

Flex Student Manual

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Sample Timeline for Flex

Monday	Tuesday	Wednesday	Thursday	Friday
	Student choice open for Tuesday(10:30am)	Student choice open for Tuesday	Student choice open for Tuesday Student choice open for Thursday (10:30)	Student choice open for Thursday
Teacher choice for Tuesday Student choice open for Thursday	FLEX DAY Teacher choice for Tuesday (9:30) Student choice open for Tuesday(10:30am) Teacher choice for Thursday	Student choice open for Tuesday Teacher choice for Thursday	FLEX DAY Student choice open for Tuesday Teacher choice for Thursday (9:30am) Student choice open for Thursday (10:30)	Student choice open for Thursday

Login Instructions

Setup a Browser for Flex

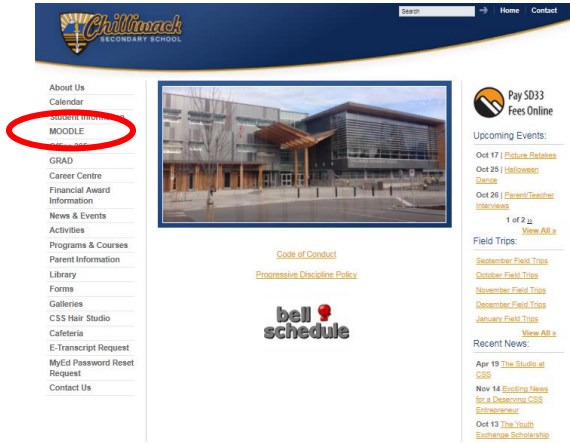
Google Chrome: Since Chrome was used for testing the Flex App, we suggest you use it for optimal performance. If you ever need to fresh the screen, press **Ctrl** plus **F5**

Internet Explorer (IE): Internet explorer has the default setting of using cached data. Before using Internet Explorer, configure the following settings (steps may change for different IE versions):

1. Click the **cog** on the top right corner, and select **Internet options**
2. Under **General** tab, click **Settings** under **Browsing history** heading
3. Under **Temporary Internet Files** tab, select **Every time I visit the webpage** and click **OK**

Login to Moodle

1. Click on the Moodle Login link through school website (best to use Google Chrome).



2. When your school login screen pops up, use your school computer Username and Password to Login. If you have not changed your password, your login information will be as follows:

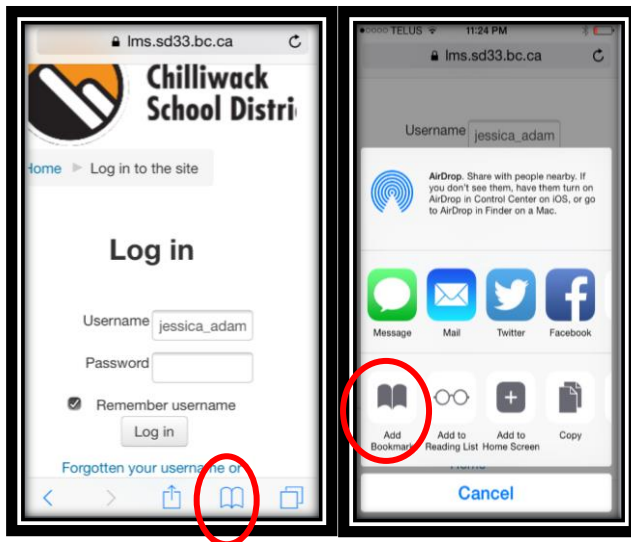
Username: **Student #**

Password: **YYYYMMDD** (Your birthday)

