ANNOUNCING myPETL

Professional **E**ngagement and **T**ransformational **L**earning Management System

For employees participating in Flex and Non-Flex activities.

The myPETL professional development program saves you work and gives you more information.

How will the myPETL program help you?

- replaces Google forms for reporting Flex hours (*fewer steps to complete*)
- contains an activity catalog and calendar for year round professional development events
- lists activities for all employees
- provides a personalized transcript for completed Flex and non-Flex activities
- automates external (individualized) flex requests that go directly to the Dean (*no need for separate email*)
- it's mobile friendly

What's different?

- register online for Flex and non-Flex activities (*your activities will show in the My Activities panel*)
- presenters can see activity roster online for better resource planning
- flexibility to change your schedule (*register/withdraw an activity*)
- take the activity survey online (*save paper!)*
- your Flex credit history is listed in My Transcript
- forgot what you attended? No problem, you can use the calendar/catalog to look up the activity and register after attending

What's the same?

- sign the activity roster when you attend
- take the activity survey (*online*), get flex credit
- request (*online*) approval for external (individualized) flex credit

Cool stuff for presenters

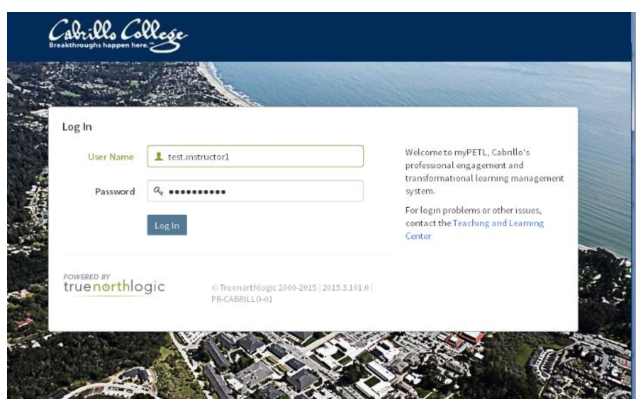
- roster of registered participants
- attendee didn't register? Participants can still attend on a space available basis and register after the activity

How do I find myPETL?*

On the Fafaculty/Staff link, click on the **myPETL** button

Or, go to cabrillo.truenorthlogic.com

- **Log in with your Cabrillo username and password.** (*network/email username/pw*)
- Watch the short video in the myPETL portal window

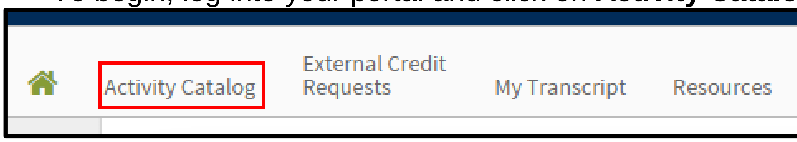


Getting your Flex credit, or building your professional development transcript, is a simple process!

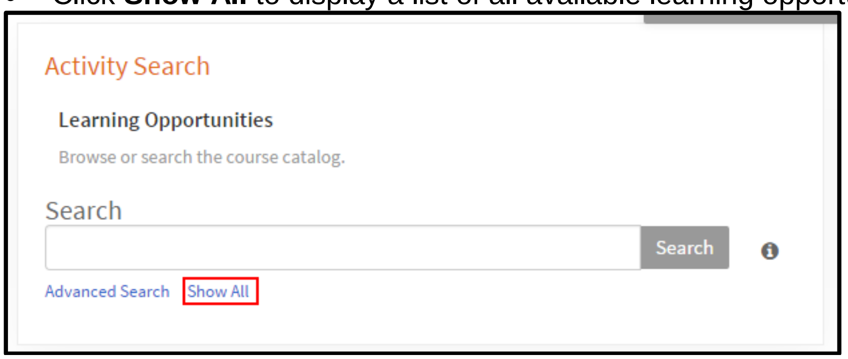
- ➔ Register
- ➔ Attend
- ➔ Sign in
- ➔ Take the survey

Below is a step-by-step walkthrough for enrolling in and withdrawing from activities, and for tracking your personal transcript.

