

SCHEDULING "TITAN TIME" (RTI PROTOTYPE)

Unit 2: Flex Time Manager

Over the next few weeks, we will be learning to create sessions for the RTI Prototype by using Flex Time Manager Software. This will be the nucleus of our prototype.

Learning Targets

1. I can navigate the basic functions of *Flex Time Manager*.

This means that I can do simple tasks such as login, access the calendar, view the directory of sessions, search students, and check the activities I have created.

I haven't started yet.	I need some help.	I am working on it.	Yes. I have done that!
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2. I can successfully create an enrichment (open session) using the Flex Time Manager program

This means that I can create an activity by successfully filling out all fields in the template to add a new activity. This includes being able to distinguish between *Normal Activity*, *Optional Roster Activity* and *Advertise Activity*. In addition to this, I can create and name rosters for both types of Activities if necessary.

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3. I can successfully create an intervention (closed session) using the Flex Time Manager program.

This means that I can create an activity by successfully filling out all fields in the template to add a new activity. This includes being able to distinguish between *Regular Roster*, *Teacher Requested* and *Priority Roster*. In addition to this, I can create and name rosters for these types of Activities if necessary.

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4. I can schedule sessions into my calendar using the *Activities Calendar*.

This means that I can add my activities to my calendar according to the RTI schedule. This includes understanding how to *Plus Add* students to an *Optional Roster Activity* when needed. I can check my attendance rosters by using the *Attendance Tab*.

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Vocabulary:

Normal Activity	Regular Roster	Activity Directory
Advertise Activity	Teacher Requested (<i>Plus Add</i>)	Activities Calendar
Optional Roster Activity	Priority Roster	Attendance Tab

