



Teachers Guide to

Managing FlexTime Activities

in MINGA

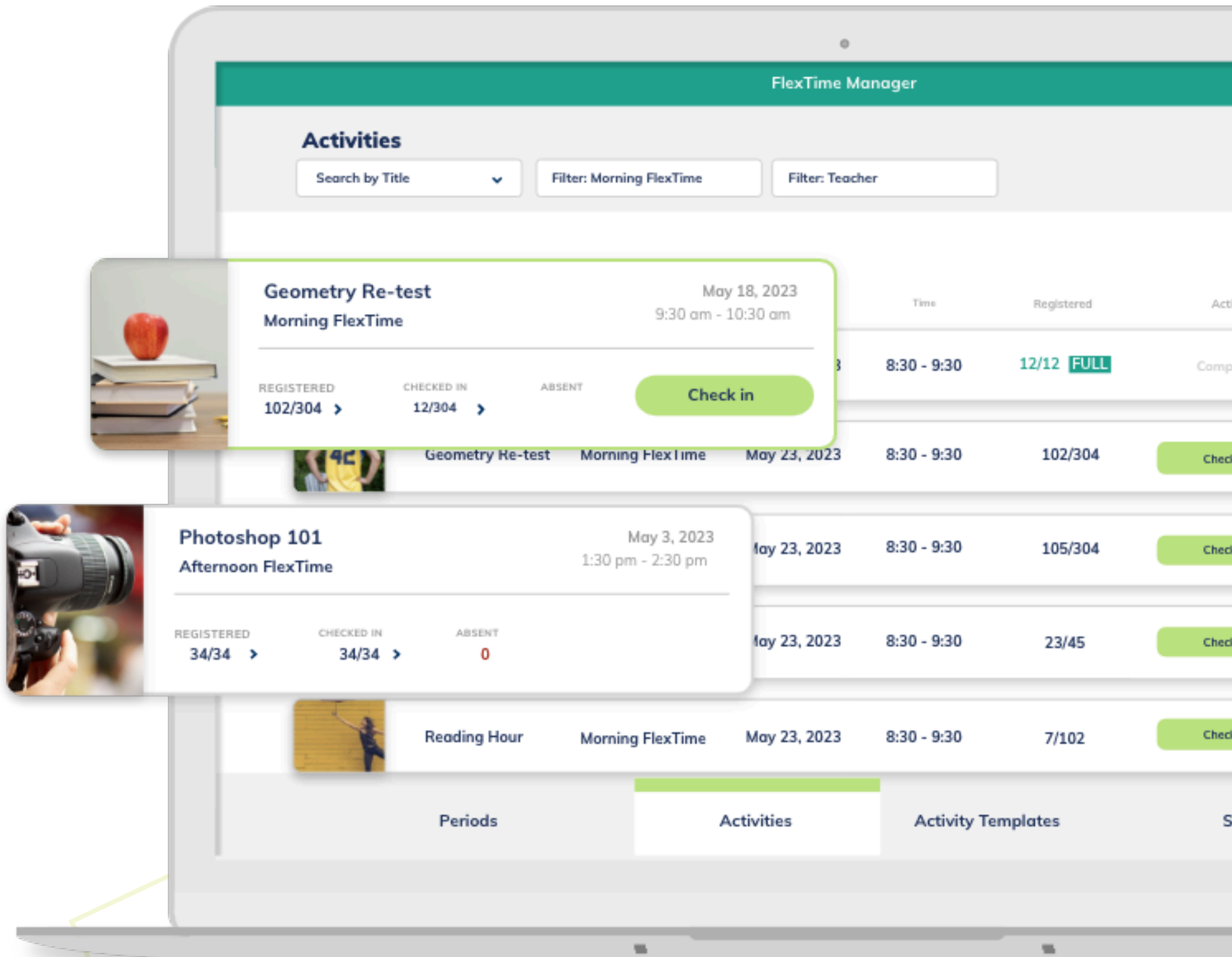
Host your own activities, lessons, make up sessions and more.
Add them to upcoming Flex periods and manage student attendance with pre-registration and student check in.

MINGA FLEXTIME

Minga FlexTime streamlines your school's Flex period management with an intuitive, user-friendly platform.

Conveniently create your own FlexTime activities and add them to the FlexTime periods set up by your school.

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



1

Mingga

FlexTime Periods

FLEXTIME PERIODS

Each flex period at your school will be added in advance into Minga FlexTime by your Minga admin team.

The period will set the date and time for the Flex period. Activities hosted by teachers can be added into each period.

