

# FlexTrack v2 Beta

URL: <https://studentrcc.sharepoint.com/sites/ws/flextrack/>

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## FlexTrack v2 Overview

This FlexTrack v2 application was developed to replace the current FlexTrack system. The new FlexTrack application operates similarly to the current system but is cloud-based and mobile friendly. This new cloud-based version is hosted in our Microsoft Office 365 tenant and can be accessed from anywhere in the world, without the need of a VPN connection.

## Accessing the new FlexTack Application

To access the new FlexTrack application, navigate to the following link:

<https://studentrcc.sharepoint.com/sites/ws/flextrack/>

At the login prompt, enter your RCCD email address and the password you use to access your RCCD email.

Once authenticated, you'll be redirected to the Individual Activities home screen.

## Individual Activities Home Screen

The screenshot shows the user interface for Michael Juan. At the top left, his profile information is displayed: Michael Juan, Employee#: 1000000, Email: michael.juan@rccd.edu, and Department: Dist Web Svcs. To the right is a blue '+ Add Activity' button. Below the profile, the '2020 - 2021 Obligation Status' is shown as a red bar at 0/24, with a green line indicating 'Approved hours' and another green line indicating 'Current year obligation' at 6/24. An 'Add new activity' label points to the '+ Add Activity' button. The 'Academic Year' dropdown is set to '2020 - 2021'. The 'Individual Activities' section is titled 'Activities you submitted' and contains a table with two rows of activities. A green line points to the first activity title with the annotation 'Click title to view or edit activities'. The 'Calendar Events' section is titled 'Flex events you've attended' and contains a table with one row for a 'Test Event'.

**Michael Juan**  
Employee#: 1000000  
Email: michael.juan@rccd.edu  
Department: Dist Web Svcs

2020 - 2021 Obligation Status: 0/24  
Approved hours: 6/24  
Current year obligation: 6/24

+ Add Activity  
Add new activity

Academic Year: 2020 - 2021

Individual Activities: Activities you submitted

Title	Date(s)	Hours	Approval Status	Evidence Status
Guiding the Health Professions Student: A Webinar for College Counselors	11/2/2020	3	Pending	Pending
Models for Integrated Support, and Scaling Integrated Support	9/30/2020	2	Pending	Pending

Click title to view or edit activities

Calendar Events: Flex events you've attended

Title	Date(s)	Hours Credited
Test Event	10/20/2020 - 10/22/2020	6

# Adding Individual Activities

1) From the Individual Activities screen, click on the **Add Activity** button.

**Michael Juan**  
 Employee#: 1000000  
 Email: michael.juan@rccd.edu  
 Department: Dist Web Svcs

2020 - 2021 Obligation Status 6/24  
25%

Academic Year  
 2020 - 2021

**Individual Activities**

Title	Date(s)	Hours	Approval Status	Evidence Status
Guiding the Health Professions Student: A Webinar for College Counselors	11/2/2020	3	Pending	Pending
Models for Integrated Support, and Scaling Integrated Support	9/30/2020	2	Pending	Pending

**Calendar Events**

Title	Date(s)	Hours Credited
Test Event	10/20/2020 - 10/22/2020	6

2) Fill in activity details

**Add Individual Activity**

Event Title \*  
 Models for Integrated Support, and Scaling Integrated Support

Description of Activity  
 GP has caused colleges to reconsider student success through the integrated lens of support and instruction. What sustainable and effective models have been implemented and scaled in our CCC's

Choose an Event Date \*  
 Tue Sep 29 2020

Choose an End Date  
 Tue Sep 29 2020

Location  
 Online

Duration  
 3

Presenter  
 Guided Pathways Group

Objectives

- Course instruction and evaluation, including assessment
- Staff development, in-service training, and instruction development
- Program and course curriculum or learning resource development and evaluation (e.g. Program review training, curriculum review)
- Student personnel services
- Learning resource services
- Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity training
- Department or division meetings, conferences, and workshops, and institutional research

3) Attach your evidence and click **Save** button.

**Michael Juan**  
Employee#: 1000000  
Email: michael.juan@rccd.edu  
Department: Dist Web Svcs

2020 - 2021 Obligation Status 6/24  
25%

Academic Year:

**Individual Activities**

Title	Date(s)	Hours
Guiding the Health Professions Student: A Webinar for College Counselors	11/2/2020	3
Models for Integrated Support, and Scaling Integrated Support	9/30/2020	2

**Calendar Events**

Title	Date(s)
Test Event	10/20/2020 - 10/22/2020

Student personnel services  
 Learning resource services  
 Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity training  
 Department or division meetings, conferences, and workshops, and institutional research  
 Other duties as assigned by the district

Add Evidence

JPG PNG DOC DOCX PDF XLS XLSX PPT PPTX

Drop files here or click to upload.

## Editing Individual Activities

(Note: Activities can only be edited prior to being approved.)

1) From the Individual Activities screen, click on the **Title of the Activity** you wish to edit.

**Michael Juan**  
Employee#: 1000000  
Email: michael.juan@rccd.edu  
Department: Dist Web Svcs

2020 - 2021 Obligation Status 6/24  
25%

Academic Year:

**Individual Activities**

Title	Date(s)	Hours	Approval Status	Evidence Status
Guiding the Health Professions Student: A Webinar for College Counselors	11/2/2020	3	Pending	Pending
Models for Integrated Support, and Scaling Integrated Support	9/30/2020	2	Pending	Pending

**Calendar Events**

Title	Date(s)	Hours Credited
Test Event	10/20/2020 - 10/22/2020	6

[+ Add Activity](#)

2) Make your edits and then click on the **Save** button.

**Michael Juan**  
Employee#: 1000000  
Email: michael.juan@rccd.edu  
Department: Dist Web Svcs

2020 - 2021 Obligation Status 6/24

Academic Year  

2020 - 2021

**Individual Activities**

Title	Date(s)	Hours
Guiding the Health Professions Student: A Webinar for College Counselors	11/2/2020	3
Models for Integrated Support, and Scaling Integrated Support	9/30/2020	2

**Calendar Events**

Title	Date(s)
Test Event	10/20/2020 - 10/22/2020

- student personnel services
- Learning resource services
- Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity training
- Department or division meetings, conferences, and workshops, and institutional research
- Other duties as assigned by the district

Add Evidence



Drop files here or click to upload.

## Frequently Asked Questions

### How do I access the new FlexTrack application?

The new FlexTrack application can be accessed via our District Office 365 portal at <https://studentrcc.sharepoint.com/sites/ws/flextrack/>

### When I try to access the FlexTrack application I get “You do not have access to this application.” What should I do?

If you get the message above, chances are your account or role have not been setup. Contact your college administrator and have them verify your role or create an account for you.

College Administrators:

Moreno Valley College - [Sabina.Fernandez@mvc.edu](mailto:Sabina.Fernandez@mvc.edu)

Norco College - [Nicole.Brown@norcocollege.edu](mailto:Nicole.Brown@norcocollege.edu)

Riverside City College - [Melinda.Miles@rcc.edu](mailto:Melinda.Miles@rcc.edu)