

Santa Ana College

Professional Development Tracking System

"Faculty Flex System"

How to Manual



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Protocol for SAC Flex Obligations

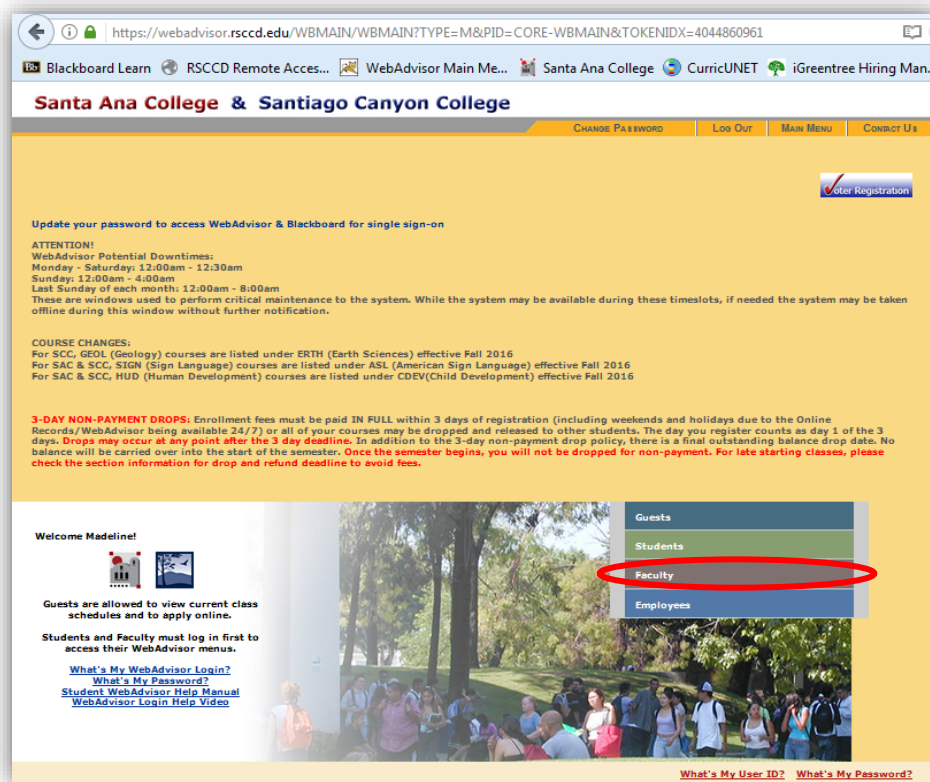
- The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas,
 - Staff improvement
 - Student improvement
 - Instructional improvement (p.17, [Flex Calendar Guidelines](#))
- The purpose of the flexible calendar program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720). The flexible calendar program is a component of the staff development program and the major vehicle for faculty participation in development activities.
 - The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas, Staff improvement, Student improvement, and Instructional improvement
 - Santa Ana College participates in the flexible calendar program by scheduling Fall and Spring classes in a 16-week structure rather than 17.5- or 18-week structure. Faculty pay includes compensation for 18 weeks of work. The remaining 2 weeks outside of the instructional calendar are available for faculty to complete professional development activities, thus fulfilling their flex obligation.
- At Santa Ana College, requirements for flex are specified in the most recent [FARSCCD agreement](#)
 - Each fiscal year, contract (full-time) instructional faculty must submit a plan with two (2) staff development days, of six (6) hours each, for appropriate individual or group activities plus four (4) days each fiscal year designated as common days. (Annual total of 6 days/36 hours)
 - Non-contract faculty loads (adjunct faculty and full-time faculty overload) require 1.5 hours of professional development for each 1 hour of weekly instructional time.
 - Faculty not considered traditional instructional faculty, i.e. counselors, coordinators, librarians, health service staff, special services faculty, and others may submit a staff development plan with up to the number of days available for instructional faculty.
 - The District reserves the right not to release instructors from teaching or other assigned responsibilities if it is deemed in the best interest of the District.
 - The appropriate administrator will review and sign staff development plans.
 - Approved plans submitted by instructional or non-instructional faculty are legally binding.

- Calculating Your Flex Obligation:
 - Full-time instructional faculty must complete 18 hours of professional development each semester. This includes 2 common days (12 hours) each semester for college, division or departmental activities and 6 hours for individual or group activities.
 - For full-time faculty teaching beyond contract and for part-time instructional faculty, compute your flex obligation by multiplying the number of units of the beyond contract/part-time assignment by 1.5. Examples: a 3 unit beyond contract/part-time teaching assignment equals 4.5 *FLEX* hours required, 6 units = 9 hours, 9 units 13.5. No additional *FLEX* hours are required for non-teaching beyond contract assignment LHEs.
 - Flex hours are in lieu of instruction hours and are attached to each course section.
 - Full-time faculty and adjunct faculty teaching both fall and spring semesters may carry over fall flex hours into the spring semester of the same academic year.
- The Santa Ana College Professional Development Tracking System has been developed to capture flex calendar activities and other professional development activities. Here are policies for this system:
 - Presenters earn 2.0 hours of flex credit for each hour of a new or repeated workshop. This includes .5 hour for taking attendance.
 - Workshops will be reviewed and approved by the faculty professional development coordinator, faculty professional development committee, division dean, or department chair.
 - All workshops, meetings and other activities found in the SAC Professional Development Tracking System are approved for flex credit.
 - Attendance is required on 2 common days each semester. Additional flex hours may be completed during flex week or at any time before December 1 in the fall semester and before May 1 in the spring semester.
 - Flex activities may include, but are not limited to, the following:
 1. In-service training
 2. Workshops
 3. Conferences
 4. Seminars
 5. Individual or small group planned projects
 6. Institutional planned activities
 - Personal Flex projects are activities that develop a faculty member professionally and are not already required by their job description.

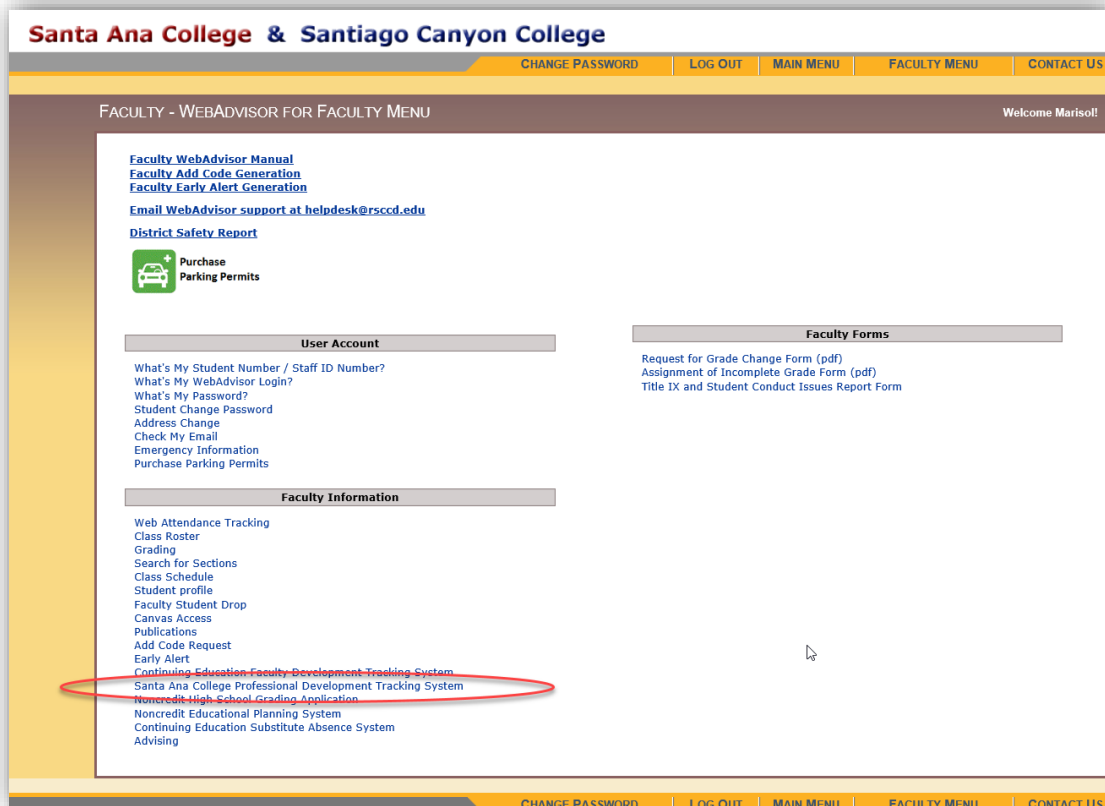
See additional types of suitable flex activities in the [Flex Calendar Guidelines](#) (p. 15-18)

