



Teachers' Guide to Managing FlexTime Activities in Minga

Host your own activities, lessons, make up sessions and more.
Add them to upcoming Flex periods and manage student
attendance with pre-registration and student check in.



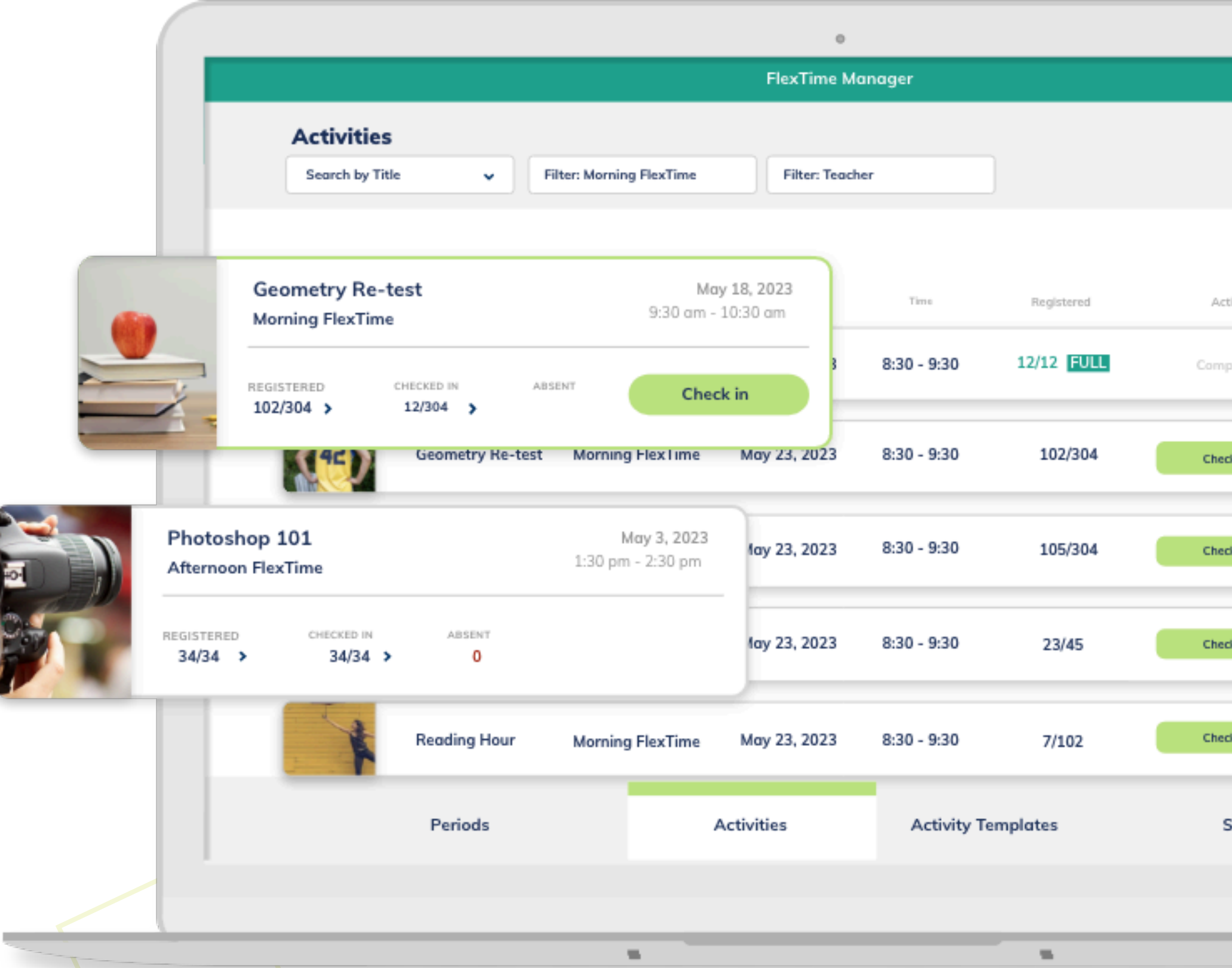
Jordan has been registered
For '**Math Tutor**' FlexTime Activity

MINGA FLEXTIME

Minga FlexTime streamlines your school's Flex period management with an intuitive, user-friendly platform.

