

Help Guide



Check Flex Hours (Campus Administrators)

Overview

The purpose of this Help Guide is to provide instructions to follow when running a campus report to check Flex Hours for teachers on your campus.

Getting Started

- 1. Open ClassLink LaunchPad.
- 2. Click on the Eduphoria! Icon.



3. Log in to Strive.



4. Click on Reports.



5. Scroll down and select Staff Credit Report under Staff Reports.



Staff Credit Report

- Under Document View select View credits by staff member, including event titles.
- 2. Under Credit Types select Flex District Content and Flex Teacher-Selected.
- 3. Select Start Date by clicking on the calendar at the right of the dialog box.
- 4. Select End Date by clicking on the calendar at the right of the dialog box.
- 5. Select the campus(es) for which you are creating a report.
- 6. Select PDF or EXCEL for the report format.
- 7. Click Export.

Staff Credit Report	+		
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The staff credit report displays earned credits	s by staff member or credit type.		
Document View:	-		
View credits by staff member View credits by staff member, including o View staff members by credit type	nert tites 🚺		
Gredit Types: (Selecting no credit types	will include all in the report)		
thingoal	Compliance Training		
Digital Leadership Level 1	DOT / Fecas	Early Learning Education	
C Eccentrics	COTCOH Reporting Category	COTCO4 2019-2020 Integration Points	
Trigich) anguage Arts 🥒 💋	< Des	the Arts	
FLEX District Content	REX Teacher-Selected	Fondign Language	
FirdsD Ferward	Geography	G	
OT Certification	GT Research	- HOD	
Built	History	Hearly Companyation	
- HPE	KNONCS	LAN RUEK	
UN Strategic Compensation	Hathematics	NTA.	
Distance PLEX	Dynamic Distances	Presenter Criskt	
Reading	Reading Academics	□ e71	
Science	Social Studies	SPED	
Stpend	Title 1	Texas Stec CPE	
Start Date:	-		
5/30/2023	3		
End Date:	<u> </u>		
5/24/28/24	^		
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156 - Ridalea Hills FS (Adjort Y			
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