Welcome to the Professional Development Tracking System

To enter the SAC Faculty Flex System – Login to WebAdvisor & choose the Faculty menu.

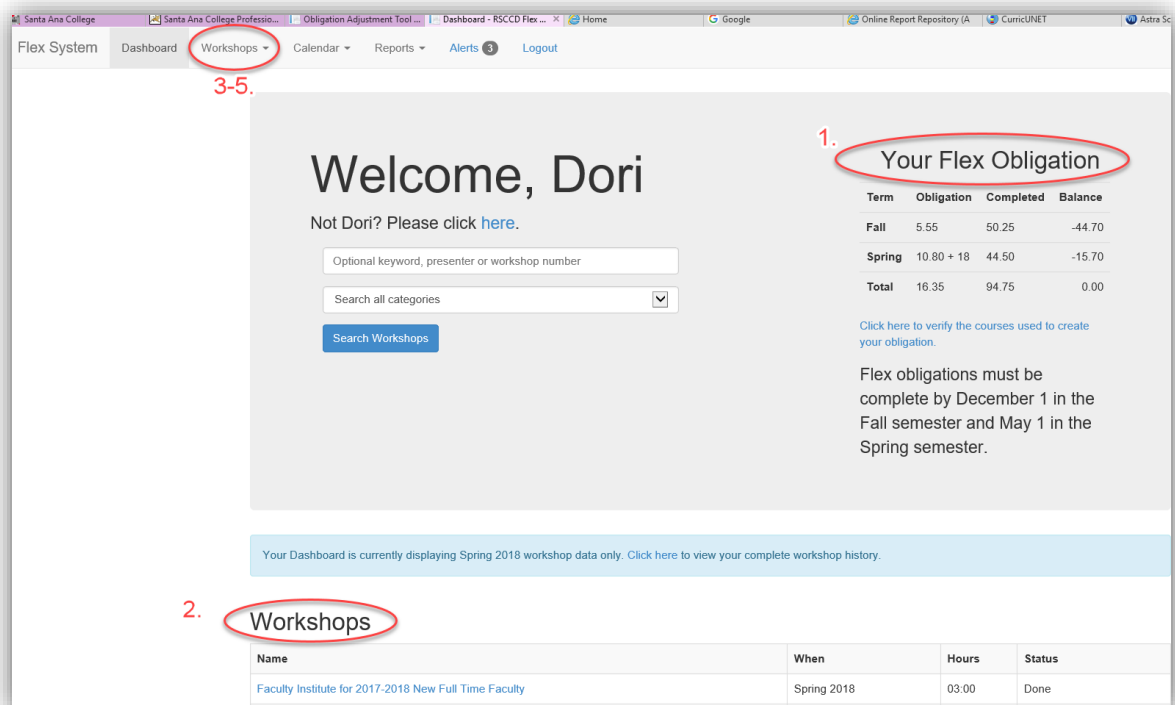
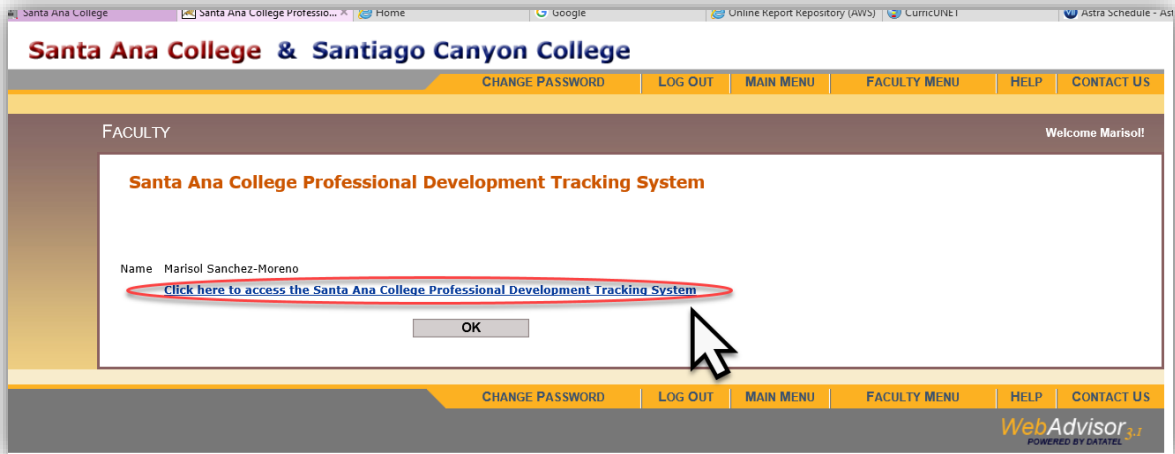


Select the Santa Ana College Professional Development Tracking System



Signing into the Faculty Flex System

Click on the Link to enter the system - Do Not hit OK.



You have now accessed your Faculty Flex Dashboard.

On the Dashboard you can:

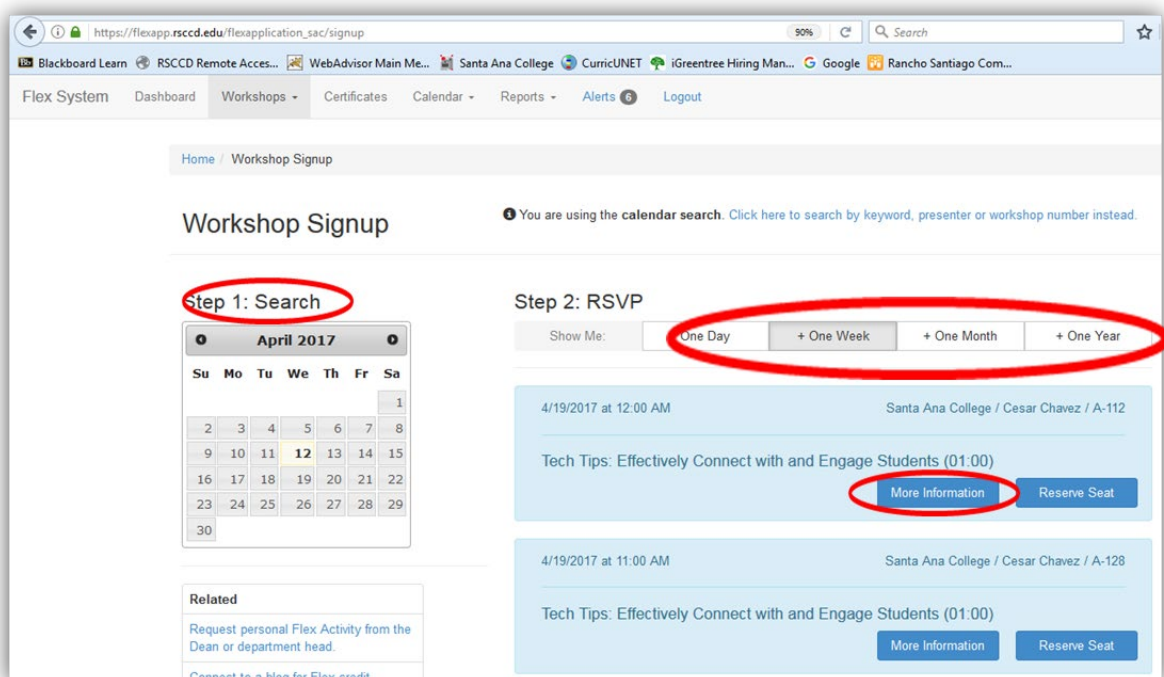
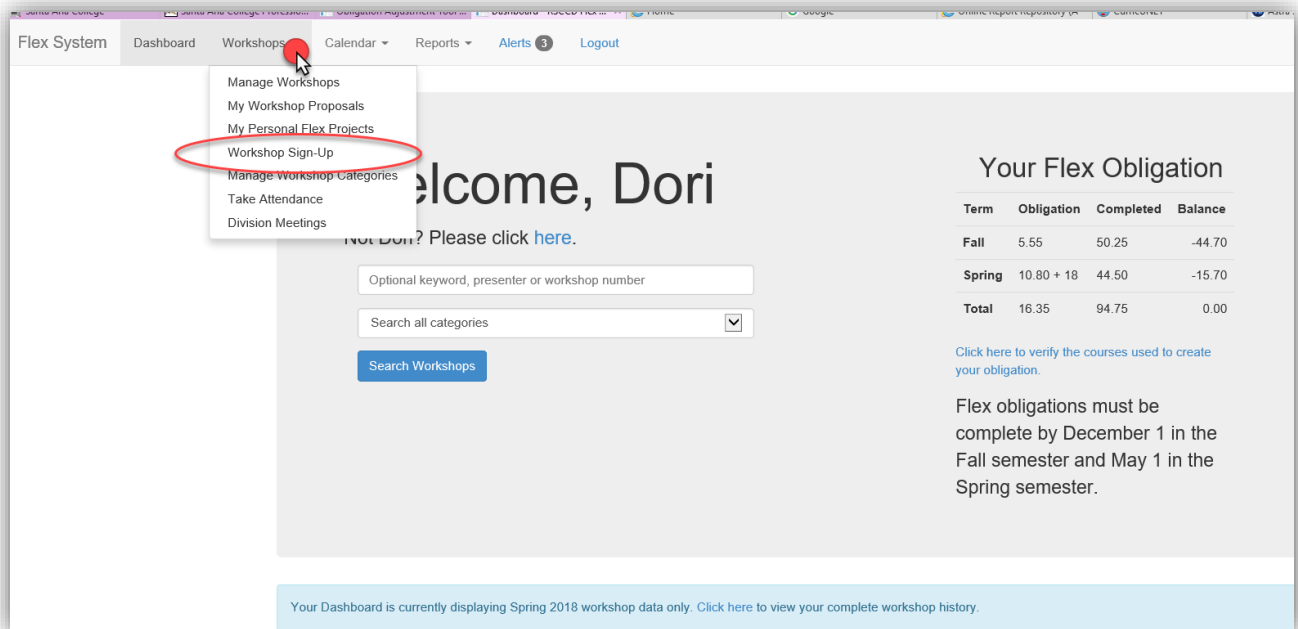
1. Track your outstanding Flex Obligation.
2. Review the workshops you are presenting or attending.
3. Sign up for workshops.
4. Propose a workshop to present.
5. Request Personal Flex Projects.

What if I am not in the system?

Contact SAC Flex Coordinator (Madeline Grant) or the Faculty Professional Development Coordinator (Mary Huebsch).

Signing up for a Workshop Calendar Search

There are a couple of ways to identify workshops to sign up for. The first is using the drop down menu, which will allow you to search workshops that are offered during a specific time period.



When searching by calendar, you will find a list of all workshops offered during the period selected (Steps 1 & 2). You can then either reserve a workshop seat or click for more information. Every time you click for more information, you will be taken to the screen on page 9 of this manual.

Signing-Up for a Workshop Topic Search

When searching by topic you will find a list of all workshops currently offered during the semester matching your requested topic. You can either reserve a seat or click for more information. If you click for more information you will be taken to the screen on the next page. You can also search for workshops using the Topics drop down menu.

The screenshot shows the Flex System dashboard. At the top, there's a navigation bar with links: Flex System, Dashboard, Workshops, Calendar, Reports, Alerts, and Logout. The main content area has a large 'Welcome, Dori' message with a link 'Not Dori? Please click here.' Below this is a search bar with the placeholder text 'Optional keyword, presenter or workshop number'. A dropdown menu is open, showing a list of search categories: Canvas, College Information, Convocation, Counseling, CTE, Distance Education, English, Fine and Performing Arts, Guided Pathways, Health and Wellness, Health Sciences, Human Services and Technology, Humanities, Language Learning, Mathematics, Meeting, Nursing, Other, Science, and SLQs and Assessment. To the right, there's a section titled 'Your Flex Obligation' with a table showing obligations for Fall and Spring semesters, and a total. Below the table, there's a link to verify courses and a note about completion deadlines.

Term	Obligation	Completed	Balance
Fall	5.55	50.25	-44.70
Spring	10.80 + 18	44.50	-15.70
Total	16.35	94.75	0.00

The screenshot shows the Workshop Signup page. It has a navigation bar with links: Flex System, Dashboard, Workshops, Certificates, Calendar, Reports, Alerts, and Logout. The main content area is titled 'Workshop Signup' and has a sub-header 'Step 1: Search'. Below this is a search bar with the placeholder text 'Optional keyword, presenter or workshop number' and a dropdown menu with 'Blackboard/Canvas' selected. A 'Search' button is next to the search bar. Below the search bar, there's a section titled 'Step 2: RSVP' with the text 'Your search for "" returned 10 result(s)'. There are three search results listed, each with a date and time, a description, and two buttons: 'More Information' and 'Reserve Seat'. The 'Reserve Seat' button is circled in red in each result.

Date/Time	Description	More Information	Reserve Seat
2/6/2017 at 9:00 AM	Start Preparing your Blackboard Course for Canvas (1 hours)	More Information	Reserve Seat
2/6/2017 at 11:00 AM	Getting Started: Putting Your Syllabus & Grades Online (1 hours)	More Information	Reserve Seat
2/6/2017 at 2:00 PM	Start Preparing your Blackboard Course for Canvas (1 hours)	More Information	Reserve Seat

When searching by topic you will find a list of all workshops currently offered during the semester matching your requested topic. You can then either reserve a seat or click for more information. If you click for more information you will be taken to the screen on the next page.