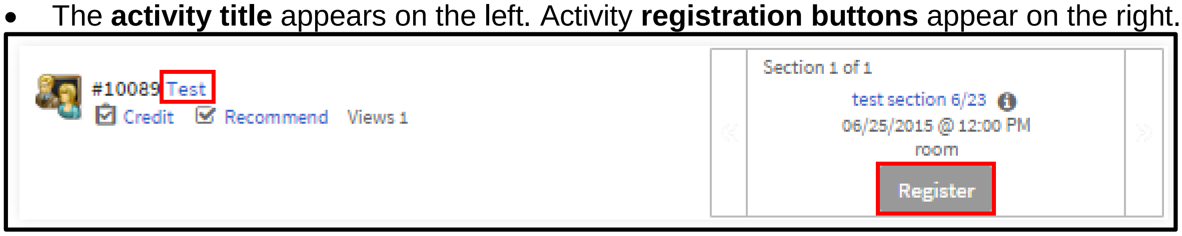
- To begin, log into your portal and click on **Activity Catalog**.



- Click **Show All** to display a list of all available learning opportunities.



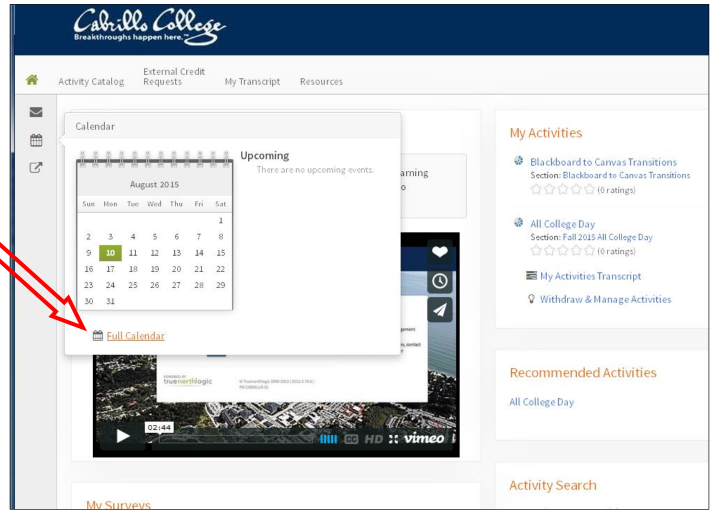
- The **activity title** appears on the left. Activity **registration buttons** appear on the right.



Use the Calendar Tool

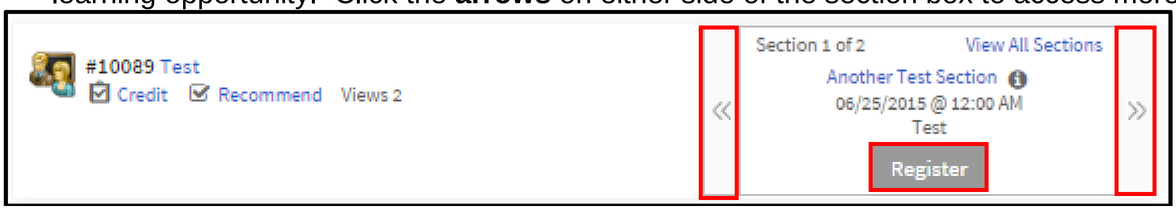
Search Full Calendar

- All catalog activities will be listed by day in yellow, and if you are registered for an activity, it will display in green.
- Scroll to select the "More" link to display all.

