

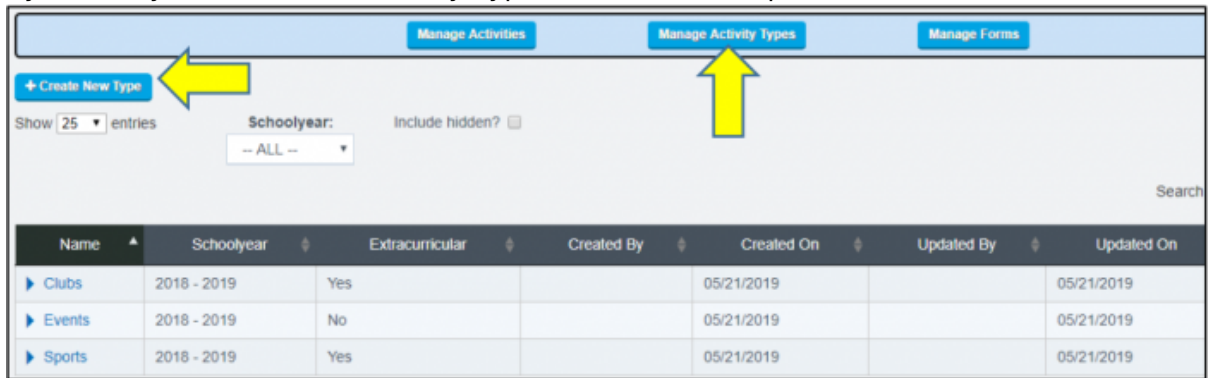
[admin, portal](#)

School Activities (Remodeled & Revitalized, May 2019)

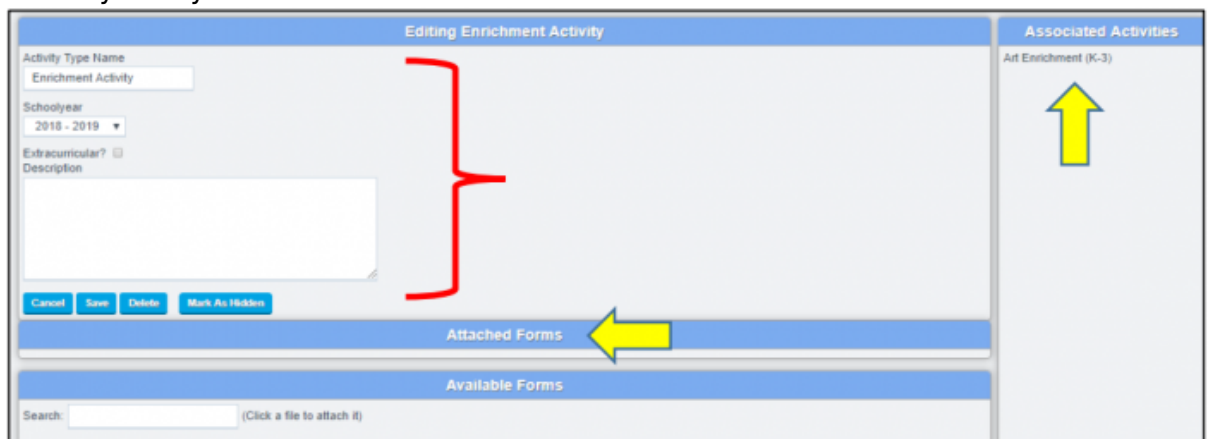
This feature can be used to easily track custom activities (programs, sports, clubs, events, field trips, enrichment activities, after-school programs, labs, etc.) in your school without the need for a Special Enrollment. The possibilities are endless! You have the ability to manage your enrollments, 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



