



MINGA

Creating & Managing Flex Periods with **Minga FlexTime**



With Minga's user-friendly FlexTime Module, simplify flex period assignment and allow student sign up with check ins and detailed reporting.

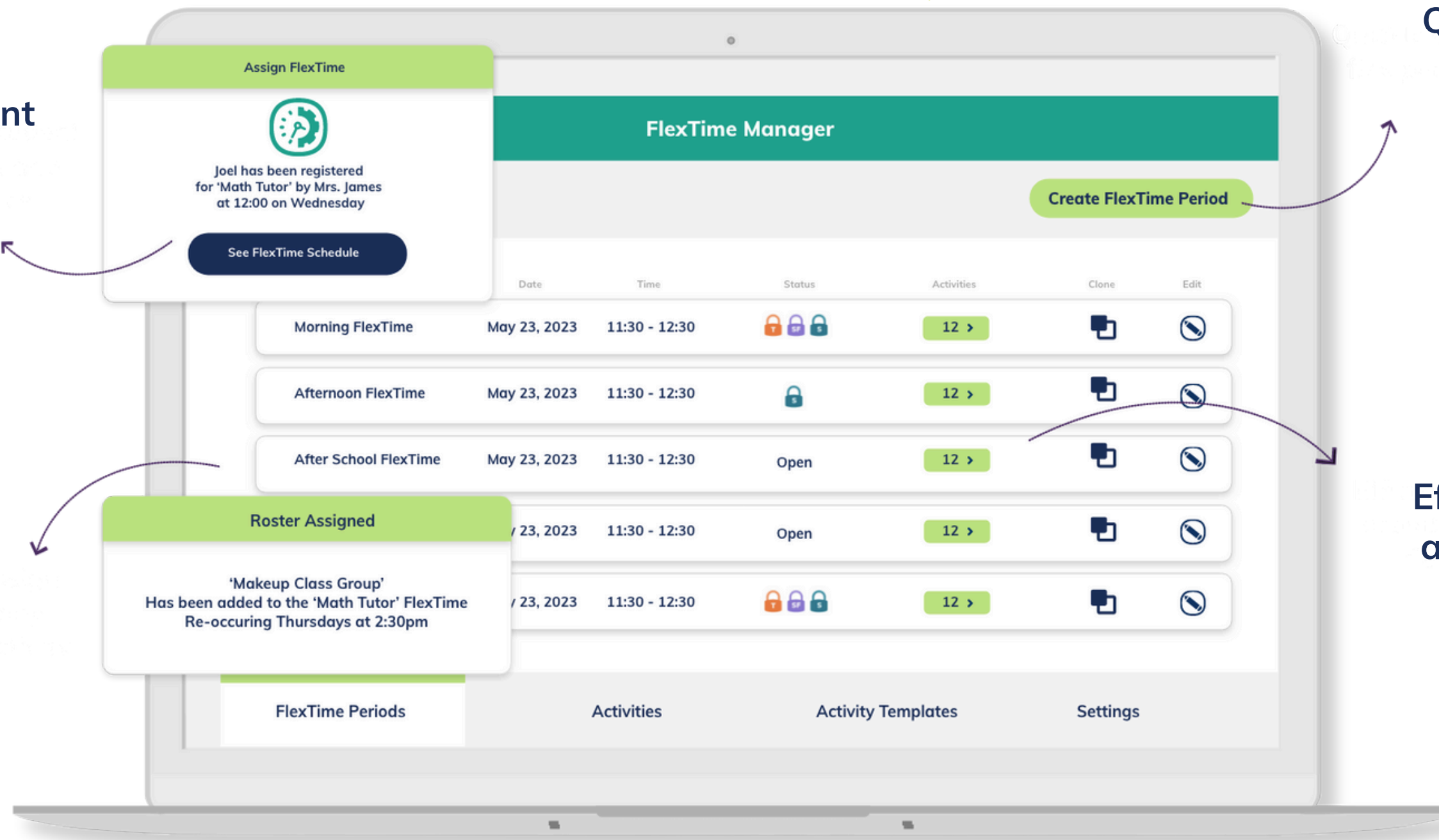
MINGA 7.0

FLEXTIME

Quickly create flex periods

Create FlexTime Period

Efficiently manage activities for each flex period



Streamline student registration & attendance