Signing up for a Workshop

Home / Workshop Signup

Scheduled Workshop Details - Start Preparing your Blackboard Course for Canvas

Workshop Title	Start Preparing your Blackboard Course for Canvas
Flex Hours	1
Primary Presenter	Cottrell, Tammy
Presenter 2	N/A
Presenter 3	N/A
Presenter 4	N/A
Presenter 5	N/A
Begins	2/6/2017 9:00:00 AM
Ends	2/6/2017 10:00:00 AM
Location	Santa Ana College Cesar Chavez A-213
Description	Learn best practices for preparing your Blackboard course for a smoother migration to Canvas. Modifications to make in your course now.

[Back to List](#) [Reserve Seat](#)

Workshop Title: Start Preparing your Blackboard Course for Canvas
 Flex Hours: 1
 Primary Presenter: Cottrell, Tammy
 Presenter 2: N/A
 Presenter 3: N/A
 Presenter 4: N/A
 Presenter 5: N/A
 Begins: 2/6/2017 9:00:00 AM
 Ends: 2/6/2017 10:00:00 AM
 Location: Santa Ana College Cesar Chavez A-213
 Description: Learn best practices for preparing your Blackboard course

[Back to List](#) [Unregister](#)

If the workshop is what you are looking for, you can reserve your seat. Once you click on reserve seat the button will turn red. If you cannot attend the workshop, click unregister to remove your name from the roll sheet.

Flex System | Dashboard | Workshops | Calendar | Reports | Alerts | Logout

Welcome, Cherylee

Not Cherylee? Please click [here](#).

Optional keyword, presenter or workshop number

Search all categories

[Search Workshops](#)

Your Flex Obligation

Term	Obligation	Completed	Balance
Fall	4.50 + 18	2.00	20.50
Spring	0.00	0.00	0.00
Total	4.50	2.00	20.50

[Click here to verify the courses used to create your obligation.](#)

Flex obligations must be complete by December 1 in the Fall semester and May 1 in the Spring semester.

Your Dashboard is currently displaying Fall 2018 workshop data only. [Click here to view your complete workshop history.](#)

Workshops

Name	When	Hours	Status
Guided Pathways July 19 Steering Committee Meeting	Fall 2018	01:30	Done
Make Your Syllabus Accessible (Hands-on)	Fall 2018	01:00	Registered
2018 Social Engineering Red Flags	Fall 2018	00:30	Done

When you register for a workshop, your Dashboard will be updated.

Signing up for a Workshop by Optional Keyword, Presenter or Workshop Number

The screenshot shows the Flex System dashboard for a user named Madeline. The top navigation bar includes links for Flex System, Dashboard, Workshops, Calendar, Reports, Alerts (13), and Logout. The main content area is titled "Welcome, Madeline" and includes a link for users who are not Madeline. Below this is a search bar with the text "Huebsch" entered, which is circled in red. A dropdown menu shows "Search all categories" with a checkmark. A blue "Search Workshop" button is also circled in red. Below the search bar is a dropdown for "Please select your assigned Dean or Coordinator" with "Grant, Madeline" selected. To the right, there is a section titled "Your Flex Obligation" with a table showing obligations for Fall, Spring, and Total terms. Below the table is a link to verify courses used to create the obligation. Further down, there is a section for "Division Secretary Features" with a "Manage Division Meetings" button. At the bottom, a blue banner states: "Your Dashboard is currently displaying Fall 2018 workshop data only. Click here to view your complete workshop history."

Term	Obligation	Completed	Balance
Fall	1.50	0.00	1.50
Spring	0.00	0.00	0.00
Total	1.50	0.00	1.50

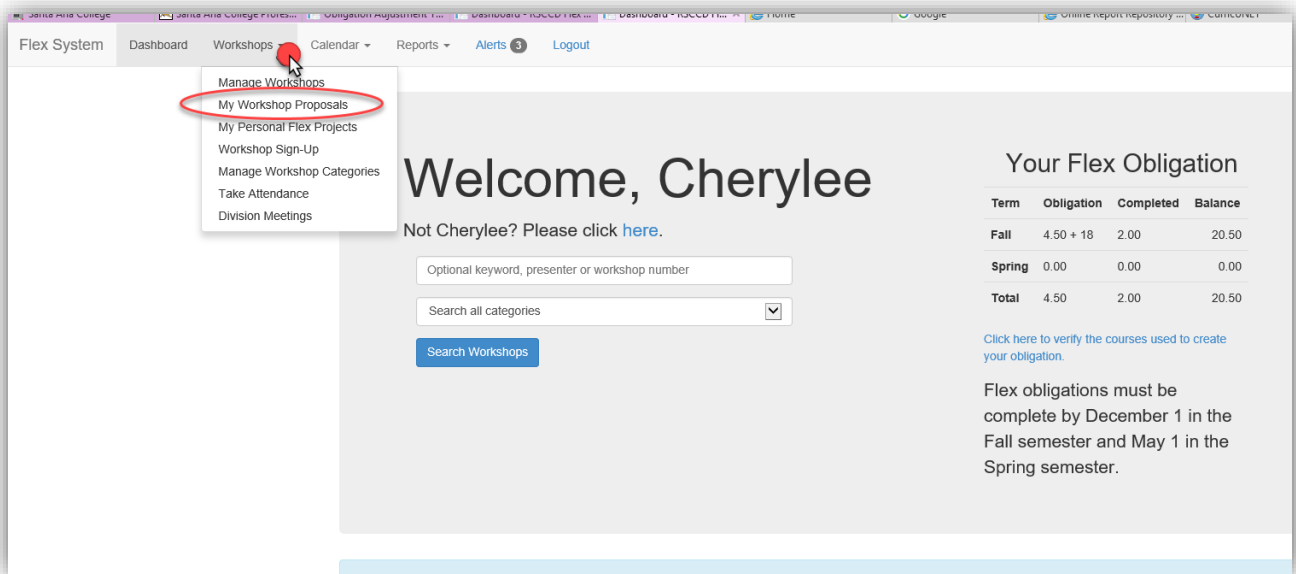
When searching by optional keyword, presenter or workshop number you are able to find workshops by the presenter's name, workshop name or the survey number (listed on Professional Development week schedule).

The screenshot shows the Workshop Signup page. The top navigation bar includes links for Calendar, Reports, Alerts (13), and Logout. The page title is "Workshop Signup" and the breadcrumb is "Home / Workshop Signup". Below the title is a message: "You are using the keyword search. Click here to search by date instead." The page is divided into two steps: "Step 1: Search" and "Step 2: RSVP". In Step 1, there is a search bar with "Huebsch" entered, circled in red, and a "Search" button. In Step 2, there is a message: "Your search for 'Huebsch' returned 17 result(s)", which is circled in red. Below this message is a list of four workshops, each with a date, time, location, title, and duration. Each workshop has "More information" and "Reserve Seat" buttons. The workshops are:

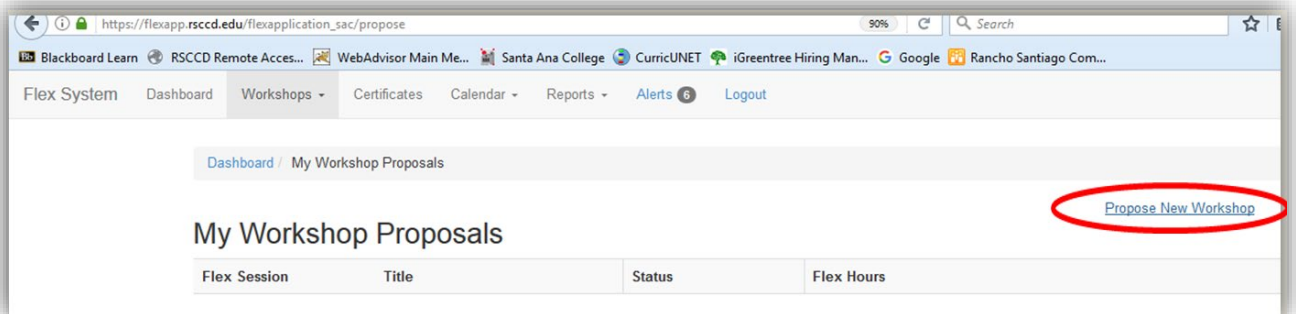
- 8/20/2018 at 9:00 AM, Santa Ana College / Cesar Chavez / A-209, Hands On with LaunchBoard: CCC Tools for Program Improvement (1 hours)
- 8/20/2018 at 11:00 AM, Santa Ana College / Cesar Chavez / A-209, High School to Community College Articulation: A Framework for Effective Practice (1.5 hours)
- 8/20/2018 at 5:30 PM, Santa Ana College / Cesar Chavez / A-209, Orientation for New Adjunct Faculty (1.5 hours)
- 8/21/2018 at 4:45 PM, Santa Ana College / Cesar Chavez / A-209, Orientation for New Adjunct Faculty (1.5 hours)

The search will provide the list of workshops with the key search word(s).

Proposing a Workshop



Each semester faculty are encouraged to propose workshops they would like to present on topics they find interesting/have expertise in and feel will benefit their colleagues across the campus.



Proposals for workshops will be reviewed by the Professional Development Committee and once accepted will be scheduled for faculty registrations.

When presenting a workshop, faculty will receive 2 hours of flex credit for every 1 hour presentation. The additional hour is to cover your time for preparing the workshop and recording attendance in the system.

Proposing a Workshop – Details

The screenshot shows the 'Propose a Workshop' form in the RSCCD application. The form includes fields for Flex Session, Division, Workshop Title, Other Presenters, Description, Internal Notes, Requests, Flex Hours, Preferred Location, Preferred Date, and Preferred Time. A 'Create' button is at the bottom. Eight numbered steps are overlaid on the form:

1. Select the term (points to Flex Session dropdown)
2. SAC Division always starts with 1 (points to Division dropdown)
3. Provide workshop details (points to Description text area)
4. Select the length of the workshop (points to Flex Hours dropdown)
5. Select the location (points to Preferred Location dropdown)
6. Select Date (points to Preferred Date dropdown)
7. Select start time (points to Preferred Time dropdown)
8. Last Step (points to Create button)

Additional text on the form includes 'Include any special equipment or facilities needs here.' in red text within the Internal Notes, Requests field.

Follow the 8 simple steps above to propose your workshops. Remember to include a catchy/descriptive title and a comprehensive description so faculty selecting workshops to attend understand your workshop topic.

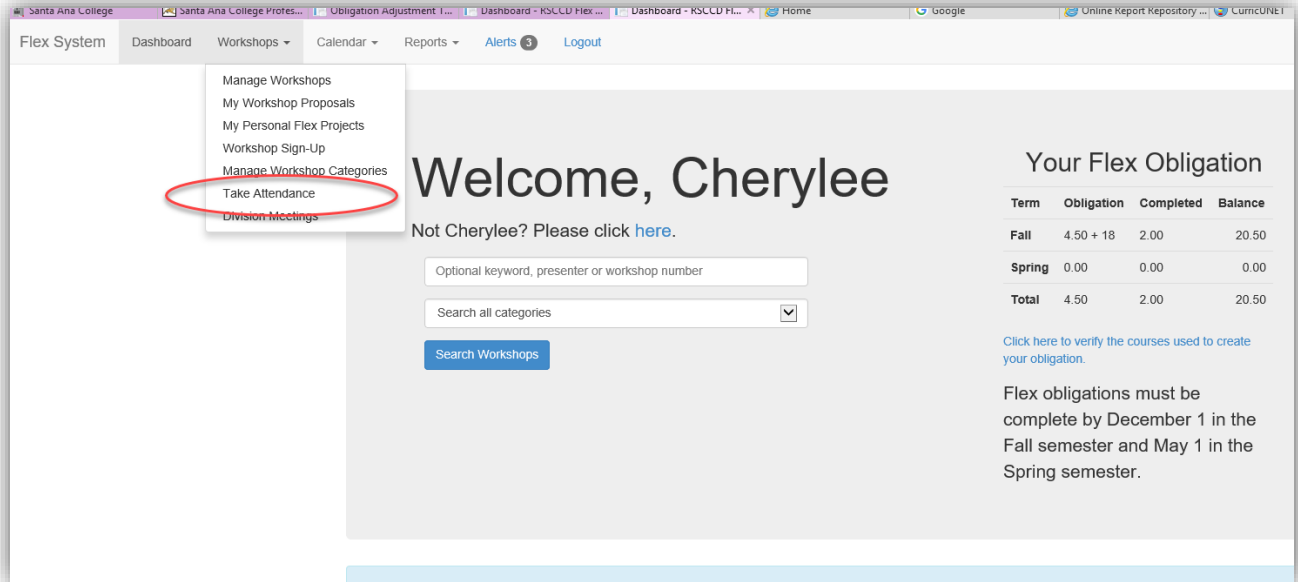
The screenshot shows the 'My Workshop Proposals' table. The table has columns for Flex Session, Title, Status, and Flex Hours. A single proposal is listed with the status 'AWAITING APPROVAL'. The 'Edit | Delete' link is circled in red.

Flex Session	Title	Status	Flex Hours
Fall 2017	Sample Workshop Title	AWAITING APPROVAL	01:00

