

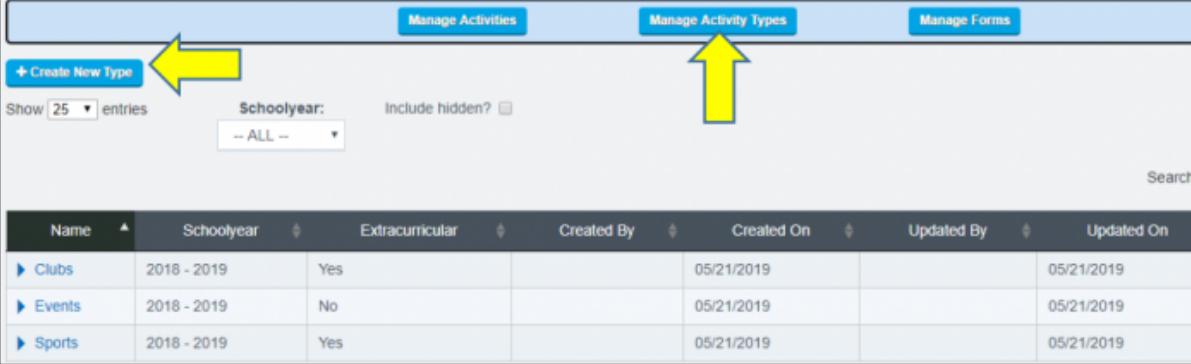
admin, portal

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.

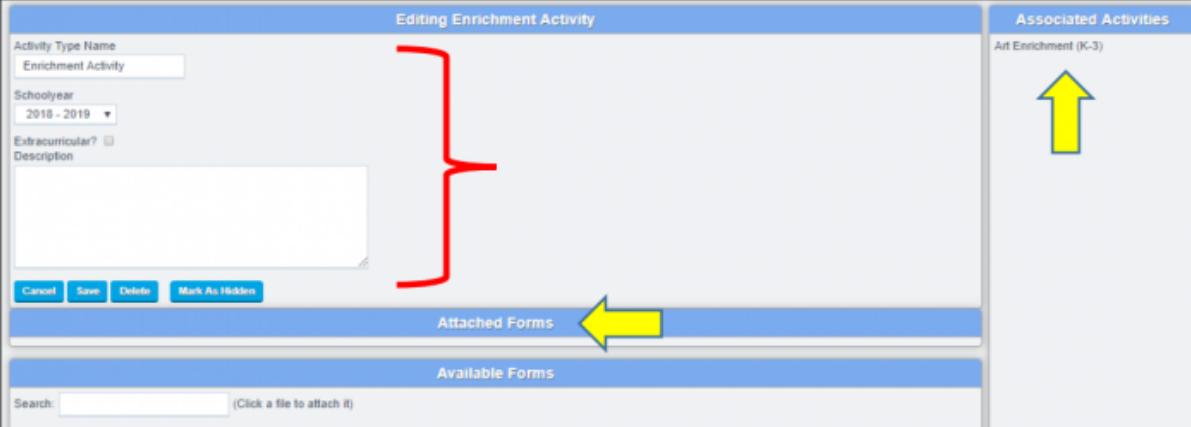
Step 1: Manage & Create Activity Types

- 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



Manage Activity Types							
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



Activity Type Name: Enrichment Activity

Schoolyear: 2018 - 2019

Extracurricular?

