INTELLIMEDIA POWERING SUCCESS

# Flex Session v4
# Student/Parent User Guide

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**August 16, 2017**

FLEXSESSION
FOR POWERSCHOOL

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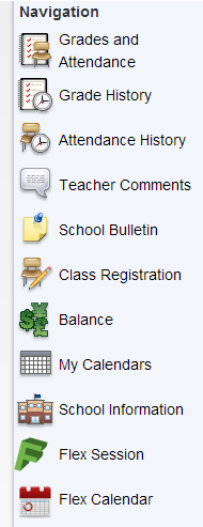
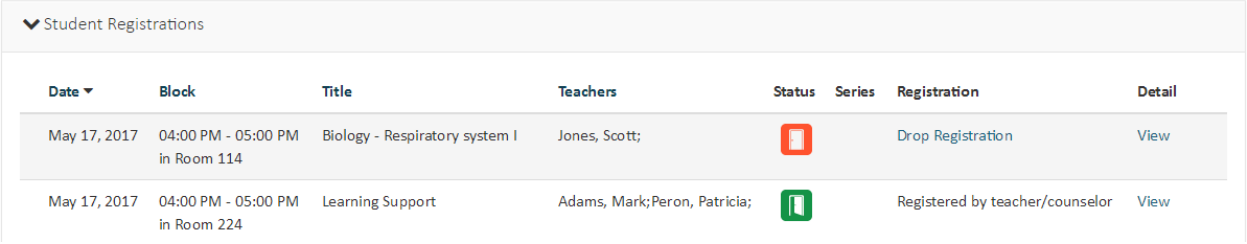
## Student Portal

When a student or parent is logged into PowerSchool, they will see 2 new links in the navigation menu to the left, Flex Session and Flex Calendar.



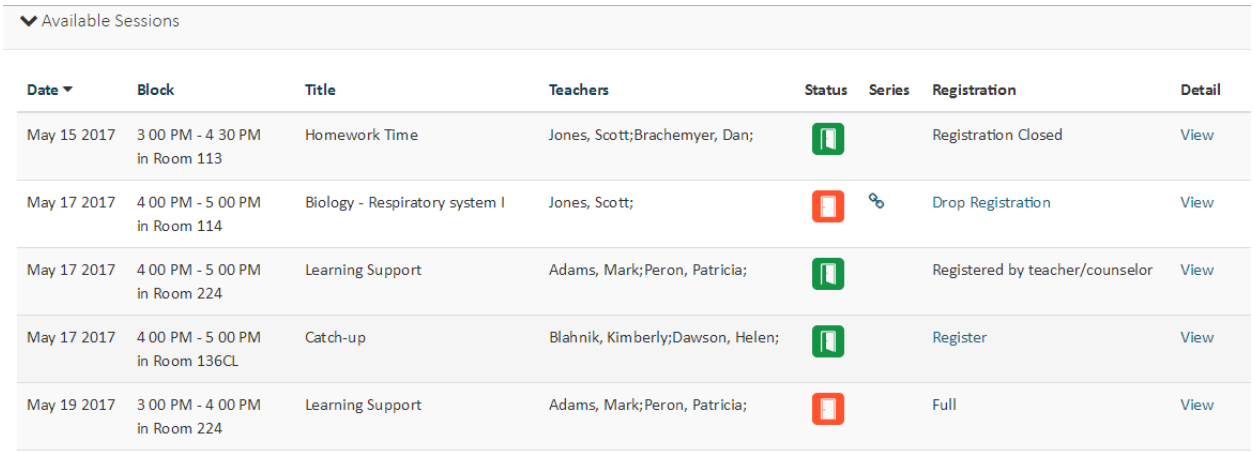

## Flex Session

Following the Flex Session link will display a list of all Sessions that the student is registered in.




Below this is the Filter functionality to search for session that are available to the student.

Clicking Search with no search parameters will return a list of all sessions. Using the search parameters can narrow down this list to desired results.




There are a few different pieces of information under the **Registration** column:

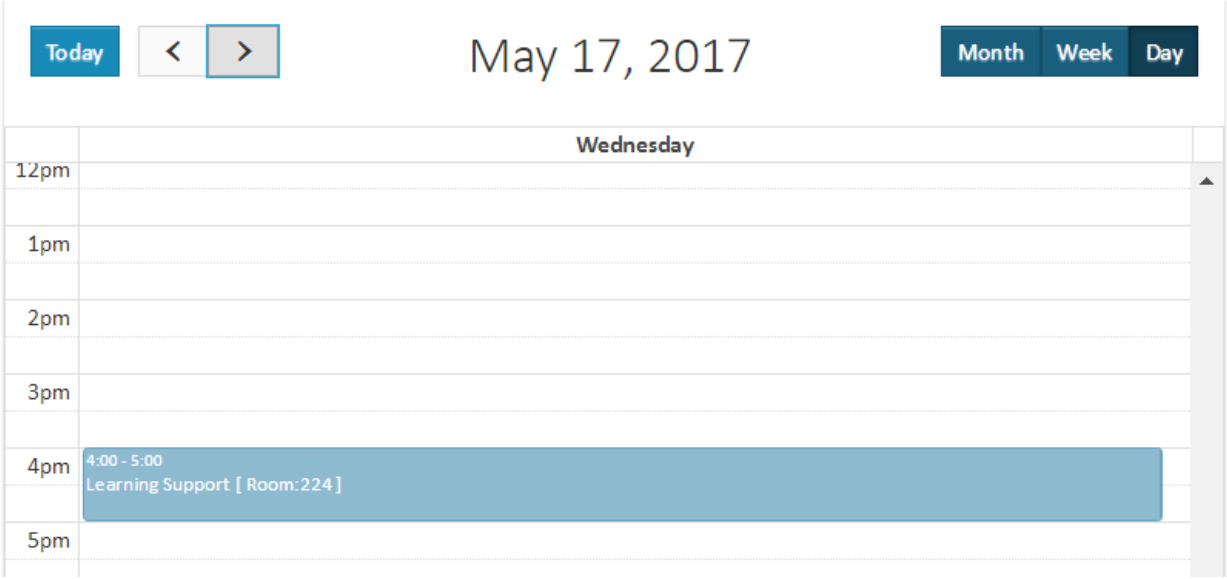
a. **Registration Closed**: The deadline for registering and dropping registrations has passed. This Registration Deadline setting is set by Administrators.
b. **Drop Registration**: This allows the students to drop this registration. The Drop Registration link only appears for the registrations that the student has created.
c. **Registered by teacher/counselor:** The registration was created by a Teacher, Counselor, or Admin and the student cannot drop the registration.
d. **Register:** The session is available to the student and they are able to register themselves into this session.
e. **Full:** All seats have been filled and the session is considered full.