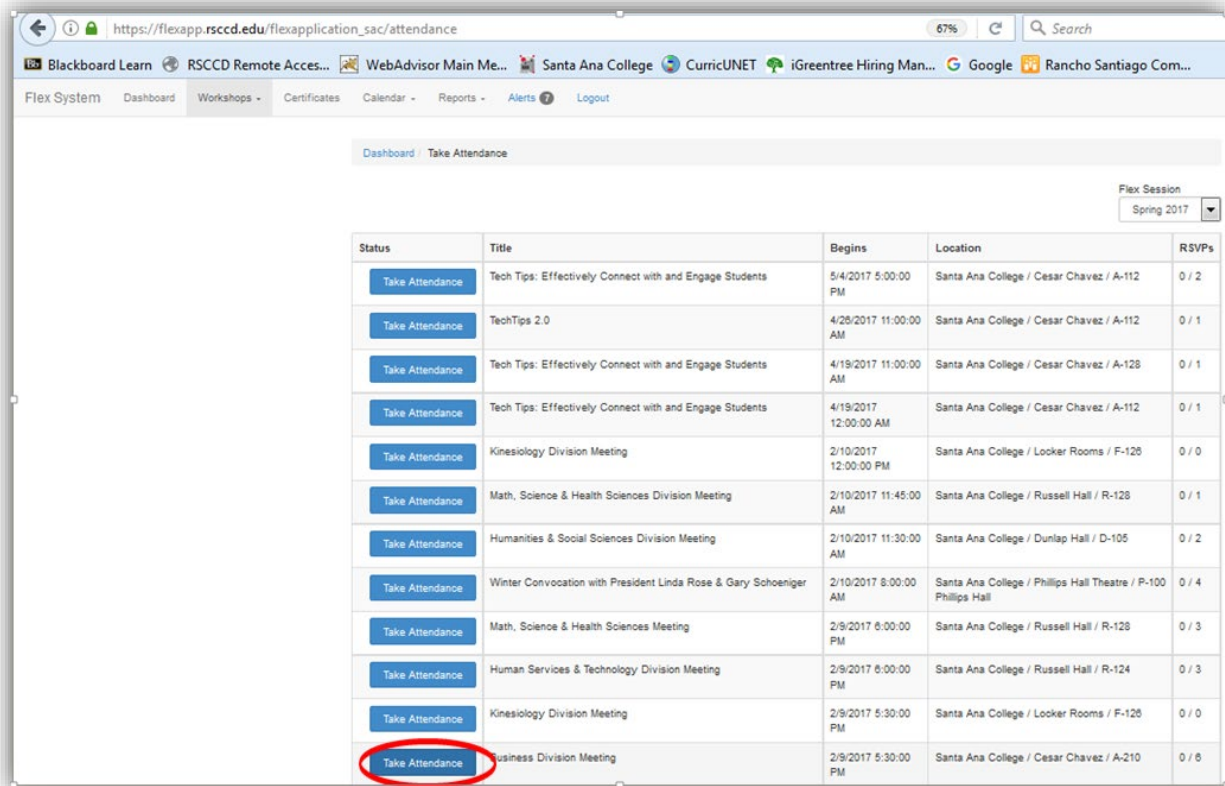
Once proposed, the status will show awaiting approval. You may either edit or delete your proposal.

When the Professional Development Workgroup has reviewed the proposal, the status will be updated to Approved or Denied.

Taking Attendance for Workshops you are presenting

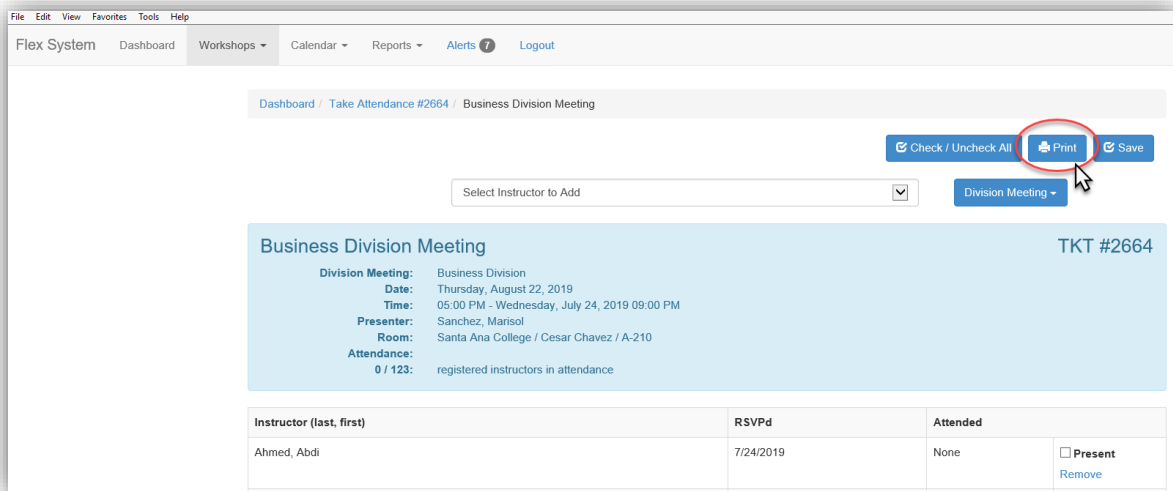


Part of your duties when presenting a workshop is to take attendance. This is critically important as this process shows completion and reduces the flex obligation for both you and the attendees. PRIOR to the workshop, access the system and click on Take Attendance under the Workshop dropdown menu.



Select the workshop you are presenting.

Taking Attendance for Workshops you are presenting



Flex System Dashboard Workshops Calendar Reports Alerts 7 Logout

Dashboard / Take Attendance #2664 / Business Division Meeting

Check / Uncheck All **Print** Save

Select Instructor to Add

Division Meeting

Business Division Meeting TKT #2664

Division Meeting: Business Division
Date: Thursday, August 22, 2019
Time: 05:00 PM - Wednesday, July 24, 2019 09:00 PM
Presenter: Sanchez, Mansol
Room: Santa Ana College / Cesar Chavez / A-210
Attendance: 0 / 123: registered instructors in attendance

Instructor (last, first)	RSVPd	Attended	
Ahmed, Abdi	7/24/2019	None	<input type="checkbox"/> Present Remove

Print the roster for those who have registered to attend your workshop. This will also help you with numbers should you be planning to provide handouts.

Business Division Meeting TKT #640

Date: Thursday, February 9, 2017
 Time: 08:30 PM
 Presenter(s): Grant, Madeline
 Room: Santa Ana College / Cesar Chavez / A-210
 Attendance: Grant, Madeline

Attendees:	Print Name	Sign	Assigned Site
1	Castellanos, Carlos		SAC
2	Crowley, Debra		SAC

Have the attendees sign in upon arrival or prior to departure.

Taking Attendance for your Workshops

Flex System Dashboard Workshops Calendar Reports Alerts Logout

Dashboard / Take Attendance #2664 / Business Division Meeting

Check / Uncheck All Print Save

Select Instructor to Add

Division Meeting

Business Division Meeting TKT #2664

Division Meeting: Business Division
 Date: Thursday, August 22, 2019
 Time: 05:00 PM - Wednesday, July 24, 2019 09:00 PM
 Presenter: Sanchez, Marisol
 Room: Santa Ana College / Cesar Chavez / A-210
 Attendance: 0 / 123: registered instructors in attendance

Instructor (last, first)	RSVPd	Attended	
Ahmed, Abdi	7/24/2019	None	<input type="checkbox"/> Present Remove
Allington, Robin	7/24/2019	None	<input type="checkbox"/> Present Remove
Anderson, Jennifer	7/24/2019	None	<input type="checkbox"/> Present Remove
Arteaga, Elizabeth	7/24/2019	None	<input type="checkbox"/> Present Remove
Avalos, Jesus	7/24/2019	None	<input type="checkbox"/> Present Remove

Within 24 hours of completing your workshop, return to the system and Take Attendance. Following the steps above, click through each attendee on the list and select one of the options listed above.

File Edit View Favorites Tools Help

Flex System Dashboard Workshops Calendar Reports Alerts Logout

Dashboard / Take Attendance #2664 / Business Division Meeting

Check / Uncheck All Print Save

Select Instructor to Add

Division Meeting

Business Division Meeting TKT #2664

Division Meeting: Business Division
 Date: Thursday, August 22, 2019
 Time: 05:00 PM - Wednesday, July 24, 2019 09:00 PM
 Presenter: Sanchez, Marisol
 Room: Santa Ana College / Cesar Chavez / A-210
 Attendance: 0 / 123: registered instructors in attendance

Instructor (last, first)	RSVPd	Attended	
Ahmed, Abdi	7/24/2019	None	<input checked="" type="checkbox"/> Present Remove
Allington, Robin	7/24/2019	None	<input type="checkbox"/> Present Remove
Anderson, Jennifer	7/24/2019	None	<input checked="" type="checkbox"/> Present Remove
Arteaga, Elizabeth	7/24/2019	None	<input type="checkbox"/> Present Remove
Avalos, Jesus	7/24/2019	None	<input checked="" type="checkbox"/> Present Remove

Faculty will be removed if the option is selected.

