Flex Plan Module Overview for Faculty

- Navigate to Flex Plan located on the far left widget of the dashboard in the "Faculty Portal."
- There are 2 boxes that keep track of the plans that have or have not been initiated.

Overview of Flex Plan Shows the Number of Plans Not Initiated

Submitted Flex Plan shows the Number of Plans initiated

Previous Term   Term: Spring 2026   Next Term

OVERVIEW OF FLEX PLAN

1

Number of Plans Not Initiated

Total Request: 1

SUBMITTED FLEX PLAN

0

Number of Plans Initiated

Total Completed Request: 0
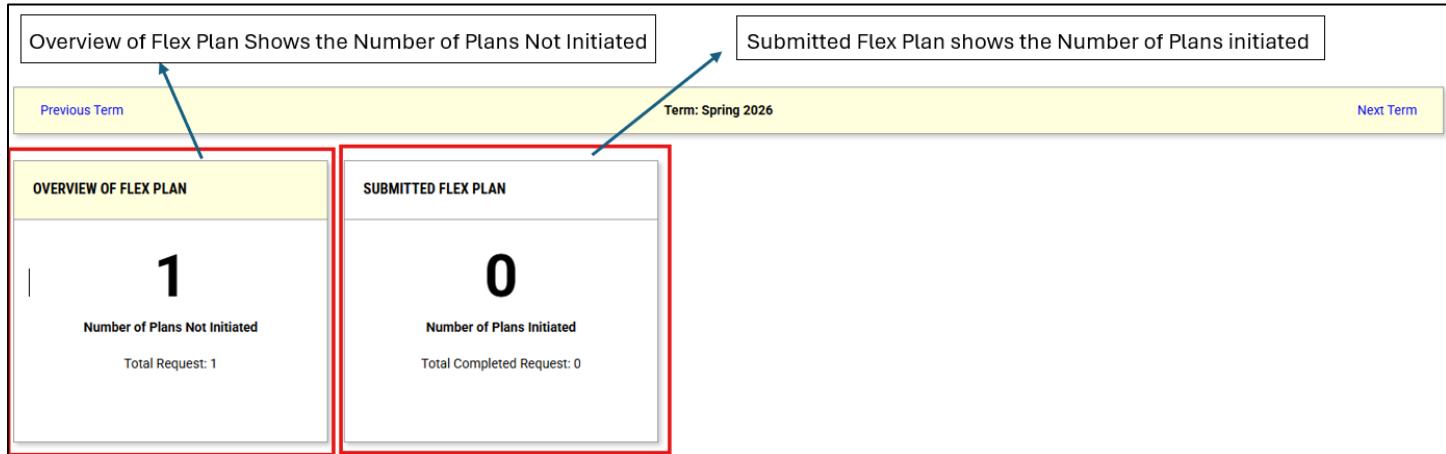
Steps for Submitting a Flex Plan

Method 1: Complete Flex Plan Individually

- Scroll down to Step 1 to Select Courses to Review or Initiate plans.
- Click on "View" under Step 1 for the plan that needs to be to worked on.

STEP 1: SELECT COURSES (FOR BULK SPECIFY)   Method 1: Complete Flex Plan Individually

Records Found: **1** (Showing: **1 - 1**)   Show Per Page: **100** ▾   Page: 1

	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
☐	View	Not Initiated	1	FAKE	TEST	200	001			11/21/2025				1 - Total: 1

Method 2: Complete Flex Plan in Bulk

- Check the boxes for the requested plans to be completed in Step 1 and continue to Step 2 to select multiple courses to specify a flex plan in bulk.

STEP 2: SELECT AVAILABLE OPTIONS   Method 2: Complete Flex Plan in Bulk

Select from the list of courses above to specify Flex Plan in bulk.

Important Note: When specifying Flex Plan in bulk, the system will prefill questionnaire with the default template which can be edited as needed.

SPECIFY FLEX PLAN FOR MULTIPLE COURSES >

Filling Out the Flex Form Request:

- The next window should open to a list of questions. Complete the List of Questions and click on "Initiate and Request Review."

Note: Required fields are marked with an asterisk (*).

STUDENT REQUEST

Course Information:

- **TEST 200.001 - FAKE COURSE FOR TESTING (CRN: FAKE)**

LIST OF QUESTIONS

Question 1: Limited attendance flexibility accommodations have been updated for the 2025-2026 school year to create a more clear and equitable process.

Based on best practices, there is now a default plan for limited attendance flexibility accommodations that should be implemented. If you have a concern about the default plan, you can customize the plan below. If necessary, you should engage with the student's Accommodation Coordinator to determine what may be a reasonable alternative. If you do not complete the Disability Flexibility Plan (DFP), the default plan remains active.

If a student states that the default plan will not support their access, Disability Services staff and instructor will engage in an interactive process to determine what flexibility may be reasonable and appropriate. Ultimately, Disability Services will determine reasonable flexibility after collaboration with both the student and faculty.

- Once any Submission Errors are addressed and all the information in put in correctly, click on "initiate and request review."

⚠ **SUBMISSION ERROR**

There was a problem processing your request. Please check the following fields:

- **Disability-Related Absences:**

  If in-class participation is essential to the course, please indicate the total abs are required to fill the **Additional Comment** field.

INITIATE AND REQUEST REVIEW ❯   **BACK TO LIST** ❯

After the Request has Been Submitted:

- The last window should show you a green check mark with a "Success! Your Action Has Been Completed" indiciating that the Flex Plan as been submitted.

⌂ ❯ **FLEX PLAN**

✓ **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

- The Submitted Flex Plan box on the main Flex Plan dashboard should now show a new Number of Plans Initiated.
- And the status will change to "Waiting for Staff Review" for that specific course listed below.

| | Previous Term | | | | | | | | | Term: Spring 2026 |

OVERVIEW OF FLEX PLAN

0

Number of Plans Not Initiated

Total Request: 1

SUBMITTED FLEX PLAN

1

Number of Plans Initiated

Total Completed Request: 0

Records Found: 1 (Showing: 1 - 1)

	View	Status		Students	CRN	Subject	Course	Section	Cam
☐	View	Waiting for Staff Review		1	FAKE	TEST	200	001	