

Continuing Education Flex Tutorial

8/29/2008

Faculty Web Services

CAV Summary ▶

Attendance/Grade Roster ▶

Flex ▶

Outlook Email ▶

Update Email ▶

Get your CSID

Click Here

Message Board

Last Updated: 08/28/2008 07:35:20 AM

- **Effective May 12, 2008** all CAV summaries must be input online, staff will no longer manually process CAV Summaries. **Your CSID number and password are confidential and should never be given to anyone else to use.**
- Only instructors are to input information on the web. Please do not allow aides, family members or others to access this secure portal on your behalf. If you need special accommodations please contact your Program Dean.
- Original CAV's with the CAV Summary form attached should be turned in to the Attendance Clerk after the last class meeting for that week; no later than the following Monday.
- Registration Forms - Turned in the same week that the student registers.
- Attendance/Grade Rosters - **(Coming Fall 2008) Effective October 13, all Fall 2008** Attendance/Grade Rosters must be input online. Staff will no longer manually process them. Instructors should verify that all students attending class have registered and are on the class roster. Rosters should be submitted no later than one week after the class has ended.
- Rollbooks/Rollcards - Turned in no later than One Week after the class has ended.
- It is your responsibility to make sure that your student and class records are kept secure and that no one else has access to them.
- Instructional Improvement (Flex) Days for 2008-2009: September 4, and September 5, 2008; January 26, and January 27, 2009.

Other Links

Continuing Ed Portal

District Portal

Get your CSID

Academic Calendar

Tutorials

The Instructional Improvement (Flex) website may be accessed from Continuing Education Faculty Web Services at <https://cefaculty.sdccd.edu> by selecting the “Flex” button.

Faculty can obtain their **College System Identification** (“CSID”) number by clicking on the “Get your CSID” button above.

Welcome

On behalf of the Continuing Education Academic Senate and FLEX Committee, it is our pleasure to introduce you to the Continuing Education online Instructional Improvement (flex) Website.

The mission of the San Diego Community College District is to provide a variety of professional and personal growth opportunities in order to meet the challenges of the new millennium. The FLEX Committee is dedicated to fostering excellence in instruction and, the programs are designed to support dynamic, comprehensive teaching and learning techniques to promote student success.

One of the most dynamic features of the new instructional improvement (flex) program is that Continuing Education FLEX activities are presented in one, easy-to-use Website. If you see an activity that interests you, you can enroll online. Faculty will be able to design and submit independent projects all online. It's easy; just follow the directions.

The FLEX committee has enjoyed collaborating on this important project intended to promote your professional development.

Lorie A.C. Howell, Ph.D. [email:lhowell@sdccd.edu]
Dean
Special Populations and Professional Development

After selecting the “Flex” button from CE Faculty Web Services, the Flex Welcome page displays. On the blue menu bar above, faculty can then select to view the Guidelines page, view their flex Contract (“Your Contract”), register for Workshops (“Workshop Registration”) and submit Independent Projects.

Guidelines

The 2008/2009 Continuing Education academic calendar includes 4 Instructional Improvement (flex) days for all 18 week classroom contract and adjunct faculty. Flex is defined in Title 5 as "in lieu of instruction." It is designed for faculty to conduct staff, student, and instructional improvement activities. These hours must be monitored for state apportionment.

Following are guidelines for implementation of the Instructional Improvement (flex) obligation.

1. All contract faculty who have an 18-week classroom assignment and adjunct faculty with an 18-week classroom assignment who **teach** on the designated Instructional Improvement (flex) days will have a required flex obligation. The FLEX days are as follows:

Fall 2008: Thursday, September 4th and Friday, September 5th, 2008
Spring 2009: Monday, January 26th and Tuesday, January 27th, 2009
2. There is no Instructional Improvement (FLEX) obligation for short-term (less than 18 week) classroom assignments for contract and adjunct faculty.
3. The required Instructional Improvement (flex) obligation for 2008-2009 is as follows:

The Guidelines page provides information on the flex obligation for contract and adjunct faculty, instructional improvement activities examples, flex days, flex deadline dates, independent projects and other important information.