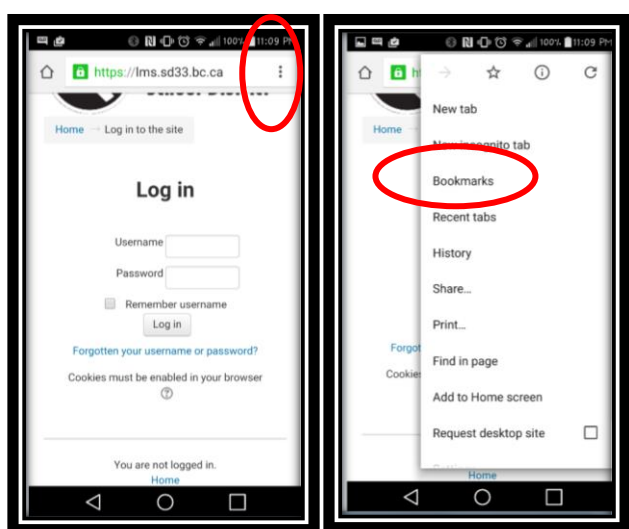
Make a Bookmark on a Mobile Device

Optional: You can create a short cut on a mobile device to Login to Moodle. The details on how to do this may vary for different device versions of Android and Apple. See example below.

Example: Apple Device

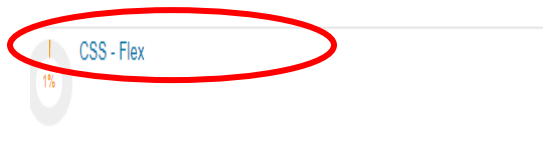


Example Android Device



Login to the Flex App

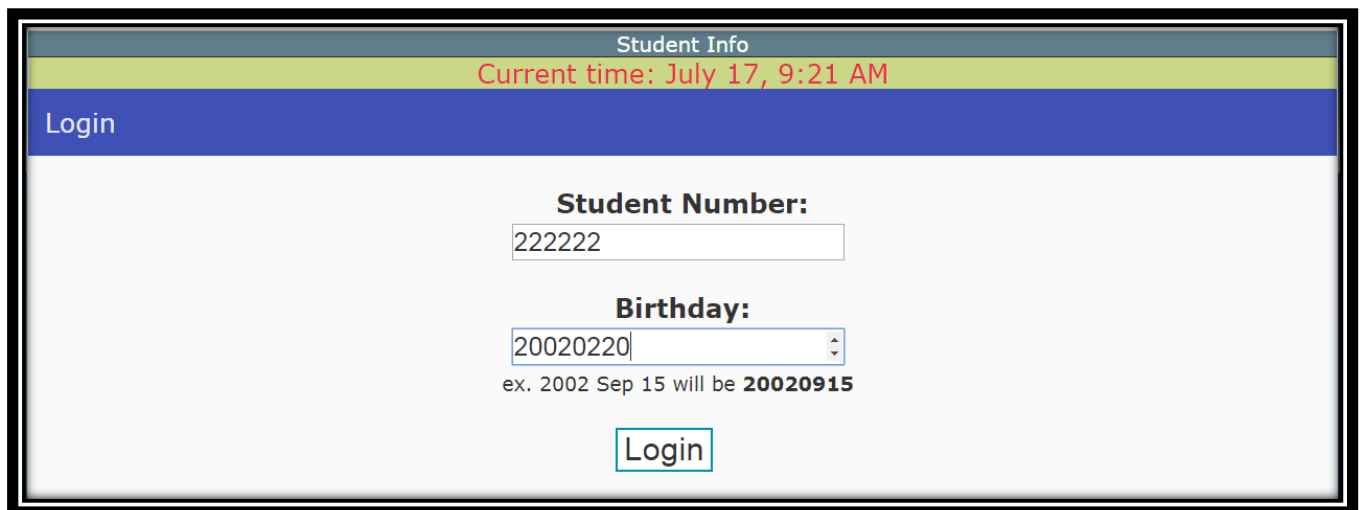
1. Once logged in to Moodle, click on the Flex course link: SSS - Flex.



2. Click on "Flex App – Student Access" in the Flex Session Signup heading in Moodle. This takes you to the Flex Login screen.



