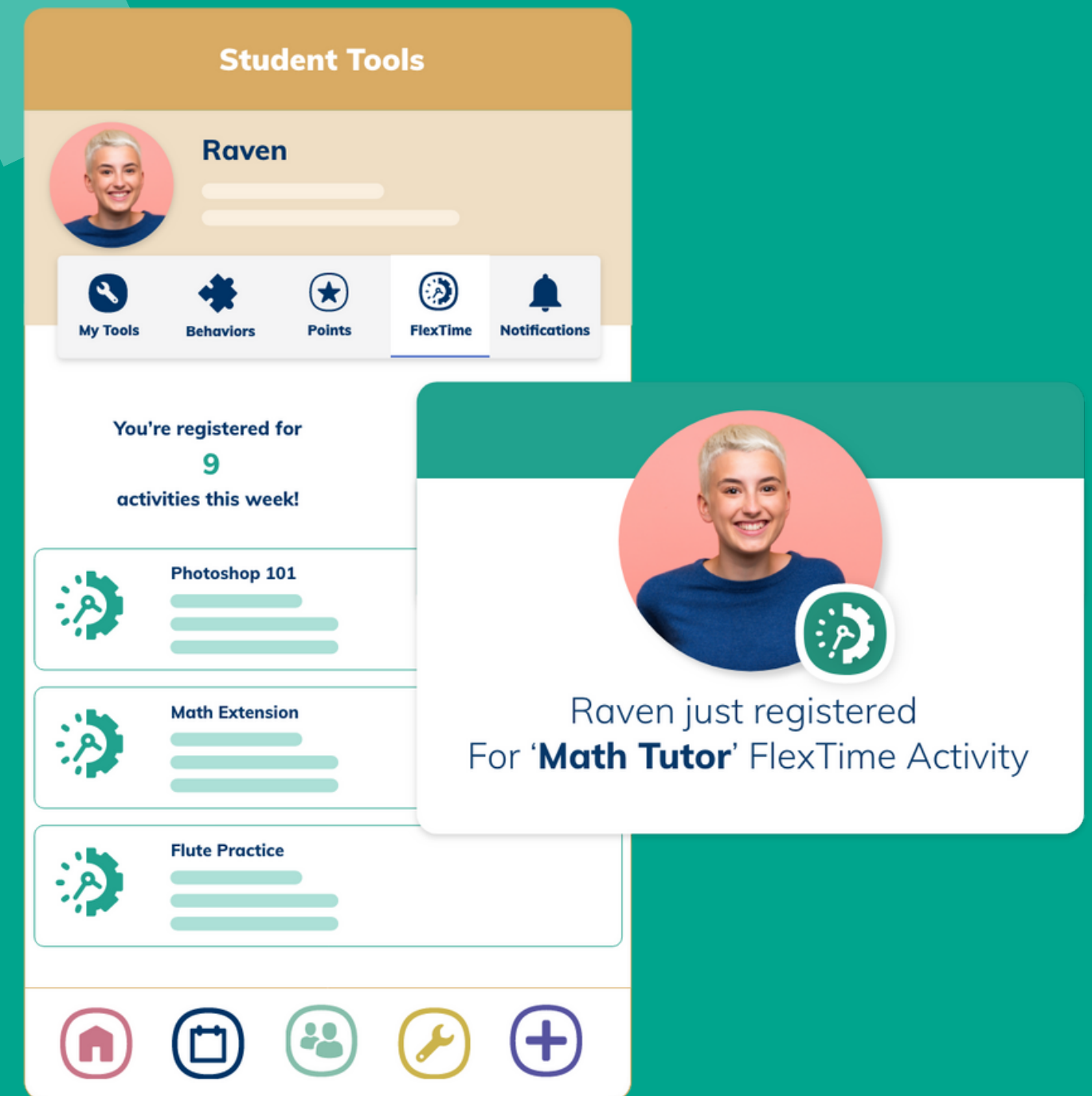


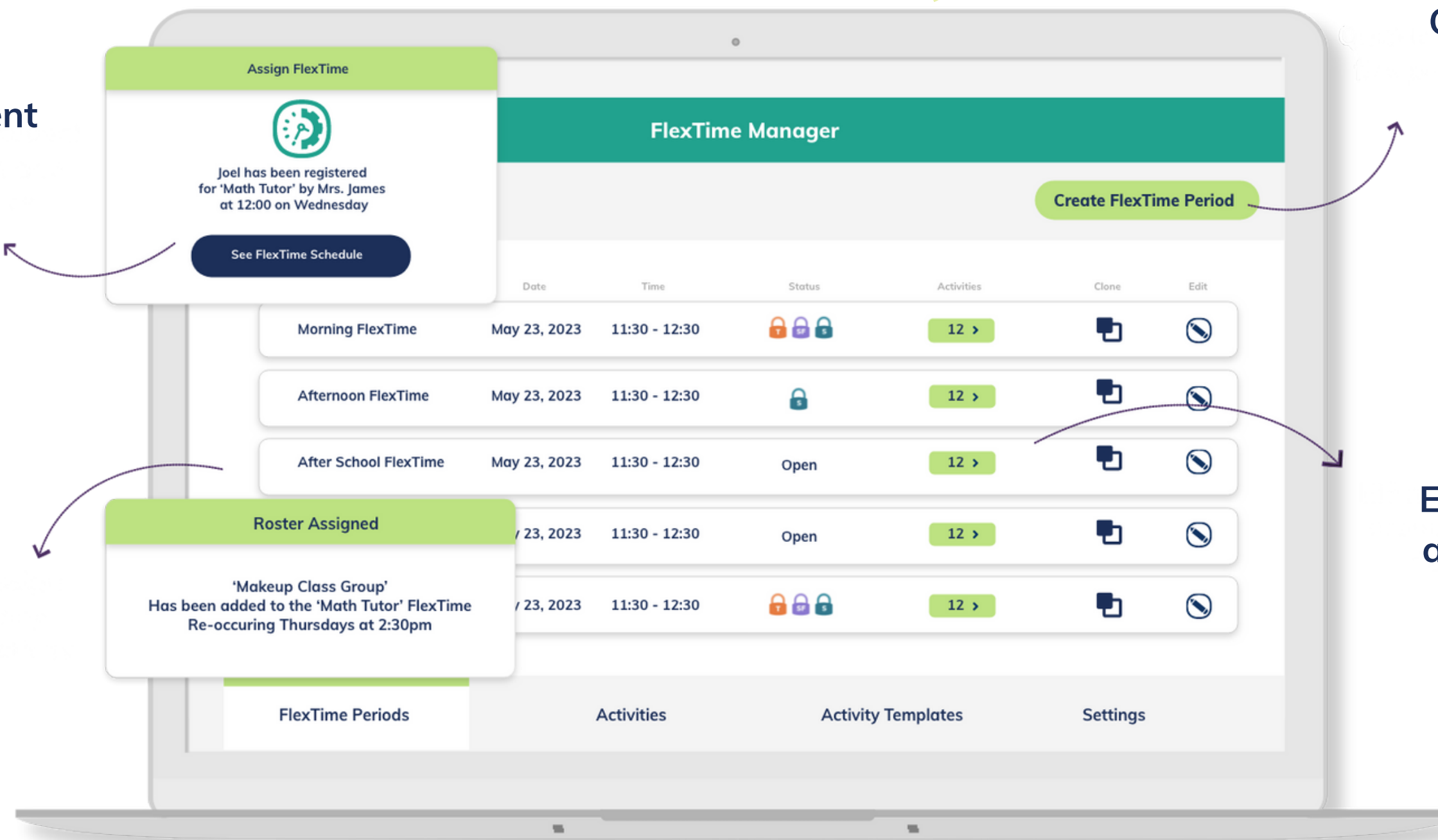


Creating & Managing Flex Periods with Minga FlexTime

With Minga's user-friendly FlexTime Module, simplify flex period assignment and allow student sign up with check ins and detailed reporting.