The Guidelines page is not a password protected page.

Faculty can view their flex obligation by clicking on "Your Contract" above.

Welcome To The Flex Login

- Please enter your **7-digit CSID** and password to login. Use the same password in all Faculty Web Services applications (CAV Summary, Attendance/Grade Roster and Flex).
- If this is your first time logging in, enter SDCCD in the password field. Another page will display for you to create your password.
- If you do not know your new CSID number click on the **OBTAIN CSID** button.

CSID:

Password:

NOTE: Only faculty with active assignments will be able to sign up for workshops using this system. Staff who wish to participate in an instructional improvement (flex) activity should contact the Office of Professional Development.

If you have questions about the workshops, please contact the Office of Professional Development. It is very important for you to provide an email address on your **Contract** page since the status of any independent project you submit will be via email.

Faculty are required to sign-in to Flex using their 7-digit CSID number and password (and clicking “Enter”) to view: Workshop Registration, Your Contract and Independent Projects. Use the same password in all Faculty Web Services applications (CAV Summary, Attendance/Grade Roster and Flex).

Faculty can also obtain their CSID by clicking on the “Obtain CSID” button above.

Contract Information
2008-2009 (07/01/08 - 06/30/09)

Name: XXXXXXXXXX Status: **Adjunct** Campus: **North City**

E-Mail: Phone:

Obligation Hours

Fall: **7.00**

Spring: **0.00**

Total: **7.00**

Less Attended: - **0.00**

Hours Due **7.00**

Contracted Hours

Enrolled: **0.00**

Attended: - **0.00**

→ Deadline dates are noted on the Guidelines page.

→ If "Hours Due" is zero or negative, your obligation has been met.

Current Workshop Enrollment

→ For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended

Current Independent Projects

→ For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed

“Your Contract” is a summary of your flex activity. The first time you access your flex contract for the term, your obligation will be posted under “Obligation Hours” (example above displays Fall flex obligation=7.00 hours). “Current Workshop Enrollment” and “Current Independent Projects” will be blank until you enroll in a workshop or submit an independent project proposal.

“Contracted Hours” is zero for both “Enrolled” and “Attended” since this faculty member has not enrolled in any workshops or submitted any independent projects yet.

- Select available Academic Year below and Click on the **GO** button to display information.
- For detailed information about a Workshop or Independent Project click on the title.
- Use the **Check Boxes** to select a specific Workshop to drop or Independent Project to Cancel or Restore.
- Click on the **Submit** button to update contact information, drop selected Workshops and Cancel or Restore Independent Projects.
- Click on the **Clear** button to clear all check boxes and reset contract information.
- Be sure to click **Logout** when you have finished adding workshops and reviewing your contract.
- Use the **HELP** button for more information on Project Types and Status.
- Use the **PRINT** button to print out your contract.

Contract Information
2008-2009 (07/01/08 - 06/30/09)

Name: [REDACTED] Status: **Adjunct** Campus: **North City**

E-Mail: Phone:

Obligation Hours	Contracted Hours
Fall: 7.00	Enrolled: 0.00
Spring: 0.00	Attended: - 0.00
Total: 7.00	
Less Attended: - 0.00	
Hours Due 7.00	

- Deadline dates are noted on the Guidelines page.
- If "Hours Due" is zero or negative, your obligation has been met.

Select "Workshop Registration" on the blue horizontal bar to view the workshop list.

Ensure your District e-mail address is listed and a number where you can be reached. After updating your District e-mail address and telephone number, then click the "Submit" button.