3. Login to the Flex App with your Student Number and Birthday (YYYYMMDD).

A screenshot of the Flex App login screen. At the top, it says "Student Info" and "Current time: July 17, 9:21 AM". Below that is a blue bar with the word "Login". The main area has a "Student Number:" label and a text input field containing "222222". Below that is a "Birthday:" label and a dropdown menu containing "20020220". Below the dropdown is the text "ex. 2002 Sep 15 will be 20020915". At the bottom is a "Login" button.

The system will remember the login information for the next time you login.

Choosing a Flex Session

Understanding the Flex Session Selection Page

There are two important sections on this page.

- 1) **Flex Session:** Lists all Flex sessions and their status. If there is more than one Flex session available, you may need to scroll down the page to view them all.

(Stage0) Selection Opening Soon (Preview only) Opens in 9 days 52 minutes
(Stage1) Selection Started You have 1 day 3 hours 24 minutes to make choice
(Stage3) Modification Started Flex teacher can modify choice till Thu Aug31 10:38
(Stage5) Session Started Flex session is currently running

Note: Flex Session Stages correspond to when you and teachers can make changes to choices. You will see only stages 0, 1, 3, and 5.

(Stage 0) Selection Opening Soon – Preview only, you can see all choices offered, for future Flex sessions

(Stage 1) Selection Started – You can make a choice for the next Flex session starts

(Stage 2) Selection Ended – You can no longer make a choice for this Flex session

(Stage 3) Modification Started – Teachers can start modifying your choice

(Stage 4) Modification Ended – Teacher modification ends

(Stage 5) Session Stared – This Flex session is in progress (you should be there!)

(Stage 6) Session Ended – This Flex session has ended

- 2) **Flex Score:** Provides information on the points you earn for each session, a summary of all the points you have earned, and detailed information on what points you earned for each session.

Make and Save a Choice (Five Options)

You, a teacher, or the Flex App program can make a Flex choice for you. Depending on who makes the choice, you earn a different number of points. You earn zero, one or two points for each Flex session selection process. You also earn points for arriving on time and participating in the session.

Flex Session for Thu August 17 at 10:38 AM (60 mins)
Selection Started You have 3 days 57 minutes to make choice

<u>Darkroom & Studio</u> Mrs. Kaima Bazar @1126 (0/20)	<u>Math drop in</u> Mr. Dave Campbell @3020 (0/30)
<u>Table Tennis</u> Mr. Alex Chen @2163 (0/30)	<u>Regular Flex Choice</u> Mr. Rob Bogunovic @3013 (0/30)

OTHER CHOICES

Please make a choice

Note: A red highlighted message will remind you to make a choice for the next open Flex session.

Option 1: Select one of your current teachers. Gives you **2 out of 2** points.

Your current teachers, listed below each Flex session, make it easy to choice one of them if preferred. Click on **one of your current teachers**, to select what they offer, as your choice. Simply select a different teacher to change your choice. Notice that the choice you make turns yellow and the room number, start time, and teacher name for the Flex session you attend appears in bold text.

Regular Flex Block: Mon September 04 at 10:38 AM (60 mins)
(Stage1) Selection Started You have 1 day 3 hours 24 minutes to make choice

<u>Regular Flex Choice</u> Mrs. Teruyo Tiechko @3008 (0/30)	<u>Regular Flex Choice</u> Mr. Harold Willers @3015 (0/30)
<u>Regular Flex Choice</u> Mr. Allan Rogers @3010 (0/30)	<u>Regular Flex Choice</u> Mr. Gary Raddysh @1131 (1/30)

OTHER CHOICES

Please go to 1131 on Mon September 04 at 10:38 AM
--- Mr. Gary Raddysh ---

You made choice for this flex session, keep up with the good work! You will be attending 2 sessions in a row, you rock!

Option 2: Choose a Flex session from other teachers. Gives you **2 out of 2** points.