MINGA 7.0





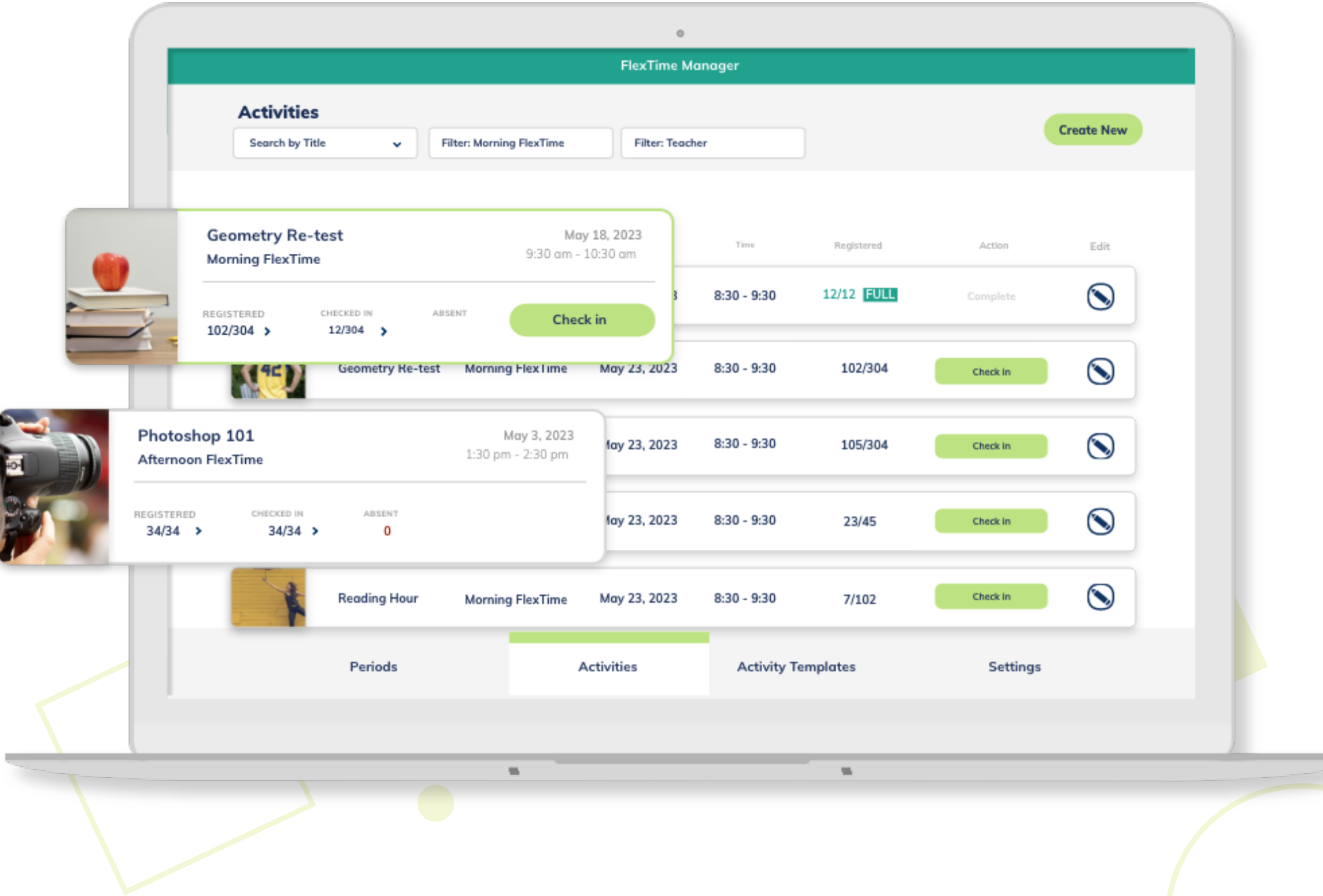
FLEXTIME

Managing flex periods in High School can often feel like a daunting task, with no easy method for admins, teachers, and students to allocate and sign up for specific activities. Plus, tracking attendance and reporting can be tiresome, involving endless spreadsheets and repeated efforts.

Minga FlexTime streamlines your flex period management with an intuitive, user-friendly platform. Our centralized dashboard gives you a clear snapshot of all flex periods, including activities, sign-ups, attendees, and absentees - all in one place.

Conveniently schedule flex periods in advance, empowering teachers to add their own activities.

It's a breeze to assign compulsory activities or pre-register students or allow them to choose. Plus, flex periods can be adjusted to limit the number of seats available and to cater to specific user identifiers.



SETTING UP FLEXTIME



1

Plan & Schedule
FlexTime Periods

2

Enable
Permissions

3

Determine Activities &
Templates

4

Register
Students/Check In

5

Review
Reporting

1

Plan & Schedule

FlexTime Periods

SETTING UP YOUR FLEXTIME SCHEDULE

Determine when and how often your school's FlexTime periods will occur and create in Minga.

TO CREATE YOUR FLEXTIME SCHEDULE:

- Click Create Period
- Input Title, Date and Time
- Decide if Teachers/Staff 'Can Add Activities' to that period and toggle on accordingly.
- Set a deadline for teachers to make changes.
- Determine if Teachers/Staff 'Can Make Student Changes' to students registered for FlexTimes.



Toggling off 'Students Can Register' disables students' ability to register for available activities during that Flex Period. Therefore, they will have to be assigned to an activity to attend.

New Period

Title

Flex Monday

Date

Jul 18, 2025

Start time

04:24 PM

End time

05:00 PM

Permission settings

Allow teachers/staff to add activities

Allow teachers/staff to register or unregister students

Enable deadline

Prevents teacher/staff from making any changes before or after the activity begins

Teacher/staff registration deadline ?