Description:

Attached Forms

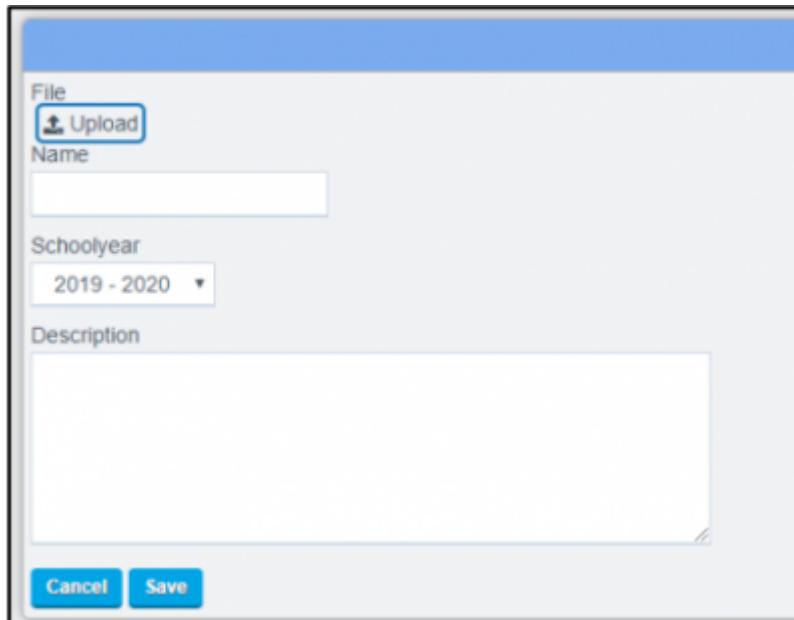
Available Forms

Associated Activities: Art Enrichment (K-3)

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



File

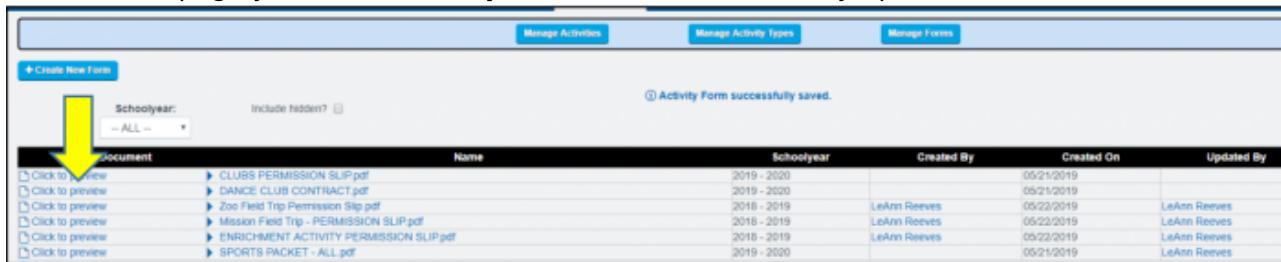
Name

Schoolyear
2019 - 2020

Description

Cancel Save

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

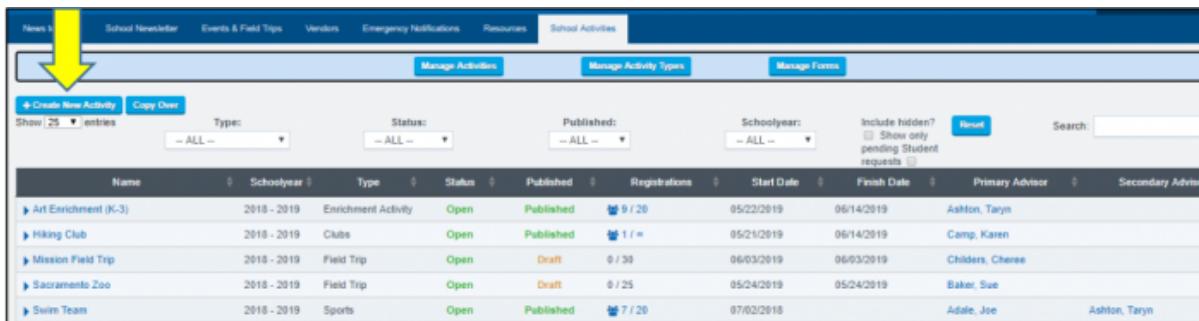


Activity Form successfully saved.

