

ANNOUNCING myPETL

Professional Engagement and Transformational Learning 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

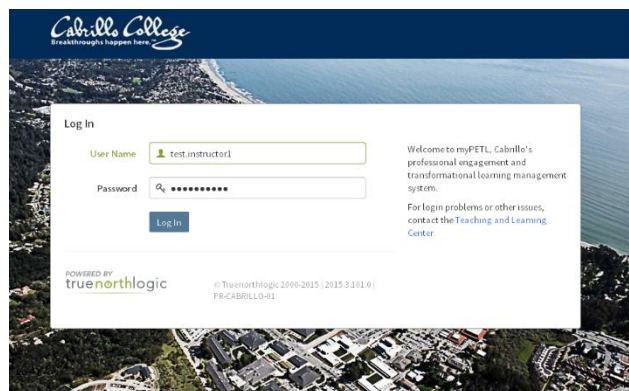
How do I find myPETL?*



On the [Faculty/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

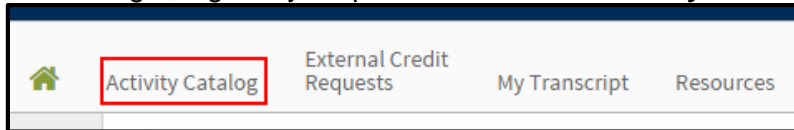


Getting your Flex credit, or building your professional development transcript, is a simple process!

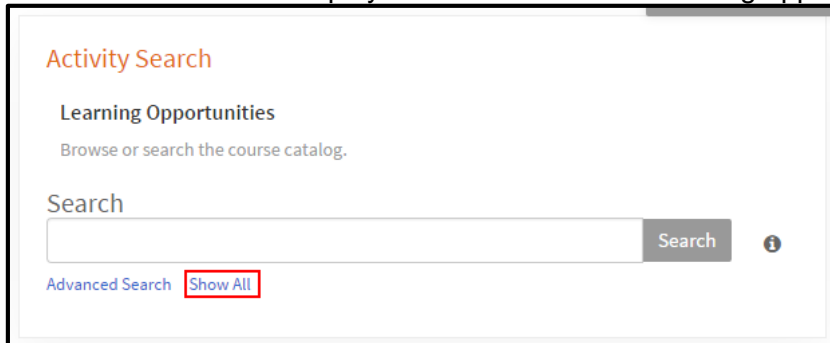
- ➔ Register
- ➔ Attend
- ➔ Sign in
- ➔ Take the survey

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

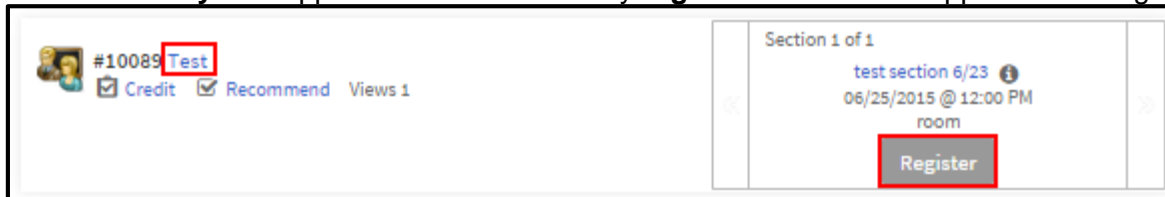
- To begin, log into your portal and click on **Activity Catalog**.



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



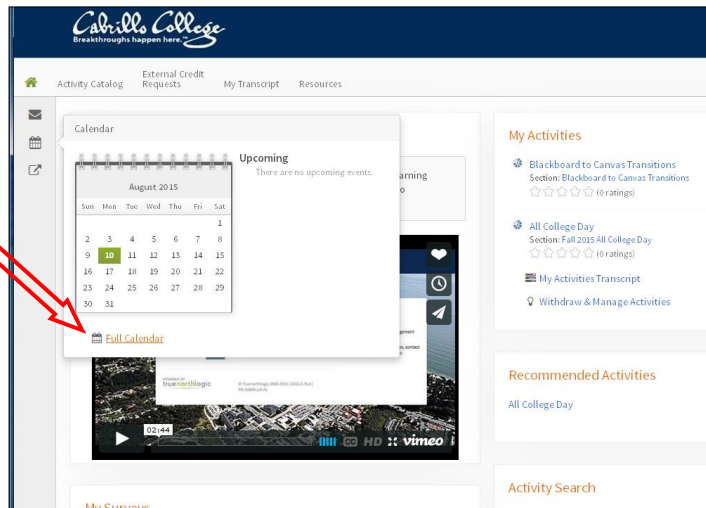
- The **activity title** appears on the left. Activity **registration buttons** appear on the right.



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**.