Staff can assign rosters to any scheduled activity

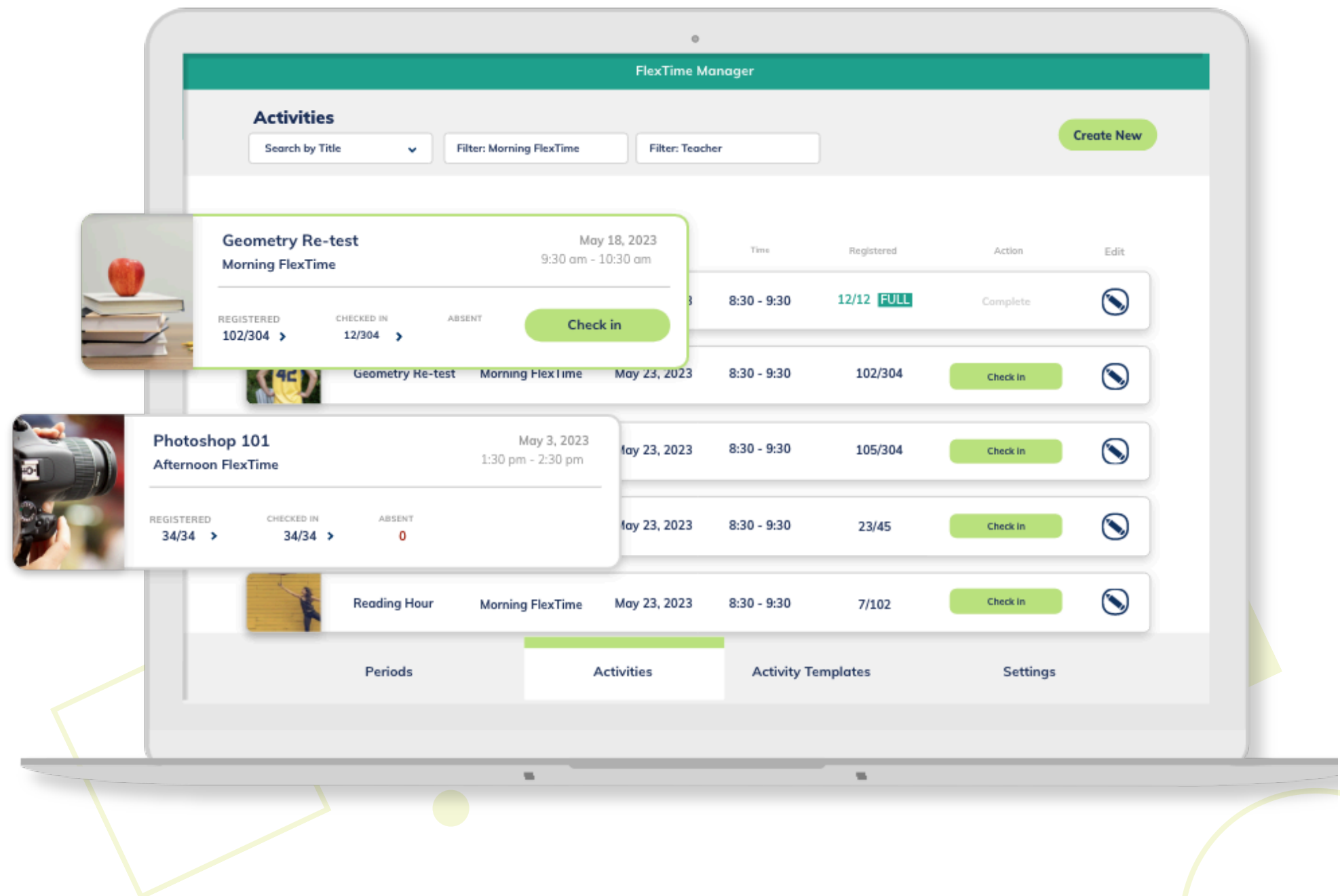
FLEXTIME

Managing flex periods in High School can often feel like a daunting task, with no easy method for admins, teachers, and students to allocate and sign up for specific activities. Plus, tracking attendance and reporting can be tiresome, involving endless spreadsheets and repeated efforts.