1

hr

before

Allow students to self-register

Students can register to a different activity if they self-registered

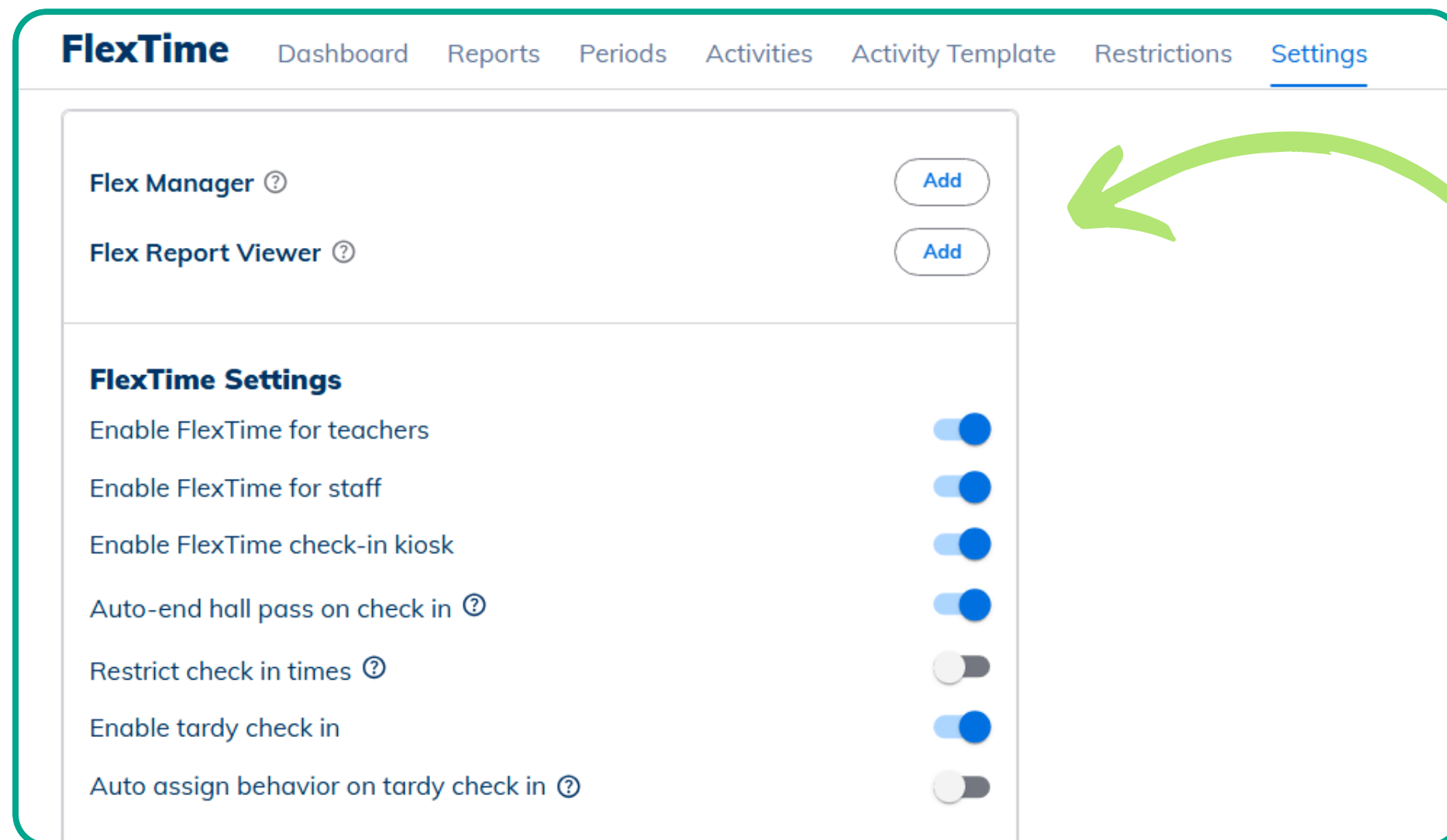
Cancel

Create



ENABLING PERMISSIONS

- Next head to the Settings tab and decide if you want to Enable FlexTime for Teachers or Staff.
- With this enabled, Teachers and/or Staff will be able to manage their own FlexTime Activities by creating their own Activities/Activity Templates to add to FlexTime periods.



Add extra users as **Flex Managers** for help managing your Flex periods, reports and dashboard.

Add users as **Report Viewers** to enable access for reports and the dashboard.

2



3

How to Create

Activities & Templates

CREATE ACTIVITY TEMPLATES



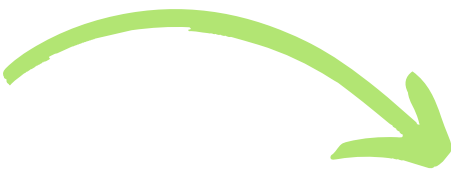
Allow teachers to create their own activities, or create them on their behalf.

Click on 'Create Activity' in FlexTime Activity Templates to start forming activities to add to FlexTime periods.

- Input the activity name, description, the teacher hosting the activity, location and seats available.
- Restrict who can register based on privileges, grade stickers, roles or reasons.



Toggle on 'Allow Students to Register' to allow students to self-register for that activity during a Flex period.



Create Activity

Activity Name

Description

Teacher (main)

Activity Type

Location

Seats Available 0

Points awarded or subtracted (optional) 0

Activity Banner

Upload Photo

Allow Students to Register

Restrict Who Can Register

Enable self check in

Show student photo when checking in

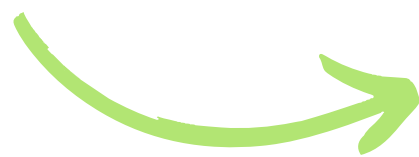
Cancel

Create

ADD ACTIVITIES

To add an Activity to a FlexTime Period:

- Open FlexTime > Activities tab
- Select the date and Flex period
- Click 'Add Activity'
- Select the Teacher or Search by Activity
- Click Assign



FlexTime Dashboard Reports Periods Activities Activity Template Restrictions Settings

Jul 18, 2025 | Aug 18, 2025 Flex period: Jul 18 Friday Flex - Jul 18 Filters

All activities My activities Add activity

Jul 18 Friday Flex • Friday, Jul 18 • 2:30 pm - 3:30 pm

Title	First Name	Last Name	Location	Manage	Check in
 Basketball Try Outs	 Yasmin	Yellow	Gym	 3/15	 3/3
 English Support	 Timothy	Turquoise	Room 304	 1/13	 0/1
 Study Hall Test	 Tammy	Teacher	ECE 1001	 0	 0/0

REVIEW FLEXTIME SCHEDULE

- In the 'Periods' tab, review your FlexTime schedule.
- View all FlexTime periods within the chosen date range, as well as the activities added to each period and the total students registered.
- You can Clone and Edit FlexTime periods here. Cloning will copy all activities and rosters to the new period.