Document	Name	Schoolyear	Created By	Created On	Updated By
<input type="checkbox"/> Click to preview	▶ CLUBS PERMISSION SLIP.pdf	2019 - 2020		05/21/2019	
<input type="checkbox"/> Click to preview	▶ DANCE CLUB CONTRACT.pdf	2019 - 2020		05/21/2019	
<input type="checkbox"/> Click to preview	▶ Zoo Field Trip Permission Slip.pdf	2018 - 2019	LeAnn Reeves	05/22/2019	LeAnn Reeves
<input type="checkbox"/> Click to preview	▶ Mission Field Trip - PERMISSION SLIP.pdf	2018 - 2019	LeAnn Reeves	05/22/2019	LeAnn Reeves
<input type="checkbox"/> Click to preview	▶ ENRICHMENT ACTIVITY PERMISSION SLIP.pdf	2018 - 2019	LeAnn Reeves	05/22/2019	LeAnn Reeves
<input type="checkbox"/> 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



Manage Activities

Name	Schoolyear	Type	Status	Published	Schoolyear:	Include hidden?	Reset	Search:
▶ Art Enrichment (K-3)	2018 - 2019	Enrichment Activity	Open	Published	9 / 20	<input type="checkbox"/> Show only pending Student requests	<input type="button" value="Reset"/>	<input type="text" value="Search:"/>
▶ Hiking Club	2018 - 2019	Clubs	Open	Published	1 / 1	<input type="checkbox"/> Show only pending Student requests	<input type="button" value="Reset"/>	<input type="text" value="Search:"/>
▶ Mission Field Trip	2018 - 2019	Field Trip	Open	Draft	0 / 39	<input type="checkbox"/> Show only pending Student requests	<input type="button" value="Reset"/>	<input type="text" value="Search:"/>
▶ Sacramento Zoo	2018 - 2019	Field Trip	Open	Draft	0 / 25	<input type="checkbox"/> Show only pending Student requests	<input type="button" value="Reset"/>	<input type="text" value="Search:"/>
▶ Swim Team	2018 - 2019	Sports	Open	Published	9 / 20	<input type="checkbox"/> Show only pending Student requests	<input type="button" value="Reset"/>	<input type="text" value="Search:"/>

- 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.

- **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.

The screenshot shows a list of school activities and a detailed view of one activity. The list includes:

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

The detailed view for 'Art Enrichment (K-3)' shows:

Copy?	Current Activity	New Schoolyear	New Name	New Status	New Start Date	New Finish Date	New Primary Advisor	New Secondary Advisor	Published?	Copy Students?	Close After?
<input type="checkbox"/>	Underwater Basket Weaving	2019 - 2020	Underwater Basket Weaving	Open	07/06/2019	07/06/2019	Jester, Nicholas	Galloway, Kelley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dance Club	2019 - 2020	Dance Club	Open	07/06/2019	07/06/2019	Adale, Joe	Conner, Cindy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Robotics Club	2019 - 2020	Robotics Club	Open	07/06/2019	07/06/2019	Childers, Chesse	None Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Baseball	2019 - 2020	Baseball	Open	07/06/2019	07/06/2019	Adale, Joe	Ashton, Taryn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Swim Team	2019 - 2020	Swim Team	Open	07/06/2019	07/06/2019	Adale, Joe	Ashton, Taryn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Art Enrichment (K-3)	2019 - 2020	Art Enrichment (K-3)	Open	07/06/2019	07/06/2019	Ashton, Taryn	None Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sacramento Zoo	2019 - 2020	Sacramento Zoo	Open	07/06/2019	07/06/2019	Baker, Sue	None Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mission Field Trip	2019 - 2020	Mission Field Trip	Open	07/06/2019	07/06/2019	Childers, Chesse	None Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hiking Club	2019 - 2020	Hiking Club	Open	07/06/2019	07/06/2019	Camp, Karen	None Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Painting Club	2019 - 2020	Painting Club	Open	07/06/2019	07/06/2019	Abrams, Andy	None Selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the activity list, there are sections for 'School Activities' and 'School Activity Types' with various configuration options.