Workshop Registration											
Academic Year: 2008-2009 (07/01/08 - 06/30/09) ▼		Campus: West City ▼		Workshop ID: <input type="text"/>		<input type="button" value="GO"/>		<input type="button" value="Add"/>		<input type="button" value="Clear"/>	
ID ↑↓	Title ↑↓	Campus ↑↓	Start Date ↑↓	End Date ↑↓	Mtg Day ↑↓	Start Time ↑↓	End Time ↑↓	Max Seats	Enrolled	Flex Credit	Enroll Me!
1111	How to Effectively Approach th	West City	09/29/08	09/29/08	M	10:00 am	12:00 pm	10	10	2.00	Full
1112	Speaker: New Advancements in	West City	09/30/08	09/30/08	T	01:00 pm	02:00 pm	5	5	2.00	Full
1123	HLTH Department Meeting	West City	09/23/08	09/30/08	T	12:00 pm	01:00 pm	10	3	1.00	Enroll <input checked="" type="checkbox"/>
1124	BUSN Department Meeting	West City	09/23/08	09/30/08	T	TBA	TBA	5	5	1.00	Full
1143	ESLA Department Meeting	West City	12/08/08	12/08/08	M	03:00 pm	04:00 pm	8	4	1.00	Enroll <input checked="" type="checkbox"/>
1149	Auto Dept. Meeting	West City	08/22/08	08/22/08	F	01:00 pm	03:00 pm	65	2	2.00	Enroll <input checked="" type="checkbox"/>
1163	Math for the Adult Learner	West City	10/10/08	10/10/08	F	01:00 pm	03:00 pm	85	3	2.00	Enroll <input type="checkbox"/>
1169	Healthy & Fit Teaching Lifesty	West City	11/17/08	11/17/08	M	02:00 pm	03:00 pm	60	1	1.00	Enroll <input type="checkbox"/>
1177	MUSN Department Meeting	West City	12/05/08	12/05/08	F	12:00 pm	01:30 pm	10	1	1.50	Enroll <input type="checkbox"/>
1183	Brain Research and Its Implica	West City	08/22/08	08/22/08	F	09:00 am	11:00 am	30	1	2.00	Enroll <input type="checkbox"/>
1210	Speaker: Classroom Experience	West City	12/08/08	12/08/08	M	03:00 pm	04:00 pm	150	1	8.00	Enroll <input checked="" type="checkbox"/>
1216	Speaker: Education and the Ne	West City	12/05/08	12/05/08	F	TBA	TBA	150	2	8.00	Enroll <input type="checkbox"/>
1222	Speaker: Continuing Education	West City	12/05/08	12/05/08	F	TBA	TBA	150	1	5.50	Enroll <input type="checkbox"/>

Workshop Registration is a listing of all workshops offered by the six Continuing Education campuses. Workshops can be selected based upon the “Campus” location or “Workshop ID” and then clicking the “GO” button. For example, this is a sample listing of workshops offered at West City. Columns can be sorted in ascending/descending order using the red arrows.

Any workshops that have reached their enrollment capacity are indicated by “Full” in the “Enroll Me!” column.

Detailed information regarding a workshop may be found by clicking on the workshop title.

Workshop Information

[← BACK](#)

1163 Math for the Adult Learner

[Add](#)

Friday 10/10/08

01:00 pm - 03:00 pm (2.00 HRS)

On-Campus

TBD

82 Seats Remaining

Presenters:

- Faculty TBD

Comments:

This workshop will provide helpful hints for faculty teaching adult learners of Math.

[Faculty Web Portal](#) | [Continuing Education Portal](#) | [College District Portal](#)

For assistance, contact the Professional Development Office at **(619) 388-4933**.

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After clicking on the workshop title, the following detailed information will appear. To return to the Workshop Registration list, click the “BACK” button. Click the “Add” button to enroll in this workshop.

Workshop Registration

Academic Year: Campus: Workshop ID:

ID ↑↓	Title ↑↓	Campus ↑↓	Start Date ↑↓	End Date ↑↓	Mtg Day ↑↓	Start Time ↑↓	End Time ↑↓	Max Seats	Enrolled	Flex Credit	Enroll Me!
1111	How to Effectively Approach th	West City	09/29/08	09/29/08	M	10:00 am	12:00 pm	10	10	2.00	Full
1112	Speaker: New Advancements in	West City	09/30/08	09/30/08	T	01:00 pm	02:00 pm	5	5	2.00	Full
1123	HLTH Department Meeting	West City	09/23/08	09/30/08	T	12:00 pm	01:00 pm	10	3	1.00	Enroll <input checked="" type="checkbox"/>
1124	BUSN Department Meeting	West City	09/23/08	09/30/08	T	TBA	TBA	5	5	1.00	Full
1143	ESLA Department Meeting	West City	12/08/08	12/08/08	M	03:00 pm	04:00 pm	8	4	1.00	Enroll <input checked="" type="checkbox"/>
1149	Auto Dept. Meeting	West City	08/22/08	08/22/08	F	01:00 pm	03:00 pm	65	2	2.00	Enroll <input checked="" type="checkbox"/>
1163	Math for the Adult Learner	West City	10/10/08	10/10/08	F	01:00 pm	03:00 pm	85	3	2.00	Enroll <input type="checkbox"/>
1169	Healthy & Fit Teaching Lifesty	West City	11/17/08	11/17/08	M	02:00 pm	03:00 pm	60	1	1.00	Enroll <input type="checkbox"/>
1177	MUSN Department Meeting	West City	12/05/08	12/05/08	F	12:00 pm	01:30 pm	10	1	1.50	Enroll <input type="checkbox"/>
1183	Brain Research and Its Implica	West City	08/22/08	08/22/08	F	09:00 am	11:00 am	30	1	2.00	Enroll <input type="checkbox"/>
1210	Speaker: Classroom Experience	West City	12/08/08	12/08/08	M	03:00 pm	04:00 pm	150	1	8.00	Enroll <input checked="" type="checkbox"/>
1216	Speaker: Education and the Ne	West City	12/05/08	12/05/08	F	TBA	TBA	150	2	8.00	Enroll <input type="checkbox"/>
1222	Speaker: Continuing Education	West City	12/05/08	12/05/08	F	TBA	TBA	150	1	5.50	Enroll <input type="checkbox"/>

To enroll in a workshop, check the box next to “Enroll” then click the “Add” button. Use the “Clear” button to remove enrollment selections and start over. Multiple workshops may be added at one time (see checked boxes). As a reminder, any workshops that have reached their enrollment capacity are indicated by “Full” in the “Enroll Me!” column.

By clicking “Add” the four workshops, 1123, 1143, 1149 and 1210 are added to the faculty contract if no date/time conflict exists.

Enrollment Confirmation

You have been enrolled in the following Workshops:

1123 - HLTH Department Meeting

1143 - ESLA Department Meeting

1149 - Auto Dept. Meeting

You could not be enrolled in the following Workshops because of date/time conflicts.

1210 - Speaker: Classroom Experience - Tips for the new



Please confirm your contact information below and update if necessary
When you are ready, click on the **Continue** button to proceed.

E-Mail Address:

Phone Number:

Continue

[Faculty Web Portal](#) | [Continuing Education Portal](#) | [College District Portal](#)

For assistance, contact the Professional Development Office at **(619) 388-4933**.

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After selecting the workshops you wish to enroll in and clicking on the “Add” button, the following “Enrollment Confirmation” page appears. Please confirm your contact information and update if necessary. In addition, if there are any date/time conflicts with any of the workshops, an error message will appear, as it does for workshop 1210 above.

Click “Continue” and you will be brought back to Workshop Registration on the next screen. You will notice that once you enroll in a workshop, that workshop is no longer available on the Workshop Registration screen for you to enroll in.

- Select available Academic Year below and Click on the **GO** button to display information.
- Click on any Workshop field to view full Workshop Information
- Use the **Check Boxes** to select a specific course for enrollment.
- Click on the **Add** button to enroll in all the courses you have selected.
- Click on the **Clear** button to clear all check boxes.
- You can click on the **↑↓** arrows to re-sort display.
- Be sure to use the **Logout** when you are finished adding workshops and reviewing your contract.