FlexTime

DashboardReportsPeriodsActivitiesActivity TemplateSettings

Mar 28, 2024 - Apr 28, 2024

Search by Title

Create Period

Title	Date ↑	Time	Status	All Activities	My Activities	Total Registered	Clone	Edit
Flex Monday	Apr 8, 2024	10:00 am - 11:00 am		2	Add My Activity	0 / 32		
Flex Thursday	Apr 11, 2024	10:00 am - 11:00 am		2	Add My Activity	0 / 32		
Flex Monday	Apr 15, 2024	10:00 am - 11:00 am		2	Add My Activity	0 / 32		

New Period

Title

Flex Monday Clone

Date

Apr 8th, 2024

Start Time

10:00 AM

End Time

11:00 AM

Allow teachers / staff to add activities

Allow teachers / staff to unregister students

Allow students to self-register

Students can register to a different activity if they self-registered

Clone registered students

Clone assigned students

Cancel

Create



4

Assign, Register and
Check In Students

ASSIGNING & REGISTERING



Students can be **Assigned** and **Registered** to your activities ahead of time to ensure they know where they are required to go. Students can also stay unregistered until they register themselves.

Assigned students can't unregister themselves

Registered students are able to change activity

Assigning students is perfect for compulsory classes and make up sessions.

Registering students is a great option for adding all students to a home room class, allowing them to make different selections if they choose.

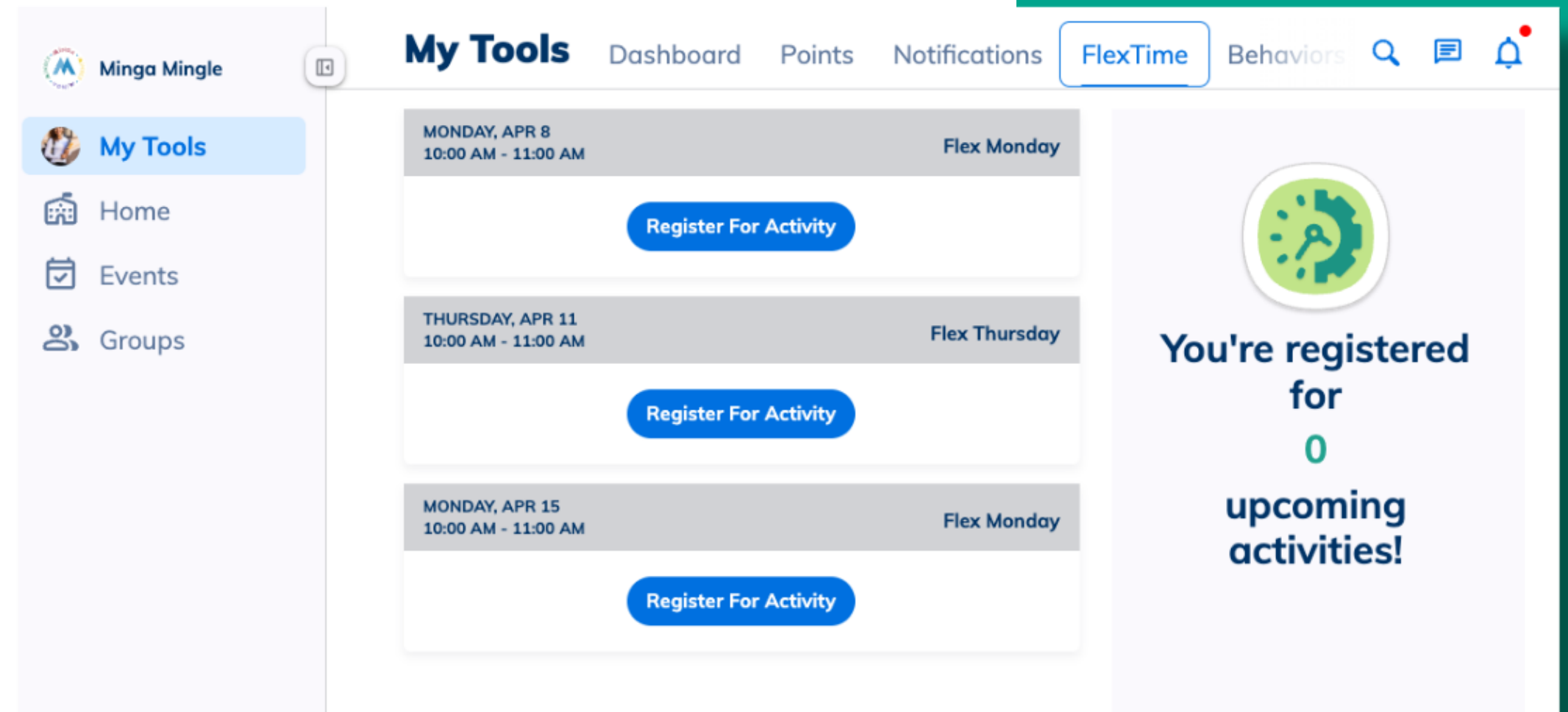
Students who are not assigned or registered will remain '**unregistered**' until they make their own choice of activity.