To view all upcoming Flex Periods:

- Log in to Minga at app.minga.io
- Go to **My Tools**
- Click **FlexTime > Dashboard**
- Click on the green number of activities to see all activities already added to each period

Date: Apr 4th, 2024

Auto refresh Refresh dashboard

Periods Thursday, Apr 4

Period	Registered	Not registered	Checked in	Not checked in
Flex Thursday 1:00 pm - 2:00 pm	23	64	0	23
Flex Thursday 3:00 pm - 4:00 pm	1	86	0	1

Activities

Teacher:

Flex Thursday 1:00 pm - 2:00 pm Flex Thursday 3:00 pm - 4:00 pm

Activity	Registered	Checked in	Not checked in
English Make Up (Nicholle Miller / Room 304)	0	0	0
Algebra (Linda Nelson / Room 302)	1	0	1
English Make Up Exams (Jason Teacher / D142)	0	0	0
GR 10 Math Missed... (Giuseppe Simpatico / Room 306)	22	0	22
Finn's Factorials (Finn Teacher / Math Dome)	0	0	0



Managing your

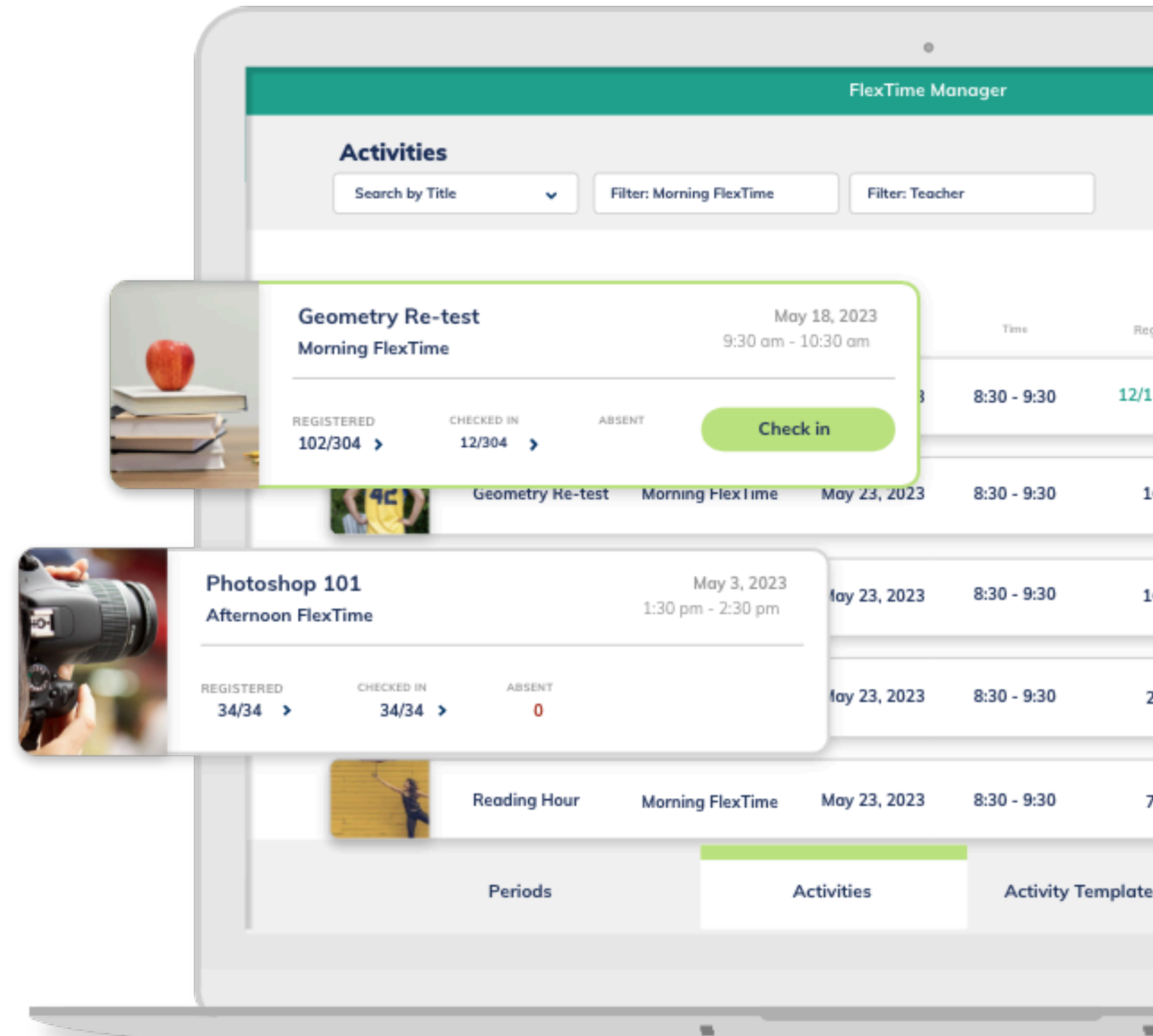
FlexTime Activities

FLEXTIME ACTIVITIES

Minga FlexTime gives students the ability to register themselves into activities during flex periods, or they can be pre-assigned by teachers.