Conveniently create your own FlexTime activities and add them to the FlexTime periods set up by your school.

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



1

Minga

FlexTime Periods

A decorative wavy line in a light green color, consisting of several connected semi-circular shapes, positioned at the bottom of the page.

The period will set the date and time for the Flex period. Activities hosted by teachers can be added into each period.

- Log in to Minga at **app.minga.io**
- Go to **My Tools**
- Click **FlexTime > Dashboard**
- Click on the green number of activities to see all activities already added to each period

Date

Apr 4th, 2024

☐ Auto refresh
 ☒ Refresh dashboard

Periods Thursday, Apr 4

Not Started

Flex Thursday

1:00 pm - 2:00 pm

Registered 23 >
 Not registered 64 >
 Checked in 0 >
 Not checked in 23 >

Not Started

Flex Thursday

3:00 pm - 4:00 pm

Registered 1 >
 Not registered 86 >
 Checked in 0 >
 Not checked in 1 >

Activities

Teacher

☒ Flex Thursday
1:00 pm - 2:00 pm
 ☒ Flex Thursday
3:00 pm - 4:00 pm

English Make Up

Nicholle Miller / Room 304

Registered 0 >
 Checked in 0 >
 Not checked in 0 >

Algebra

Linda Nelson / Room 302

Registered 1 >
 Checked in 0 >
 Not checked in 1 >

English Make Up Exams

Jason Teacher / D142

Registered 0 >
 Checked in 0 >
 Not checked in 0 >

GR 10 Math Missed...

Giuseppe Simpatico / Room 306

Registered 22 >
 Checked in 0 >
 Not checked in 22 >

Finn's Factorials

Finn Teacher / Math Dome

Registered 0 >
 Checked in 0 >
 Not checked in 0 >

2

Managing your

FlexTime Activities

FLEXTIME ACTIVITIES




Minga FlexTime gives students the ability to register themselves into activities during flex periods, or they can be pre-assigned by teachers.


Your school admin team may choose to create the activities on your behalf, or may allow teachers to create their own activities.


Activities are pre-created as activity templates and can then be added to any upcoming Flex Periods.


Student Tools





Raven

My Tools

Behaviors

Points


FlexTime

Notifications


You're registered for

9


activities this week!




Photoshop 101





Math Extension





Flute Practice














Raven just registered

For **Math Tutor** FlexTime Activity

CREATE YOUR ACTIVITY TEMPLATES



If you are creating your own FlexTime activities, go to the FlexTime Dashboard and click on **Activity Templates**. You can create as many activity templates as you need.

Click on Create Activity

- Input the activity name, description, activity type, location and seats available.
- Restrict who can register if you want to restrict attendance by role, stickers, groups, grades, or by a specific list of selected people.



Toggle on 'Allow Students to Register' to students to self-register for that activity.

Toggling off, will require students to be assigned or registered by a teacher.

Create Activity

Activity Name

College Prep

Description

Come get help for your college applications

Nicholle Teacher

Activity Type

Tutorial

Location

Career Office

Seats Available ?

8

Activity Banner


Allow Students to Register







Restrict Who Can Register


Cancel

Create

ADD YOUR ACTIVITY TO A PERIOD




Title	Date ↑	Time	Status	All Activities	My Activities	Total Registered
Flex Thursday	Apr 4, 2024	1:00 pm - 2:00 pm	  	5 >	Add My Activity	23 / 1059
Flex Monday	Apr 8, 2024	10:00 am - 11:00 am	  	5 >	Add My Activity	1 / 1059



Click on the '**Periods**' tab and set the date range for the period you are looking for.

- Click '**Add My Activity**'
- Select the Activity
- Click Assign

You can choose to add different activities to each upcoming period. To view all other activities added to the period, click the blue button with the arrow. 



2

Assigning & Registering

students to FlexTime activities

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.

