

[admin](#), [portal](#)

School Activities (Remodeled & Revitalized, May 2019)

This feature can be used to easily track custom activities (programs, sports, clubs, events, field trips, enrichment activities, after-school programs, labs, etc.) in your school without the need for a Special Enrollment. The possibilities are endless! You have the ability to manage your enrollments, forms, and rosters. With visibility in the Student/Parent Portal to view Activities, Print forms & Schedules, and sign up for Activities. Reports available.

Step 1: Manage & Create Activity Types

- How do I access this feature?
 - Click Admin > Portal Management > School Activities
- Click on **Manage Activity Types**
 - By default you will see the Activity Type: Clubs, Events, Sports

Name	Schoolyear	Extracurricular	Created By	Created On	Updated By	Updated On
Clubs	2018 - 2019	Yes		05/21/2019		05/21/2019
Events	2018 - 2019	No		05/21/2019		05/21/2019
Sports	2018 - 2019	Yes		05/21/2019		05/21/2019

- Click on **Create New Type** and enter relevant information & SAVE
 - You do have the ability to associate forms to Activity Type, if needed. You will also have visibility of any Associated Activities

Step 2: Manage Forms

- If you have forms that students will need to complete to participate in a specific activity you have the option to upload needed forms.

- Click **Manage Forms**
- Click **Create New Form** > Upload > browse and search form on computer > associate with the School Year > SAVE

- On the main page you can **Click to preview** the form currently uploaded

Document	Name	Schoolyear	Created By	Created On	Updated By
Click to preview	CLUBS PERMISSION SLIP.pdf	2019 - 2020		05/21/2019	
Click to preview	DANCE CLUB CONTRACT.pdf	2019 - 2020		05/21/2019	
Click to preview	Zoo Field Trip Permission Slip.pdf	2018 - 2019	LeAnn Reeves	05/22/2019	LeAnn Reeves
Click to preview	Mission Field Trip - PERMISSION SLIP.pdf	2018 - 2019	LeAnn Reeves	05/22/2019	LeAnn Reeves
Click to preview	ENRICHMENT ACTIVITY PERMISSION SLIP.pdf	2018 - 2019	LeAnn Reeves	05/22/2019	LeAnn Reeves
Click to preview	SPORTS PACKET - ALL.pdf	2019 - 2020		05/21/2019	LeAnn Reeves

Step 3: Manage & Create Activities

- Make sure to click on the **Manage Activities** button to return to the main page
 - This is an overview page of ALL activities that you have available
 - Filters are available and all columns are sortable

