

Recording PDP/Flex Activities in MyFlex

PART ONE: Recording Workshops

Fall 2015

Two types of activities!

PART ONE: Workshops

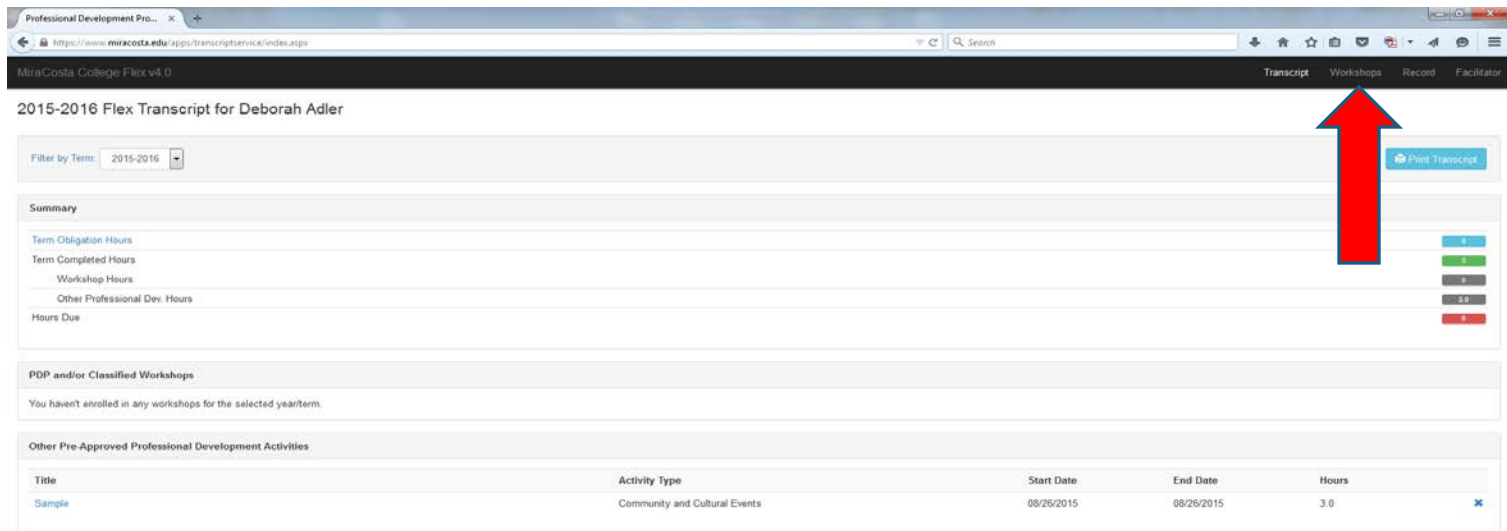
- * Approved and scheduled through PDP and *must be flex-eligible for ALL MiraCostans*
- * Anyone can enroll in and attend these activities

PART TWO: Other Pre-Approved PD Activities

- * Anything *other* than an MCC Workshop falls under this type of activity
- * These are “blanket pre-approved” activities

Recording / Enrolling in PDP-Sponsored Workshops

- * See slide presentation #2, “What Is MyFlex” on the [PDP webpage](#) for instructions on how to sign-into the MyFlex system
- * Reminder, you will be defaulted to your Transcript page in MyFlex
- * Once on this page, click the “Workshops” tab at the top right of the page



The screenshot shows a web browser window with the URL <https://www.miracosta.edu/apps/transcriptservice/index.aspx>. The page title is "2015-2016 Flex Transcript for Deborah Adler". The navigation bar at the top right contains the following tabs: Transcript, Workshops, Record, and Facilitator. A red arrow points to the "Workshops" tab. The main content area includes a "Filter by Term" dropdown set to "2015-2016", a "Print Transcript" button, and a "Summary" section with the following data:

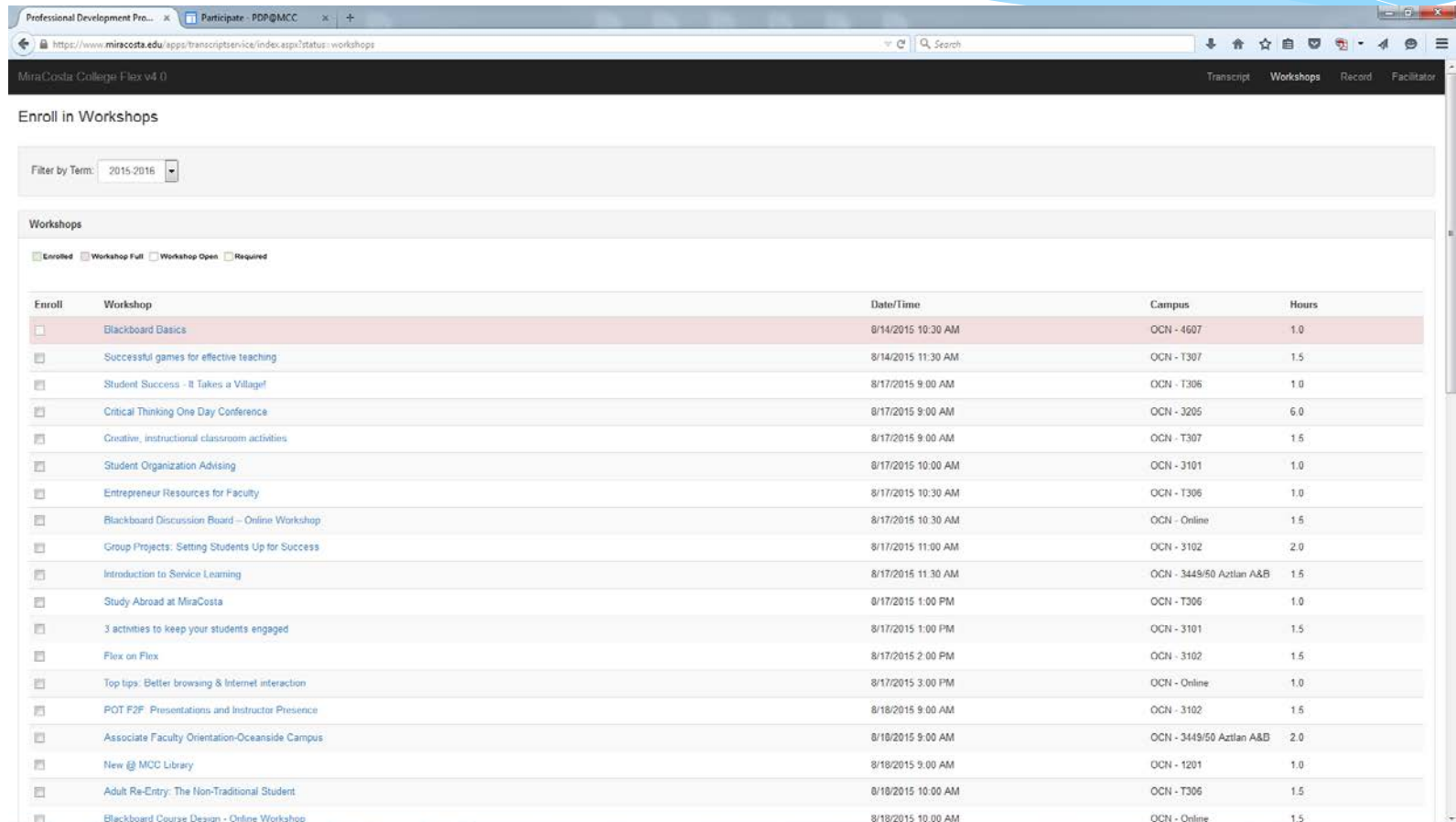
Category	Value
Term Obligation Hours	5
Term Completed Hours	1
Workshop Hours	7
Other Professional Dev. Hours	23
Hours Due	0

Below the summary, there is a section for "PDP and/or Classified Workshops" with the message: "You haven't enrolled in any workshops for the selected year/term." At the bottom, there is a table for "Other Pre-Approved Professional Development Activities":

Title	Activity Type	Start Date	End Date	Hours
Sample	Community and Cultural Events	08/26/2015	08/26/2015	3.0

Recording / Enrolling in PDP-Sponsored Workshops (cont.)