Click on **OTHER CHOICES** to see a list of upcoming Flex sessions offered by **all teachers**. Review the different Flex session offerings and select the one you want to attend.

Regular Flex Block: Mon September 04 at 10:38 AM (60 mins)
(Stage1) Selection Started You have 1 day 3 hours 24 minutes to make choice

<u>Regular Flex Choice</u> Mrs. Teruyo Tiechko @3008 (0/30)	<u>Regular Flex Choice</u> Mr. Harold Willers @3015 (0/30)
<u>Regular Flex Choice</u> Mr. Allan Rogers @3010 (0/30)	<u>Regular Flex Choice</u> Mr. Gary Raddysh @1131 (1/30)

OTHER CHOICES

Please go to 1131 on Mon September 04 at 10:38 AM
--- Mr. Gary Raddysh ---

You made choice for this flex session, keep up with the good work! You will be attending 2 sessions in a row, you rock!

Back to Info for Kaitlynn Withyman		
Info for Kaitlynn Withyman Log out		
Current time: July 17, 10:50 AM		
(1) <u>Study Hall</u> Ms. Jessica Adams-Loupriet @Grand Hall (0/40)	(21) Ms. Andrea Doerksen @2177 (0/30)	(41) <u>DFT Edit Time</u> Mr. Brent Moore @2007 (0/20)
(2) Mr. Steve Anderson @3003 (0/30)	(22) <u>Spanish and/or study</u> Mrs. Lynnette Earle @3006 (0/30)	(42) <u>Math Help</u> Ms. Katie Nguyen @3016 (0/30)
(3) <u>Silent reading, etc</u> Ms. Penny Anderson @Library (0/60)	(23) Mrs. Kelsey Edwards @1172 (0/30)	(43) Mr. Chris Olafson @2160 (0/30)
(4) Mr. Martin Armstrong @3014 (0/30)	(24) Mr. Matthew Ferris @2160 (0/30)	(44) <u>English Help</u> Ms. Rebecca Palansky @2164 (0/30)
(5) <u>Chess: learn to play</u> Mr. Gary Badker @2166 (1/22)	(25) <u>Math Help</u> Ms. Gail Garcia @3162 (0/30)	(45) Mrs. Anna Portman (NO FLEX SESSION)
(6) <u>Darkroom & Studio</u>	(26) Mr. Aaron Glendinning @1182 (0/30)	(46) Mr. Chad Priebe

Session colour guide:

- Blue** - Flex session has space and is open
- RED** - No Flex session offered by the teacher
- Yellow** - Your currently selected Flex session

Other buttons on this page:

Log out – Securely logs you out of the system.

Back to Info for “student name” – Returns you to students information (main) page to view the room number, start time, and teacher name for the Flex session you attend.

Option 3: Flex app picks the Flex session for you. Gives you **0 out of 2** points

If you do not make a choice before the selection deadline (Stage 2), the Flex app will pick a Flex session in the following order:

- I. First, the Flex app will try to pick one of your current teachers based on space.
- II. Second, the Flex app picks any other teachers session if all your current teachers have no space in their Flex sessions.

Option 4: Ask your Flex teacher to change the Flex session you attend. Gives you **1 out of 2** points.

After the selection deadline and before the start of the Flex session (Stage 3), your Flex teacher can modify the selection you made or the Flex app picked.

Option 5: Ask session teacher or office to override the selection you made or the Flex App picked.

Has no effect on points you may have earned.