Confirm Course Selection

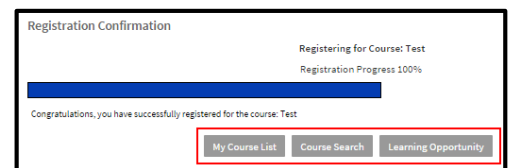
Please confirm the following information to complete the course registration. Click Next to continue

Course Information			
Course Title:	Accessibility Support Center (ASC) Dept Meeting	Location/Room Number:	Library 1070
Section:	Accessibility Support Center (ASC)	Street Address:	
Credit Type: How much do I have?	Hours	City:	
	2.0 FLEX	State:	
Section Notes:		Zip:	
Class Dates:	08/28/2015 - 08/28/2015		

[Map](#)

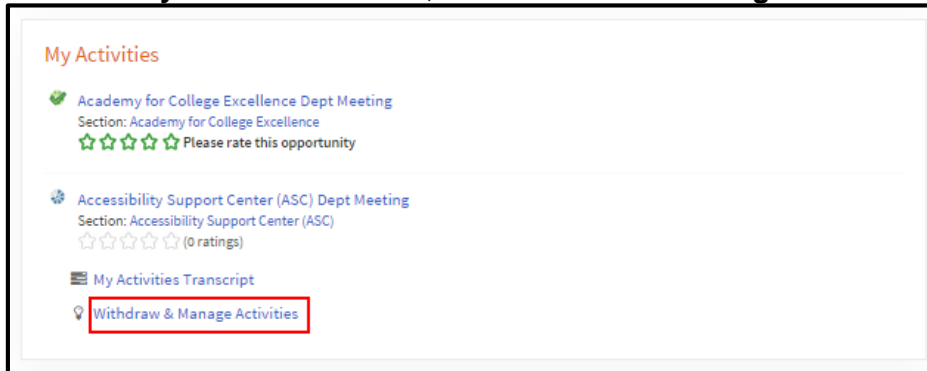
Next

- 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.

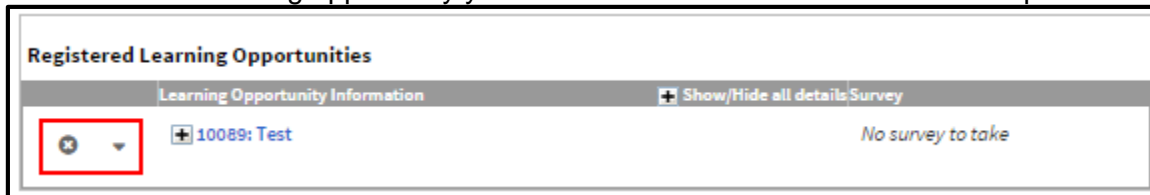


Withdrawing From Learning Opportunities

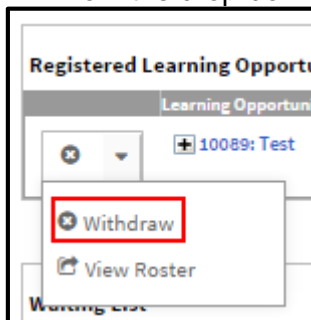
- To withdraw from a learning opportunity, navigate to the **Activity Catalog** tab.
- In the **My Activities** channel, click **Withdraw & Manage Activities**.



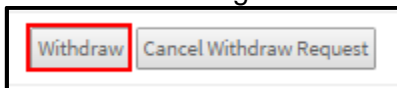
- A list of all learning opportunities which you are currently registered for will display.
- Locate the learning opportunity you wish to withdraw from and click the drop-down menu.



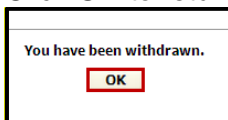
- From the drop-down menu, select **Withdraw**.



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

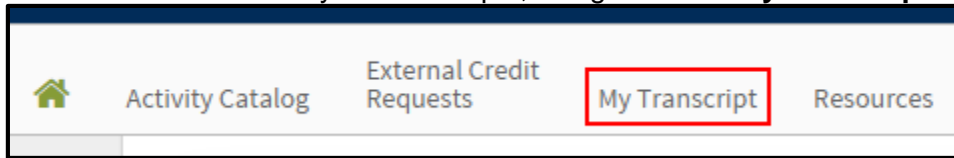


- Click **OK** to return to your **Registered Learning Opportunities**.