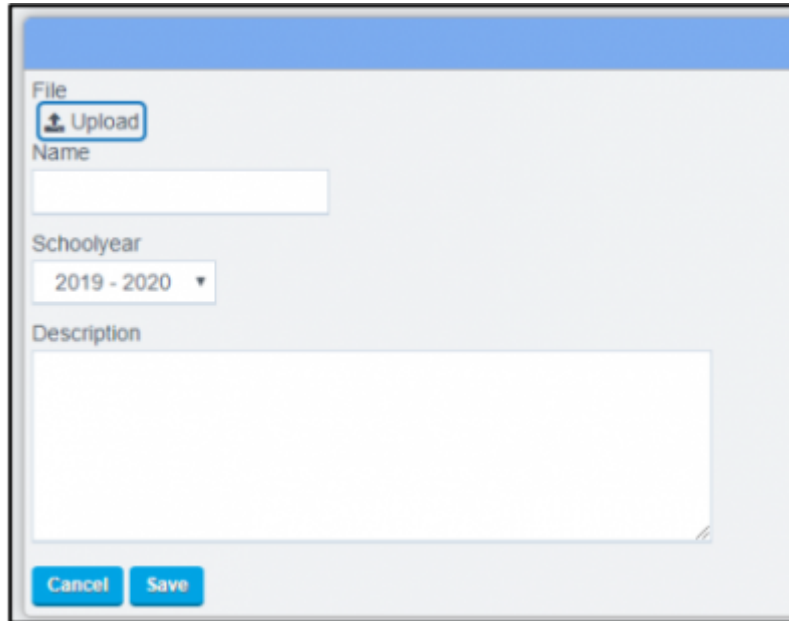
- Click on **Create New Type** and enter relevant information & SAVE
 - You do have the ability to associate forms to Activity Type, if needed. You will also have visibility of any Associated Activities



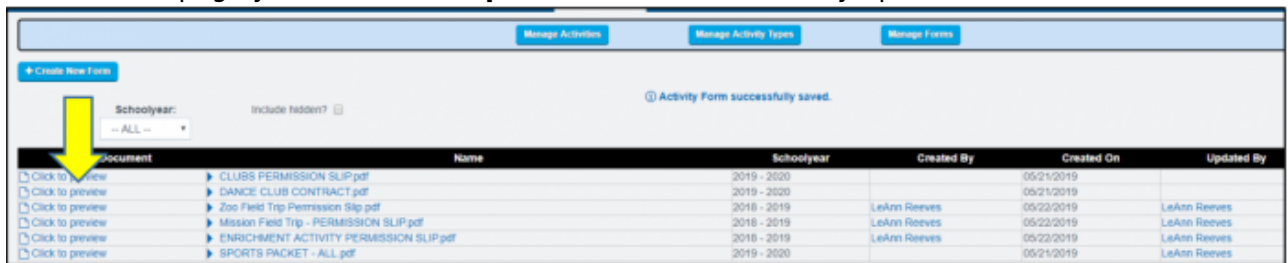
Step 2: Manage Forms

- 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



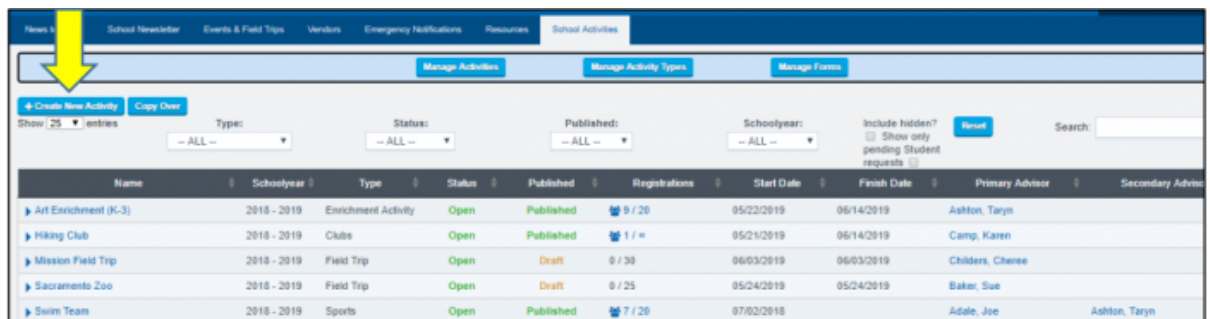
- On the main page you can **Click to preview** the form currently uploaded