Minga FlexTime streamlines your flex period management with an intuitive, user-friendly platform. Our centralized dashboard gives you a clear snapshot of all flex periods, including activities, sign-ups, attendees, and absentees - all in one place.

Conveniently schedule flex periods in advance, empowering teachers to add their own activities.

It's a breeze to assign compulsory activities or pre-register students or allow them to choose. Plus, flex periods can be adjusted to limit the number of seats available and to cater to specific user identifiers.



SETTING UP FLEXTIME



Plan & Schedule
FlexTime Periods



Enable
Permissions



Determine Activities &
Templates



Register
Students/Check In



Review
Reporting

1

Plan & Schedule

FlexTime Periods

SETTING UP YOUR FLEXTIME SCHEDULE

Determine when and how often your school's FlexTime periods will occur and create in Minga.

TO CREATE YOUR FLEXTIME SCHEDULE:

- Click Create Period
- Input Title, Date and Time
- Decide if Teachers/Staff 'Can Add Activities' to that period and toggle on accordingly.
- Determine if Teachers/Staff 'Can Make Student Changes' to students registered for FlexTimes.



Toggling off 'Students Can Register' disables students' ability to register for available activities during that Flex Period. Therefore, they will have to be assigned to an activity to attend.

New Period

Title
Flex Monday

Date
Apr 8th, 2024

Start Time
10:00 AM

End Time
11:00 AM

Allow teachers / staff to add activities

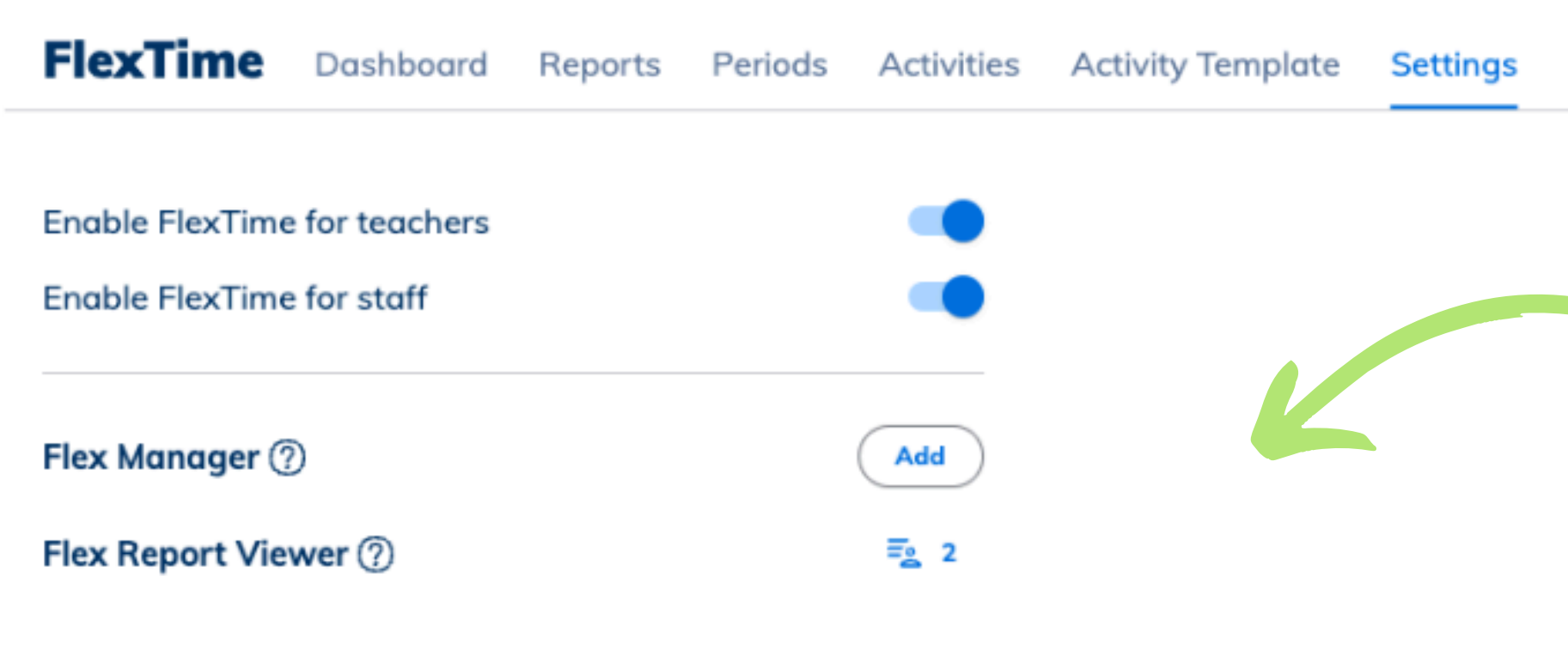
Allow teachers / staff to unregister students