Workshop Registration

Academic Year: 2008-2009 (07/01/08 - 06/30/09) ▼
 Campus: West City ▼
 Workshop ID: GO

Add Clear

ID ↑↓	Title ↑↓	Campus ↑↓	Start Date ↑↓	End Date ↑↓	Mtg Day ↑↓	Start Time ↑↓	End Time ↑↓	Max Seats	Enrolled	Flex Credit	Enroll Me!
1111	How to Effectively Approach th	West City	09/29/08	09/29/08	M	10:00 am	12:00 pm	10	10	2.00	Full
1112	Speaker: New Advancements in	West City	09/30/08	09/30/08	T	01:00 pm	02:00 pm	5	5	2.00	Full
1124	BUSN Department Meeting	West City	09/23/08	09/30/08	T	TBA	TBA	5	5	1.00	Full
1163	Math for the Adult Learner	West City	10/10/08	10/10/08	F	01:00 pm	03:00 pm	85	3	2.00	Enroll <input type="checkbox"/>
1169	Healthy & Fit Teaching Lifesty	West City	11/17/08	11/17/08	M	02:00 pm	03:00 pm	60	1	1.00	Enroll <input type="checkbox"/>
1177	MUSN Department Meeting	West City	12/05/08	12/05/08	F	12:00 pm	01:30 pm	10	1	1.50	Enroll <input type="checkbox"/>
1183	Brain Research and Its Implica	West City	08/22/08	08/22/08	F	09:00 am	11:00 am	30	1	2.00	Enroll <input type="checkbox"/>
1210	Speaker: Classroom Experience	West City	12/08/08	12/08/08	M	03:00 pm	04:00 pm	150	1	8.00	Enroll <input type="checkbox"/>

After clicking “Continue” you are brought back to the Workshop Registration screen. The workshops (1123, 1143 and 1149) you enrolled in no longer show on the Workshop Registration screen.

Click on “Your Contract” on the blue menu bar to view how the workshops you enrolled in are displayed there.

Contract Information
2008-2009 (07/01/08 - 06/30/09)

Name: XXXXXXXXXX Status: **Adjunct** Campus: **North City**

E-Mail: Phone:

Obligation Hours

Fall: **7.00**
Spring: **0.00**

Total: **7.00**
Less Attended: **- 0.00**

Hours Due **7.00**

Contracted Hours

Enrolled: **4.00**
Attended: **- 0.00**

☛ Deadline dates are noted on the Guidelines page.
☛ If "Hours Due" is zero or negative, your obligation has been met.

Current Workshop Enrollment

☛ For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended	
<input type="checkbox"/>	1149	Auto Dept. Meeting	08/22/08	08/22/08	F	01:00 pm	03:00 pm	West City	TBA	2.00	.00	No <input checked="" type="radio"/>	Yes <input type="radio"/> 2.00
<input type="checkbox"/>	1123	HLTH Department Meeting	09/23/08	09/30/08	T	12:00 pm	01:00 pm	West City	Room F	1.00	.00	No <input checked="" type="radio"/>	Yes <input type="radio"/> 1.00
<input type="checkbox"/>	1143	ESLA Department Meeting	12/08/08	12/08/08	M	03:00 pm	04:00 pm	West City	TBA	1.00	.00	No <input checked="" type="radio"/>	Yes <input type="radio"/> 1.00

Current Independent Projects

☛ For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed

Go to "Your Contract" to view how the workshops you enrolled in are displayed. You have the ability to drop the workshops ("Drop" column on left) by checking the workshop and clicking the "Submit" button.

Contract Information 2008-2009 (07/01/08 - 06/30/09)

Name: XXXXXXXXXX Status: **Adjunct** Campus: **North City**

E-Mail: Phone:

Obligation Hours	Contracted Hours
Fall: 7.00	Enrolled: 4.00
Spring: 0.00	Attended: - 0.00
Total: 7.00	
Less Attended: - 0.00	
Hours Due 7.00	

Deadline dates are noted on the Guidelines page.
 If "Hours Due" is zero or negative, your obligation has been met.

Current Workshop Enrollment
 For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended	
<input type="checkbox"/>	1149	Auto Dept. Meeting	08/22/08	08/22/08	F	01:00 pm	03:00 pm	West City	TBA	2.00	<input type="text" value=".00"/>	No <input type="radio"/>	Yes <input checked="" type="radio"/> 2.00
<input type="checkbox"/>	1123	HLTH Department Meeting	09/23/08	09/30/08	T	12:00 pm	01:00 pm	West City	Room F	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/> 1.00
<input type="checkbox"/>	1143	ESLA Department Meeting	12/08/08	12/08/08	M	03:00 pm	04:00 pm	West City	TBA	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/> 1.00

Current Independent Projects
 For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed

After you have attended a workshop, go to "Your Contract" and on the "Attended" column on the right, mark your workshop as attended by checking the "Yes" button and then click the "Submit" button.