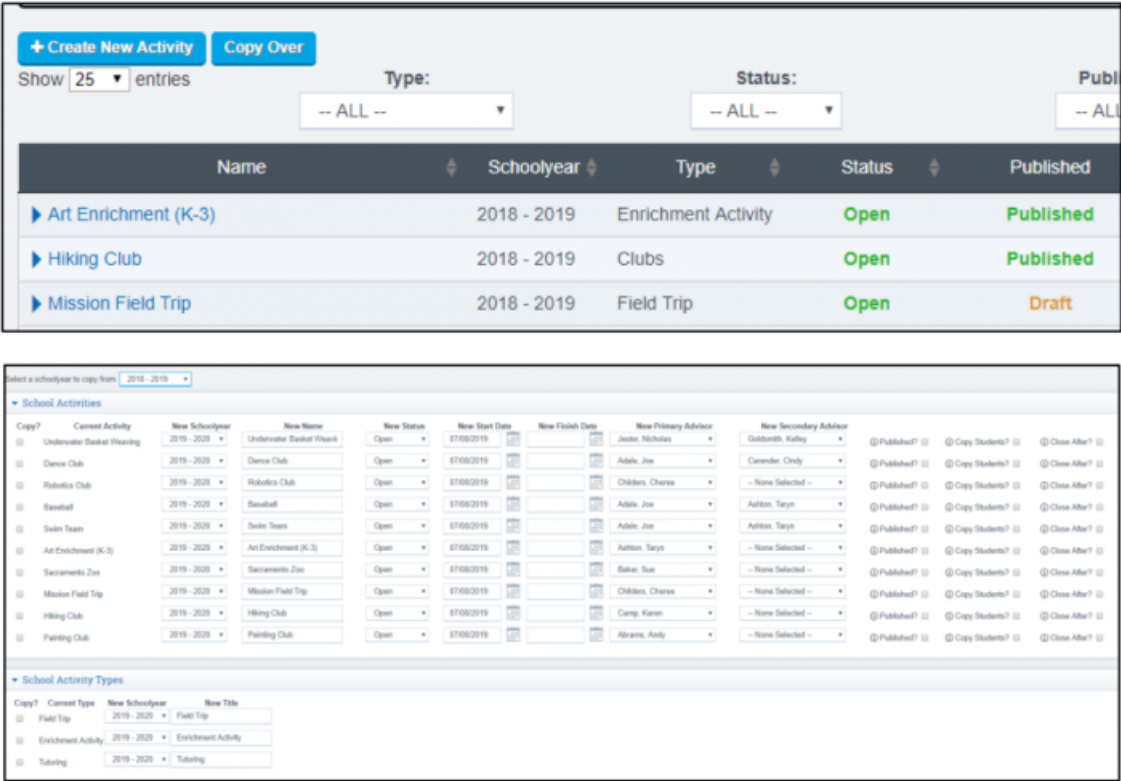
Name	Schoolyear	Type	Status	Published	Registrations	Start Date	Finish Date	Primary Advisor	Secondary Advisor
Art Enrichment (K-3)	2018 - 2019	Enrichment Activity	Open	Published	9 / 20	05/22/2019	06/14/2019	Ashton, Taryn	
Hiking Club	2018 - 2019	Clubs	Open	Published	1 / *	05/21/2019	06/14/2019	Camp, Karen	
Mission Field Trip	2018 - 2019	Field Trip	Open	Draft	0 / 30	06/03/2019	06/03/2019	Childers, Cheree	
Sacramento Zoo	2018 - 2019	Field Trip	Open	Draft	0 / 25	05/24/2019	05/24/2019	Baker, Sue	
Swim Team	2018 - 2019	Sports	Open	Published	7 / 20	07/02/2018		Adale, Joe	Ashton, Taryn

- To create a new activity, click on the **Create New Activity** button
 - Enter in the relevant information. Required fields noted with red asterisk:
 - Name
 - Start
 - Status

- Primary Advisor
- Type
- School year - make sure to associate with correct year
- **Description & Meeting Days/Times**
 - Not required, but this info will be visible in the Portal and used on the printed schedules
- **Attach Form** (permission slips, contract, etc.) to specific activity by clicking directly on one of the Available Forms
- **Enroll Students** in mass by clicking on **Mass Enroll** or **Quick Add** by entering their last name or id.
 - See **Step 4: Managing Enrollments** for enrollment options
 - You are not required to enroll students in the Activity at the time of Activity creation
- **Save Activity** - the new Activity status will be in **DRAFT** format by default unless you choose to **PUBLISH**
 - Published activities are visible to Students and Parents in the Portal and available on the School Activity tab in the Student Registration area.

The screenshot shows the 'Editing Enrichment Activity - Art Enrichment (K-3)' form. The form is divided into several sections: Name, Start/Finish dates, Status, Primary/Secondary Advisor, Learning Center, Meeting Location, and Description. There are also fields for Meeting Days and Max Students. A green arrow points to the 'PUBLISHED' status. A yellow arrow points to the 'Save' button. Another yellow arrow points to the 'Revert To Draft' button. The bottom section is labeled 'Attached Forms' and shows a file icon. On the right, there is a 'Student Roster' section with a list of students and their status.

- **Mass Copy Option**
 - At the end of the school year, you have the option to copy over the School Activities, Activity Types, and Forms from school year to school year.
 - Select what you would like to copy and option to edit various fields for the upcoming school year.