Allow students to self-register
Students can register to a different activity if they self-registered

Cancel Create

ENABLING PERMISSIONS

- Next head to the Settings tab and decide if you want to Enable FlexTime for Teachers or Staff.
- With this enabled, Teachers and/or Staff will be able to manage their own FlexTime Activities by creating their own Activities/Activity Templates to add to FlexTime periods.



FlexTime Dashboard Reports Periods Activities Activity Template Settings

Enable FlexTime for teachers

Enable FlexTime for staff

Flex Manager ? Add

Flex Report Viewer ? 2



Add extra users as Flex Managers for help managing your Flex periods, reports and dashboard.

Add users as Report Viewers to enable access for reports and the dashboard.

2

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How to Create

Activities & Templates

CREATE ACTIVITY TEMPLATES

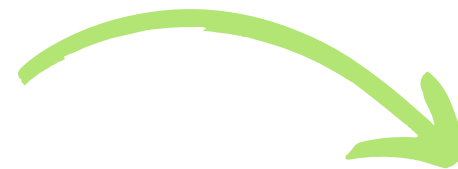
Allow teachers to create their own activities, or create them on their behalf.

Click on 'Create Activity' in FlexTime Activity Templates to start forming activities to add to FlexTime periods.

- Input the activity name, description, the teacher hosting the activity, location and seats available.
- Restrict who can register based on privileges, grade stickers, roles or reasons.



Toggle on 'Allow Students to Register' to allow students to self-register for that activity during a Flex period.



Create Activity ✕

Activity Name
Math Tutorial

Description
Come get extra help for your algebra and math classes.

Arham Khan ▼

Activity Type
Study Hall ✕ ▼

Location
Room 104

Seats Available ? 12

Activity Banner

Allow Students to Register

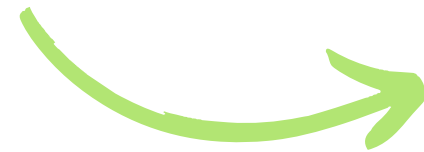
Restrict Who Can Register

Cancel Create

ADD ACTIVITIES

To add an Activity to a FlexTime Period:

- Open FlexTime > Activities tab
- Select the date and Flex period
- Click 'Add Activity'
- Select the Teacher or Search by Activity
- Click Assign



FlexTime Dashboard Reports Periods **Activities** Activity Template Settings

Flex Monday - Apr 8
10:00 am - 11:00 am

Mar 28, 2024 - Apr 28, 2024 Flex Period Flex Monday - Apr 8

Search by Title Name, ID Number or Email

All Activities My Activities Add Activity

Title	Teacher	Location	Manage Students	Check In	Remove
Algebra	Linda Nelson	Room 302	0 / 10	0 / 0	
English Make Up	Nicholle Miller	Room 304	0 / 22	0 / 0	

2 results |< < 1 > >| 100 per page

REVIEW FLEXTIME SCHEDULE

- In the 'Periods' tab, review your FlexTime schedule.
- View all FlexTime periods within the chosen date range, as well as the activities added to each period and the total students registered.
- You can Clone and Edit FlexTime periods here. Cloning will copy all activities and rosters to the new period.

The screenshot displays the FlexTime interface with the 'Periods' tab selected. The top navigation bar includes 'FlexTime', 'Dashboard', 'Reports', 'Periods', 'Activities', 'Activity Template', and 'Settings'. A date range of 'Mar 28, 2024 - Apr 28, 2024' is shown, along with a search box labeled 'Search by Title' and a 'Create Period' button.