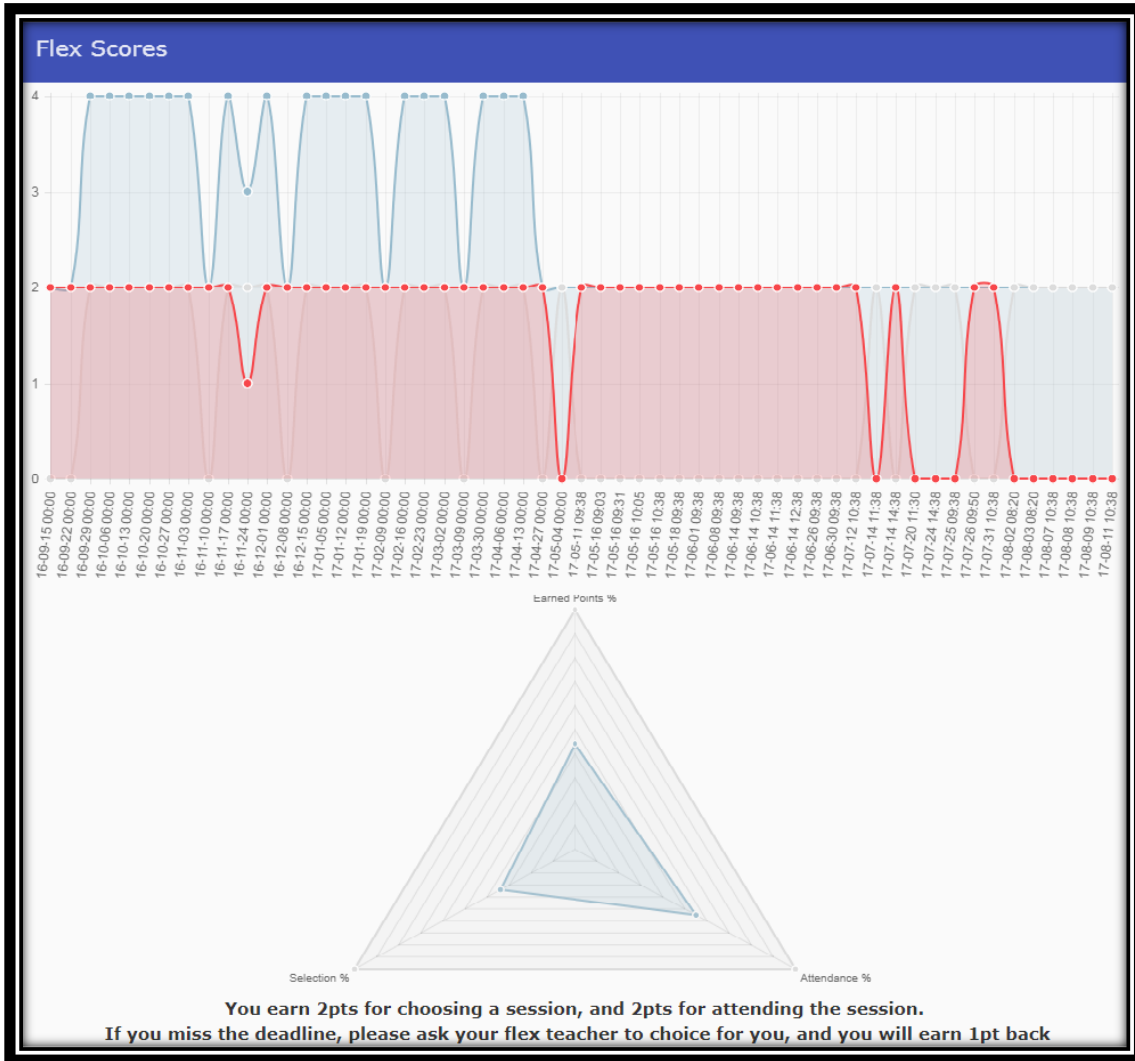
You can override a choice after the selection deadline and before the start of the Flex session.

You can ask the teacher, for the session you want to attend, to override the unwanted selection you made. The office may also do this for you.

Flex Marks:

Earning Points

Located at the bottom of the students Flex Choice screen is information regarding your Flex scores. Here you can find information about points you earned and what you Flex score is.



