

User Instructions for the Flex Hours Tracking System

Login Page

Use your Los Rios credentials to login to the Flex system:



Flex Login

User Name:

Password:

Login

4700 College Oak Drive, Sacramento, Calif. 95841 - (916) 484-8011 - [Los Rios Community College District](#)

Flex User Information Page

After you've logged in, the system redirects you to the User Welcome Page.

Please read the instructions provided on this page carefully. Select your area/division from the drop-down menu. Select "Save and Continue" to continue to the main page:

Please verify that your employee information is correct and/or fill in required fields.

Email Address	<input type="text" value="flexuser@arc.losrios.edu"/>
Area/Division	<div><div>BSS</div><div>▼</div></div>
Status:	Full Time
<div>Save and Continue</div>	

Select your Area/Department here

Press the button to continue

Flex Main Page (part 1)

The Flex main page contains a list of all the scheduled events on the right side of the page, and your current Flex hours status on the left side of the page. Below is an example of a Flex main page for a full time professor:

My Mandatory Flex Hours:

Spring Semester

No Data Available for Spring Semester

Fall Semester

0% completed

6.00 Owe 0 Completed 6.00 Missing

[Expand fall semester mandatory hours summary](#)

My Regular/Overload Flex Hours:





0% completed

7.50 Owe 0 Completed 7.50 Missing

[Expand my regular or overload hours summary](#)

Mandatory (Convocation Day) Flex Events

Search:

Event Name	Event Date	Event Location	Attended	Attended Hours
 A-1 Fall Convocation Day Event	08/19/2016 08:30-11:30 Friday	Student Center Dining Room	No	
 A-2: Half Day Absence on Fall Convocation Day	08/19/2016 08:30-11:30 Friday	Off Campus	No	
 A-3: Full Day Absence on Fall Convocation Day	08/19/2016 00:00-00:00 Friday	Off Campus	No	
 A-4: On Leave (type A, C, E, Family, Maternity) during Fall Convocation Day	08/19/2016 00:00-00:00 Friday	Off Campus	No	


Showing 1 to 4 of 29 entries

Previous 1 2 3 4 5 ... 8 Next

[Expand All Mandatory Events](#)

Regular Flex Events





Search:

Event Name	Event Date	Event Location	Attended	Attended Hours
 ONLINE: Getting Results: Module 1: Creating a Community of Learners	08/15/2016 00:00-00:00	Online	No	

Flex Main Page (part 2)

There are three types of Flex events on the main page: mandatory events, regular events, and custom (formerly step 5) events. By default, only the first four events from each list are displayed. To view the entire event list, select “Expand All Events” (this button is located on the bottom of each list) Also, you can search for specific events by selecting the “Search” box.

Search box:
You may search the event by any field displayed in the table (Event Name, Date, Location, etc.). In this example, the Event Name field was used.

Mandatory (Convocation Day) Flex Events				
			Search:	Fall Convocation Day
Event Name	Event Date	Event Location	Attended	Attended Hours
 A-1 Fall Convocation Day Event	08/19/2016 08:30-11:30 Friday	Student Center Dining Room	No	
 A-2: Half Day Absence on Fall Convocation Day	08/19/2016 08:30-11:30 Friday	Off Campus	No	
 A-3: Full Day Absence on Fall Convocation Day	08/19/2016 00:00-00:00 Friday	Off Campus	No	
 A-4: On Leave (type A, C, E, Family, Maternity) during Fall Convocation Day	08/19/2016 00:00-00:00 Friday	Off Campus	No	
Showing 1 to 4 of 14 entries (filtered from 29 total entries)			Select “Expand All Mandatory Events” button to view all the events. By default, only first four events are displayed.	
Expand All Mandatory Events			Previous 1 2 3 4 Next	

Flex Main Page (part 3)

To view the event details section, select the green 'plus' sign, which is located next to the event name:

Mandatory (Convocation Day) Flex Events

Search:

Event Name	Event Date	Event Location	Attended	Attended Hours
<div><div>+</div>A-1 Fall Convocation Day Event</div>	08/19/2016 08:30-11:30 Friday	Student Center Dining Room	No	

-

A-1 Fall Convocation Day Event

Additional Information

The over-arching purpose of convocation at American River College is to improve teaching and learning. Plan to attend convocation to help build community within ARC by: meeting other faculty, staff and administration; celebrating the value of long-time service; gaining a greater awareness of the accomplishments of college colleagues; developing a sense of pride and inspiration; and understanding other areas, departments and services and their contributions to the college. This activity meets state PD guidelines B, G and ARC goals 1, 3. Attendance is limited to employees of American River College and invited participants.