Title	Date ↑	Time	Status	All Activities	My Activities	Total Registered	Clone	Edit
Flex Monday	Apr 8, 2024	10:00 am - 11:00 am		2 >	Add My Activity	0 / 32		
Flex Thursday	Apr 11, 2024	10:00 am - 11:00 am		2 >	Add My Activity	0 / 32		
Flex Monday	Apr 15, 2024	10:00 am - 11:00 am		2 >	Add My Activity	0 / 32		

The 'New Period' modal is open, showing the following fields and options:

- Title: Flex Monday Clone
- Date: Apr 8th, 2024
- Start Time: 10:00 AM
- End Time: 11:00 AM
- Allow teachers / staff to add activities:
- Allow teachers / staff to unregister students:
- Allow students to self-register: (Students can register to a different activity if they self-registered)
- Clone registered students:
- Clone assigned students:

Buttons for 'Cancel' and 'Create' are located at the bottom of the modal.



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Assign, Register and
Check In Students

ASSIGNING & REGISTERING



Students can be **Assigned** and **Registered** to your activities ahead of time to ensure they know where they are required to go. Students can also stay unregistered until they register themselves.

Assigned students can't unregister themselves

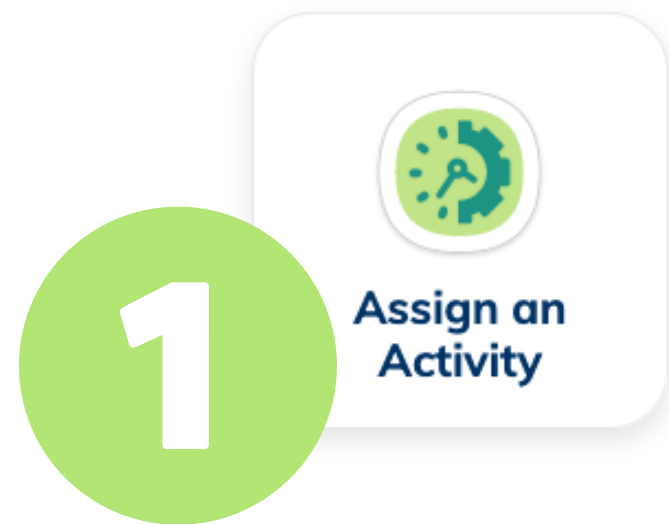
Registered students are able to change activity

Assigning students is perfect for compulsory classes and make up sessions.

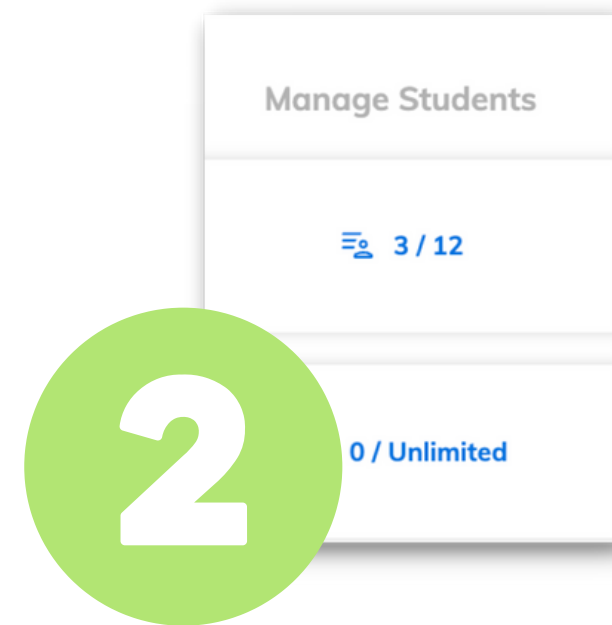
Registering students is a great option for adding all students to a home room class, allowing them to make different selections if they choose.

Students who are not assigned or registered will remain '**unregistered**' until they make their own choice of activity.