Step 4: Managing Enrollments

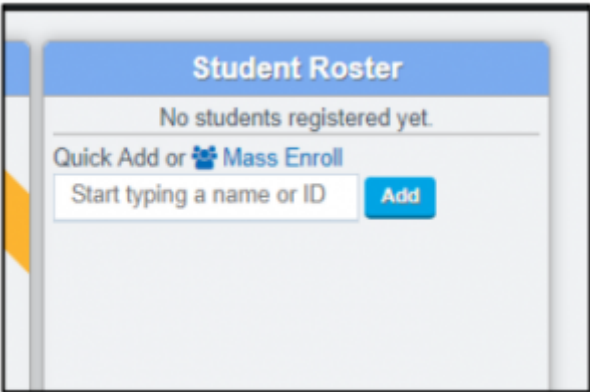
There are a couple of options to enroll/manage students in School Activities

Option 1: Mass Enroll - Activity Student Roster

- Click on the specific name of the activity

Name	Schoolyear	Type
▶ Art Enrichment (K-3)	2018 - 2019	Enrichment Activity
▶ Hiking Club	2018 - 2019	Clubs
▶ Mission Field Trip	2018 - 2019	Field Trip

- Navigate to the Student Roster



- Click Mass Enroll > Sort List as needed > Check next to student needed > Click Register Students

Select students to enroll in Art Enrichment (K-3)

162 students found

Check	Student	Teacher of Record	Local ID	Grade	Track	Ed Program
<input type="checkbox"/>	Abney, Tamara	N/A	78967	4	A	NEW Classroom Based
<input type="checkbox"/>	Acosta, Teagan	Gruber, Amy	78774	8	A	Independent Study
<input type="checkbox"/>	Abuel, Christian	Pellegrini, Charmaine	79485	10	A	Independent Study
<input checked="" type="checkbox"/>	Arcia, Jessica	N/A	78568	4	A	Classroom Based
<input type="checkbox"/>	Alexander, Samuel	Pellegrini, Charmaine	79066	11	A	Independent Study

- When the student(s) are registered, their Status will show as red, indicating they have missing form(s).

Student Roster

9 current Student(s)

Quick Add or Mass Enroll

Start typing a name or ID

Show 20 entries

Status	Student
	Black, Brady
	Boulder, Davey
	Smith, Jane
	Birch, Kira
	Blair, Briana
	Blair, David
	Blom, Jacob
	Bowers, Angel
	Abney, John

Showing 1 to 9 of 9 entries

Previous Next

Student Info

Smith, Jane

Start: 05/22/2019

Finish:

Comments:

Forms
(Click to update status)

ENRICHMENT ACTIVITY PERMISSION SLIP.pdf

- When you click on the student name you will see details regarding the Student. You can:
 - Click the **Red** form if the form has been completed, which will update the Status of the student to **Green**.
 - Enter a Comment (will reflect in School Activity tab)
 - Enter a Finish date when relevant

Option 2: Quick Add (single student) - Activity Student Roster

- Click on the specific name of the activity
- Navigate to the Student Roster

Student Roster

9 current Student(s)

Quick Add or Mass Enroll

Lloyd, Garren (78864)

Status	Student
	Black, Brady
	Boulder, Davey

- Enter Student Name or type in the Student ID and click Add

Option 3: School Activities Tab - Student Dashboard

- Click **School Activities** tab
- From the drop down, Select the Activity you want to enroll student in.

John Abney - School Activities

333 Forest Ave
Portola, CA 96122
(530) 249-3939
johna78698@mailinator.com

Grade 5

Local ID 78698

Gender M

Date of Birth 02/20/2007 (12)

Enrolled 07/03/2017 - Current

Student 1235689

Wide ID

Sites Milestone Independent Study P (Grades Tk-8)

Student is eligible for the following activities: -- SELECT --

Show 25 entries Only current Student at

Activity Name	Activity Type	Primary Advisor	Second
Baseball	Sports	Adale, Joe	Ashton, Taryn
Music Club - The Notations	Clubs	Childers, Cheree	Atkins, Thomas
Painting Club	Clubs	Abrams, Andy	
Robotics Club	Clubs	Childers, Cheree	

- Information about the activity will display > Click **Register Student**
 - You have the option to **Add Comment** at this time

Student is eligible for the following activities: Dance Club

Dance Club

Status Open

Start 07/05/2018

Finish Current

Schoolyear 2018 - 2019

Primary Advisor Adale, Joe

Secondary Advisor Carander, Cindy

Description Studio 3B

Click on forms that the student has turned in:

CLUBS PERMISSION SLIP.pdf

DANCE CLUB CONTRACT.pdf

+ Add a comment

Do you want to register this student in this activity?