Taking Attendance for your Workshops

File Edit View Favorites Tools Help

Flex System Dashboard Workshops Calendar Reports Alerts Logout

Dashboard / Take Attendance #2664 / Business Division Meeting

Check / Uncheck All Print Save

Division Meeting ▼

TKT #2664

Business Division Meeting

Division Meeting: Business Division
 Date: Thursday, August 22, 2019
 Time: 05:00 PM - Wednesday, July 24, 2019 09:00 PM
 Presenter: Sanchez, Marisol
 Room: Santa Ana College / Cesar Chavez / A-210
 Attendance: 0 / 123 registered instructors in attendance

Select Instructor to Add

- Abbey, Troy (Abbey_Troy@sac.edu)
- Abdul, Quayum (Abdul_Quayum@sac.edu)
- Abraham, Rickey (Abraham_Rickey@sac.edu)
- Acevedo, Cristina (Acevedo_Cristina@sac.edu)
- Acosta-Licea, Jennifer (Acosta-Licea_Jennifer@sccollege.edu)
- Acuna, Jennifer (Acuna_Jennifer@sac.edu)
- Adams, Richard (Adams_Rick@sccollege.edu)
- Adelle, David (Adelle_David@sac.edu)
- Adney, Curtis (Adney_Curtis@sac.edu)
- Aguilar, Santiago (Aguilar_Santiago@sac.edu)
- Aguilar Beltran, Maria (Aguilar_Maria@sac.edu)
- AGUILAR HERNANDEZ, GERARDO (Hernandez_Gerardo@sac.edu)
- Ahmed, Abdi (Ahmed_Abdi@sac.edu)
- Alcala, Matthew (Alcala_Matthew@sac.edu)
- Alduenda, Leann (Alduenda_Leann@sac.edu)
- Alexander, Adriana (Alexander_Adriana@sac.edu)
- Alfaro, David (Alfaro_David@sac.edu)
- Allen, Mason (Allen_Mason@sac.edu)
- Allen, Michelle (Allen_Michelle@sac.edu)
- Allen, Robert (Allen_Robert@sac.edu)
- Allenequi, Jeanell (Allenequi_Jeanell@sac.edu)
- Allgaier, Jennifer (Allgaier_Jennifer@sac.edu)
- Allington, Robin (Allington_Robin@sac.edu)
- Ames, Travis (Ames_Travis@sac.edu)
- Amirfathi, Parvaneh (Amirfathi_Parvaneh@sac.edu)
- Anand, Preeti (Anand_Preeti@sccollege.edu)
- Anderson, Jennifer (Anderson_Jennifer@sac.edu)
- Anderson, Jennifer (Anderson_Jennifer@sac.edu)
- Anderson, Richard (Anderson_Richard@sac.edu)

Instructor (last, first)

Ahmed, Abdi
Allington, Robin
Anderson, Jennifer

Attended

None	<input checked="" type="checkbox"/> Present Remove
None	<input type="checkbox"/> Present Remove
None	<input checked="" type="checkbox"/> Present Remove

Should you have removed a faculty member or have someone attend your workshop who did not reserve a seat, you may add them to the electronic roll sheet by clicking on Select Instructor to Add. Scroll down until you find the instructor's name and click.

Dashboard / Take Attendance #2664 / Business Division Meeting

Check / Uncheck All Print Save

Select Instructor to Add ▼

Division Meeting ▼

Business Division Meeting

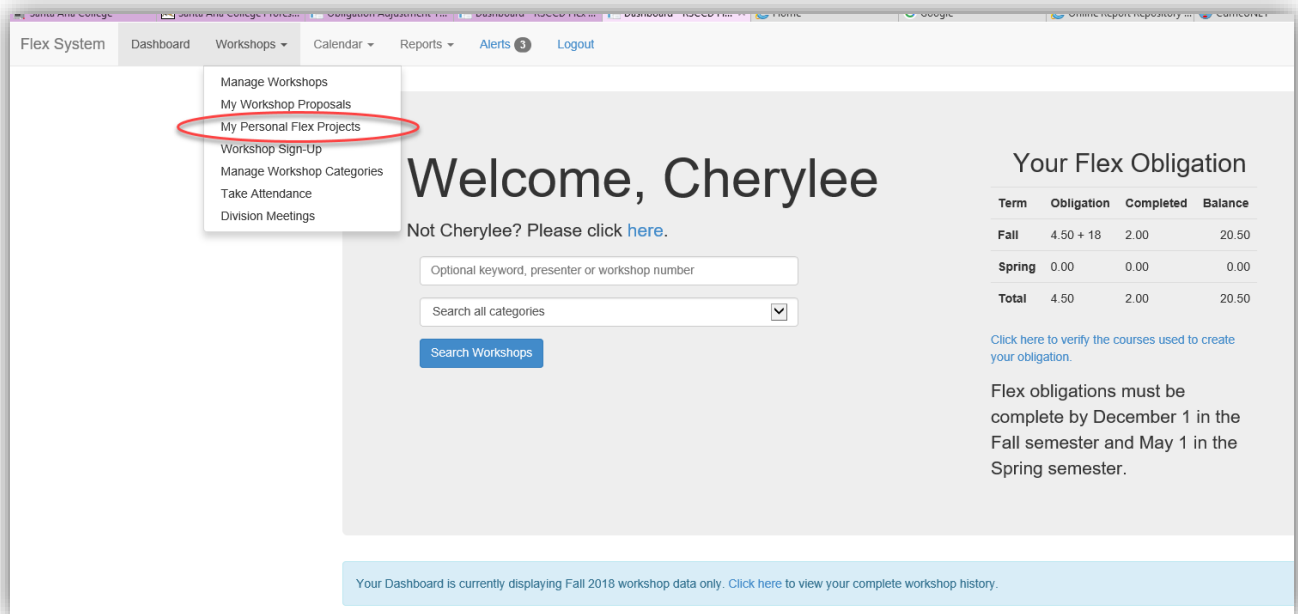
TKT #2664

Division Meeting: Business Division
 Date: Thursday, August 22, 2019
 Time: 05:00 PM - Wednesday, July 24, 2019 09:00 PM
 Presenter: Sanchez, Marisol
 Room: Santa Ana College / Cesar Chavez / A-210
 Attendance: 3 / 124 registered instructors in attendance

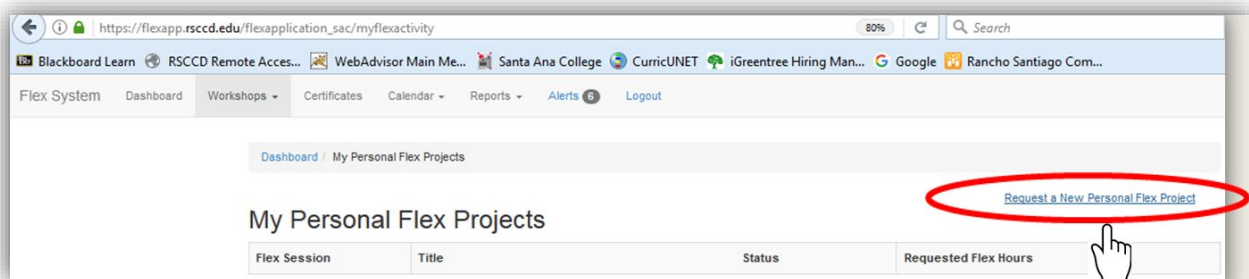
Instructor (last, first)	RSVPd	Attended	
Acevedo, Cristina	8/1/2019	None	<input type="checkbox"/> Present Remove
Allington, Robin	7/24/2019	None	<input type="checkbox"/> Present Remove

Once selected, the instructor's name will appear at the top of the list. Follow the steps on the previous page to select present.