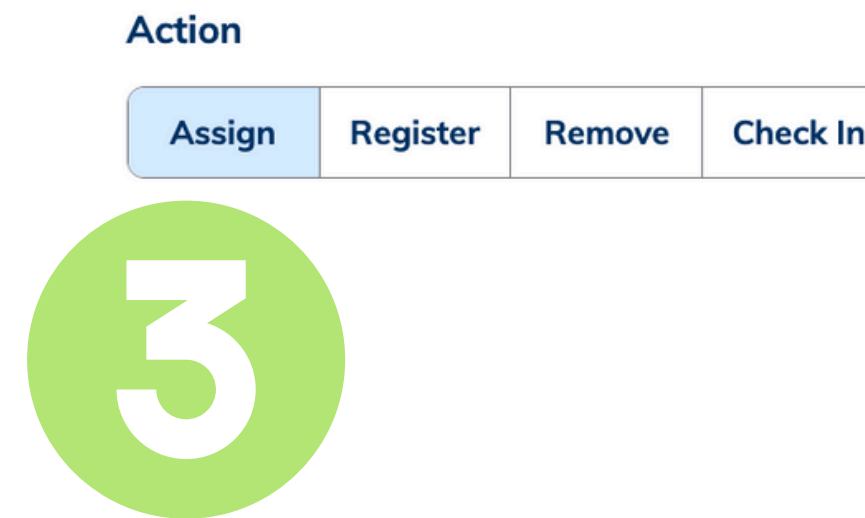
ASSIGNING & REGISTERING



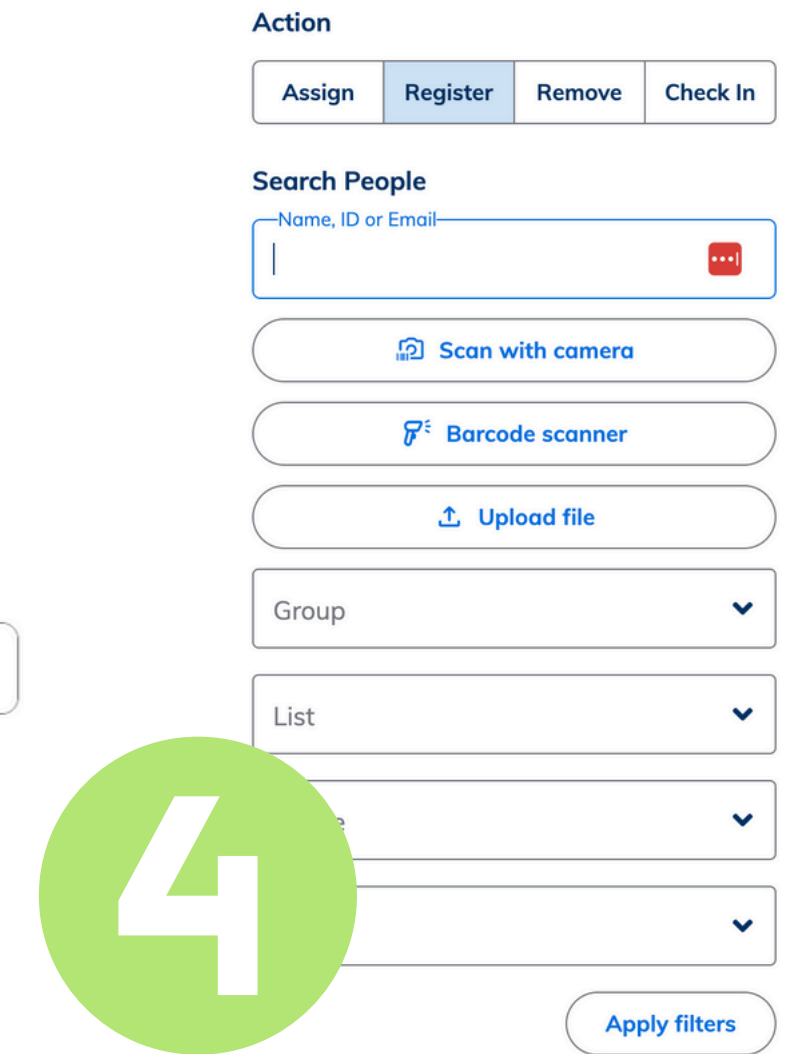
Go to My Tools, click on **Assign an activity**



Click the **Manage Students** button on your chosen activity.



Pick **Assign or Register** from the Action menu



Search People to assign or register your selected students.