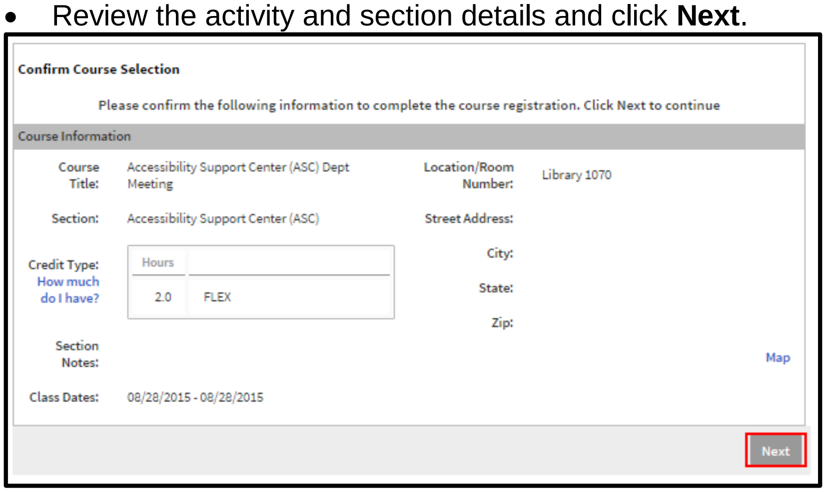


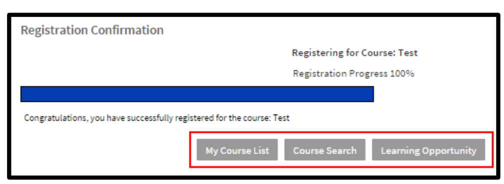
Enrolling in a Activity

- Once you've located the activity in which you wish to enroll, click **Register** for an instructor led learning opportunity. Click the **arrows** on either side of the section box to access more sections.



- Review the activity and section details and click **Next**.

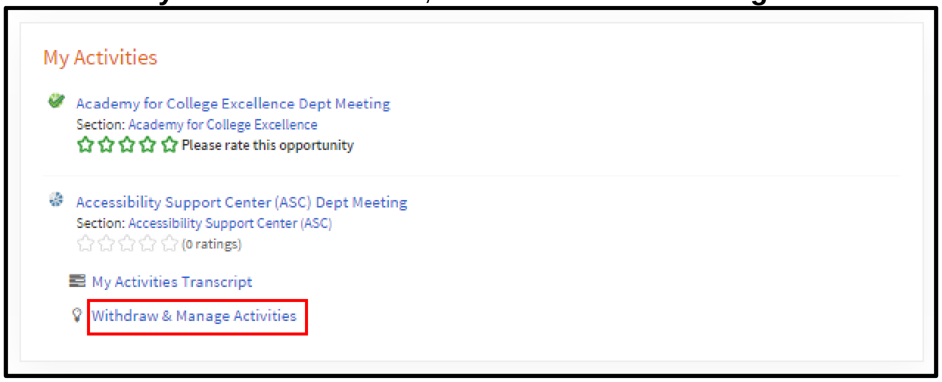




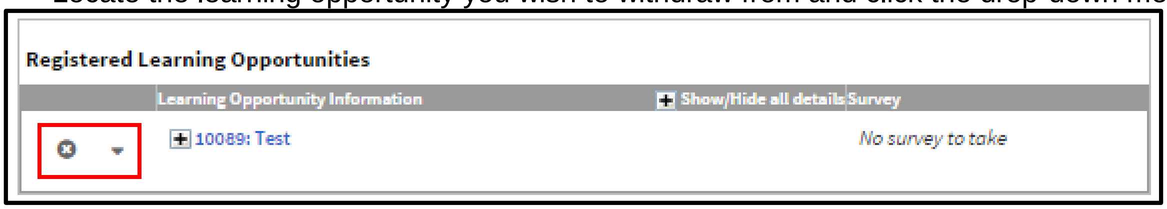
- This completes the registration process.
- Click **My Activity List** to view a list of activities for which you've registered.
- Click **Activity Search** to search for additional activities.
- Click **Learning Opportunity** to view details for this activity.

Withdrawing From Learning Opportunities

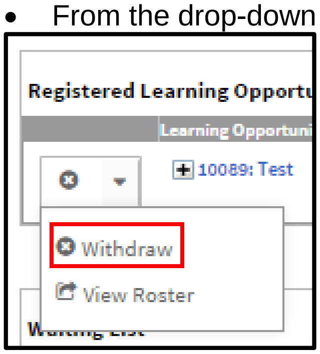
- To withdraw from a learning opportunity, navigate to the **Activity Catalog** tab.
- In the **My Activities** channel, click **Withdraw & Manage Activities** .



