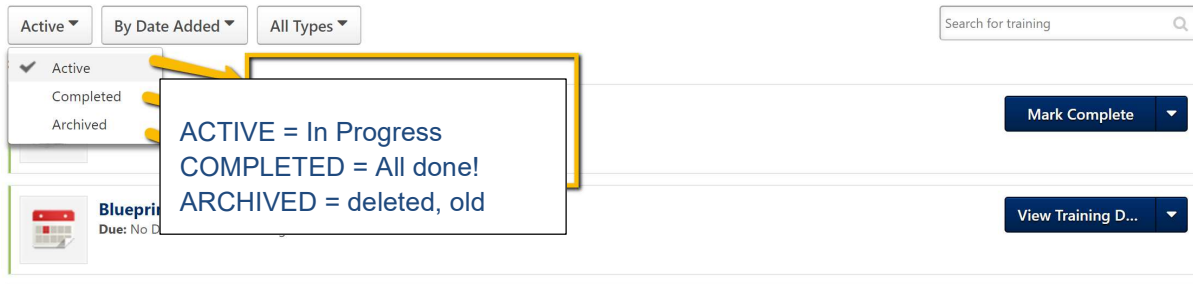


Your FLEX Training = Your Learning Transcript

Just like our students have transcripts, you too have a learning transcript! To view your transcript, just go to *Learning* and then *My Transcript* OR go to *Home* and then *My Profile*. When you first access your transcript, it will be blank. You need to add training.

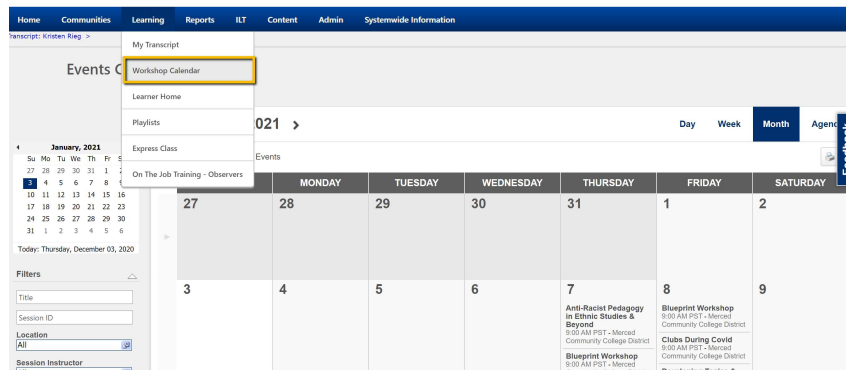


Adding Scheduled Workshops to Your Transcript

To add workshops/trainings to your transcript you need to find them and register (REQUEST) for them.

Request Workshops

Go to LEARNING and then WORKSHOP CALENDAR. On the workshop calendar you will see all of the workshops that are being offered.



You can change your view to Day, Week, Month, or view it as an Agenda. On the calendar you can hover over a workshop to see more details. Here is a look at the agenda view:

Events Calendar

January, 2021

Day Week Month **Agenda**

All Events My Events

Thursday, January 07, 2021

- 9:00 AM - 10:30 AM PST **Anti-Racist Pedagogy in Ethnic Studies & Beyond**
Merced Community College District
- 9:00 AM - 10:00 AM PST **Blueprint Workshop** 1/7 - 1/7
Session ID: Blueprint Workshop
Merced Community College District
- 9:00 AM - 10:00 AM PST **Using JSTOR for...**
Merced Community College District
Need help building your course? This Blueprint workshop can help lighten your workload by introducing you to templates that can be tailored to fit the needs of your course and your personal creativity. You'll walk away with the key elements that are required in online course design....
- 10:00 AM - 11:00 AM PST **Canvas Studio Workshop Beginner**
Merced Community College District
- 10:00 AM - 11:00 AM PST **Introduction to the Vision Resource Center - Full-time**
Merced Community College District

Filters

Title

Session ID

Location

Session Instructor

Add Subject(s) filters

Display Options

Feedback

To register for one of the workshops, click on a workshop and you will see the screen to **REQUEST** the training.

Click on **REQUEST** training and the training will be added to your transcript.