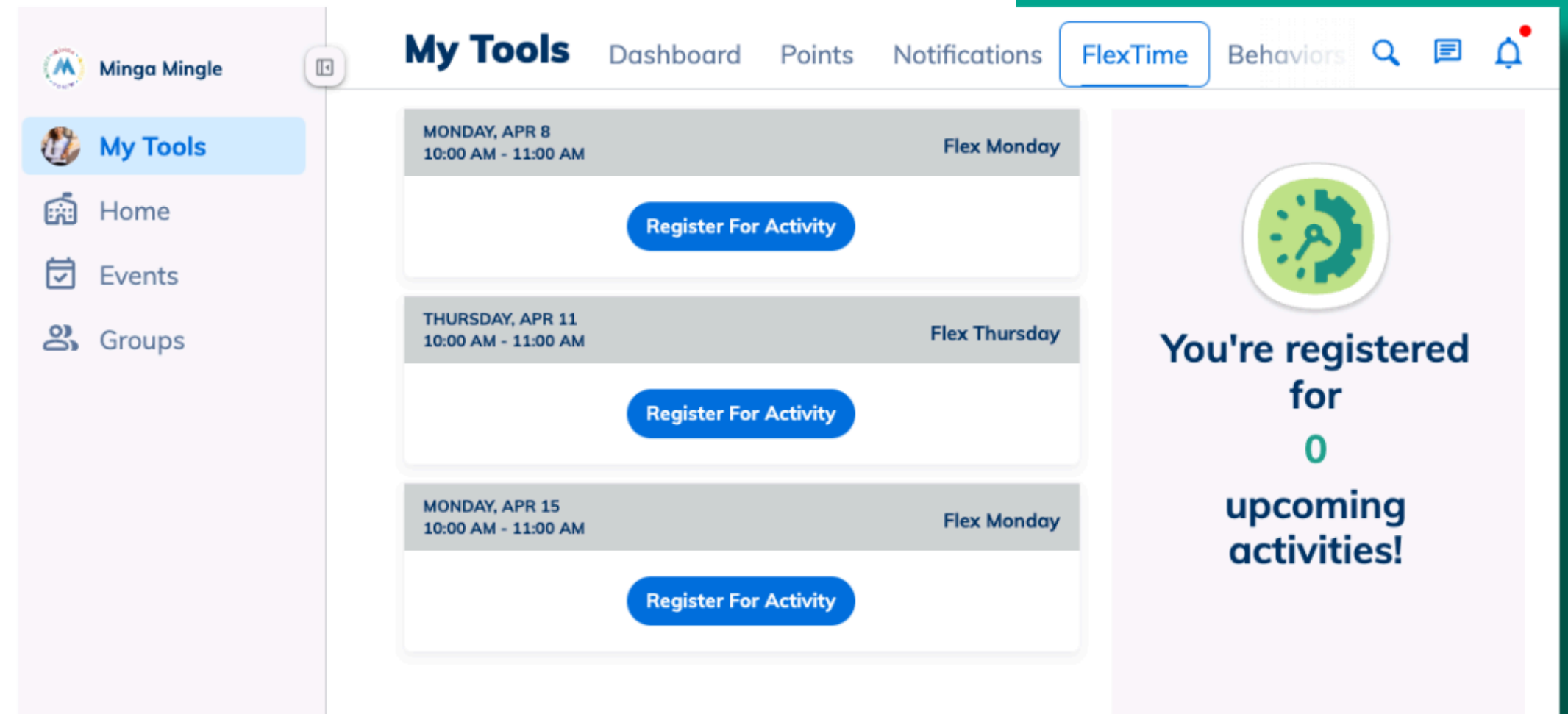
Students who are not assigned or registered will remain '**unregistered**' until they make their own choice of activity.

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**



REGISTER FROM MY CLASS

You can register a student for their FlexTime activities from My Class

- 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, including Emerald Eve, Fuchsia Freddy (selected), Jade Jeremy, Jasmine Jenny, Mauve Mary, and Orange Olivia. To the right, a sidebar contains a 'Search action' dropdown, a 'Category' dropdown set to 'FlexTime', and three radio button options: 'Check in', 'Register activity' (selected), and 'Assign activity'. Below these is a 'Register to homeroom teacher's activity' option. A 'Continue' button is at the bottom right of the sidebar.