Contract Information 2008-2009 (07/01/08 - 06/30/09)

Name: XXXXXXXXXX Status: **Adjunct** Campus: **North City**

E-Mail: Phone:

Windows Internet Explorer

? Are you sure you want to submit the changes to your Contract, Workshop and Independent Project information?

Current Workshop Enrollment
 For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended		
<input type="checkbox"/>	1149	Auto Dept. Meeting	08/22/08	08/22/08	F	01:00 pm	03:00 pm	West City	TBA	2.00	<input type="text" value=".00"/>	No <input type="radio"/>	Yes <input checked="" type="radio"/>	2.00
<input type="checkbox"/>	1123	HLTH Department Meeting	09/23/08	09/30/08	T	12:00 pm	01:00 pm	West City	Room F	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00
<input type="checkbox"/>	1143	ESLA Department Meeting	12/08/08	12/08/08	M	03:00 pm	04:00 pm	West City	TBA	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00

Current Independent Projects
 For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed

After you have marked the workshop as “Attended” the above box will appear. Click “OK” and the electronic signature screen will display.

Type your name to verify your attendance at the workshop then click the “Submit” button.

Contract Information
2008-2009 (07/01/08 - 06/30/09)

Name: XXXXXXXXXX Status: **Adjunct** Campus: **North City**

E-Mail: Phone:

Obligation Hours

Fall: **7.00**

Spring: **0.00**

Total: **7.00**

Less Attended: **- 2.00**

Hours Due **5.00**

Contracted Hours

Enrolled: **4.00**

Attended: **- 2.00**

➔ Deadline dates are noted on the Guidelines page.

➔ If "Hours Due" is zero or negative, your obligation has been met.

Current Workshop Enrollment

➔ For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended		
<input type="checkbox"/>	1149	Auto Dept. Meeting	08/22/08	08/22/08	F	01:00 pm	03:00 pm	West City	TBA	2.00	<input type="text" value="2.00"/>	No <input type="radio"/>	Yes <input checked="" type="radio"/>	2.00 <input checked="" type="checkbox"/> Yes
<input type="checkbox"/>	1123	HLTH Department Meeting	09/23/08	09/30/08	T	12:00 pm	01:00 pm	West City	Room F	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00
<input type="checkbox"/>	1143	ESLA Department Meeting	12/08/08	12/08/08	M	03:00 pm	04:00 pm	West City	TBA	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00

Current Independent Projects

➔ For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed
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“Your Contract” shows the application of “Attended” workshops (2.00) and the change in the “Hours Due” from 7.00 to 5.00.

After attending a workshop, it is important to mark it as “Attended” to ensure flex credit is received and applied to your flex contract.

Continuing Ed Faculty Web Services Welcome to Faculty WS

Welcome Guidelines Workshop Registration Your Contract **Independent Projects** Change Password Logout

- Select available Academic Year below and Click on the **GO** button to change.
- Click on the **Save** button to save your Project information without submitting it for review.
- Click on the **Submit** button to submit your project for review.
- Click on the **Exit** button to return to previous page.
- Be sure to click **Logout** when you have finished in the Workshop, Project or Contract sections.
- Use the **HELP** button for more information on Project Types and Status.
- An Entry must be made in **ALL** fields.

Project Add/Edit 2008-2009 (07/01/08 - 06/30/09) **GO**

Help **Save** **Submit** **Exit**

Name: [Redacted] Campus: **North City** Subject: **CNCT - Kearny Mesa**

Select Type of Independent Project

--Select Project Type --

- Select Project Type --
- Campus Activities
- Community Outreach
- Curriculum and Instruction
- Meetings and Committees
- Professional Organizations
- Research/Writing
- Self Improvement/Wellness
- Technology

Examples Of Project Activities

ent Project Type From The Menu Above

The first time you add an independent project for a new academic year, the Project Add/Edit screen will display. Select from the “Project Type” drop down menu of project activities.