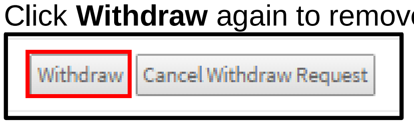
- A list of all learning opportunities which you are currently registered for will display.
- Locate the learning opportunity you wish to withdraw from and click the drop-down menu.



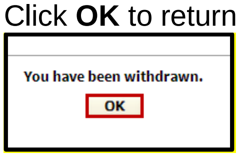
- From the drop-down menu, select **Withdraw.**



- Click **Withdraw** again to remove yourself from the activity.

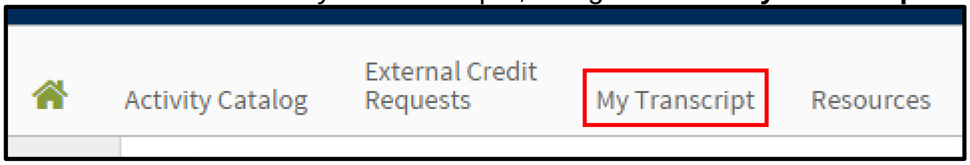


- Click **OK** to return to your **Registered Learning Opportunities**.

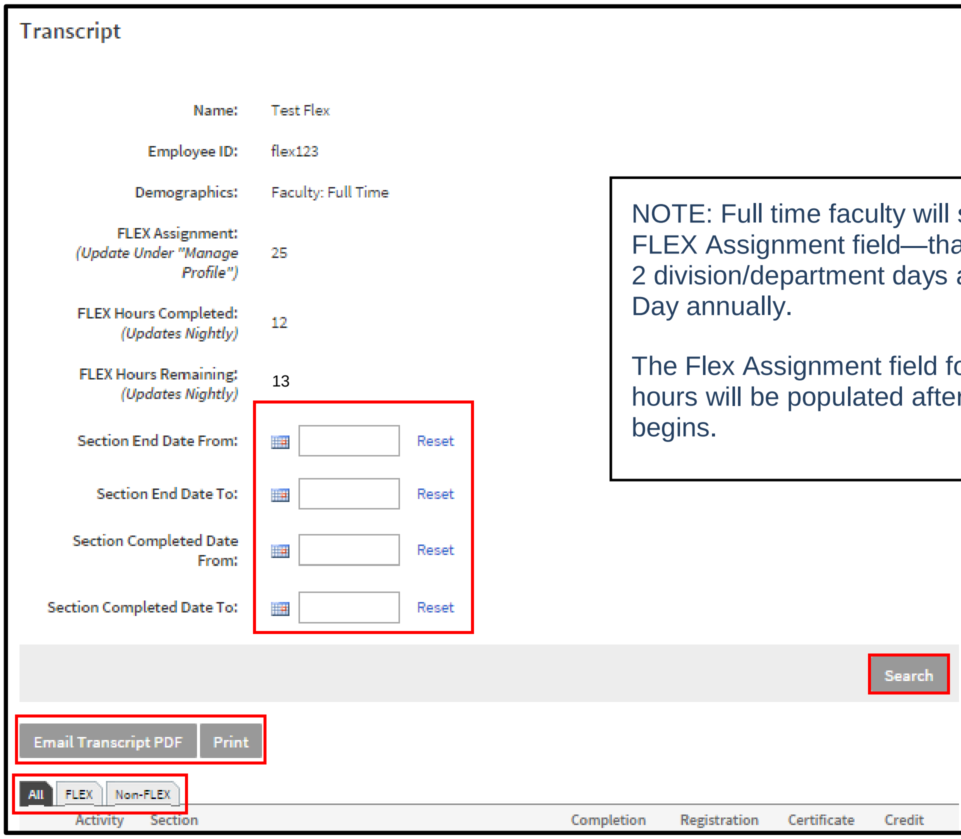


Transcripts

- To access and view your transcripts, navigate to the **My Transcript** tab.



- Your current transcript will display. Use the calendar tool to search for transcript details within a date range and click **Search**.
- Click **Email Transcript Pdf** to email a copy of your transcript to selected users.
- Click **Print** to download and print a copy of your transcript.
- Use the tabs to filter between **Flex** and **Non-Flex** activities.