STUDENT SELF REGISTRATION

Students can register for their own FlexTime activities

- Click on FlexTime in My Tools
- The Flextime periods that are available for students to register for will be listed. Their assigned or registered activities will show.
- Clicking on 'Register For Activity' displays a list of available activities for which the student can register for.

FlexTime for Students



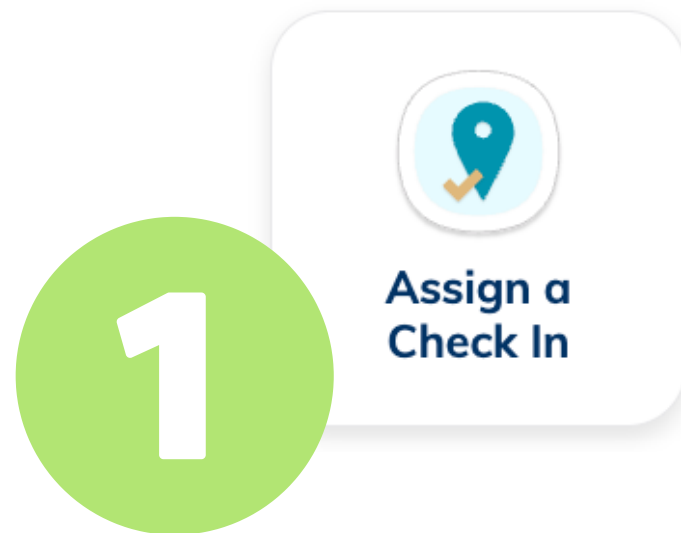
The screenshot displays the 'My Tools' dashboard in the Minga Mingle application. The left sidebar contains navigation options: 'Minga Mingle', 'My Tools' (selected), 'Home', 'Events', and 'Groups'. The main content area is titled 'My Tools' and includes links for 'Dashboard', 'Points', 'Notifications', 'FlexTime' (highlighted), and 'Behaviors'. Below these links, there are three FlexTime periods listed:

- MONDAY, APR 8, 10:00 AM - 11:00 AM, Flex Monday
- THURSDAY, APR 11, 10:00 AM - 11:00 AM, Flex Thursday
- MONDAY, APR 15, 10:00 AM - 11:00 AM, Flex Monday

Each period has a blue 'Register For Activity' button. On the right side of the dashboard, there is a notification card with a green gear icon and the text: 'You're registered for 0 upcoming activities!'.

CHECKING IN TO FLEXTIME

Now that you've established your activities, and assigned students, it's time to check them in for their FlexTime periods to take attendance.



Go to **My Tools**, click on **Assign a Check In**.

Choose Flex-Time and your activity



Check off the boxes for the students who are checking in.

Or, **scan student IDs** with a Barcode Scanner or device Camera

Action

Assign Register Remove **Check In**

Search People

Name, ID or Email

Upload file

Barcode scanner

Scan with camera

Name

Selected (3)

Arham Student

Dave Student

Finn Student

Search Results (17)

Michelle Student

Amrit Student

Cody Student

Giuseppe Student

Chris Student

Linda Student

Jeff Student

Flo Student

Check In

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Monitor FlexTime

VIEW DASHBOARD

Use the FlexTime Dashboard to review today's activities.

From the dashboard, view all registered, not registered, checked in and not checked in students.

Click on the number of students to go straight to the associated report.

FlexTime Dashboard Reports Periods Activities Activity Template Settings

Date: Apr 26th, 2024 Auto refresh [Refresh dashboard](#)