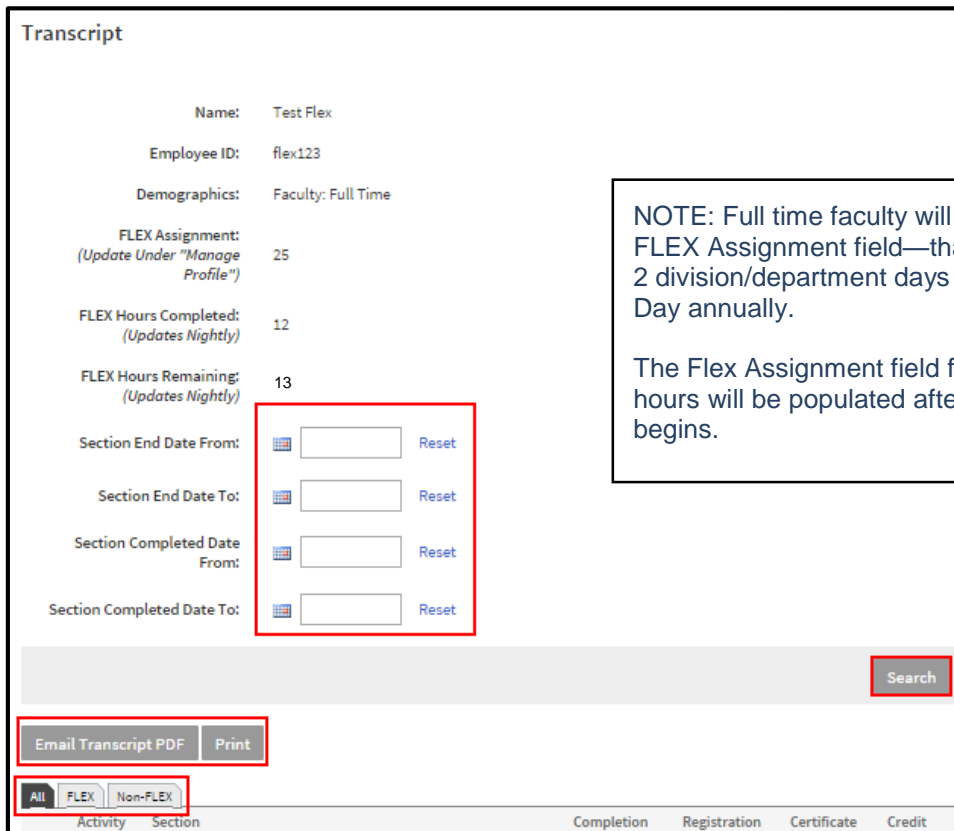


Transcripts

- 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.

A screenshot of a 'Transcript' page. It displays personal information: Name: Test Flex, Employee ID: flex123, Demographics: Faculty: Full Time, FLEX Assignment: 25, FLEX Hours Completed: 12, and FLEX Hours Remaining: 13. Below this is a search filter section with four date range inputs (Section End Date From/To and Section Completed Date From/To), each with a calendar icon and a 'Reset' button. A red box highlights these four input fields. At the bottom left, there are 'Email Transcript PDF' and 'Print' buttons, also highlighted with a red box. At the bottom right, there is a 'Search' button. Below the buttons are tabs for 'All', 'FLEX', and 'Non-FLEX', with 'All' selected. At the very bottom, there are sub-tabs for 'Activity', 'Section', 'Completion', 'Registration', 'Certificate', and 'Credit'.

Transcript

Name: Test Flex

Employee ID: flex123

Demographics: Faculty: Full Time

FLEX Assignment: 25
(Update Under "Manage Profile")

FLEX Hours Completed: 12
(Updates Nightly)

FLEX Hours Remaining: 13
(Updates Nightly)

Section End Date From: [Reset](#)

Section End Date To: [Reset](#)

Section Completed Date From: [Reset](#)

Section Completed Date To: [Reset](#)

[Search](#)

[Email Transcript PDF](#) [Print](#)

[All](#) [FLEX](#) [Non-FLEX](#)

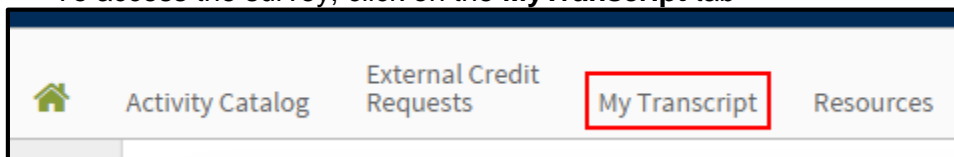
Activity Section Completion Registration Certificate Credit

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 **My Transcript** tab



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

End Date	Completion Date	Registration Status	Certificate #	Credit Hours	Survey	Course Rating
07/31/2015	07/27/2015	Completed	--	--	Take Survey	- Not Set -

- Click on the category to open the survey.

Select each category to complete the survey.

Evaluation Questions Evaluation Questions

[Click here to view your full completion status.](#)

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

Record & Return to Menu

External (Individualized) Flex Credit Requests

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

Activity Catalog **External Credit Requests** My Transcript Resources

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

Create a New Credit Request

*Course/Event Title:

Course #:

University/Location:

*Start Date:

*End Date:

*Hours:

Description:

*Credit Type:

*Division:

Activity URL:

Documentation:

Send 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*