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

The Student Roster interface shows:

No students registered yet.

Quick Add or Mass Enroll

Start typing a name or ID Add

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

Select students to enroll in Art Enrichment (K-3)								
362 students found								
Check	Student	Teacher of Record	Local ID	Grade	Track	Ed Program	Actions	
<input type="checkbox"/>	Abney, Tamara	N/A	78567	4	A	NEH Classroom Based	Edit	Delete
<input type="checkbox"/>	Acosta, Teagan	Gruber, Amy	78776	8	A	Independent Study	Edit	Delete
<input type="checkbox"/>	Akwei, Christian	Pellegrini, Charmaine	78485	10	A	Independent Study	Edit	Delete
<input checked="" type="checkbox"/>	Alvare, Jessica	N/A	78568	4	A	Classroom Based	Edit	Delete
<input type="checkbox"/>	Alexander, Samuel	Pellegrini, Charmaine	79095	11	A	Independent Study	Edit	Delete

- 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](#)

[Add](#)

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](#) **1** [Next](#)

Student Info

Smith, Jane

Start: [Calendar](#)

Finish: [Calendar](#)

Comments:

[Update](#)

Delete

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

Add

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

Sites Milestone Independent Study P (Grades Tk-8)

Student 1235683 wide ID

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

Print Weekly Schedule Show 25 entries Only current Student a

Activity Name	Activity Type	Primary Advisor	Secondary Advisor
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: **-- SELECT --**

Dance Club

Status Open

Start 07/05/2018

Finish Current

Schoolyear 2018 - 2019

Primary Advisor Adale, Joe

Secondary Advisor Carender, 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?

Cancel **Register Student**

- 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	06/11/2018	Current	All Forms Submitted
⚠ Dance Club	Clubs	Adale, Joe	Carender, Cindy	07/09/2018	Current	Missing 2 Form(s)
⚠ Music Club - The Notations	Clubs	Childers, Cheree	Adale, Thomas	06/13/2018	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

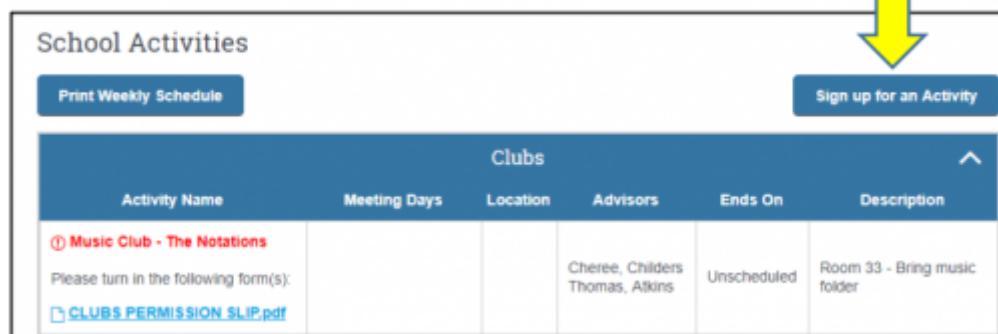
- There is an option to show School Activities that student(s) are enrolled in the Portal
- If student is missing a form, the title of the Activity will be shown in **red**
- Link will be available to download the **missing form**
- Link to Print Weekly Schedule** - based on the Meeting Days

School Activities					
Activity Name		Meeting Days	Location	Advisors	Ends On
Clubs					
① Music Club - The Notations				Cheree, Childers Thomas, Atkins	Unscheduled
Please turn in the following form(s):					Room 33 - Bring music folder
CLUBS PERMISSION SLIP.pdf					
Painting Club	M 9:00 am - 10:30 am			Andy, Abrams	Unscheduled
Robotics Club	W 12:00 am - 6:00 pm			Cheree, Childers	Unscheduled
① Dance Club					
Please turn in the following form(s):	M 4:30 pm - 6:00 pm W 4:30 pm - 6:00 pm			Joe, Adale Cindy, Carender	Unscheduled
CLUBS PERMISSION SLIP.pdf DANCE CLUB CONTRACT.pdf					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.