STUDENT SELF REGISTRATION

Students can register for their own FlexTime activities

- Click on FlexTime in My Tools
- The Flextime periods that are available for students to register for will be listed. Their assigned or registered activities will show.
- Clicking on 'Register For Activity' displays a list of available activities for which the student can register for.

**FlexTime for
Students**



TEACHER REGISTRATION

Teachers can register a student for their FlexTime activities

- In My Class, choose the FlexTime category
- Choose to register, assign or register the student to their homeroom activity.
- Clicking on 'Continue' allows you to search by teacher or activity to register this student.

The screenshot displays the 'My Class' interface with tabs for 'My Class', 'Points', 'Notifications', and 'Preferences'. Below the tabs, there are filters for '1st Period Gym' and '1st Period Math'. A list of students is shown with checkboxes for selection. Fuchsia Freddy is selected. On the right, there are search and action options. The 'Register activity' option is selected. Below this, there are buttons for 'Check in', 'Assign activity', and 'Register to homeroom teacher's activity'. A 'Continue' button is at the bottom right. An 'Activity Registration' modal is open in the foreground, showing fields for 'Date' (Jul 18, 2025), 'FlexTime Period' (Jul 18 Friday Flex), 'Teacher' (Mickey Miller), and a search bar for 'Search by Activity'. The 'Algebra Skills' activity is selected in the search results. The modal has 'Cancel' and 'Register' buttons at the bottom.

