

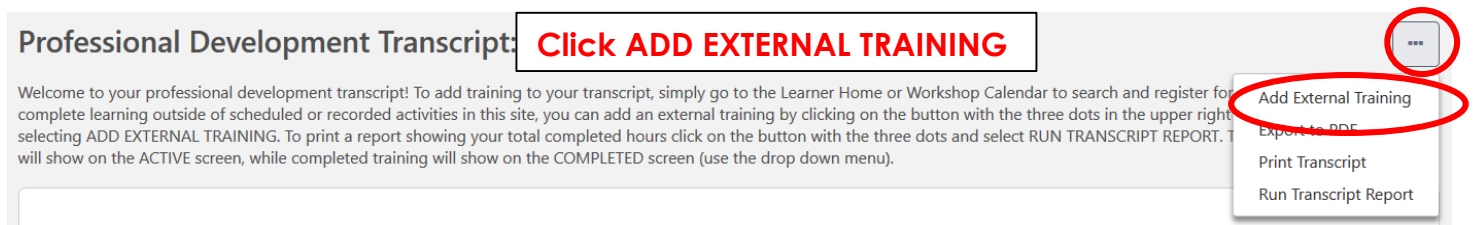
[Add External Training to Your Transcript](#)

Professional Development can include a wide variety of activities that are not sponsored through GROW@4CD. You may attend workshops or conferences, take online classes, and add your own external activities if they are approved activities for your division/campus. **External Training** is anything that happens outside the Vision Resource Center and GROW@4CD. When creating and submitting **External Training** please make sure it is well-planned, professionally appropriate, described in detail, and aligned with Title V and division requirements.

You must complete the following steps to ensure your External Training is shown as Complete on your Transcript and the hours are included in your total PD/Flex hours.

Step 1 - Enter the Training Activity:

To add an External Training, navigate to your transcript under the [Learning](#) tab, and click the three dots in the upper right corner:



The screenshot shows the 'Professional Development Transcript' header. A red box highlights the text 'Click ADD EXTERNAL TRAINING' next to a three-dot menu icon. The dropdown menu is open, showing options: 'Add External Training', 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'. The 'Add External Training' option is circled in red.

Step 2 - Complete the Add External Training Form:

Complete the **Add External Training** form by adding the following information:

- **Title** of the training
- **Description** of the training
- **Institution** hosting the training (optional field)
- **Start and End dates** of the activity
Note: You cannot mark the activity as Completed until after the end date has passed.
- **Total Hours and Minutes** of the activity
- **Explain how the training leads to student, instructional or staff improvement**
- **Title V category** most closely associated with your activity (select from the drop-down menu)
- **Attachment(s)** any documents you'd like to submit. Please see instructions at top of external training form for instructions on attachments (optional field)

Add External Training

Would you like to complete Professional Development hours on your own time? If so, please add an external training to your transcript.

External training must be well-planned, professionally appropriate, described in detail, aligned with Title V, and from an approved external training category.

Please note: You will enter the training dates (start and end) for the external training and you will not be able to mark this training as completed until you have reached the END DATE you have entered. If you are completing a training in one day you can input the start and end date as the same date and then you will be able to mark the training as completed.

Each attachment can be up to 1 MB in size, and a maximum of 15 attachments can be added to an external training. They are limited to ppt, pptx, doc, docx, pdf, jpg, jpeg, jpe, png, txt, gif, xls, xlsx, and rtf file types. After selecting the appropriate attachments, click the SAVE button to save the attachments to the review.

Title *

Training Description *

Institution

Training Dates *

Training Hours *

Hours	Minutes
<input type="text" value="0"/>	<input type="text" value="0"/>

How does this training lead to student, instructional, or staff improvement? *

TITLE 5 Category *

Attachment(s)



Drag and drop files here or

Step 3 - Completing the External Training:

Once you complete the form, it will return you to your transcript where you'll see the training appear. If the training date is in the future, it will allow you to withdraw (cancel) your request. If the training date has passed, it will display the "Mark Complete" button.

Active ▾ By Date Added ▾ All Types ▾


Search Results (44)

	External Training Process Pt. 2 Due: No Due Date Status: Registered	<input type="button" value="Withdraw"/>
	External Training Process Due: No Due Date Status: Registered	<input type="button" value="View Training Details"/> <input type="button" value="Request Exemption"/> <input type="button" value="Move to Archived Transcript"/>

To finalize an External Training and move it to your Completed transcript: Click "mark complete." The training will immediately move itself to completed status.

Active ▾ By Date Added ▾ All Types ▾

Search Results (32)



External Training Test #2
Due: No Due Date Status: Registered


Mark Complete ▾

Step 4 - Check Completed Transcript to Verify:

Once you've submitted the external training for completion you can verify it by choosing "completed" in the dropdown menu on your transcript.

Completed ▾ By Completion Date ▾ All Types ▾

Search Results (17)



External Training Test #2
Completed: 7/29/2020 Status: Completed


View Training D... ▾

Editing External Training:

You can edit an **External Training** that has already been submitted (even after it has been marked complete). Navigate to your **Transcript**, click **View Training Details** next to the item and then click **Edit External Training**. The training will remain on your Completed transcript and will not need to be re-submitted.

Completed ▾ By Completion Date ▾ All Types ▾

Search Results (41)



External Training Process
Completed: 12/3/2020 Status: Completed

View Training D... ▾

External Training Test #2

[▶ Edit External Training](#)

Training Details

Training Type: External Training
 Training Hours: 4 Hours 0 Min
 Training Description: Testing external training features for users.
 Status: Completed
 Training Purpose:
 Due Date: None