- * Here is the “Enroll in Workshops” page in MyFlex
- * Search the list to see which ones you might be interested in attending



Professional Development Pro... x Participate - PDP@MCC x +

https://www.miracosta.edu/apps/transcriptservice/index.aspx?status=workshops

MiraCosta College Flex v4.0

Transcript Workshops Record Facilitator

Enroll in Workshops

Filter by Term: 2015-2016

Workshops

Enrolled Workshop Full Workshop Open Required

Enroll	Workshop	Date/Time	Campus	Hours
<input type="checkbox"/>	Blackboard Basics	8/14/2015 10:30 AM	OCN - 4607	1.0
<input type="checkbox"/>	Successful games for effective teaching	8/14/2015 11:30 AM	OCN - T307	1.5
<input type="checkbox"/>	Student Success - It Takes a Village!	8/17/2015 9:00 AM	OCN - T306	1.0
<input type="checkbox"/>	Critical Thinking One Day Conference	8/17/2015 9:00 AM	OCN - 3205	6.0
<input type="checkbox"/>	Creative, instructional classroom activities	8/17/2015 9:00 AM	OCN - T307	1.5
<input type="checkbox"/>	Student Organization Advising	8/17/2015 10:00 AM	OCN - 3101	1.0
<input type="checkbox"/>	Entrepreneur Resources for Faculty	8/17/2015 10:30 AM	OCN - T306	1.0
<input type="checkbox"/>	Blackboard Discussion Board - Online Workshop	8/17/2015 10:30 AM	OCN - Online	1.5
<input type="checkbox"/>	Group Projects: Setting Students Up for Success	8/17/2015 11:00 AM	OCN - 3102	2.0
<input type="checkbox"/>	Introduction to Service Learning	8/17/2015 11:30 AM	OCN - 3449/50 Aztlan A&B	1.5
<input type="checkbox"/>	Study Abroad at MiraCosta	8/17/2015 1:00 PM	OCN - T306	1.0
<input type="checkbox"/>	3 activities to keep your students engaged	8/17/2015 1:00 PM	OCN - 3101	1.5
<input type="checkbox"/>	Flex on Flex	8/17/2015 2:00 PM	OCN - 3102	1.5
<input type="checkbox"/>	Top tips: Better browsing & Internet interaction	8/17/2015 3:00 PM	OCN - Online	1.0
<input type="checkbox"/>	POT F2F Presentations and Instructor Presence	8/18/2015 9:00 AM	OCN - 3102	1.5
<input type="checkbox"/>	Associate Faculty Orientation-Oceanside Campus	8/18/2015 9:00 AM	OCN - 3449/50 Aztlan A&B	2.0
<input type="checkbox"/>	New @ MCC Library	8/18/2015 9:00 AM	OCN - 1201	1.0
<input type="checkbox"/>	Adult Re-Entry: The Non-Traditional Student	8/18/2015 10:00 AM	OCN - T306	1.5
<input type="checkbox"/>	Blackboard Course Design - Online Workshop	8/18/2015 10:00 AM	OCN - Online	1.5

Recording / Enrolling in PDP-Sponsored Workshops (cont.)

- * To learn more about a particular workshop you are interested in attending, simply click on the name of the workshop
- * A pop-up window will appear with further details

The screenshot shows the 'Enroll in Workshops' page on the Minicosta College Flex v4.0 system. A list of workshops is displayed, with 'Successful games for effective teaching' highlighted. A red arrow points to this workshop name. Another red arrow points to the 'Workshop Details' pop-up window that appears when the workshop is clicked. The pop-up window contains the following information:

- Title:** Successful games for effective teaching
- Description:** In this workshop, Danièle Amaud and myself will share with you activities and games that have been successful with students in our French language classes. This will be a hands-on workshop where you will get a chance to play these games yourselves. At the end, we will leave discuss how to modify these activities and use them for teaching successfully in other disciplines as well.
- Presenter:** usa/azahedi
- Copresenter:** usa/azahedi
- Resource URL:**
- Evaluation Form:** <http://goo.gl/forms/FD8lPCY2r>
- Department:** PDP / Flex
- Campus:** OCN
- Room Number:** T307
- Flex Workshop?:** 1
- Online Workshop?:** 0
- Online URL:**
- Start Date/Time:** 8/14/2015 11:30:00 AM
- End Date/Time:** 8/14/2015 12:50:00 PM
- Max Seats:** 30
- Credit Hours:** 1.5
- Required?:** 0