My Class Points Notifications Preferences

1st Period Gym 1st Period Math

Select all Select random

☐ Emerald Eve ☐

☒ Fuchsia Freddy ☒

☐ Jade Jeremy ☐

☐ Jasmine Jenny ☐

☐ Mauve Mary ☐

☐ Orange Olivia ☐

Search action

Category FlexTime

☐ Check in

☒ Register activity

☐ Assign activity

☐ Register to homeroom teacher's activity

Continue

Activity Registration

Date Jul 18, 2025

FlexTime Period Jul 18 Friday Flex

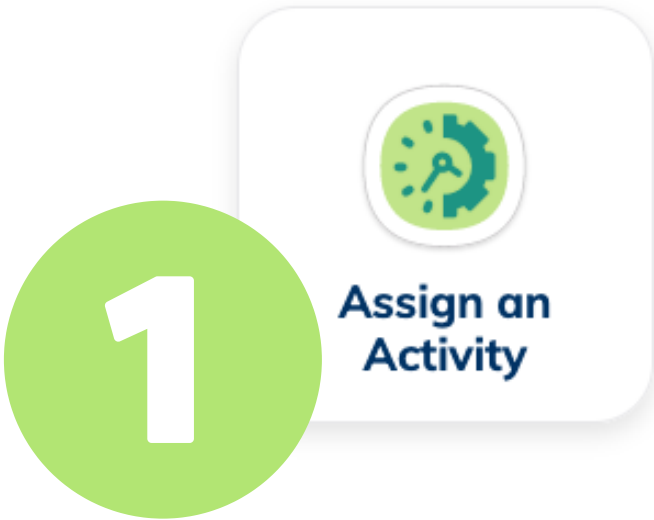
Teacher Mickey Miller

Search by Activity

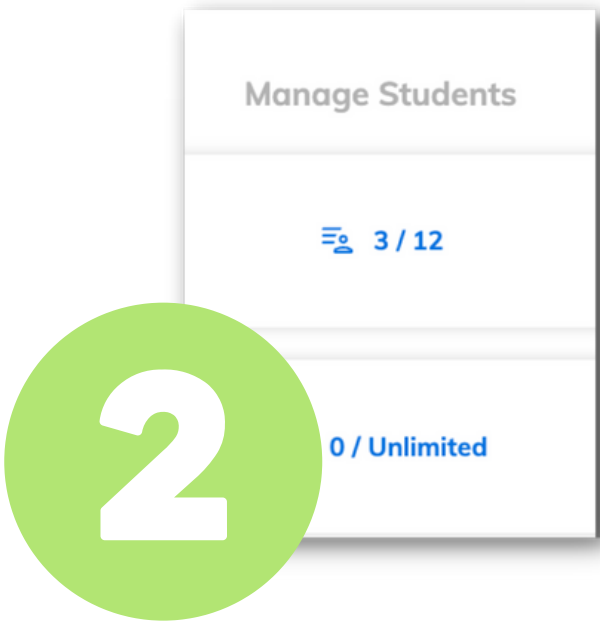
☒ Algebra Skills

Cancel Register

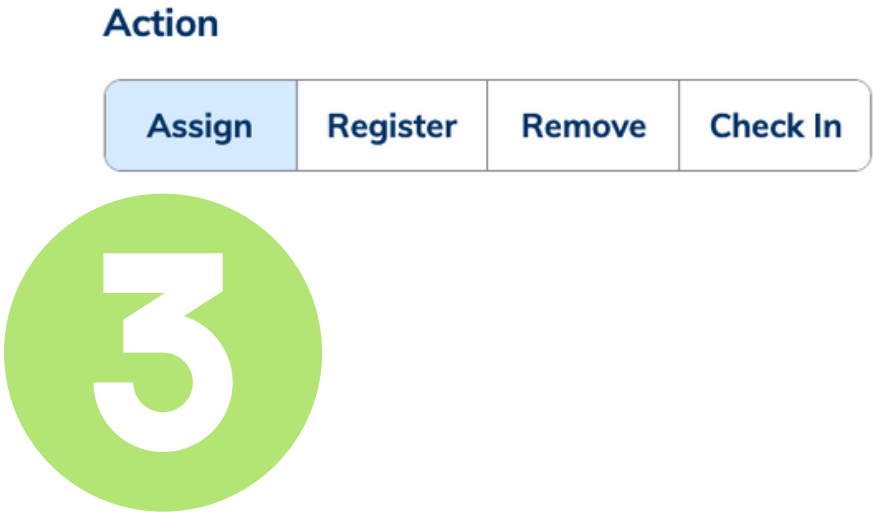
ASSIGNING & REGISTERING



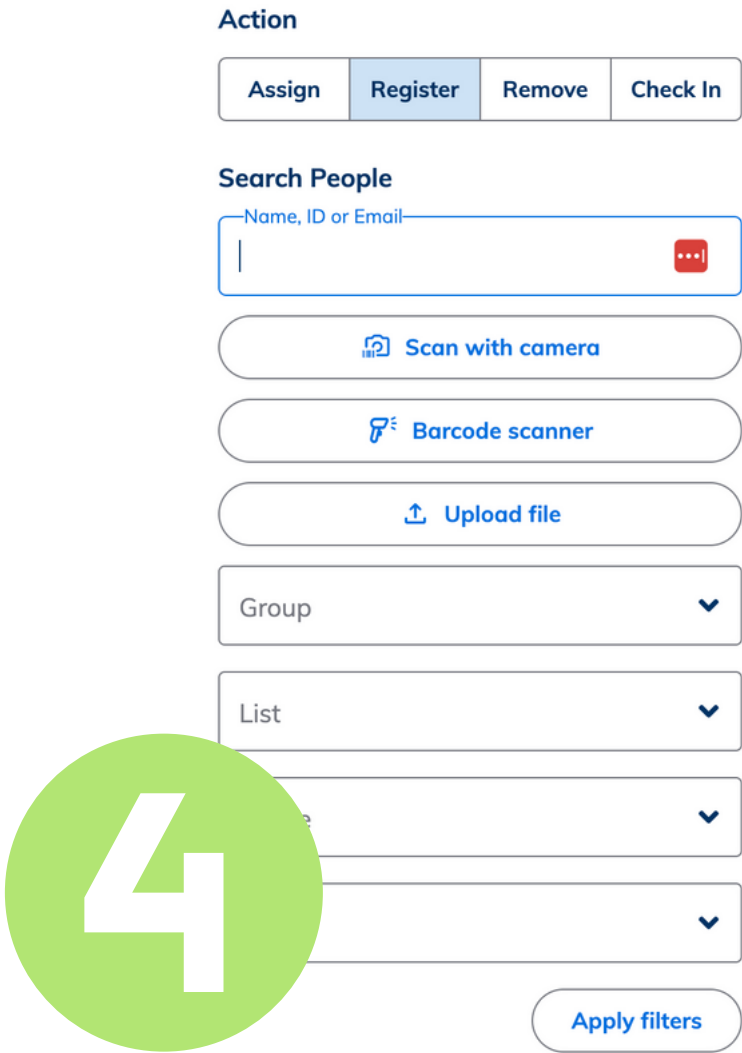
Go to **My Tools**, click on **Assign an activity**



Click the **Manage Students** button on your chosen activity.



Pick **Assign** or **Register** from the Action menu



Search People to assign or register your selected students.

CHECKING IN TO FLEXTIME

Now that you've established your activities, and assigned students, it's time to check them in for their FlexTime periods to take attendance.

Search action

Category

FlexTime

☐ Check in

☒ Register activity

☐ Assign activity

Go to **My Class**, select the **Flextime** category.