An 'Activity Registration' modal is open in the foreground, featuring the following fields and options:

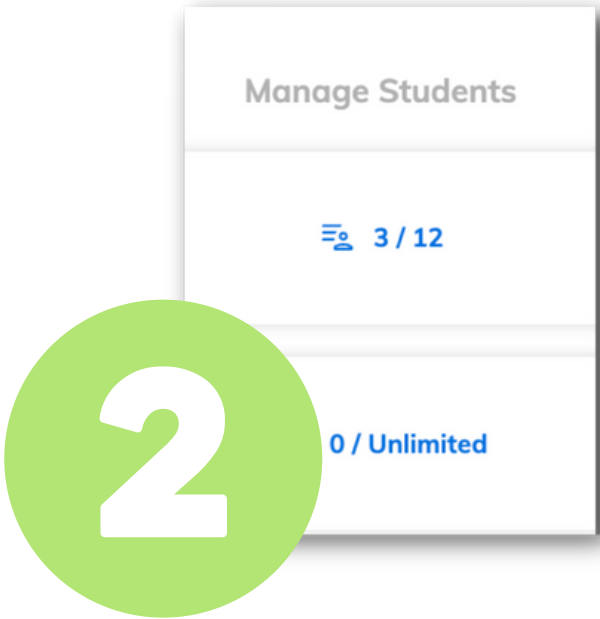
- Date:** Jul 18, 2025
- FlexTime Period:** Jul 18 Friday Flex
- Teacher:** Mickey Miller
- Search by Activity:** Algebra Skills (selected)

The modal includes 'Cancel' and 'Register' buttons at the bottom.

