

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 name and contact information are displayed: Michael Juan, Employee#: 1000000, Email: michael.juan@rccd.edu, Department: Dist Web Svcs. To the right is a blue '+ Add Activity' button. Below this is a progress bar for '2020 - 2021 Obligation Status' showing 25% completion, with a '6/24' deadline. A green line points from the 'Approved hours' label to the progress bar, and another points from 'Current year obligation' to the '6/24' date. Below the progress bar is an 'Academic Year' dropdown menu set to '2020 - 2021'. A green line points from the 'Activities you submitted' label to the 'Individual Activities' section header. The 'Individual Activities' section contains a table with columns: Title, Date(s), Hours, Approval Status, and Evidence Status. Two activities are listed, both with 'Pending' status in yellow boxes. A green line points from the 'Click title to view or edit activities' annotation to the first activity title. Below this is the 'Calendar Events' section, with a green line pointing from the 'Flex events you've attended' label to the section header. It contains a table with columns: Title, Date(s), and Hours Credited, showing one event: 'Test Event' from 10/20/2020 to 10/22/2020 with 6 hours credited.

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

2020 - 2021 Obligation Status
25%
6/24

Approved hours
Current year obligation

+ Add Activity
Add new activity

Academic Year
2020 - 2021

Activities you submitted

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

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

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Guiding the Health Professions Student: A Webinar for College Counselors	11/2/2020	3	Pending	Pending
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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
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

JPG PNG DOC DOCX PDF XLS XLSX PPT PPTX

Drop files here or click to upload.

Save Cancel

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
2020 - 2021

Individual Activities

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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

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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

Norco College - Nicole.Brown@norcocollege.edu

Riverside City College - Melinda.Miles@rcc.edu