



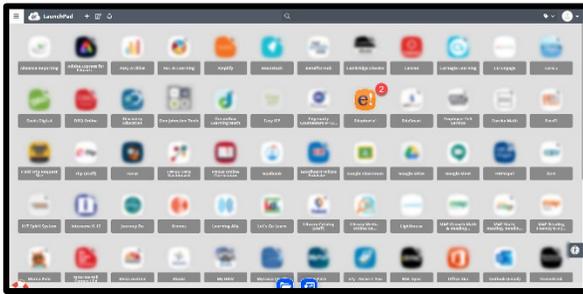
Check Flex Hours (Campus Administrators)

Overview

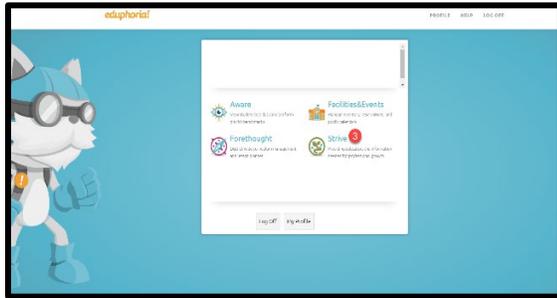
The purpose of this Help Guide is to provide instructions to follow when running a campus report to check Flex Hours for teachers on your campus.

Getting Started

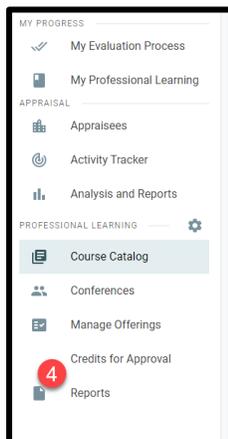
1. Open ClassLink LaunchPad.
2. Click on the **Eduphoria!** Icon.



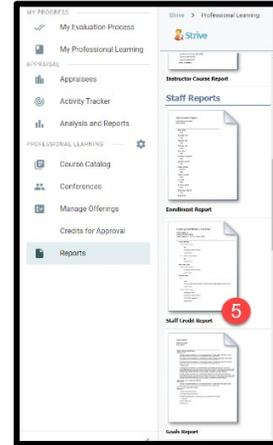
3. Log in to **Strive**.



4. Click on **Reports**.



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



Staff Credit Report

1. 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.

