Editing Your Transcript Entries in MyFlex

Edit a Workshop
Edit Supporting Documentation
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
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.

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### 2015-2016 Flex Transcript for Deborah Adler

#### Summary
- Term Obligation Hours: 0
- Term Completed Hours: 0.0
- Workshop Hours: 0.0
- Other Professional Dev. Hours: 0.0
- Term Hours Due: 0.0

#### PDP and/or Classified Workshops

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Start Date</th>
<th>Program Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Success - It Takes a Village!</td>
<td>08/17/2015</td>
<td>08/17/2015</td>
<td>1.0</td>
</tr>
<tr>
<td>Your Defined Pension Plan, A Financial View Point</td>
<td>08/19/2015</td>
<td>08/19/2015</td>
<td>1.5</td>
</tr>
</tbody>
</table>

#### Other Pre-Approved Professional Development Activities

<table>
<thead>
<tr>
<th>Title</th>
<th>Activity Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration with Instructors</td>
<td>Collaboration</td>
<td>09/09/2016</td>
<td>10/08/2016</td>
<td>2.0</td>
</tr>
</tbody>
</table>
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
Edit a Workshop (cont. ’) *

When you click “OK” you can see the workshop is deleted from your transcript
Edit a Reflection Statement

* To edit a ‘Reflection Statement’ click on the title of your activity to ‘View Activity Details’
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
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
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
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
Please contact the PDP Office with your questions anytime!

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