The background shows a table of workshops with columns for 'Campus' and 'Hours'. The table includes the following data:

Campus	Hours
OCN - 4507	1.0
OCN - T307	1.5
OCN - T306	1.0
OCN - 3205	6.0
OCN - T307	1.5
OCN - 3101	1.0
OCN - T306	1.0
OCN - Online	1.5
OCN - 3102	2.0
OCN - 3443/50 Actien AS&B	1.5
OCN - T306	1.0
OCN - 3101	1.5
OCN - 3102	1.5
OCN - Online	1.0
OCN - 3102	1.5
OCN - 3443/50 Actien AS&B	2.0
OCN - 1201	1.0
OCN - T306	1.5
OCN - Online	1.5

Recording / Enrolling in PDP-Sponsored Workshops (cont.)

* To enroll... click on one or more of the boxes to the left of the workshop name

* Then, click on the “Submit Enrollment Request” button at the bottom right of the page

Enroll in Workshops

Filter by Term: 2015-2016

Workshops

Enroll	Workshop	Date/Time	Campus	Hours
<input type="checkbox"/>	Dashboard Basics	8/14/2015 9:30 AM	DOH - 407	1.0
<input type="checkbox"/>	Successful games for effective teaching	8/14/2015 11:30 AM	DOH - 737	1.5
<input type="checkbox"/>	Student Success - 1 Take a Village	8/15/2015 9:30 AM	DOH - 736	1.0
<input type="checkbox"/>	Critical Thinking One Day Conference	8/15/2015 9:30 AM	DOH - 326	5.0
<input type="checkbox"/>	Creative instructional discussion activities	8/15/2015 9:30 AM	DOH - 737	1.5
<input type="checkbox"/>	Student Organization Advisory	8/15/2015 10:00 AM	DOH - 310	1.0
<input type="checkbox"/>	Entrepreneur Resources for Faculty	8/15/2015 10:30 AM	DOH - 736	1.0
<input type="checkbox"/>	Dashboard Discussion Board - Order Workshop	8/15/2015 10:30 AM	DOH - Online	1.5
<input type="checkbox"/>	Group Projects: Setting Students Up for Success	8/15/2015 11:30 AM	DOH - 212	2.0
<input type="checkbox"/>	Introduction to Service Learning	8/15/2015 11:30 AM	DOH - 345/350 Active ABS	1.5
<input type="checkbox"/>	Study Abroad at OneGlaco	8/15/2015 1:00 PM	DOH - 736	1.0
<input type="checkbox"/>	3 activities to keep your students engaged	8/15/2015 1:00 PM	DOH - 311	1.5
<input type="checkbox"/>	Plan in Place	8/15/2015 2:00 PM	DOH - 312	1.5
<input type="checkbox"/>	Top 100: Better teaching & student interaction	8/15/2015 2:00 PM	DOH - Online	1.0
<input type="checkbox"/>	POF 737: Presentations and Instructor Presence	8/18/2015 9:30 AM	DOH - 212	1.5
<input type="checkbox"/>	Associate Faculty Orientation-Overseas Campus	8/18/2015 9:30 AM	DOH - 345/350 Active ABS	2.0
<input type="checkbox"/>	New @ MCC Library	8/18/2015 9:30 AM	DOH - 121	1.0
<input type="checkbox"/>	Add To Entry: The New Traditional Student	8/18/2015 10:00 AM	DOH - 736	1.5
<input type="checkbox"/>	Dashboard Course Design: Online Learning	8/18/2015 10:00 AM	DOH - Online	1.5

