

Adding Independent Flex Hours and Trainings

Independent Flex hours and off-campus or online trainings you have attended that are not in ProLearning can be logged as External Trainings in ProLearning. Here's the steps to log these hours:

- Navigate to the Learning tab in ProLearning. Click on "My Transcript"
- **Click on the 3 dots in the top right corner.** Click on Add External Training and add details of your training. Tips: Ensure the start and end dates fall within the correct semester to get Flex credit for the correct semester. Ensure that the end date is **before** today or you will not be able to mark as completed.
- **Mark the training as completed** on your transcript and the training will move from your Active Transcript to your Completed Transcript.
- Allow 24 hours to see these hours count in ProLearning towards your total.

Welcome, Cara, to COM ProLearning!

College of Marin ProLearning

Faculty Flex Obligation: 40

Due Date	Action
None	Open Curriculum
None	Launch
None	Launch

Recommended ProLearning Online Trainings

- Instruction: Universal Design for Learning

Click on "My Transcript" under the "Learning" tab

Click on the three dots (...) here and then "Add External Training"

Transcript: Cara Kreit

You have 3 tabs: ACTIVE, COMPLETED, and ARCHIVED.

- ACTIVE= In Progress.
- COMPLETED= Officially completed for PD.
- ARCHIVED= Mistakes, not completed, or training older than 3 years.

Need to look for workshops or online training? To look for workshops or online training, navigate to the LEARNING tab, then select "Learner Home" to search for online training or "Workshop Calendar" to search for face-to-face workshops.

Want to add individual activities? If you complete learning outside of scheduled COM Flex activities or online training accessed through ProLearning, you can easily add it to your transcript. Click on the button with the three dots in the upper right hand corner and then select "Add External Training" (note: you cannot mark External Training as complete until the end date has passed).

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (7)

Mark the training as complete

training

Due: No Due Date | Status: Registered | Training Type: External Training

Mark Complete