

WELCOME TO FLEX!

OVERVIEW

FLEX represents an important step forward in how we support teaching, learning, and learners across the state. This transition is about more than just a new system; it's about creating a more modern, connected, and effective learning experience for everyone. With FLEX, users can expect:

1. Consistent and Intuitive Learning Experience

Within the new training platform, learners will obtain standardized learning materials across all courses to include e-learning, instructor-led, and hybrid offerings.

2. Easier Course Navigation and Management

Learners will be able to search courses by keywords, course titles, location, and even discipline. This will allow for easier navigation and increase course participation.

3. Streamlined Communication and Engagement

Flex allows learners and instructors to communicate before, during, and after course completion. This will allow users to obtain real-time updates and for instructors to engage learners earlier.

NEXT STEPS

- Continued webinar facilitation
- Microlessons available via informational website
- Site launch
- Create your account
- Data conversion

LEARN MORE

To help you prepare for this change, we've launched a dedicated [FLEX information website](#) where you can find key timelines and resources, training opportunities and micro-lessons, and FAQs and support information .



LEARNER ROLE

Learners use FLEX to complete training courses, submit assignments, and monitor their progress and grades.

Responsibilities:

- Access and complete assigned courses and training modules
- Submit assignments, quizzes, and assessments
- Monitor course progress, grades, and completion status
- Maintain compliance with required training deadlines and program requirements

INSTRUCTOR ROLE

Instructors manage course content, grade assessments, post announcements, track learner performance, communicate with learners, and provide feedback.

Responsibilities:

- Manage course content, materials, and learning activities
- Grade assignments, quizzes, and assessments
- Post announcements and communicate course updates
- Monitor learner participation, progress, and performance
- Provide feedback, guidance, and instructional support to learners

AFFILIATION ROLE

Affiliation Managers manage enrollments and approvals, review reports and dashboards, and oversee training activity within their assigned affiliation(s).

Responsibilities:

- Manage enrollment approvals
- Review dashboards, reports, and training metrics
- Support compliance and required training completion efforts