Your school admin team may choose to create the activities on your behalf, or may allow teachers to create their own activities.

Activities are pre-created as activity templates and can then be added to any upcoming Flex Periods.



CREATE YOUR ACTIVITY TEMPLATES

If you are creating your own FlexTime activities, go to the FlexTime Dashboard and click on **Activity Templates**. You can create as many activity templates as you need.

Click on Create Activity

- Input the activity name, description, activity type, location and seats available.
- Restrict who can register if you want to restrict attendance by role, stickers, groups, grades, or by a specific list of selected people.



Toggle on 'Allow Students to Register' to students to self-register for that activity.

Toggling off, will require students to be assigned or registered by a teacher.

Create Activity

Activity Name
College Prep

Description
Come get help for your college applications

Nicholle Teacher

Activity Type
Tutorial

Location
Career Office

Seats Available ? 8

Activity Banner

Allow Students to Register

Restrict Who Can Register

Cancel Create

ADD YOUR ACTIVITY TO A PERIOD



Title	Date ↑	Time	Status	All Activities	My Activities	Total Registered
Flex Thursday	Apr 4, 2024	1:00 pm - 2:00 pm		5 >	Add My Activity	23 / 1059
Flex Monday	Apr 8, 2024	10:00 am - 11:00 am		5 >	Add My Activity	1 / 1059

Click on the '**Periods**' tab and set the date range for the period you are looking for.

- Click '**Add My Activity**'
- Select the Activity
- Click Assign

You can choose to add different activities to each upcoming period. To view all other activities added to the period, click the blue button with the arrow.

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Assigning & Registering

students to FlexTime activities

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

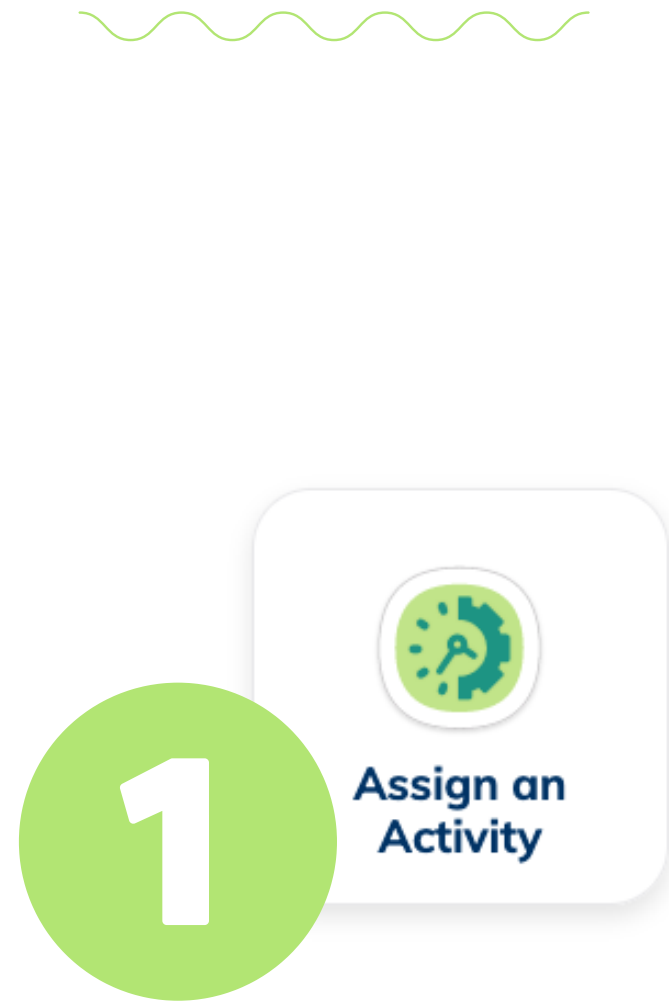
Registered students are able to change activity