You earn Flex points in the following ways:

- Earn 2 points for selecting a session before the selection deadline
- Lose 1 point for having your Flex teacher modify your selection
- Earn 0 points if the program makes the selection for you
- No change in point if you get a teacher or office to override a selection

Reminder: You can check your points at any time. Points will automatically tally after each Flex session.

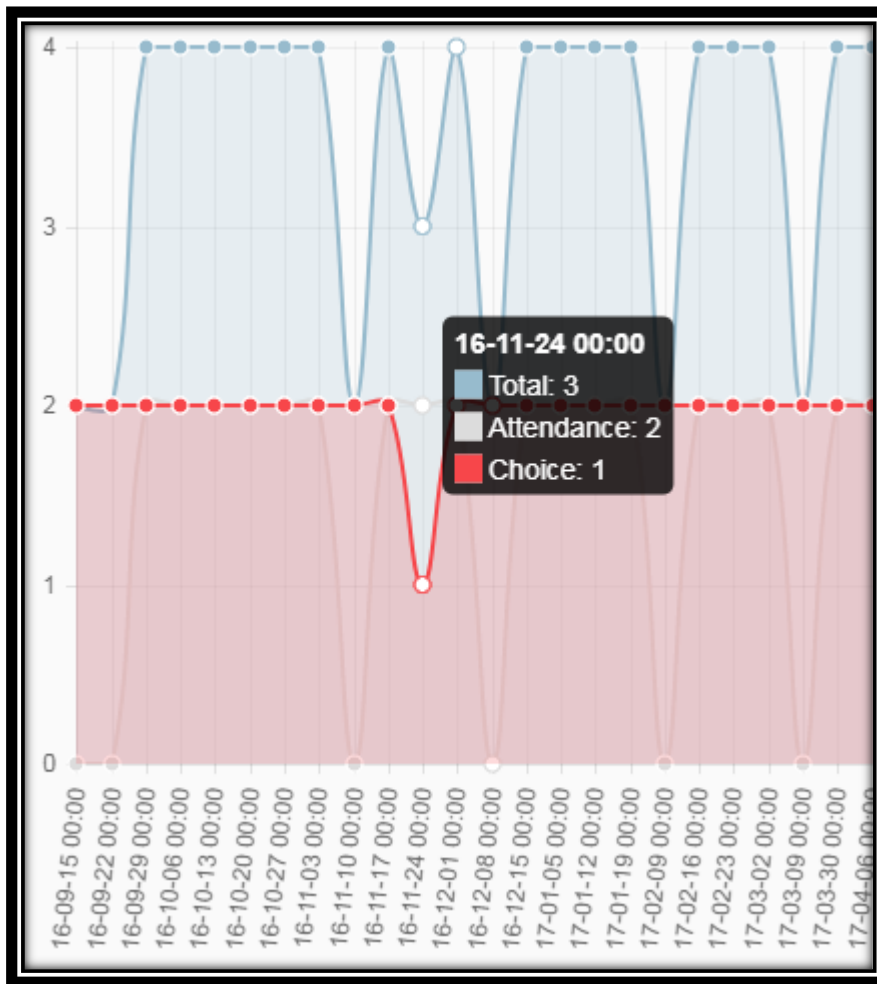
Find Detailed Information about Points Earned

Bar graph: lists the points you earned for making a choice for a session, attending the session, and the total point for that session.

Pyramid graph: lists total percentage earned for making choices, attending sessions, and over all earned points

How to Read the Line Graph

The round dots along the top the line graph indicates the number of points earned for each session. To display the points earned in text format simple touch an area on the graph.