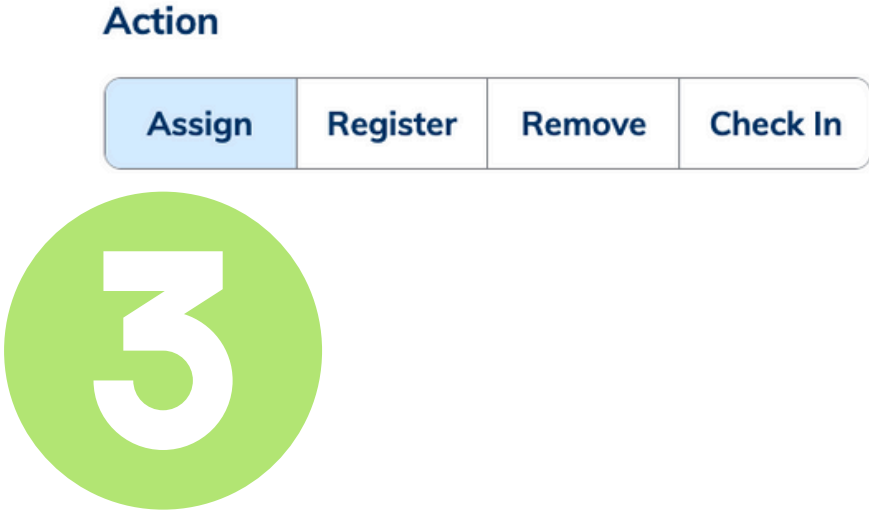
ASSIGNING & REGISTERING FROM MYTOOLS



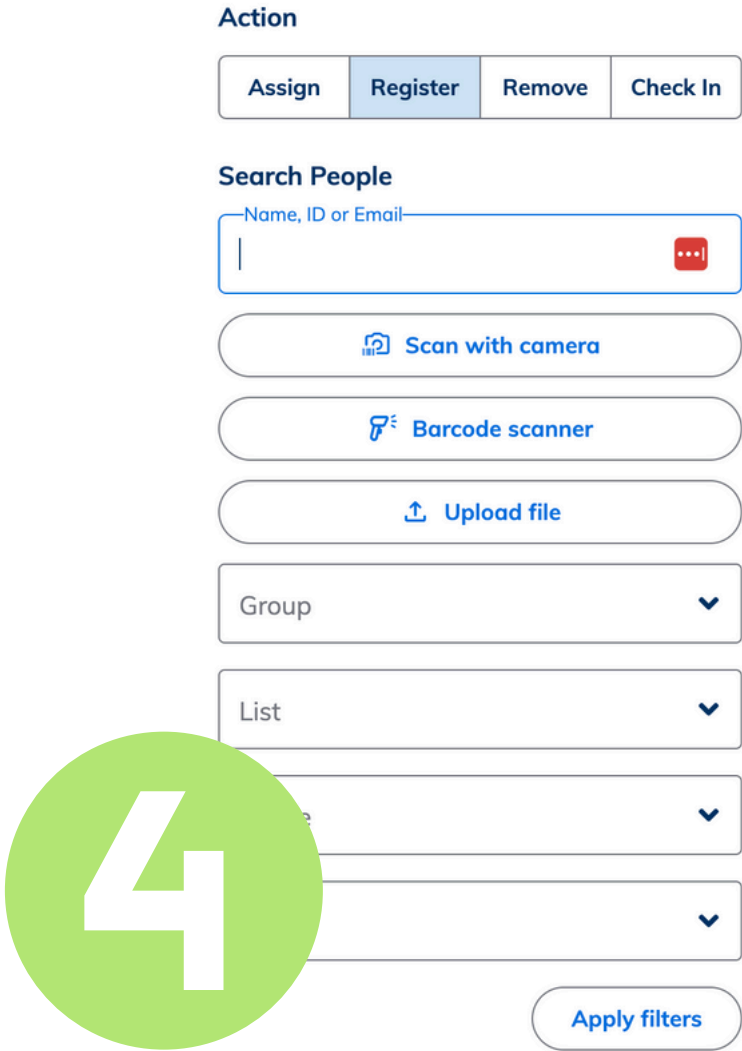
Go to My Tools, click on **Assign an Activity**