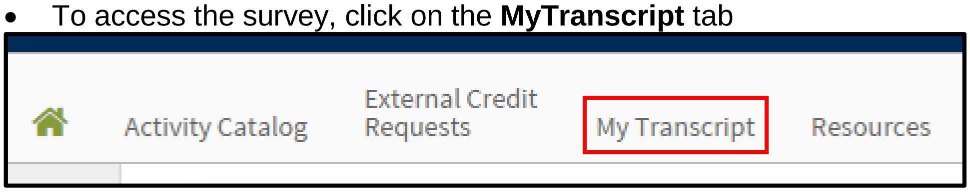


NOTE: Full time faculty will see **36** hours in FLEX Assignment field—that includes the 2 division/department days and All College Day annually.

The Flex Assignment field for Adjunct hours will be populated after the term begins.

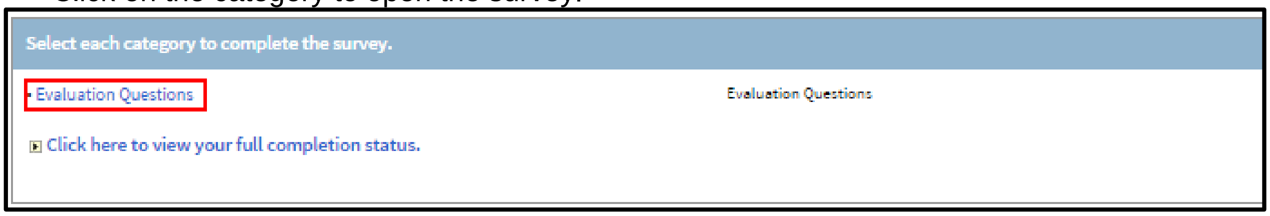
Surveys

- Once the course is marked as completed by the TLC or an instructor, a **Take Survey** button will appear in your transcript.
- To access the survey, click on the **MyTranscript** tab

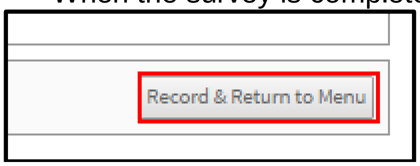


- Click on the **Take Survey** button.

- Click on the category to open the survey.

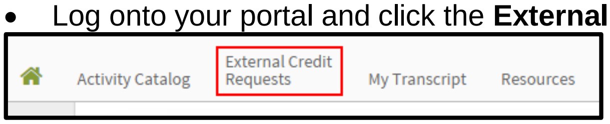


- When the survey is complete, click **Record & Return to Menu**.

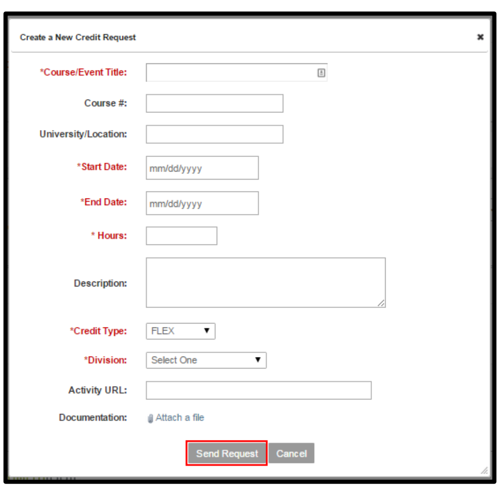


External (Individualized) Flex Credit Requests

- Log onto your portal and click the **External Credit Requests** tab.



- In the Request External Credit channel, click **New Credit Request.**



Complete the form with the appropriate information and click **Send Request**.

Requests will be visible in the My Credit Requests channel in the External Credit Requests Tab.

> **Important Note!**
> When creating your credit request, create the **Title** in the following format:
>
> DIVISION, CREDIT TYPE, NAME OF YOUR REQUEST

For additional assistance, contact the Teaching and Learning Center
831.479.5030 or tlc@cabrillo.edu