The following guide explains how to read the graph:

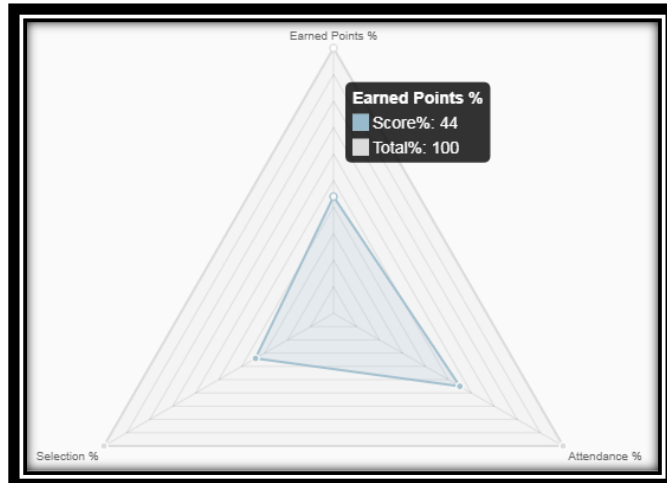
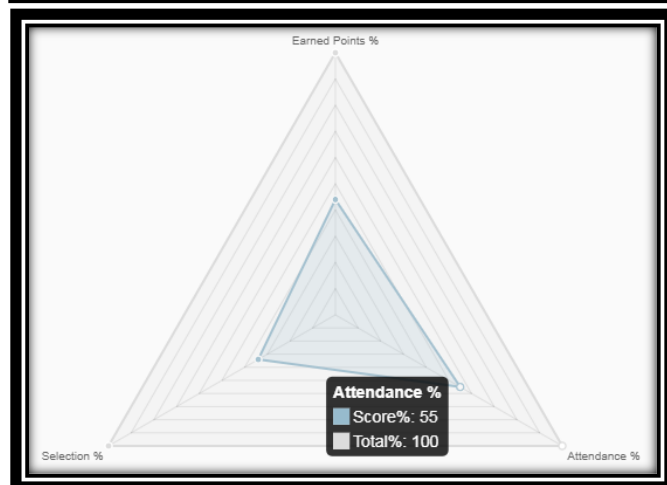
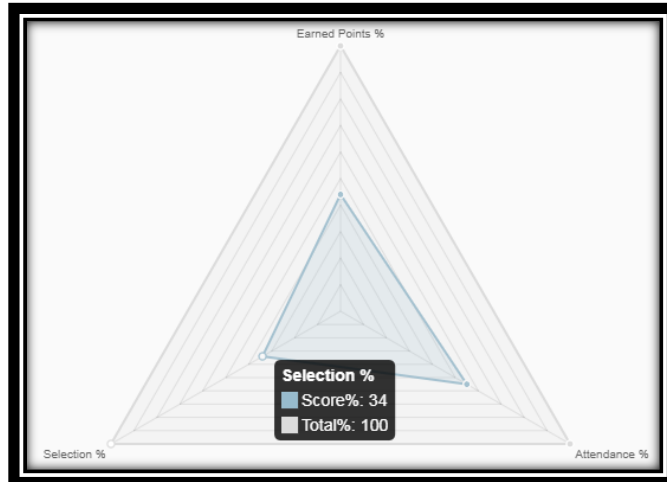
Blue – Total point earned for the session

Red – Two, one, or zero points earned for making a choice

White – Two or zero points for attending the Flex session

How to Read the Pyramid Graph

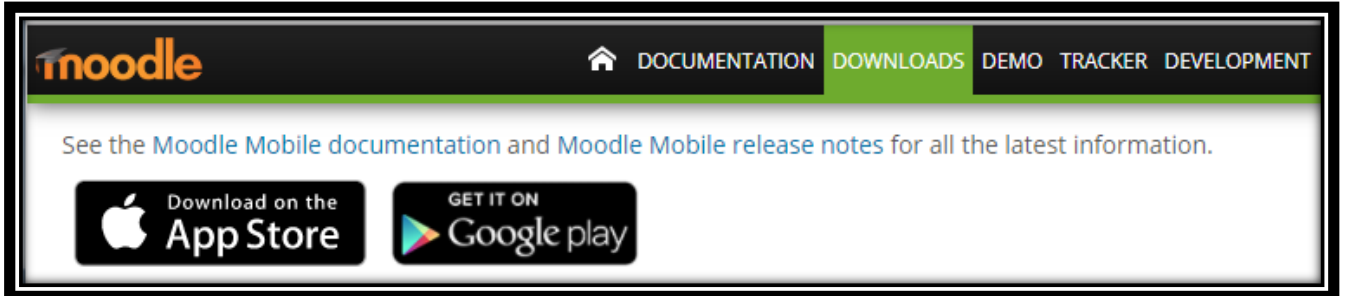
Touch any one of the three areas (Selection, Attendance, and Earned Points) on the pyramid to reveal your current total percentage for that section.