Event Length


3.00

Attend this Event

Flex Main Page (part 4)

Report attended events

To report your attended event, select the “Attend this Event” link, located at the bottom of the event details section.



A-1 Fall Convocation Day Event

08/19/2016
08:30-11:30
Friday

Student Center Dining Room

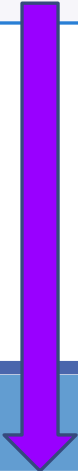
No

Additional Information
The over-arching purpose of convocation at American River College is to improve teaching and learning. Plan to attend convocation to help build community within ARC by: meeting other faculty, staff and administration; celebrating the value of long-time service; gaining a greater awareness of the accomplishments of college colleagues; developing a sense of pride and inspiration; and understanding other areas, departments and services and their contributions to the college. This activity meets state PD guidelines B, G and ARC goals 1, 3. Attendance is limited to employees of American River College and invited participants.

Event Length
3.00

[Attend this Event](#)

Select this link to add this event to your record.



Flex Main Page (part 5)

Report attended events

1. If you were a presenter of the event, check “I was a presenter” checkbox; it will automatically double the amount of hours for you.
2. Select how many hours you were present at the event by using the slide bar. If you don’t select any value on the slide bar, the “Submit Attendance” button will not appear, and you won’t be able to submit your attendance.
3. Select “Submit Attendance” to add this event to your flex record.

Search:

Event Name	Event Date	Event Location	Attended	Attended Hours
<div><div>⊖</div><div>A-1 Fall Convocation Day Event</div></div>	08/19/2016 08:30-11:30 Friday	Student Center Dining Room	No	

Additional Information

The over-arching purpose of convocation at American River College is to improve teaching and learning. Plan to attend convocation to help build community within ARC by: meeting other faculty, staff and administration; celebrating the value of long-time service; gaining a greater awareness of the accomplishments of college colleagues; developing a sense of pride and inspiration; and understanding other areas, departments and services and their contributions to the college. This activity meets state PD guidelines B, G and ARC goals 1, 3. Attendance is limited to employees of American River College and invited participants.

Event Length

3.00

[Attend this Event](#)

I was a presenter: ☐

Selecting this box will automatically double the amount of hours you will select below. Please do not select this box if you did not present.

Select how many hours you were actually present at the event

0h0.5h1h1.5h2h2.5h3h

Submit Attendance

Flex Main Page (part 6)

Report attended events

All attended events will be listed at the top of the event list indicating amount of hours you selected. Also, after the submission, notice the changes in your current Flex hours status on the left side of the page.

The system also allows to make changes to submitted events (more details about this are located on the next page of instructions).

My Mandatory Flex Hours:

Spring Semester

No Data Available for Spring Semester

Fall Semester

50%

6.00 Owe

3.00 Completed

3.00 Missing

Expand fall semester mandatory hours summary

My Regular/Overload Flex Hours:

0% completed

7.50 Owe

0 Completed

7.50 Missing


Expand my regular or overload hours summary

Mandatory (Convocation Day) Flex Events					
			Search: <input type="text"/>		
	Event Name	Event Date	Event Location	Attended	Attended Hours
	A-1 Fall Convocation Day Event	08/19/2016 08:30-11:30 Friday	Student Center Dining Room	Yes	3.00
	A-2: Half Day Absence on Fall Convocation Day	08/19/2016 08:30-11:30 Friday	Off Campus	No	
	A-3: Full Day Absence on Fall Convocation Day	08/19/2016 00:00-00:00 Friday	Off Campus	No	
	A-4: On Leave (type A, C, E, Family, Maternity) during Fall Convocation Day	08/19/2016 00:00-00:00 Friday	Off Campus	No	
Showing 1 to 4 of 29 entries					
<div>Expand All Mandatory Events</div>					
<div>Previous<div>12345...8</div>Next</div>					

Flex Main Page (part 7)

Edit attended events

You may remove the event from your attended events list.
Also, you may edit attended events, using the links below.