- When the student(s) are registered, their Status will show Red, indicating they have missing form(s)

Activity Name	Activity Type	Primary Advisor	Secondary Advisor	Start	Finish	Form Status
Baseball	Sports	Adale, Joe	Ashton, Taryn	06/11/2019	Current	All Forms Submitted
Dance Club	Clubs	Adale, Joe	Carander, Cindy	07/05/2018	Current	Missing 2 Form(s)
Music Club - The Notations	Clubs	Childers, Cheree	Atkins, Thomas	04/13/2018	Current	Missing 1 Form(s)
Painting Club	Clubs	Abrams, Andy		11/05/2018	Current	All Forms Submitted

- When you click on the Activity name, you will see details regarding the Student enrollment in activity. You can
 - Click the **Red** form if the form has been submitted, which will update the Status of forms to **Green**.
 - Student activity will no longer be backed in Red
- Enter a Finish Date if needed
- There is also the option to Print the schedule from this area

School Activities in the Portal

View of Enrolled Activities

- There is an option to show School Activities that student(s) are enrolled in the Portal
- If student is missing a form, the title of the Activity will be shown in **red**
- Link will be available to download the **missing form**
- **Link to Print Weekly Schedule** - based on the Meeting Days

[Print Weekly Schedule](#)
[Sign up for an Activity](#)

Clubs					
Activity Name	Meeting Days	Location	Advisors	Ends On	Description
❗ Music Club - The Notations Please turn in the following form(s): CLUBS PERMISSION SLIP.pdf			Cheree, Childers Thomas, Atkins	Unscheduled	Room 33 - Bring music folder
Painting Club	M 9:00 am - 10:30 am		Andy, Abrams	Unscheduled	
Robotics Club	W 12:00 am - 6:00 pm		Cheree, Childers	Unscheduled	Room 337
❗ Dance Club Please turn in the following form(s): CLUBS PERMISSION SLIP.pdf DANCE CLUB CONTRACT.pdf	M 4:30 pm - 6:00 pm W 4:30 pm - 6:00 pm		Joe, Adale Cindy, Carender	Unscheduled	Studio 3B

Sports					
Activity Name	Meeting Days	Location	Advisors	Ends On	Description
Swim Team	M 4:30 pm - 6:00 pm W 4:30 pm - 6:00 pm		Joe, Adale Taryn, Ashton	Unscheduled	City Pool
Baseball	M 4:30 pm - 6:00 pm		Joe, Adale Taryn, Ashton	Unscheduled	Practice will be at lower field.

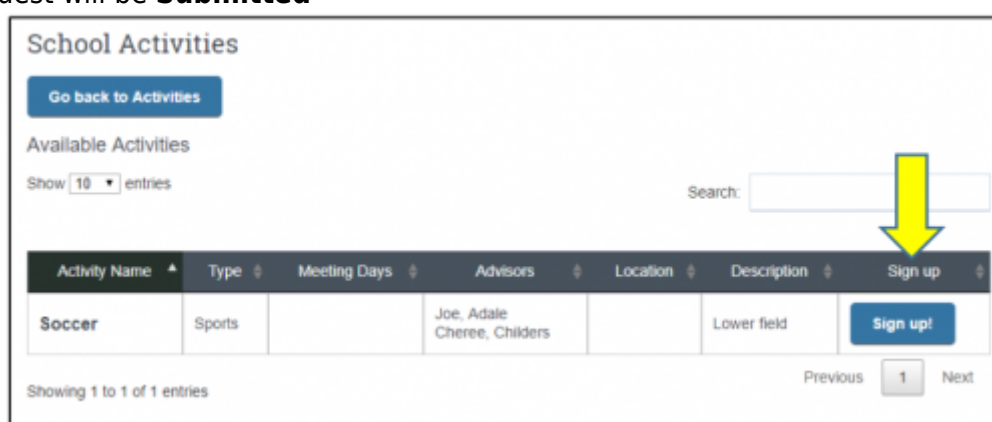
How does Student request registration in School Activity through the Portal?

- There is a page policy that allows this feature
 - If this is selected, Students will see all Published and active School Activities and be able

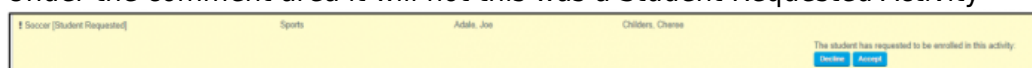
to submit a registration request which the Activity Staff can evaluate.