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

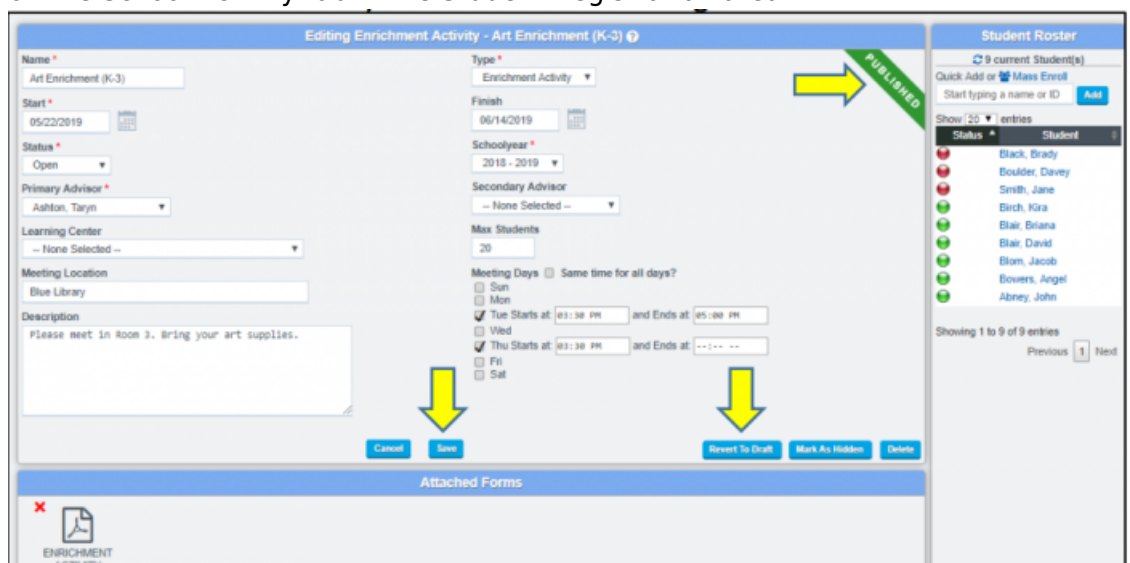
- Make sure to click on the **Manage Activities** button to return to the main page
 - This is an overview page of ALL activities that you have available
 - Filters are available and all columns are sortable



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, Chase	
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		Adate, 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.



- **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.

Buttons: + Create New Activity, Copy Over

Show: 25 entries

Type: -- ALL --

Status: -- ALL --

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

Select a schoolyear to copy from: 2018 - 2019

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	07/08/2019		Justin, Nicholas	Gabriel, Kelly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dance Club	2019 - 2020	Dance Club	Open	07/08/2019		Adlin, Joe	Carroll, Cindy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Robotics Club	2019 - 2020	Robotics Club	Open	07/08/2019		Children, Chase	-- None Selected --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Baseball	2019 - 2020	Baseball	Open	07/08/2019		Adlin, Joe	Adlin, Taryn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Swim Team	2019 - 2020	Swim Team	Open	07/08/2019		Adlin, Joe	Adlin, Taryn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Art Enrichment (K-3)	2019 - 2020	Art Enrichment (K-3)	Open	07/08/2019		Adlin, Taryn	-- None Selected --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sacramento Zoo	2019 - 2020	Sacramento Zoo	Open	07/08/2019		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	07/08/2019		Children, Chase	-- None Selected --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hiking Club	2019 - 2020	Hiking Club	Open	07/08/2019		Camp, Karen	-- None Selected --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Painting Club	2019 - 2020	Painting Club	Open	07/08/2019		Abrams, Andy	-- None Selected --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Activity Types

Copy?	Current Type	New Schoolyear	New Title
<input type="checkbox"/>	Field Trip	2019 - 2020	Field Trip
<input type="checkbox"/>	Enrichment Activity	2019 - 2020	Enrichment Activity
<input type="checkbox"/>	Training	2019 - 2020	Training

Step 4: Managing Enrollments

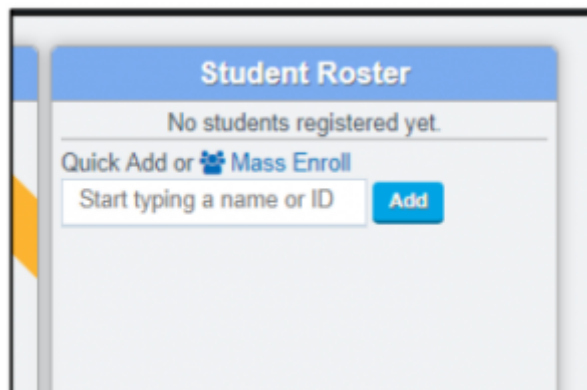
There are a couple of options to enroll/manage students in School Activities

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)

352 students found

Check	Student	Teacher of Record	Local ID	Grade	Track	Ed Program
<input type="checkbox"/>	Abney, Tamara	N/A	78567	4	A	NEW Classroom Based
<input type="checkbox"/>	Acosta, Teagan	Gruber, Amy	78774	8	A	Independent Study
<input type="checkbox"/>	Alant, Christian	Pellegrini, Charmaine	79485	10	A	Independent Study
<input checked="" type="checkbox"/>	Alcala, 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:

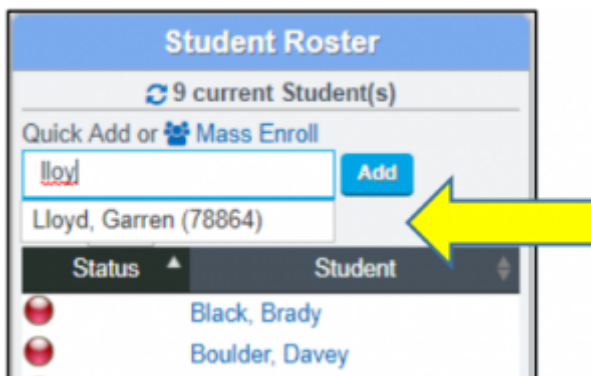
Forms
(Click to update status)

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

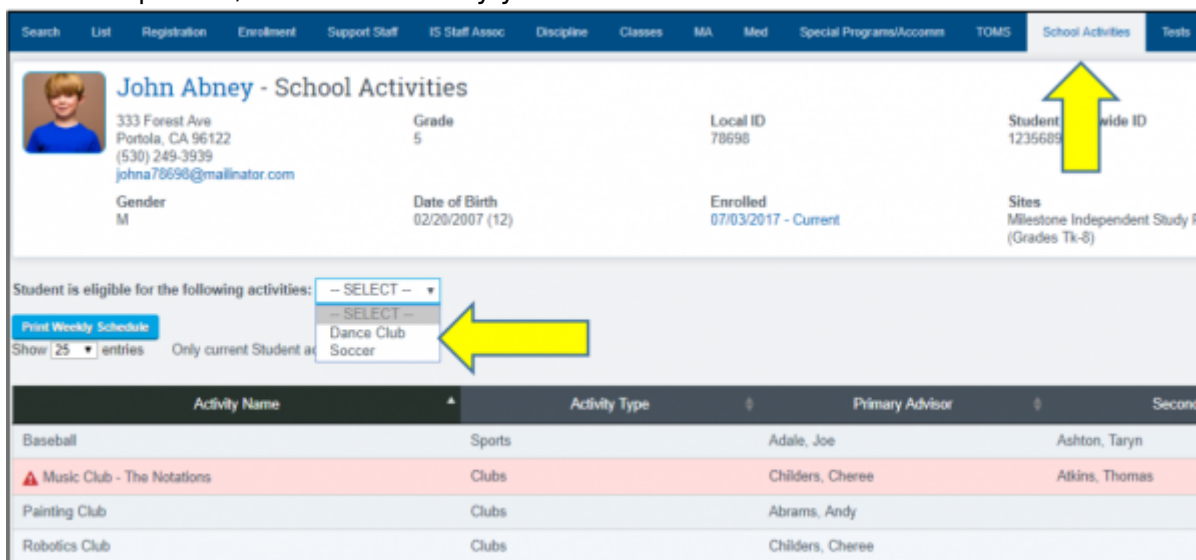
- Click on the specific name of the activity
- Navigate to the Student Roster



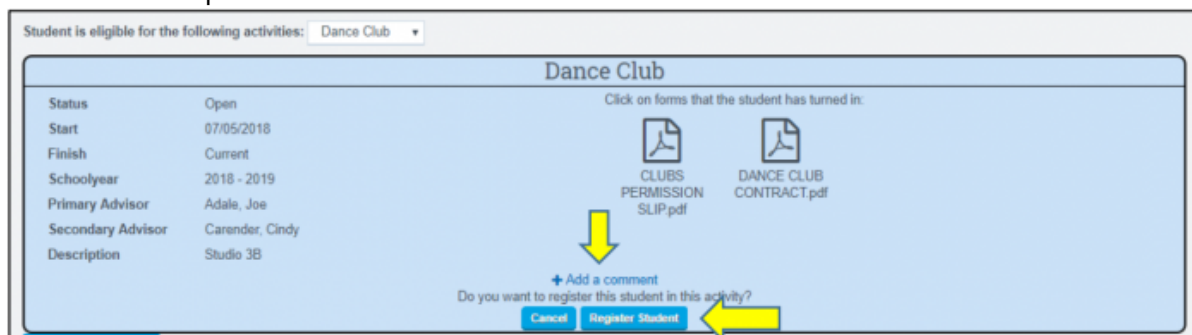
- Enter Student Name or type in the Student ID and click Add

Option 3: School Activities Tab - Student Dashboard

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



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



- 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	09/11/2015	Current	All Forms Submitted
Dance Club	Clubs	Adale, Joe	Carender, Cindy	07/09/2019	Current	Missing 2 Form(s)
Music Club - The Notations	Clubs	Childers, Cheree	Atkins, Thomas	04/13/2010	Current	Missing 1 Form(s)
Painting Club	Clubs	Abrams, Andy		11/05/2016	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

Print Weekly Schedule
Sign up for an Activity

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

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.