Personal Flex Project



In addition to attending/presenting workshops faculty may also propose personal flex projects to fulfill their flex obligation.
To request a personal project, start on the Workshop drop down on your dashboard.



Start by Requesting a New Personal Flex Project

Personal Flex Project

The screenshot shows the 'Request Personal Flex Project' form in the Flex System. The form includes the following fields and steps:

- Step 1:** Select the Dean or Coordinator (Grant, Madeline) - highlighted with a red circle and a checkmark icon.
- Step 2:** Provide project details (Project Title: Sample Personal Flex Project, Description: Sample Personal Flex Project Description) - highlighted with a red circle.
- Step 3:** Identify length of time for project completion (Flex Hours, Minutes: 04:00) - highlighted with a red circle and a checkmark icon.
- Step 4:** Identify completion date (Estimated Completion Date: 10/18/2019) - highlighted with a red circle.
- Step 5:** Last Step (Create Request button) - highlighted with a red circle and a mouse cursor.

Follow the 5 simple steps above to propose your Personal Flex Project.

Remember to include a comprehensive description of your proposed project as this will be the information used by your Dean to approve the project.

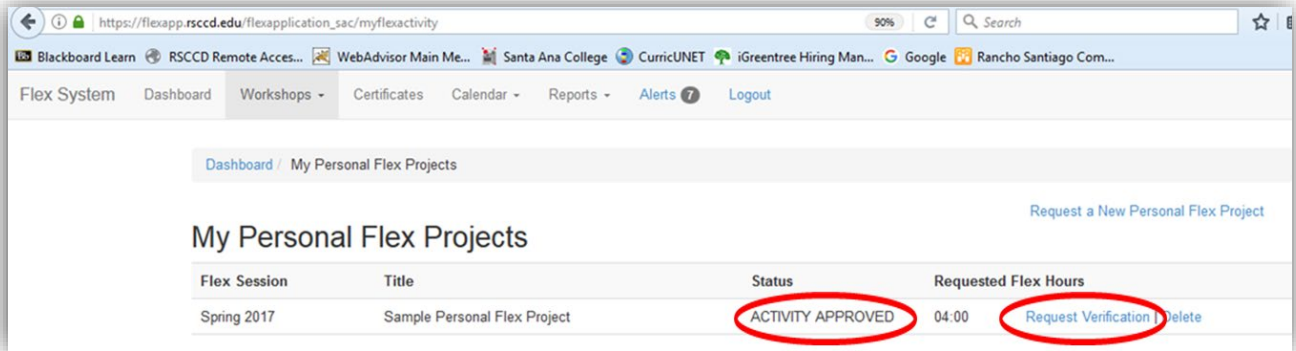
The screenshot shows the Flex System interface with the 'Workshops' dropdown menu open, highlighting 'My Personal Flex Projects'. Below the menu is a table of projects:

Flex Session	Project Title	Status	Requested Flex Hours
Spring 2017	Sample Personal Flex Project	AWAITING APPROVAL	04:00

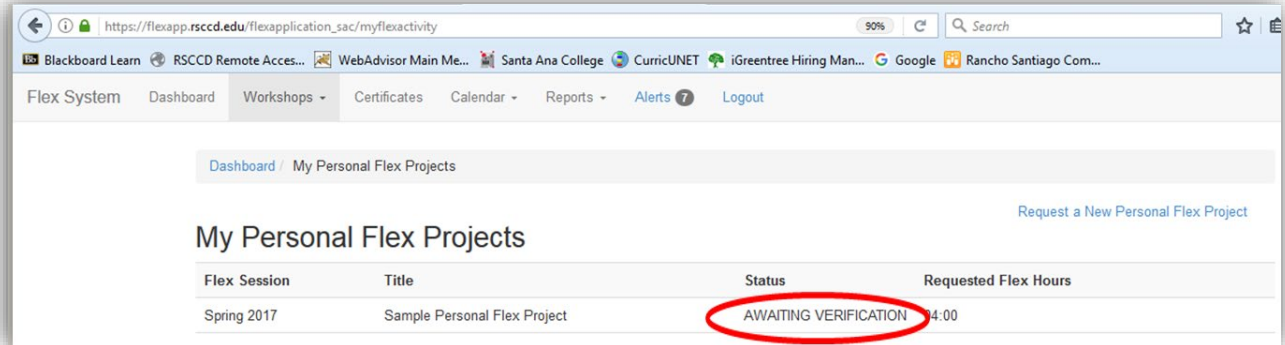
The 'Status' and 'Requested Flex Hours' columns are highlighted with red circles. The 'Requested Flex Hours' column also includes links for 'Edit | Delete'.

To review the status of or edit/delete your Personal Flex Projects, use the Workshop drop down menu and select My Personal Flex Projects. You can then edit/delete or simply check the status.

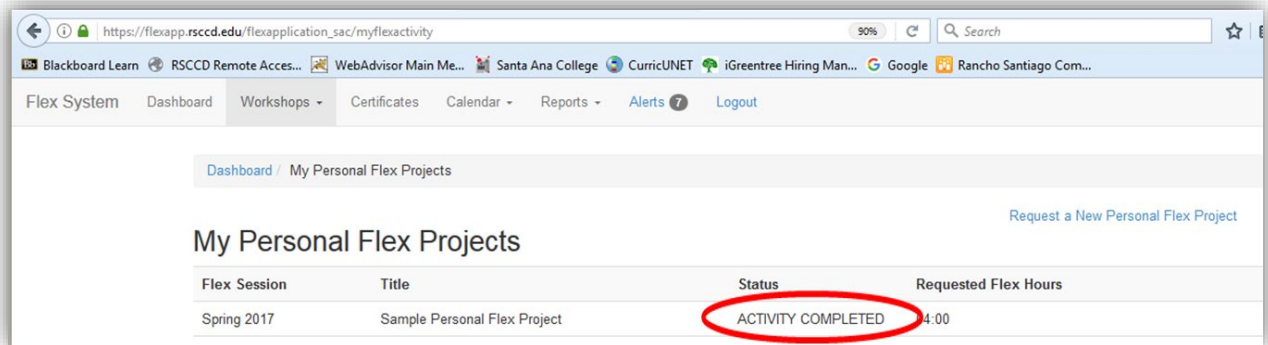
Personal Flex Project



Once the request has been reviewed and approved by your Dean, the status will be updated to read Activity Approved.
When you have completed the activity click on Request Verification.



Your Dean may ask for documentation either by email or hard copy that confirms you have completed the activity. Until this is received the status will be Awaiting Verification.



When your Dean has verified completion of the activity, the status will be updated to show as Activity Completed. Once this status is assigned the hours for the activity will be deducted from your Flex Obligation.