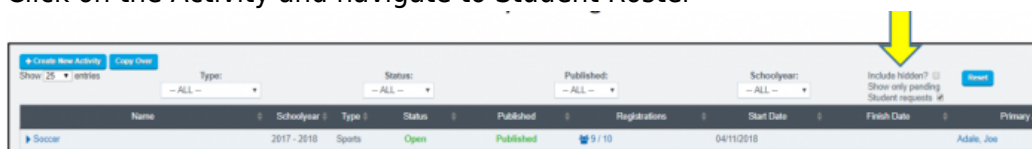
- Click **Sign up for an Activity** takes family to a page to search through available activities and then click **Sign up!**
 - Request will be **Submitted**



- To process **Registration Request**
 - Via School Activities Tab
 - Request will show Yellow - **Student Requested**
 - Process request - Click on Activity to **Accept** or **Decline**
 - Under the comment area it will not this was a Student Requested Activity



- Via Activity Roster - Overall management area
 - You can filter the overall Admin page for "Show only pending Student Requests" for Activities
 - Click on the Activity and navigate to Student Roster



- Request will show with Yellow status
- Process request - click on Activity to **Accept** or **Decline**
- Under the comment area it will not this was a Student Requested Activity

Student Roster

9 current Student(s)

Quick Add or [Mass Enroll](#)

Start typing a name or ID [Add](#)

Show 20 entries

Status	Student
	Abney, John
	Atkins, Jordan
	Alexander, Samuel
	LaMar, Nicole

Student Info

Abney, John

The student has requested to be enrolled in this activity:

[Decline](#) [Accept](#)

School Activities Panel - Staff & Student Dashboard

Student Dashboard

- Currently enrolled activities
- Show all - previous school years
- Magnifying Glass- link to School Activities tab for specific student

▼ School Activities Show All 🔍 ⚙️ ✖️

Activity Name	Activity Type	Primary Advisor	Secondary Advisor	Start	Finish	Form Status
Music Club - The Notations	Clubs	Childers, Cheree	Atkins, Thomas	04/13/2018	Current	Missing 1 Form(s)
Swim Team	Sports	Adale, Joe	Ashton, Taryn	07/02/2018	Current	All Forms Submitted
Painting Club	Clubs	Abrams, Andy		11/05/2018	Current	All Forms Submitted
Robotics Club	Clubs	Childers, Cheree		07/06/2018	Current	All Forms Submitted
Baseball	Sports	Adale, Joe	Ashton, Taryn	06/11/2019	Current	All Forms Submitted

Staff Dashboard

- Current activities Staff Member is Advisor
- It will note with red icon that Activity Requires Attention

▼ School Activities Show All 🔍 ⚙️ ✖️

Name	Type	Primary Advisor	Secondary Advisor	Start	Finish	Schoolyear	Student Count
Soccer	Sports	Adale, Joe	Childers, Cheree	04/11/2018	Current	2017 - 2018	9
Robotics Club	Clubs	Childers, Cheree	N/A	07/06/2018	Current	2018 - 2019	1
Music Club - The Notations	Clubs	Childers, Cheree	Atkins, Thomas	04/13/2018	Current	2017 - 2018	4

School Activities Report

- **Reports > Students > School Activities Report**
 - Various filter options

Last update:
2019/10/10
17:57

products:admin:school_activities https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:school_activities

Student	Credit/Level	Activity Name	Activity Type	Start Date	Finish Date	Primary Address	Secondary Address	Student Requested	Pending Forms
Jenny, John	5	Music Club - The Notations	Clubs	04/12/2018	Current	Children, Charles	Johs, Thomas	N	Y
Jenny, John	5	Soccer Team	Sports	07/02/2018	Current	Adde, Joe	Aston, Tegan	N	N
Jenny, John	5	Art Club	Clubs	06/02/2018	Current	Children, Charles	Basson, Giovanni	N	N
Jenny, John	5	Baseball	Sports	06/07/2018	Current	Adde, Joe		N	Y
Jenny, John	5	Painting Club	Clubs	11/05/2018	Current	Roberts, Andy		N	N

• Teachers > School Activities Report

- Ability to view Activities for their students and/or Activities for which they are in charge or manage

— Last Updated by [Max Williams](#) on 2019/10/10

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