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

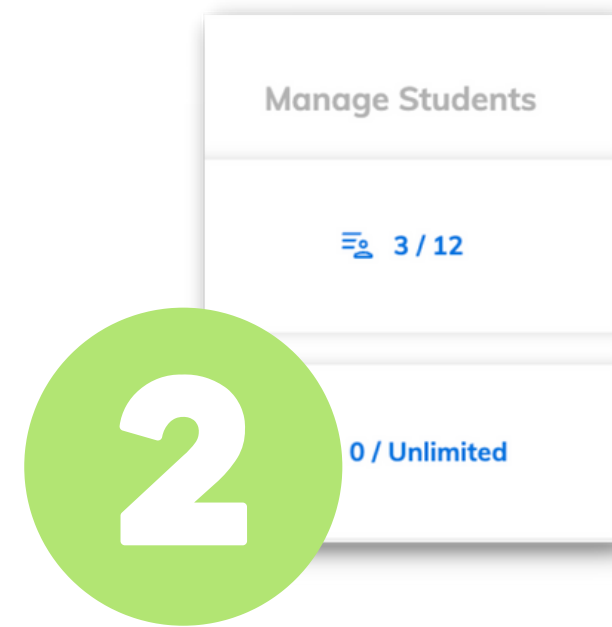
Registering students is a great option for adding all students to a home room class, allowing them to make different selections if they choose.

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

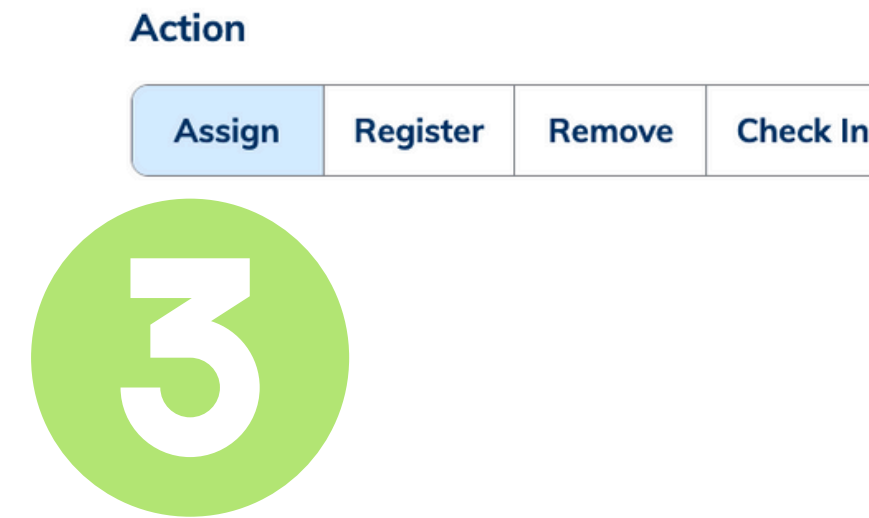
ASSIGNING & REGISTERING



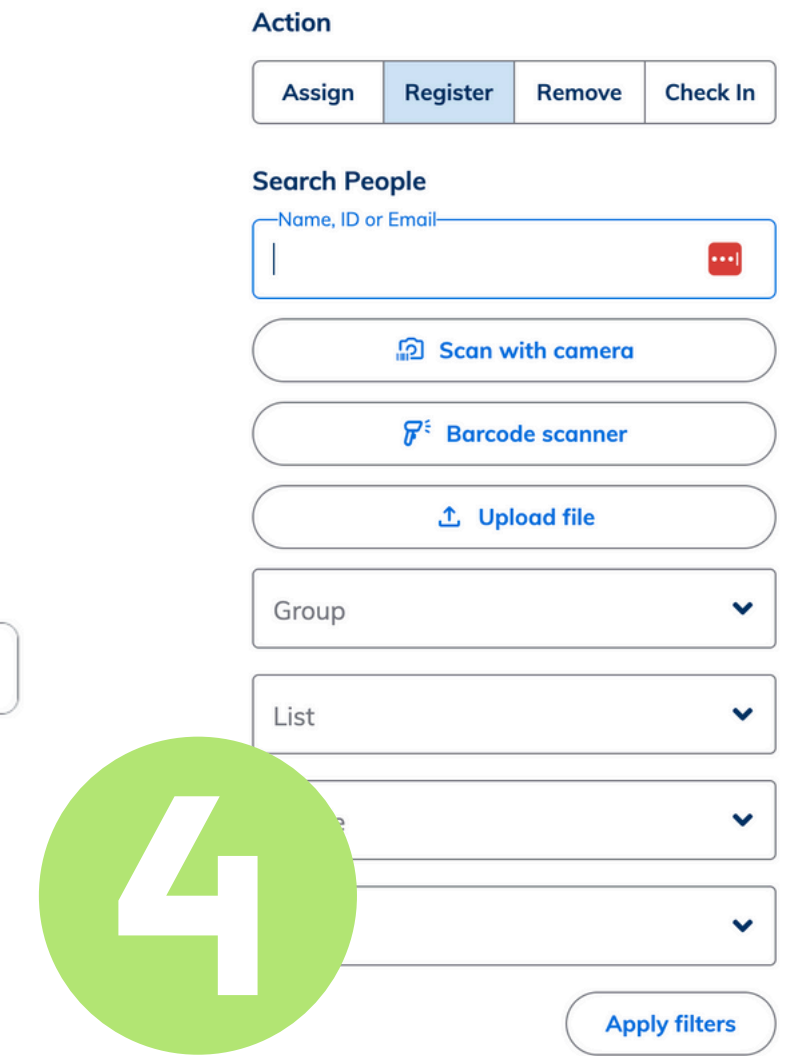
Go to My Tools, click on **Assign an Activity**