Search: <input type="text"/>				
Event Name	Event Date	Event Location	Attended	Attended Hours
<div> A-1 Fall Convocation Day Event</div>	08/19/2016 08:30-11:30 Friday	Student Center Dining Room	Yes	3.00
<div><div>Additional Information</div><div>The over-arching purpose of convocation at American River College is to improve teaching and learning. Plan to attend convocation to help build community within ARC by: meeting other faculty, staff and administration; celebrating the value of long-time service; gaining a greater awareness of the accomplishments of college colleagues; developing a sense of pride and inspiration; and understanding other areas, departments and services and their contributions to the college. This activity meets state PD guidelines B, G and ARC goals 1, 3. Attendance is limited to employees of American River College and invited participants.</div></div> <div><div>Event Length</div><div>3.00</div></div> <div><div>Click here to remove this event from your attended events list</div><div>Click here to edit this event on your attended events list</div></div>				



Flex Main Page (part 8)

Edit attended events

The Flex System allows changes in the “event hours” and “Presenter” fields.

Additional Information

The over-arching purpose of convocation at American River College is to improve teaching and learning. Plan to attend convocation to help build community within ARC by: meeting other faculty, staff and administration; celebrating the value of long-time service; gaining a greater awareness of the accomplishments of college colleagues; developing a sense of pride and inspiration; and understanding other areas, departments and services and their contributions to the college. This activity meets state PD guidelines B, G and ARC goals 1, 3. Attendance is limited to employees of American River College and invited participants.

Event Length

3.00

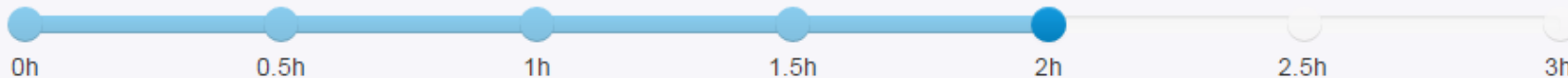
[Click here to remove this event from your attended events list](#)

[Click here to edit this event on your attended events list](#)

I was a presenter: ☐

Selecting this box will automatically double the amount of hours you will select below. Please do not select this box if you did not present.

Select how many hours you were actually present at the event



Submit Changes

Flex Main Page (part 9)

Add Custom (formerly Step 5) Flex Events

Regular Flex Events

Search:

	Event Name	Event Date	Event Location	Attended	Attended Hours
	ONLINE: Getting Results: Module 1: Creating a Community of Learners	08/15/2016 00:00-00:00 Monday	Online	No	
	ONLINE: Getting Results: Module 2: Planning for Outcomes	08/15/2016 00:00-00:00 Monday	Online	No	
	ONLINE: Getting Results: Module 3: Active Teaching and Learning	08/15/2016 00:00-00:00 Monday	Online	No	
	ONLINE: Getting Results: Module 4: Beyond the Classroom (Connecting with Community and Industry)	08/15/2016 00:00-00:00 Monday	Online	No	

Showing 1 to 4 of 120 entries

Expand All Regular Events

Previous12345...30Next

Follow this link to add your custom event.

If you don't see your event listed in 'Mandatory' or 'Regular' above, please [add it here](#).

Add Your Custom Activity Page (part 1)

Flex
American River College

Personal InformationAdd New EventLogout

Add Your Custom Activity

To add a new activity:

1. Enter the information below. You must enter a justification explaining how this activity contributes to your professional development.
2. Click on the "Save" button after entering data.

Note: Once saved, this activity cannot be modified and re-saved; however, it may be deleted and a corrected activity entered.
These activities will appear on the Activity Summary page as "Submitted" and are pending approval by the Center for Teaching and Learning.

Event Name

Please enter the entire title of the event, not just the initials. You may enter up to 75 characters for the name of the event.

Event Date

Event Time to

Enter start date and time of the event

Event Length

Enter the duration in hours and percent for minutes. For example 1 hour and 30 minutes would be 1.5

I was a Presenter

☐ Selecting this box will automatically double the amount of hours you selected above. Please do not select this box if you did not present.

If your event is two days long, add the second day here. If your event is on only one day, you will not need to expand this section; please advance to "event location"

Event Location

Enter where the event was held. You may enter up to 40 characters

Add Your Custom Activity Page (part 2)

This event cannot be considered for approval without ALL of the following information clarified:

What did you do at the event?

(Example: 'watched dvd' or 'attended HCFCP' doesn't describe as well as 'watched College Hour dvd which taught.....' or 'attended the Helpful Conference for College Professors'. Please be descriptive. Why was this an important use of your time?)