Click the “Help” button for additional information.

Project Add/Edit 2008-2009 (07/01/08 - 06/30/09) GO

Help Save Submit Exit

Name: [REDACTED] Campus: North City Subject: CNCT - Kearny Mesa

Select Type of Independent Project

- Curriculum and Instruction
- Select Project Type --
- Campus Activities
- Community Outreach
- Curriculum and Instruction
- Meetings and Committees
- Professional Organizations
- Research/Writing
- Self Improvement/Wellness
- Technology

Examples Of Project Activities

- * Develop new instructional program
- * Revise existing course outline
- * Update/revise learning resources
- * Develop new instructional skills
- * Create new learning/teaching materials
- * Review of instructional software
- * Visit program-related sites

* All Flex activities must fall outside your instructional time.

Independent Project Title:

Start Date: (mm/dd/yy) End Date: (mm/dd/yy) Planned Hours:

Briefly describe the project and explain how this activity will improve instruction. (1000 Characters Maximum):

To submit an Independent Project, faculty should select the Type of Independent Project. Once you have selected a project type, examples of project activities will display. Complete all required information: title, start date, end date, planned hours and a complete description of the project.

* All Flex activities must fall outside your instructional time.

Independent Project Title:

Start Date: (mm/dd/yy) End Date: (mm/dd/yy) Planned Hours:

Briefly describe the project and explain how this activity will improve instruction.
(1000 Characters Maximum):

Include comments here.

By typing my name below, I am **certifying** that I will complete the project described above to meet my Flex obligation in accordance with Title 5.

To query this information after saving or submitting, go to either **Independent Projects** or **Your Contract** from the Main Menu.

* Certification required for [REDACTED]

Certification Signature

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Prior to submitting the independent project, faculty are required to type their name as certification of the work to be completed and click the “Submit” button.

Important: if you click the “Save” (instead of “Submit”) button, the information is SAVED and not Submitted. You can access the Saved independent project later to complete the required fields and SUBMIT the project.

Project Add Confirmation

The Following Independent Project Has Been Added:
1612 - Review new textbook

Please confirm your contact information below and update if necessary.
When you are ready, click on the **Continue** button to proceed.

E-Mail Address:	<input type="text" value="faculty@sdccd.edu"/>
Phone Number:	<input type="text" value="619-555-5555"/>

←

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After Submitting your independent project, the project confirmation screen displays. As a reminder, please verify your District e-mail address is current. Click the “Continue” button to go to your Independent Project summary screen.

- ➔ Select available Academic Year below and Click on the **GO** button to display information.
- ➔ **Click on any Project field to view/edit/cancel full Project Information.**
- ➔ Click on the **Add** button to create a new Project.
- ➔ Use the **HELP** button for more information on Project Types and Status.
- ➔ Be sure to use the **Logout** when you are finished using the Flex application.

Independent Projects
2008-2009 (07/01/08 - 06/30/09)

ID	Type	Title	Campus	Start Date	End Date	Planned Hours	Status
1612	Curriculum and Instruction	Review new textbook	North City	08/15/08	10/01/08	4.00	In Process

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To add another independent project, click the “Add” button and the Project/Add Edit screen appears.

As a reminder, detailed information regarding the online independent project process may be found by clicking the “Help” button from the Independent Project page.

After adding your independent project, click on “Your Contract” and you will see the Independent Project on your contract.

E-Mail: Phone:

Obligation Hours	
Fall:	7.00
Spring:	0.00
Total:	7.00
Less Attended:	- 2.00
Hours Due	5.00

Contracted Hours	
Enrolled:	8.00
Attended:	- 2.00

- ➔ Deadline dates are noted on the Guidelines page.
- ➔ If "Hours Due" is zero or negative, your obligation has been met.

