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".

es	Learning Reports ILT	Content Admin Systemwide Information
	My Transcript	t 1 ctions 💌 User Record 💌
Ī	Workshop Calendar	
1	Learner Home	ieg View Team 13
v	Playlists	To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and register for workshops. If
le p	Express Class	s, you can add an external training by clicking on the button with the three dots in the upper right hand corner and then select ADI to be button with the three dots and select RUN TRANSCRIPT REPORT. Workshops that are in progress will show Export to PDF
v C	On The Job Training - Observers	how on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will be immediately m ew from will move automatically to ARCHIVED.
	Manage Employee Learning	
	Active T By Date Add	ed  All Types  Search for training Q
	Search Results (6)	
	Nurturing an           Due: No Due Date	Anti-Racist Campus Culture Webinar: Stephen Kodur, President, Student Senate Evaluate  Status: Pending Evaluation

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 Descrip	otion *		
This is my first tim	ne teaching this course onlin	ine.	8
Training Dates *			
1/5/2021	1/5/2021	Enter each day separtely	
Training Hours *	k		
Hours	Minutes		
3	0		
MCCD - FLEX Ac	tivity *		
Modifying an	existing course	Choose from this dropdown menu	-
MCCD - Start Ti	me *		
8am			
MCCD - End Tim	1e *		
11am			
Documentation	*		
Syllab 16.97	ous-Math 26.docx KB	Check out the FLEX website for documentation ideas.	
		Drag and drop files here or Select a file	