

How to Copy Flex Plans and Complete Questionnaires in Bulk

When logged in as the instructor or when instructors log in, there is the ability to copy Flex Plans to other classes and initially specify Flex Plans in bulk.

1. Instructor logs in OR staff use Login As Instructor, then navigate to Flex Plans.
2. On the Overview page, there is the ability to select current classes to bulk specify or copy a plan to. Select the checkboxes for the plans you want to bulk specify or complete by copying a previous plan.

STEP 1: SELECT COURSES (FOR BULK SPECIFY OR COPY FROM PREVIOUSLY COMPLETED)

Records Found: 9 (Showing: 1 - 9)

☐	View	Status	Students	CRN	Subject	Course	Section	Campus
☐	View	Completed	3	13107	ACCT	23020	002	KC
☐	View	Completed	1	10287	SPED	43063	001	KC
☒	View	Not Initiated	2	DALT01	TST	272	A	KC
☒	View	Not Initiated	1	DALT03	TST	274	A	KC

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1. In Step 2: Select Available Options, choose the Flex Plan to copy answers from. The system will display up the most recent 10 plans from the last four semesters. If the goal is to specify in bulk, leave the drop-down menu set to "Start a New Plan".

STEP 2: SELECT AVAILABLE OPTIONS

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

Options:

Hint: If you would like to copy a **previously completed** Flex Plans, please select the course below. The list includes the last 10 completed Flex Plans within the last 2 terms.

Start A New Plan



Start A New Plan

Copy Responses From Fall 2010 - CHEM 10031.600 - CHEMISTRY IN OUR WORLD (CRN: 18140)

Copy Responses From Fall 2010 - SPED 43063.001 - CURR METHODS MOD/INTENSE (CRN: 10287)

Copy Responses From Fall 2010 - ENG 65022.001 - GREEK AND ROMAN RHETORIC (CRN: 11727)

2. Select "Specify Flex Plan For Multiple Courses"
3. You will have the ability to review responses before making your final confirmation if copying from a previously completed plan or type responses for the first time.
4. Depending on your settings, you will either select "Initiate and Request Review" or "Submit Flex Plan".



IMPORTANT MESSAGE

Message for the Instructor Dashboard FLX

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

STUDENT REQUEST

Course Information:

- TST 272.A - ALTERNATIVE TESTING DAN1 (CRN: DAL01)
- TST 274.A - ALTERNATIVE TESTING DAN3 (CRN: DAL03)

LIST OF QUESTIONS

What is the course format? *

- ☒ Face to Face - Describe the course structure (e.g. size, group work, lecture)
- ☐ Lab
- ☐ Online

FORM SUBMISSION

INITIATE AND REQUEST REVIEW >

BACK TO LIST >