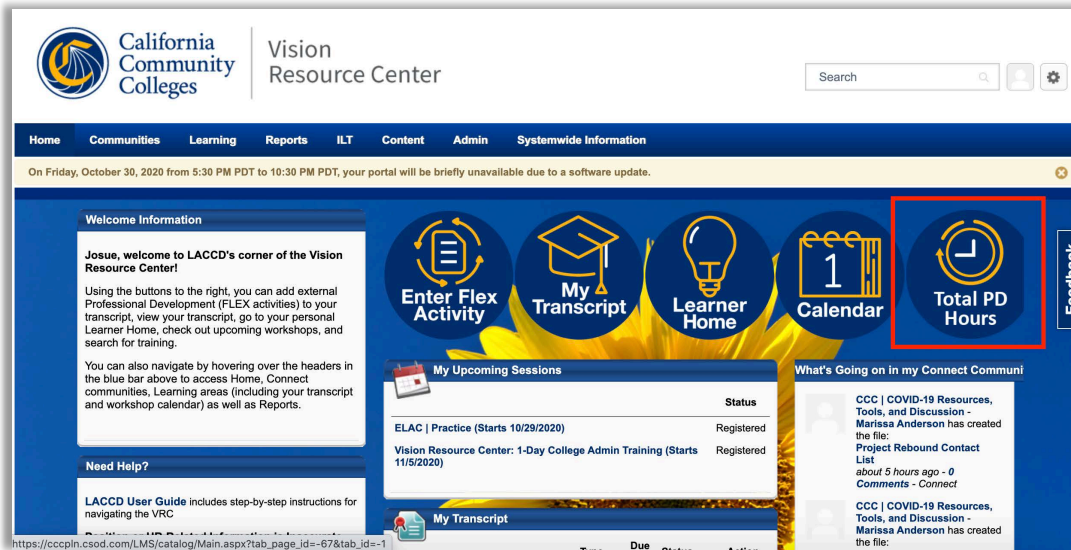# Checking your Flex Hours

To view your **Flex Hours**, click on the circle *Total PD Hours*

First you will need to update your flex report. Scroll to the right of the title with the current academic year and drop down arrow will appear. Click on the arrow and then select *Refresh.*

You will see a circle spinning letting you know its **Refreshing now**. It can take 1-2 minutes for it to complete.

Once it has finished refreshing you can click on the bar graph graph to see the total amount of hours completed.

For more detailed information please go to the drop down arrow again. You will see two options *View Details and Export to Excel* .

Export to Excel will download and excel file into your computer. The file will have a list of all the activities you have received Flex credit for and how many hours of credit you have received for each. *View details* will open a pop up window with the same information, but you can see it online. Please click on view details.
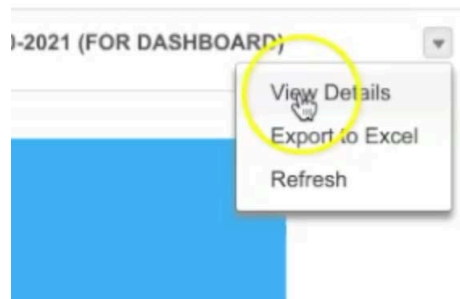
If you scroll to the bottom of this new window you will find the total amount of hours you have received flex credit as well as a breakdown of the individual activities you received credit for.

Title: LACCD | PD Hours 2020-2021 (for Dashboard)
Report Generated By: Miller-Wakeham, Braden
Report Date/Time: 10/15/2020 12:33 PM
Record Count: 4
Record Count Limit: 5000
Filters: [Training Type] is equal to Cohort,Connect Item,Curriculum,Discussion,Document,External Content,External Training,Form,Library,Material,Note,Observation Checklist,Online Class,Online Content,Online Reso
[Transcript Status] is equal to Completed
[Transcript Completed Date] is on or after 7/1/2020
[Transcript Completed Date] is on or before 6/30/2021
[Archived from Transcript?] is not True
[Removed from Transcript?] is not True

User Full Name	User Full Name	Training Title	Training Type	Sum Training Hours
Grand Summary (4)				11.42
Miller-Wakeham, Braden (4)				11.42
Miller-Wakeham, Braden	Miller-Wakeham, Braden	ELAC	Vision Resource Center Training	Session	1.50
Miller-Wakeham, Braden	Miller-Wakeham, Braden	ELAC	Opening Day	Session	6.67
Miller-Wakeham, Braden	Miller-Wakeham, Braden	ELAC	Professional Development	Session	1.25
Miller-Wakeham, Braden	Miller-Wakeham, Braden	ELAC	Racial Microaggressions: Using Critical Race Theory to Respond to Everyday Racism	Session	2.00