Periods Friday, Apr 26

Not Started Flex Friday 1:00 pm - 2:00 pm

Registered	23 >
Not registered	9 >
Checked in	0 >
Not checked in	23 >

Activities

Teacher Flex Friday 1:00 pm - 2:00 pm

Algebra Linda Nelson / Room 302

Registered	1 >
Checked in	0 >
Not checked in	1 >

English Make Up Nicholle Miller / Room 304

Registered	0 >
Checked in	0 >
Not checked in	0 >

English Make Up Exams Jason Teacher / D142

Registered	0 >
Checked in	0 >
Not checked in	0 >

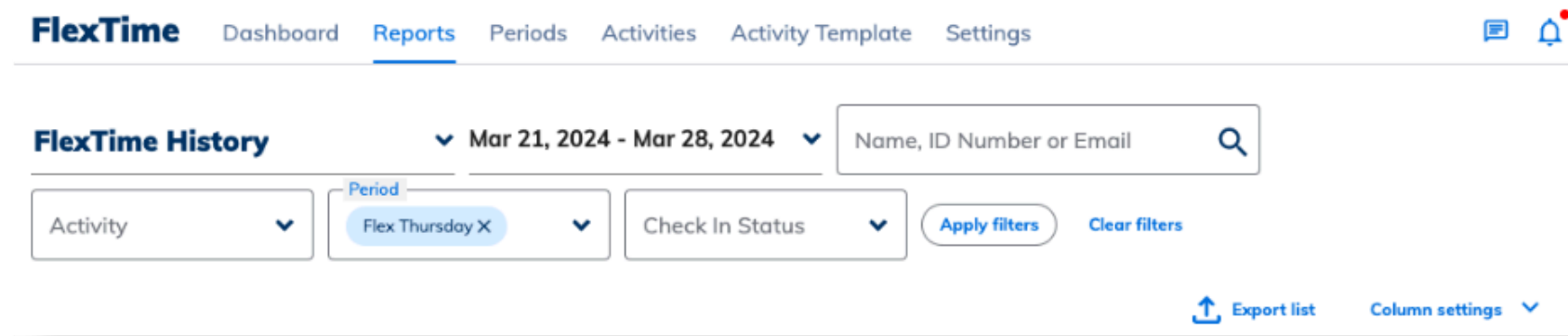
Finn's Factorials Finn Teacher / Math Dome

Registered	0 >
Checked in	0 >
Not checked in	0 >

GR 10 Math Missed Cl... Giuseppe Simpatico / Room 306

Registered	22 >
Checked in	0 >
Not checked in	22 >

VIEW FLEXTIME REPORTS



FlexTime reporting enables you to get a feel of your FlexTime program by analyzing the popularity of various activities, such as which activities are well attended and which are registered for but skipped.



The FlexTime History report enables you to view students who registered and who did/did not check in.

Name	ID Number	Date	Check In Time	Activity	Teacher
Timothy Teal	229698135	2023-Jul-06	09:59	Multisport	Karen Khaki
Chester Tester	12345	2023-Jul-06	09:59	Multisport	Karen Khaki
Timothy Teal	229698135	2023-Jul-06	09:59	Multisport	Karen Khaki
Wh Timothy Teal te	912322	2023-Jul-06	09:59	Multisport	Karen Khaki
Selena Stone	8123324	2023-Jul-06	09:59	Multisport	Karen Khaki
Chester Tester	12345	2023-Jul-06	09:59	Multisport	Karen Khaki

VIEW ALL UNREGISTERED STUDENTS

Owners & Managers can easily see all students who are yet to register for a flex period, so they can be assigned to default activities. This information is accessed through the 'Unregistered Report'.

For students who have not yet been registered for FlexTime activities:

- Click on FlexTime Manager in the main menu
- Click on Reports
- Filter to 'FlexTime Unregistered'
- Choose the period
- Choose the date range
- Apply filter

From this report, you can then Assign a student to a particular session.

<input type="checkbox"/>	Name	ID Number	Grade	Role
<input type="checkbox"/>	Monika Student	500000100	9	SL
<input type="checkbox"/>	Syed Student	500000300	9	SL
<input type="checkbox"/>	Keerthi Student	600001700	11	S
<input type="checkbox"/>	Nicholle Student	500000500	8	SL
<input type="checkbox"/>	Chelsea Student	500000800	12	SL
<input type="checkbox"/>	Pam Student	600000100	8	S
<input type="checkbox"/>	Dave Student	500000400	9	SL
<input type="checkbox"/>	Lauren Student	600000400	8	S
<input type="checkbox"/>	Georgia Student	600000500	10	S
<input type="checkbox"/>	Jeff Student	600000600	11	S
<input type="checkbox"/>	Camilla Student	600000700	12	S
<input type="checkbox"/>	Arham Student	600000900	10	S

FlexTime for Teachers



Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