Moodle App Option

Download the Moodle App

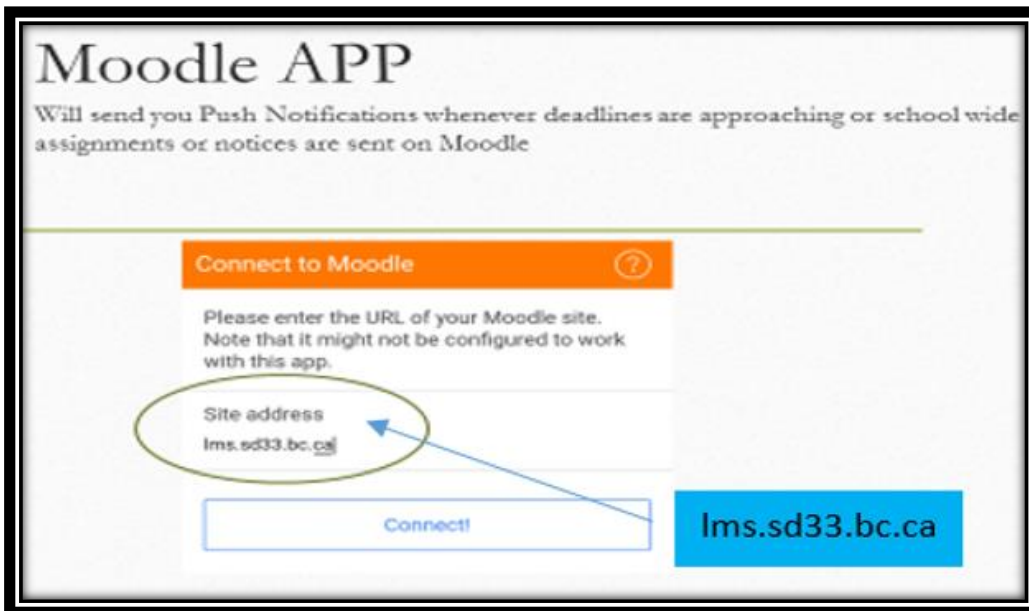
Students can download the free Moodle mobile APP at <https://download.moodle.org/mobile/>



Note: Google Play is currently unavailable but may be available in the future.

Connect to Moodle via the App

When you first open the APP, you will need to enter the **Site Address: lms.sd33.bc.ca** to Connect



Use the App

Follow these steps to login and make a choice for a session

Step 1: Enter your username and password – the same as your school computer login

Step 2: Click on "CSS-Flex course"

Step 3: Click on "all sections"

Step 4: Click on the “Flex App – Student Access” under Flex Session Signup



Step 5: Login to the Flex App with your Student Number and Birthday (YYYYMMDD).

A screenshot of a web application interface. At the top, there is a grey header bar with the text "Student Info". Below this is a green bar with the text "Current time: July 17, 9:21 AM" in red. A blue bar with the text "Login" is positioned below the green bar. The main content area is white and contains the following elements: a label "Student Number:" followed by a text input field containing "222222"; a label "Birthday:" followed by a date picker input field containing "20020220"; and a small example text "ex. 2002 Sep 15 will be 20020915" below the date picker; and a blue "Login" button at the bottom.

The system will remember the login information for the next time you login.