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 shows the 'My Tools' section of the Minga Mingle platform. 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

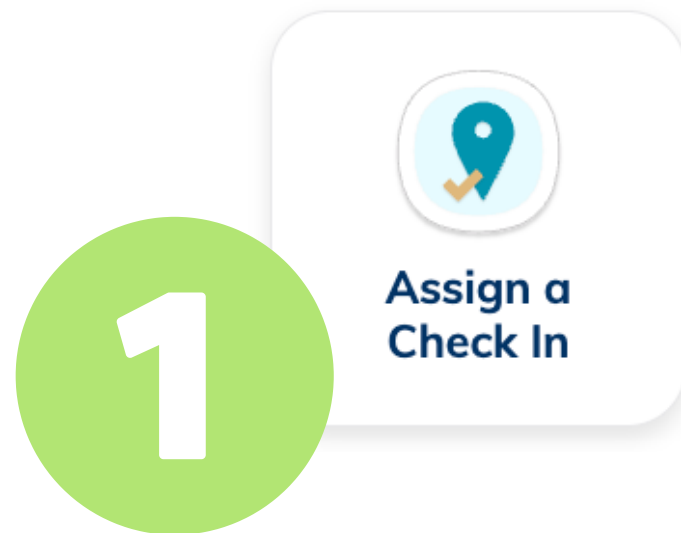
Each period has a blue button labeled 'Register For Activity'. On the right side of the interface, there is a notification card with a green gear icon and the text: 'You're registered for 0 upcoming activities!'.

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Checking In students
to FlexTime activities

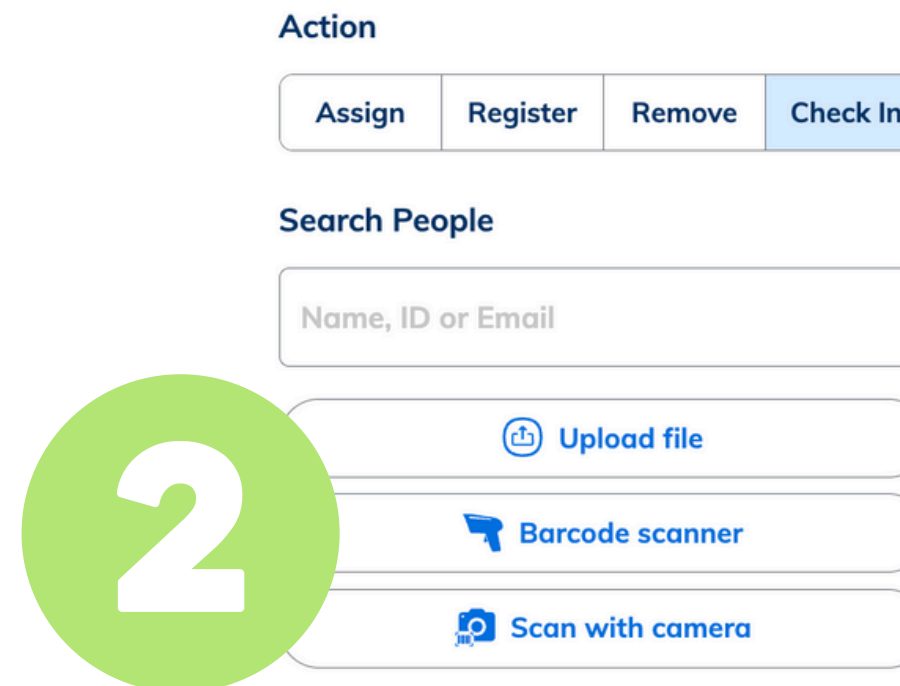
CHECKING IN TO FLEXTIME

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

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

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