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



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

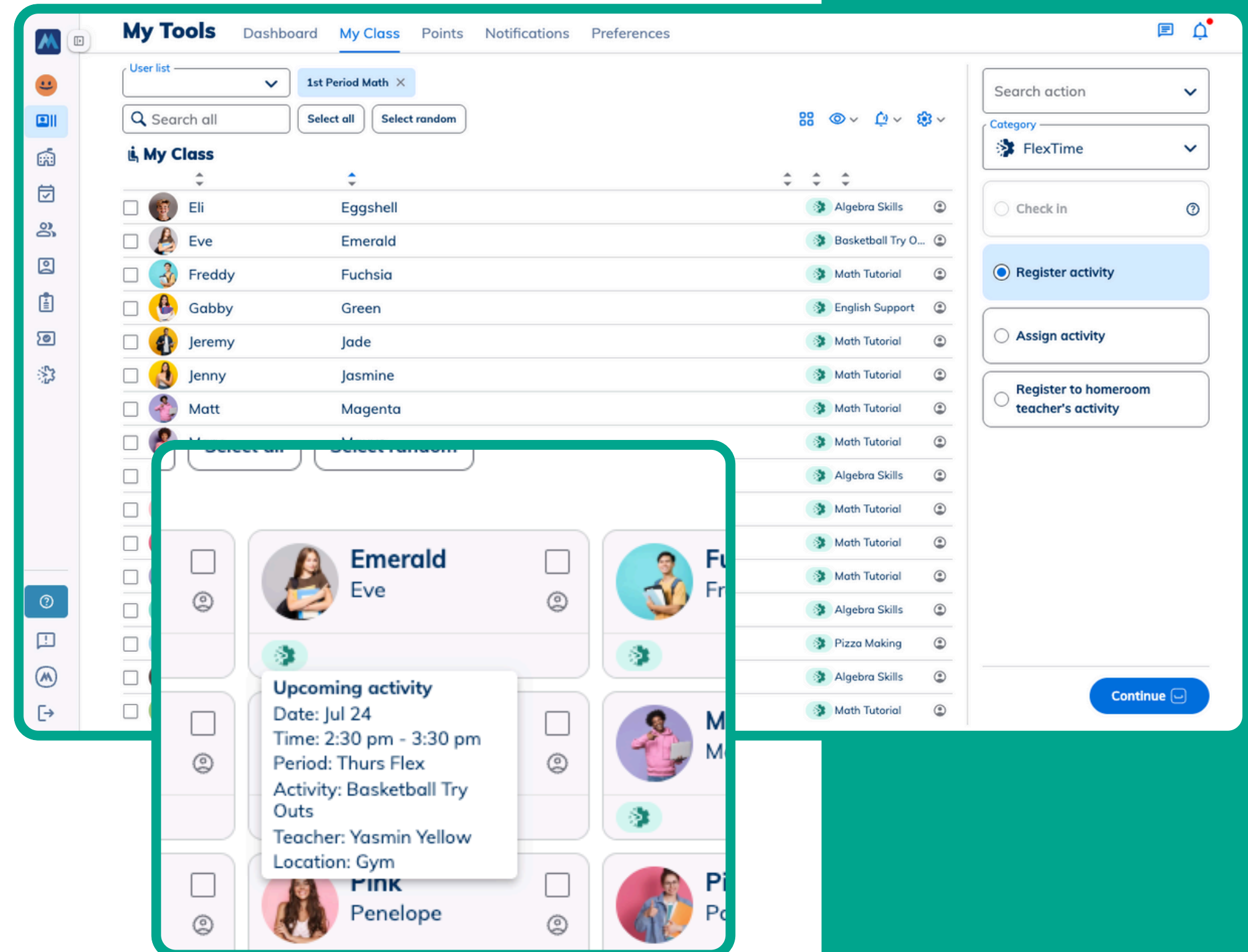


Search People to assign or register your selected students.

VIEW STUDENT ACTIVITIES

From My Class, you can view all student flex activities:

- Click the FlexTime icon on a student card to see their upcoming activity.
- Switch your My Class view to a list to see all students upcoming activities.



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

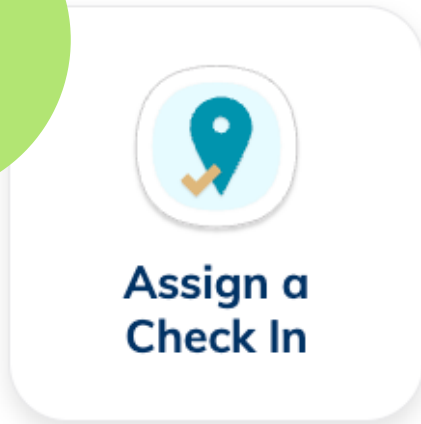
Go to **My Class**, select the **Flextime** category.

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

1



OR

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

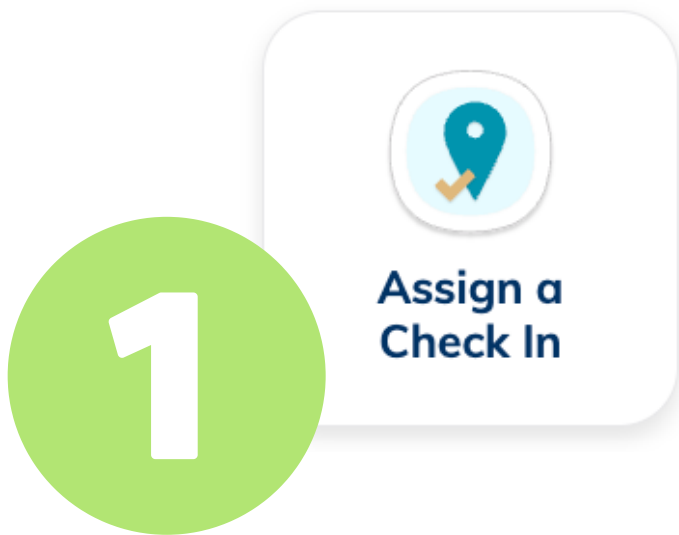
Check In

A large, stylized teal number '3' is positioned on the left side of the image. It is partially enclosed by a lighter teal circular shape that overlaps its left and bottom edges. The background is a solid teal color.

Checking In students
to FlexTime activities

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.



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

Choose Flex-Time and your activity



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

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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 (17)

☐ Michelle Student

☐ Amrit Student

☐ Cody Student

☐ Giuseppe Student

☐ Chris Student

☐ Linda Student

☐ Jeff Student

☐ Flo Student

Check In

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