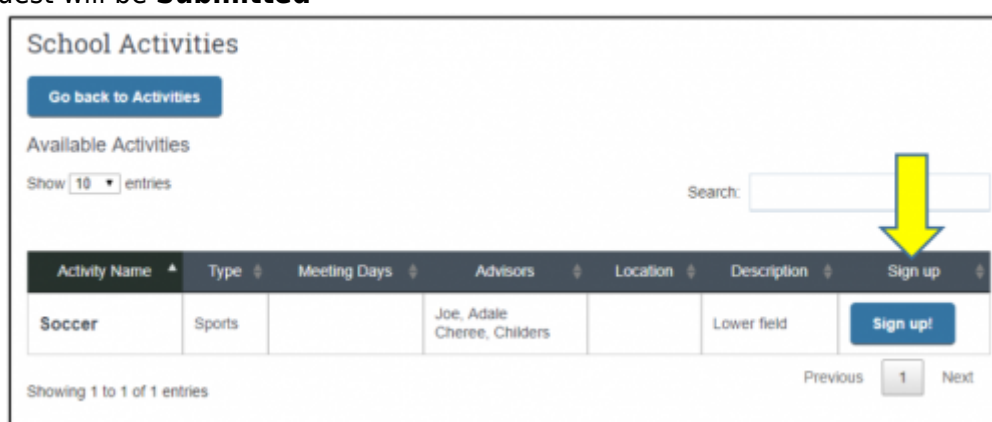
How does Student request registration in School Activity through the Portal?

- 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.



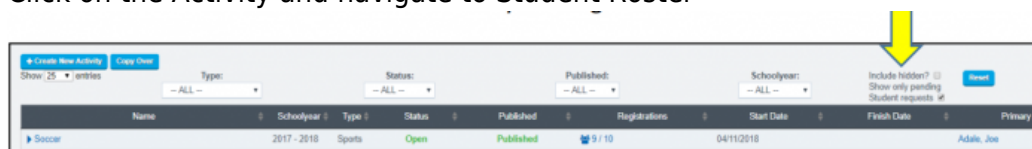
- Click **Sign up for an Activity** takes family to a page to search through available activities and then click **Sign up!**
 - Request will be **Submitted**



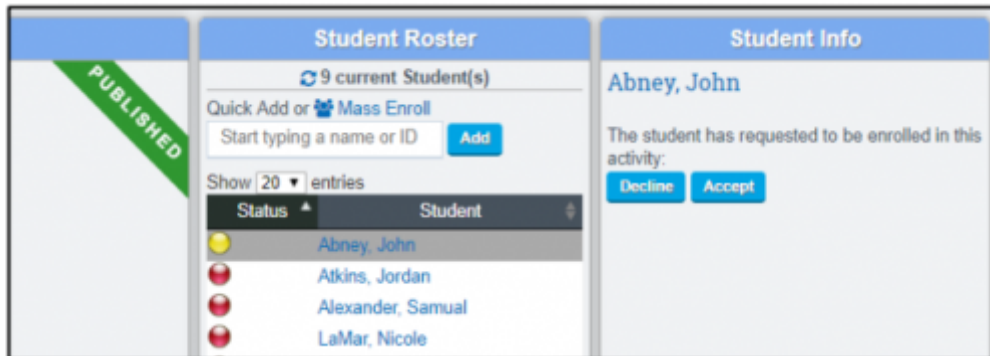
- To process **Registration Request**
 - Via School Activities Tab
 - Request will show Yellow - **Student Requested**
 - Process request - Click on Activity to **Accept** or **Decline**
 - Under the comment area it will not this was a Student Requested Activity



- 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



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

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

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	Credentialed	Activity Name	Activity Type	Start Date	Finish Date	Primary Address	Secondary Address	Student Requested	Pending Forms
John, Jobby	Y	Music Club - The Notations	Clubs	04/13/2018	Current	Children, Chelsea	John, Thomas	N	Y
John, Jobby	Y	Swim Team	Sports	07/02/2018	Current	John, Joe	Austin, Stijn	N	N
John, Jobby	Y	Art Club	Clubs	09/03/2018	Current	Children, Chelsea	Dawson, Geneva	N	N
John, Jobby	Y	Baseball	Sports	09/07/2018	Current	John, Joe	N	N	Y
John, Jobby	Y	Painting Club	Clubs	11/06/2018	Current	Rowan, Andy	N	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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