External Training is any training that you will be entering onto your transcript manually. Some examples include: Modifying your course to put it online, attending a conference, mentoring new faculty. To enter this information, first go to your transcript. From there, click on the three dots on the right and choose "Add External Training".
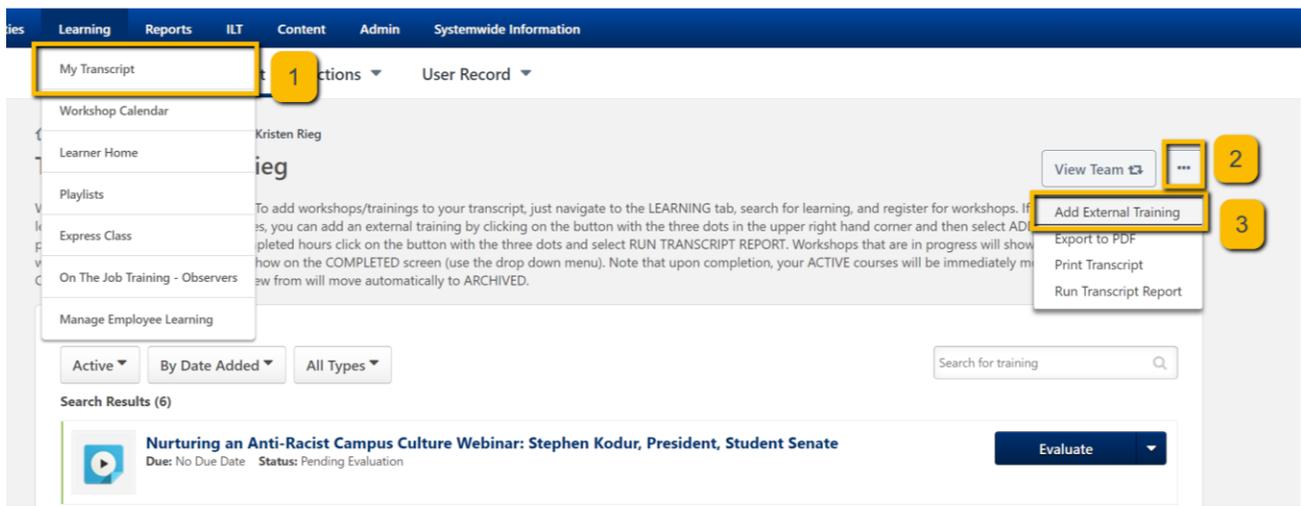
From here you can enter all of the same details that you would have entered on the old FLEX Form.

Title *

Creating Material for Math 26

Training Description *

This is my first time teaching this course online.

Training Dates *

1/5/2021   1/5/2021

> Enter each day separtely

Training Hours *

Hours   Minutes

3   0

MCCD - FLEX Activity *

Modifying an existing course

> Choose from this dropdown menu

MCCD - Start Time *

8am

MCCD - End Time *

11am

Documentation *

Syllabus-Math 26.docx
16.97 KB

> Check out the FLEX website for documentation ideas.

Drag and drop files here or   Select a file