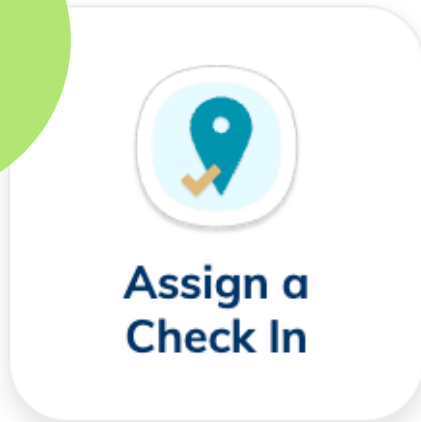
Choose the student to check in to the activity

Check off the boxes for the students who are checking in.

Or, **scan student IDs** with a Barcode Scanner or device Camera

OR

1



Go to **My Tools**, click on **Assign a Check In**.

Choose Flex-Time and your activity

2

Action

AssignRegisterRemoveCheck In

Search People

Name, ID or Email

Upload file

Barcode scanner

Scan with camera

☐ Name

Selected (3)

☒ Arham Student

☒ Dave Student

☒ Finn Student

Search Results

☐ Michelle Stu

☐ Amrit Student

Check In

5

Monitor FlexTime

VIEW DASHBOARD

Use the FlexTime Dashboard to review today’s activities.

From the dashboard, view all registered, not registered, checked in and not checked in students.

Click on the number of students to go straight to the associated report.

FlexTime

Dashboard

Reports

Periods

Activities

Activity Template

Settings

Date

Apr 26th, 2024

☐ Auto refresh

Refresh dashboard

Periods

Friday, Apr 26

Not Started

Flex Friday

1:00 pm - 2:00 pm

Registered

23 >

Not registered

9 >

Checked in

0 >

Not checked in

23 >

Activities

Teacher

Flex Friday
1:00 pm - 2:00 pm

Algebra

Linda Nelson / Room 302

Registered

1 >

Checked in

0 >

Not checked in

1 >

English Make Up

Nicholle Miller / Room 304

Registered

0 >

Checked in

0 >

Not checked in

0 >

English Make Up Exams

Jason Teacher / D142

Registered

0 >

Checked in

0 >

Not checked in

0 >

Finn's Factorials

Finn Teacher / Math Dome

Registered

0 >

Checked in

0 >

Not checked in

0 >

GR 10 Math Missed Cl...

Giuseppe Simpatico / Room 306

Registered

22 >

Checked in

0 >

Not checked in

22 >

VIEW FLEXTIME REPORTS

FlexTime

Dashboard

Reports

Periods

Activities

Activity Template

Settings

FlexTime History

▼

Mar 21, 2024 - Mar 28, 2024

▼

Name, ID Number or Email

Activity

▼

Period

Flex Thursday X

▼

Check In Status

▼

Apply filters

Clear filters

Export list

Column settings

FlexTime reporting enables you to get a feel of your FlexTime program by analyzing the popularity of various activities, such as which activities are well attended and which are registered for but skipped.



The FlexTime History report enables you to view students who registered and who did/did not check in.

Name	ID Number	Date	Check In Time	Activity	Teacher
Timothy Teal	229698135	2023-Jul-06	09:59	Multisport	Karen Khaki
Chester Tester	12345	2023-Jul-06	09:59	Multisport	Karen Khaki
Timothy Teal	229698135	2023-Jul-06	09:59	Multisport	Karen Khaki
Wh Timothy Teal te	912322	2023-Jul-06	09:59	Multisport	Karen Khaki
Selena Stone	8123324	2023-Jul-06	09:59	Multisport	Karen Khaki
Chester Tester	12345	2023-Jul-06	09:59	Multisport	Karen Khaki

VIEW ALL UNREGISTERED STUDENTS

Owners & Managers can easily see all students who are yet to register for a flex period, so they can be assigned to default activities. This information is accessed through the 'Unregistered Report'.

For students who have not yet been registered for FlexTime activities:

- Click on FlexTime Manager in the main menu
- Click on Reports
- Filter to 'FlexTime Unregistered'
- Choose the period
- Choose the date range
- Apply filter

From this report, you can then Assign a student to a particular session.

FlexTime Unregistered

Mar 21, 2024 - Mar 28, 2024

Name, ID Number or Email

Period

Flex Thursday

Apply filters

Clear filters

Export list

Column settings

☐	Name	ID Number	Grade	Role
☐	Monika Student	500000100	9	SL
☐	Syed Student	500000300	9	SL
☐	Keerthi Student	600001700	11	S
☐	Nicholle Student	500000500	8	SL
☐	Chelsea Student	500000800	12	SL
☐	Pam Student	600000100	8	S
☐	Dave Student	500000400	9	SL
☐	Lauren Student	600000400	8	S
☐	Georgia Student	600000500	10	S
☐	Jeff Student	600000600	11	S
☐	Camilla Student	600000700	12	S
☐	Arham Student	600000900	10	S

34 results

<< 1 >>

100 per page

FlexTime for Teachers



RESOURCES

Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