School Activities

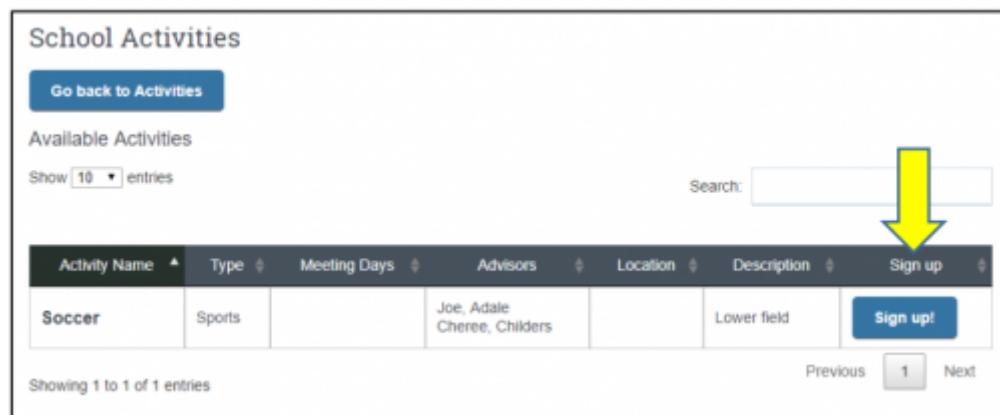
Print Weekly Schedule

Sign up for an Activity

Clubs

Activity Name	Meeting Days	Location	Advisors	Ends On	Description
① 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

- 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**



School Activities

Go back to Activities

Available Activities

Show 10 entries

Search:

Activity Name	Type	Meeting Days	Advisors	Location	Description	Sign up
Soccer	Sports		Joe, Adale Cheree, Childers		Lower field	Sign up

Showing 1 to 1 of 1 entries

Previous 1 Next

- 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



Soccer [Student Requests]

Sports

Adale, Joe

Childers, Cheree

The student has requested to be enrolled in this activity.

Decline Accept

- 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



Create New Activity

Show: 25 entries

Type: ALL

Status: ALL

Published: ALL

Schoolyear: ALL

Include hidden? Show only pending Student requests

Next

Name	Schoolyear	Type	Status	Published	Registrations	Start Date	Finish Date	Primary A
Soccer	2017 - 2018	Sports	Open	Published	9 / 10	04/11/2018		Adale, Joe

- 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
Yellow	Abney, John
Red	Atkins, Jordan
Red	Alexander, Samuel
Red	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

The screenshot shows a search interface for 'School Activities Report'. The top section contains several dropdown filters: 'Instructor' (selected 'All Instructors'), 'Educational Program' (selected 'All Programs'), 'Teacher of Record' (selected 'All Teachers'), and a 'Range' date selector set to '9/1/2019' to '9/30/2019'. Below these are 'Other Options' filters for 'Activity' (selected 'All'), 'Activity Type' (selected 'All'), and 'Activity Status' (selected 'All'). A 'Generate Report' button is located at the bottom of the filter section. The main area displays a table with the following data:

Student	#	GradeLevel	Activity Name	Activity Type	Start Date	End Date	Primary Advisor	Secondary Advisor	Student Requested	Pending Form
Aleney, John	5	Music Club - The Notables	Clubs	Current	04/13/2018		Children, Chees	Aikins, Thomas	N	Y
Aleney, John	5	Swim Team	Sports	Current	07/02/2018		Adole, Joe	Aikins, Tanya	N	N
Aleney, John	5	Art Club	Clubs	Current	05/03/2018		Children, Chees	Dawson, Corrina	N	N
Aleney, John	5	Basketball	Sports	Current	05/01/2018		Adole, Joe		N	Y
Aleney, John	5	Painting Club	Clubs	Current	11/05/2018		Adams, 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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