.0

Transcript Workshops Record Facilitator

Pre-Approved Activity Details

View Pre-Approved Activity Details

Activity Type	Collaboration
Activity Title	Collaboration with Instructo (100 character limit)
Start Date	09/08/2015
End Date	10/08/2015
Hours	2.0
Personal Reflection Statement (500 character limit)	This is my reflection statement.

← Back

Update Activity Details

Edit a Supporting Documentation

- * Let's edit supporting documentation, i.e. replace the documentation you have uploaded previously with a different one
- * As noted earlier, from your transcript, click on the 'Title' of your PD activity
- * Once again you will edit your entry on the 'Pre-Approved Activity Details' page
- * You can still edit the activity title, start and ends dates, and hours

MiraCosta College Flex v4.0

Transcript Workshops Record Facilitator

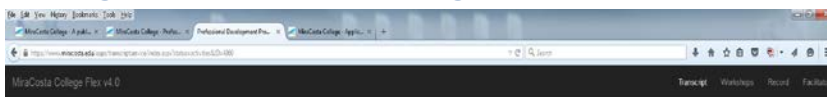
Pre-Approved Activity Details

View Pre-Approved Activity Details

Activity Type	Conferences and Presentations
Activity Title	Speed Reading Conference (100 character limit)
Start Date	08/10/2015
End Date	08/10/2015
Hours	8.0
Supporting Documentation	View Current Document Replace existing document: <input type="button" value="Browse..."/> No file selected.

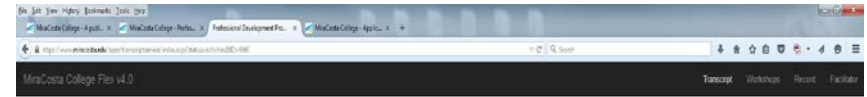
Edit a Supporting Documentation (cont.)

- * Here, you can also 'View Current Document' uploaded previously (left diagram) OR
- * 'Replace existing document' by clicking the 'Browse...' button and finding the new document you would like to upload from your computer (left diagram)
- * Once you have selected a new document to upload, you will notice next to the 'Browse...' button, that it changes from "No file selected" (left diagram) to the name of your file (right diagram)
- * When you are done, click on the 'Update Activity Details' button on the bottom right side of the page to complete the process and return to your transcript



Pre-Approved Activity Details

View Pre-Approved Activity Details	
Activity Type	Conferences and Presentations
Activity Title	Speed Reading Conference (100 character limit)
Start Date	06/19/2015
End Date	06/19/2015
Hours	8.0
Supporting Documentation	View Current Document Replace existing document Browse... No file selected
Back	Update Activity Details



Pre-Approved Activity Details

View Pre-Approved Activity Details	
Activity Type	Conferences and Presentations
Activity Title	Speed Reading Conference (100 character limit)
Start Date	06/16/2015
End Date	06/16/2015
Hours	8.0
Supporting Documentation	View Current Document Replace existing document Browse... AS_Agenda_15day15.pdf
Back	Update Activity Details

Want to Learn More?

Visit our [PDP/Flex](#) webpage for additional presentations about Professional Development / FLEX at MCC:

1. PDP @ MCC – Welcome
2. MyFlex @ MCC
 - ❖ What is MyFlex?
 - ❖ How do I find it?
 - ❖ Who can I contact?
3. Recording PDP/Flex Activities in MyFlex
 - ❖ PART ONE: Workshops
 - ❖ PART TWO: Other Pre-Approved PD Activities
4. Editing Your Transcript Entries in MyFlex (this presentation)
 - ❖ Edit a workshop
 - ❖ Edit a reflection statement
 - ❖ Edit supporting documentation
5. Requesting PDP Funds for Travel

Contact Information

Please contact the PDP Office with your questions anytime!

- * [Kelly Hagen](#), PDP Coordinator
- * [Debby Adler](#), Administrative Secretary
- * The PDP Office is on the Oceanside Campus ~ Room OC4605
- * Mail Station 8C
- * Phone: 760.757.2121 x6498
- * Email: pdp2@miracosta.edu
- * Visit our [Website](#)