When a student finds a session they are interested in registering to, they will click on the **Register** link for that session. This will present them with a popup for them to enter a comment. This comment is optional and will be the reason they are registering/interested in the session. It will be visible for the teacher hosting the session to help them better prepare for the material taught.

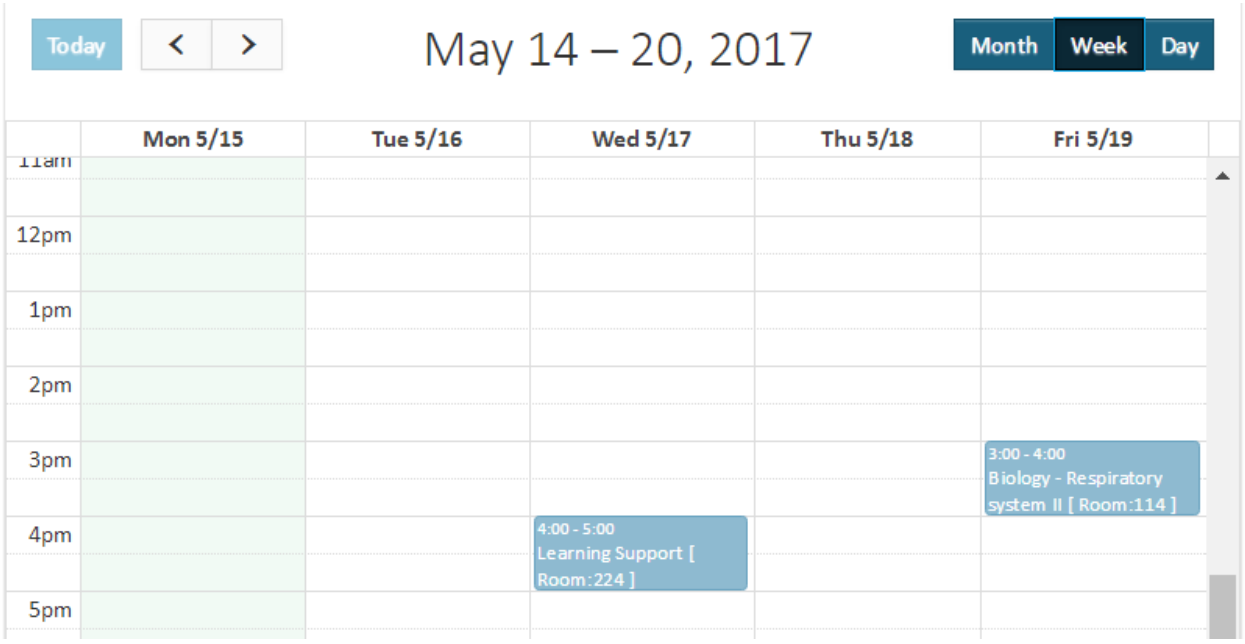
After clicking submit, the page will reload and the newly registered session will appear in the **My Registrations** list.

## Flex Calendar

Following this link will show a calendar view, defaulted to the current day, showing all registered sessions for the student.




This calendar can also be switched to weekly view to see all sessions by day for the current week.

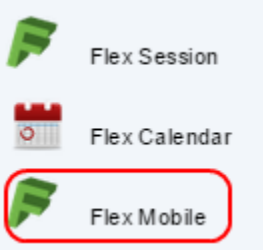


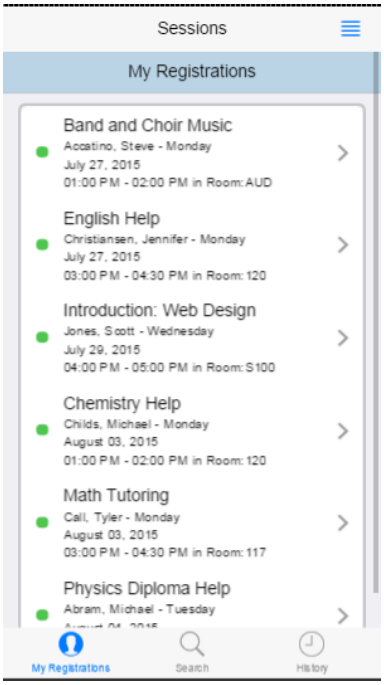

Using the

buttons at the top left of the calendar will let the student view days/weeks before or after the current day/week.

## Flex Mobile

When logged into PowerSchool on a mobile device, the **Flex Mobile** link will appear. Note: this link only appears when accessing PowerSchool portal as normal, this link does not show in the PowerSchool phone app that is downloaded.




Clicking on this link will redirect to the Flex mobile friendly site.