SESSION

Blueprint Workshop

Thu, Jan 7, 2021, 9:00 AM - 10:00 AM PST
Register by Thu, Jan 7, 2021, 9:05 AM PST

Merced Community College District
USA

1 hour

English (US)

Online Training

100 out of 100 seats available

Kristen Rieg
kristen.rieg@mccd.edu

PARTS / SCHEDULE

JAN	Thu, Jan 7, 2021, 9:00 AM - 10:00 AM PST
7	Blueprint Workshop

Assign **Request**

Feedback

Workshop is Full: Waitlists

Workshops have a maximum enrollment. If the workshop is full you can be added to the waitlist. If you are on the waitlist and a spot becomes open, you will be automatically added to the workshop. Instructors will be able to increase the enrollment maximum if they choose to accommodate more people.

Cancel (Withdraw) From a Workshop

If you have requested or registered for a workshop and would like to cancel your registration you can “withdraw” from the workshop by clicking on *Withdraw*. If your workshop is still pending *Withdraw* will be the first action button, but if you are registered for the workshop *Withdraw* will be in the drop-down menu.

Active ▾ By Date Added ▾ All Types ▾ Search for training

Search Results (4)

Blueprint Workshop (Starts 1/7/2021)
Due: No Due Date Status: Registered

Test training
Due: No Due Date Status: Registered

View Training D... ▾

- Withdraw
- View Training Details
- Request Exemption
- Move to Archived Transcript

Remove Workshop from Transcript: Archive

To remove a workshop from your transcript that you have withdrawn from you will need to select “view training details” and then “move to archive”. Archived training is NOT included in your completed hours. Training should only be archived if it was a mistake or it is very old.

Active ▾ By Date Added ▾ All Types ▾ Search for training

Search Results (4)

Blueprint Workshop (Starts 1/7/2021)
Due: No Due Date Status: Registered

Test training
Due: No Due Date Status: Registered

View Training D... ▾

- Withdraw
- View Training Details
- Request Exemption
- Move to Archived Transcript

Blueprint Workshop

Event: Blueprint Workshop

Request Exemption Move to Archived Transcript

Training Details

Provider: Merced Community College District
Duration: 1 Hours 0 Minutes
Description: Need help building your course? This Blueprint workshop can help lighten your workload by introducing you to templates that can be tailored to fit the needs of your course and your personal creativity. You'll walk away with the key elements that are required in online course design.
Session ID: Blueprint Workshop

Feedback

Reactive Accidentally Archived Training

If you accidentally archived a training you can reactivate it! Just click on the training in Archive and select “Restore From Archived Transcript.”

Archived 1

Search for training

Search Results (1)

Blueprint Workshop (Starts 1/7/2021)
 Due: No Due Date Status: Registered

View Training D... 2

- Withdraw
- View Training Details
- Restore From Archived Transcript
- Request Exemption

Adding the Workshop to Your Calendar

After you register, you can add the workshop to your calendar by going to “View Training Details” and clicking on “add to calendar”.

Training Details

Provider: Merced Community College District
 Duration: 1 Hours 0 Minutes
 Description: Need help building your course? This Blueprint workshop can help lighten your workload by introducing you to templates that can be tailored to fit the needs of your course and your personal creativity. You'll walk away with the key elements that are required in online course design.
 Session ID: Blueprint Workshop
 Subjects: Online Training
 Price:
 Training Contact: Kristen Rieg kristen.rieg@mccd.edu
 Student Roster: [View Student Roster](#)
 Registration Deadline: 1/8/2021 9:05 AM PST
 Schedule:

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Friday	Blueprint Workshop		1/8/2021 9:00 AM PST	1/8/2021 10:00 AM PST	Add to Calendar	1 Hour(s) 0 Minute(s)		Merced Community College District

Training Progress Details

Status: Registered

Completing the FLEX Workshop

Your attendance will be marked in the system by either the workshop Instructor or the FLEX Coordinator. Upon completion, you will be asked to complete a short 3-question evaluation. If your workshop attendance has not been marked please contact the FLEX Coordinator at flex@mccd.edu and we can mark your attendance as completed.