How does the event support your professional growth?

(Give a brief example of something you learned; how will you and/or your students benefit from your participation in this event?)

This event meets state guidelines:

A complete list of all state guidelines, arc college objectives and islos is available [here](#) .

- ☐ A - Course instruction & evaluation
- ☐ B - Staff Development, in service training, instruction improvement
- ☐ C - Program & course curriculum or learning resource development & evaluation
- ☐ D - Student personnel services
- ☐ E - Learning resource services
- ☐ F - Related activities, such as...
- ☐ G - Department or division meetings...
- ☐ H - Other duties as assigned by the district

Add Your Custom Activity Page (part 3)

This event supports ARC college objectives:

- ☐ 1.1 - Decrease the time from initial enrollment to successful completion of students' required basic skills coursework.
- ☐ 1.2 - Establish and publicize clear, efficient, and structured pathways for completion of the student's educational goals.
- ☐ 1.3 - Collaborate with service area high schools to promote community college access and completion.
- ☐ 1.4 - Increase the percentage of students completing orientation, assessment, counseling, ISEP, and follow up in the first year.
- ☐ 1.5 - Strengthen the program completion focus so that more students earn certificates and degrees.
- ☐ 2.1 - Increase faculty and staff development activities to improve teaching and learning effectiveness, with particular emphasis on basic skills, distance education, and culturally responsive instruction.
- ☐ 2.2 - Increase the percentage of students who participate in academic and student support services.
- ☐ 2.3 - Through our integrated review and planning processes, assess instructional and student services programs and use the assessment results to make improvements and adjust SLOs and SSOs, as appropriate.
- ☐ 3.1 - Expand and assess the effectiveness of outreach efforts to ensure that members of the community are aware of community college education opportunities.
- ☐ 3.2 - Maximize access to programs and services by continuing to develop and effectively use facilities and technologies that support the college's enrollment trends.
- ☐ 3.3 - Provide programs, services, and events that address the diversity of the community and the college and foster an inclusive environment for the exchange of ideas.
- ☐ 4.1 - Consult with potential employers and professional organizations to ensure the development of curriculum that aligns with continuing occupational and emerging labor market needs so students can move efficiently through the institution and into careers.
- ☐ 4.2 - Expand internal partnerships, such as between instructional programs and student services, and external partnerships to provide increased opportunities for career exploration, work readiness, and employability.
- ☐ 5.1 - Increase alternative funding sources to support college programs and services.
- ☐ 5.2 - Increase training and professional development opportunities for all employees to enhance their abilities to collaborate effectively to improve learning outcomes.
- ☐ 5.3 - Assess the effectiveness of college governance, planning, and decision-making processes using data analysis to identify trends, strengthen instructional performance, improve student outcomes and ensure the achievement of the college mission.
- ☐ 5.4 - Link budgets with programs to support and improve student outcomes using appropriate assessment processes and reporting systems.

This event supports ISLO:

- ☐ ISLO 1 - Demonstrate and employ marketable skills and personal qualities for professional growth and career advancement.
- ☐ ISLO 2 - Demonstrate skills and behaviors which contribute to open and respectful communication of diverse ideas and beliefs.
- ☐ ISLO 3 - Utilize a variety of methods to communicate effectively.
- ☐ ISLO 4 - Employ strategies to work cooperatively and effectively with others.
- ☐ ISLO 5 - Locate and critically evaluate information from a variety of sources, including those accessed through technology, to create informed responses to issues, problems, and challenges.
- ☐ ISLO 6 - Recognize the responsibility to behave as an ethical citizen, contributing personal knowledge, resources, and skills for the benefit of the local and larger communities.
- ☐ ISLO 7 - For students earning degrees, demonstrate an understanding of the basic content and methodology for the major areas of knowledge, including the arts and humanities, quantitative reasoning, the natural sciences, and the social sciences.

☐ I verify that I attended this activity when I was not scheduled to teach or hold an office hour. The time for which I am requesting credit was completely above and beyond my regular work time.

This activity may only qualify for flex credit if it occurred when you were not scheduled to teach or hold an office hour. If you participated in this activity when you would've otherwise been working, it cannot count toward flex (example: "I arranged for a sub to teach my class so I could attend this activity" = 0 flex credit) Note: if you attend an event which occurs partly during your regular workday and partly above and beyond your regular workday you may request flex credit for the portion of time which was above and beyond.

Save