Current Workshop Enrollment

➔ For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended		
	1149	Auto Dept. Meeting	08/22/08	08/22/08	F	01:00 pm	03:00 pm	West City	TBA	2.00	2.00	No <input type="radio"/>	Yes <input checked="" type="radio"/>	2.00 ✓ Yes
<input type="checkbox"/>	1123	HLTH Department Meeting	09/23/08	09/30/08	T	12:00 pm	01:00 pm	West City	Room F	1.00	.00	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00
<input type="checkbox"/>	1143	ESLA Department Meeting	12/08/08	12/08/08	M	03:00 pm	04:00 pm	West City	TBA	1.00	.00	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00

Current Independent Projects

➔ For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed
<input type="checkbox"/>		1612	Review new textbook	08/15/08	10/01/08	4.00	0	In Process	



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The independent project you entered appears on your flex contract with a status of “In Process.” “In Process” means the project is being reviewed by the Dean of Professional Development. You will receive email notification once the independent project has been placed into “Input” status and you can proceed with the independent project.

If your independent project needs to be reviewed by the Program Dean (Status=“See Program Dean”), you will also be notified via email. After review by the Program Dean, you will receive an email update on your project status.

E-Mail: Phone:

Obligation Hours	
Fall:	7.00
Spring:	0.00
Total:	7.00
Less Attended:	- 2.00
Hours Due	5.00

Contracted Hours	
Enrolled:	8.00
Attended:	- 2.00

- Deadline dates are noted on the Guidelines page.
- If "Hours Due" is zero or negative, your obligation has been met.

Current Workshop Enrollment

➤ For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended		
	1149	Auto Dept. Meeting	08/22/08	08/22/08	F	01:00 pm	03:00 pm	West City	TBA	2.00	<input type="text" value="2.00"/>	No <input type="radio"/>	Yes <input checked="" type="radio"/>	2.00 ✓ Yes
<input type="checkbox"/>	1123	HLTH Department Meeting	09/23/08	09/30/08	T	12:00 pm	01:00 pm	West City	Room F	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00
<input type="checkbox"/>	1143	ESLA Department Meeting	12/08/08	12/08/08	M	03:00 pm	04:00 pm	West City	TBA	1.00	<input type="text" value=".00"/>	No <input checked="" type="radio"/>	Yes <input type="radio"/>	1.00

Current Independent Projects

➤ For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed
<input type="checkbox"/>		1612	Review new textbook	08/15/08	10/01/08	4.00	<input type="text" value=".00"/>	Input	No <input checked="" type="radio"/> Yes <input type="radio"/>

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After the independent project has been placed in "Input" status and you complete the project, go to "Your Contract" and check "Yes" and click "Submit" to mark your project as **Completed**.

There is a "Cancel Project" option if you decide to cancel your independent project.

Contract Information
2008-2009 (07/01/08 - 06/30/09)

Name: ██████████ Status: **Adjunct** Campus: **North City**
 E-Mail: Phone:

Obligation Hours

Fall:	6.50
Spring:	0.00
Total:	6.50
Less Attended:	- 6.50
Hours Due	0.00

Contracted Hours

Enrolled:	6.50
Attended:	- 6.50

↪ Deadline dates are noted on the Guidelines page.
 ↪ If "Hours Due" is zero or negative, your obligation has been met.

Current Workshop Enrollment

↪ For Detailed Information Click On Any Workshop Field.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attend Hrs	Attended	
	1601	Convocation Day/Theatre P	07/04/08	08/21/08	F	09:30 am	12:00 pm	ECC	Theatre	2.50	2.50	No <input type="radio"/>	Yes <input checked="" type="radio"/> 2.50 <input checked="" type="checkbox"/>

Current Independent Projects

↪ For Detailed Information Click On Any Project Field.

Cancel Project	Restore Project	ID	Title	Start Date	End Date	Planned Hrs	Actual Hrs	Status	Completed
		1612	Review new textbook	08/15/08	10/01/08	4.00	4.00	Completed	No <input type="radio"/> Yes <input checked="" type="radio"/>

“Your Contract” displays all Workshops and Independent Projects as well as the status of each. Above is an example of a flex contract where the flex obligation hours have been met for the semester.

Remember to mark Workshops and/or Independent Projects as Attended/Completed and click the “Submit” button to receive flex credit. Faculty who do not meet their flex obligation will have their pay docked for each hour that is not completed.