<input type="checkbox"/>	Continue on Excursions	8/19/2015 12:00 PM	DOH - 736	1.0
<input type="checkbox"/>	Faculty Assembly Update	8/19/2015 1:00 PM	DOH - 312	1.5
<input type="checkbox"/>	Teach Review for 2nd-4th VO Term Candidates	8/19/2015 1:00 PM	DOH - 713	1.0
<input type="checkbox"/>	Student Equity at MiraCosta	8/19/2015 1:30 PM	DOH - 736	1.5
<input type="checkbox"/>	Teach Review for TRC Semesters	8/19/2015 2:30 PM	DOH - 713	1.0
<input type="checkbox"/>	Your Defined Person Plan: A Financial View Part	8/19/2015 2:30 PM	DOH - 737	1.5
<input type="checkbox"/>	TRM Exit Training	8/19/2015 3:00 PM	DOH - 713	1.0
<input type="checkbox"/>	Associate Faculty Orientation-San Diego Campus	8/19/2015 5:30 PM	SEC - 325/26 Student Cr Conf ABS	2.0
<input type="checkbox"/>	CanvasLMS Training	8/20/2015 9:00 AM	DOH - 402	1.0
<input type="checkbox"/>	Service Learning in the Arts and Foreign Languages	8/20/2015 9:00 AM	DOH - 736	1.0
<input type="checkbox"/>	Get it and/or Design/building a module in 10	8/20/2015 9:30 AM	DOH - 402	2.5
<input type="checkbox"/>	Financial Aid and Your Students	8/20/2015 10:00 AM	DOH - 311	1.0
<input type="checkbox"/>	Assessment Reporting Quick Easy!	8/20/2015 10:00 AM	DOH - 312	2.0
<input type="checkbox"/>	GC Pathways	8/20/2015 10:00 AM	DOH - 736	1.0
<input type="checkbox"/>	Best Practices for Group Projects	8/20/2015 12:00 PM	DOH - 713	1.0
<input type="checkbox"/>	Program Review and Resource Allocation 30/3/15	8/20/2015 12:00 PM	DOH - 312	2.0
<input type="checkbox"/>	Faculty Writing Group	8/20/2015 12:00 PM	DOH - 311	1.0
<input type="checkbox"/>	What could an instructional designer do for me?	8/20/2015 1:00 PM	DOH - 736	1.0
<input type="checkbox"/>	Statlets on probability: a practical approach	8/20/2015 1:00 PM	DOH - 713	1.0
<input type="checkbox"/>	New @ MCC Library	8/20/2015 1:00 PM	SEC - 107	1.0
<input type="checkbox"/>	Plan in Place	8/20/2015 2:00 PM	DOH - 312	1.5
<input type="checkbox"/>	Small Group Instructional Diagnosis (SGD) Training	8/20/2015 2:00 PM	DOH - 737	1.5
<input type="checkbox"/>	Panel: Set the Tone A Reading/Writing Instructor	8/20/2015 2:00 PM	DOH - 311	2.0
<input type="checkbox"/>	Interdisciplinary Collaboration Discussion Group	8/20/2015 5:30 PM	DOH - Off Campus	2.0

[Submit Enrollment Request](#)

You've Done It!

- * After you have submitted your enrollment request, you will be returned to your Transcript where you can see the enrolled workshops listed
- * If you've made a mistake, simply click the 'x' to the right side corresponding to that workshop and delete it; (more about that in slide presentation #4, 'Editing Your Transcript Entries in MyFlex')

Professional Development Pro... Participate - PDP@MCC
https://www.miracosta.edu/apps/transcriptservice/index.aspx?status=manage
MiraCosta College Flex v4.0
Transcript Workshops Record Facilitator

2015-2016 Flex Transcript for Deborah Adler

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

Summary

Term Obligation Hours	0
Term Completed Hours	7.5
Workshop Hours	4.5
Other Professional Dev Hours	3.0
Term Hours Due	0

PDP and/or Classified Workshops

Workshop	Start Date	Program	Hours	
Group Projects: Setting Students Up for Success	08/17/2015	08/17/2015	2.0	X
Flex on Flex	08/17/2015	08/17/2015	1.5	X
Top tips: Better browsing & Internet interaction	08/17/2015	08/17/2015	1.0	X

Other Pre-Approved Professional Development Activities

Title	Activity Type	Start Date	End Date	Hours	
Sample	Community and Cultural Events	08/26/2015	08/26/2015	3.0	X

There's More...

To learn how to 'Record' Other Pre-Approved Professional Development Activities, see **PART TWO** of this slide presentation:

Visit our [PDP / FLEX webpage](#)

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 (this presentation)
 - ❖ PART TWO: Other Pre-Approved PD Activities
4. Editing Your Transcript Entries in MyFlex
 - ❖ 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](#)