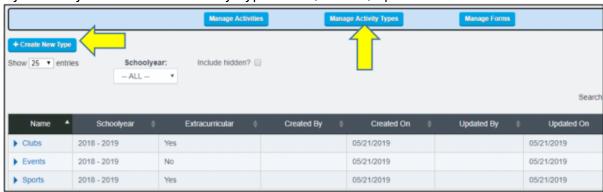
admin, portal

School Activities (Remodeled & Revitalized, May 2019)

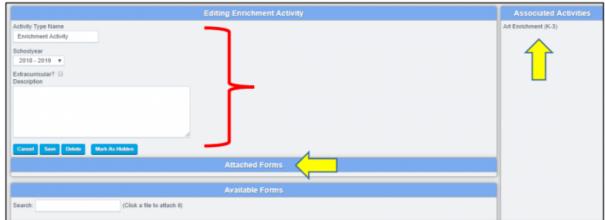
This feature can be used to easily track custom activities (programs, sports, clubs, events, field trips, enrichment activities, after-school programs, labs, etc.) in your school without the need for a Special Enrollment. The possibilities are endless! You have the ability to manage your enrollments,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



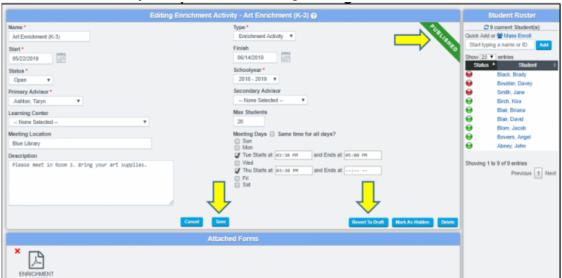
Step 3: Manage & Create Activities

- 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



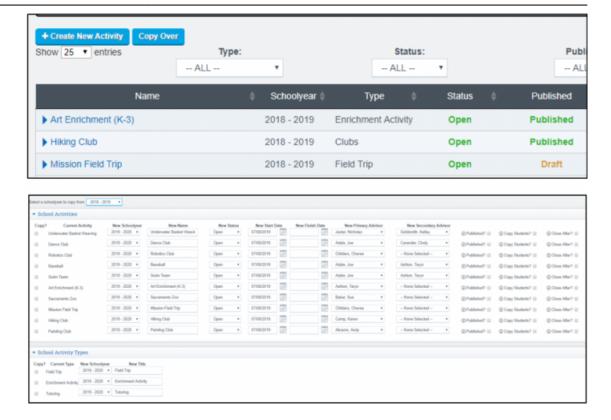
- To create a new activity, click on the Create New Activity button
 - Enter in the relevant information. Required fields noted with red asterisk:
 - Name
 - Start
 - Status

- 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.



Step 4: Managing Enrollments

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

Option 1: Mass Enroll - Activity Student Roster

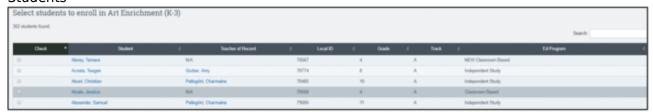
Click on the specific name of the activity



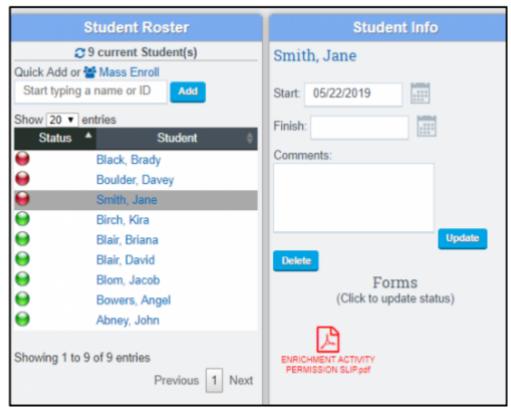
• Navigate to the Student Roster



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



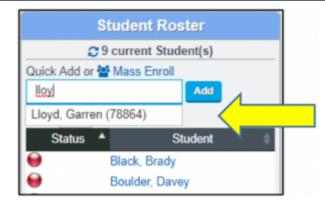
• When the student(s) are registered, their Status will show as red, indicating they have missing form(s).



- 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

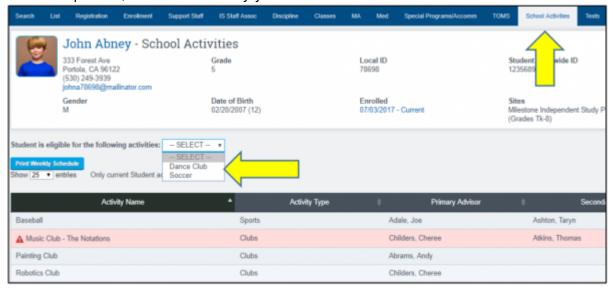
- Click on the specific name of the activity
- Navigate to the Student Roster



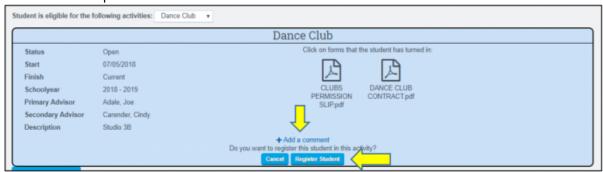
• Enter Student Name or type in the Student ID and click Add

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)

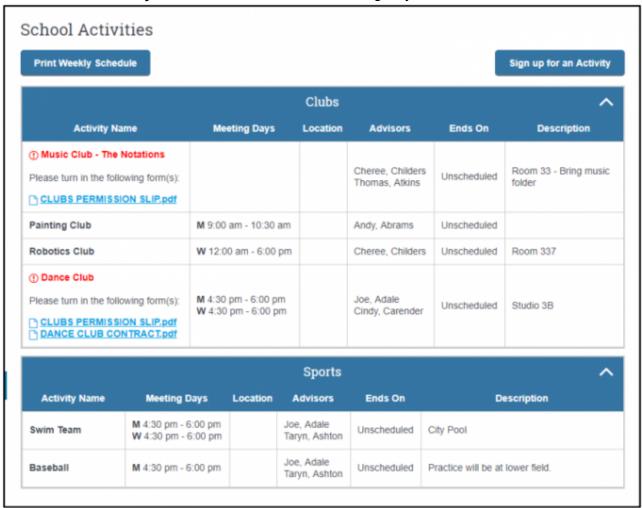
Activity Name		Activity Type		Primary Advisor	+	Secondary Advisor		Start		Finish		Form Status	
Baseball	Sports		Adala, Jo	0	Ashton,	Taryn	06/11	2019	Curren	£	Al Form	ns Submitted	
▲ Dance Club	Clubs		Adale, Jo		Carende	x, Clindy	07/05	(2019	Curren	£	Missing	2 Form(s)	
▲ Music Club - The Notations	Clubs	Clubs		Childens, Cheree		Atkins, Thomas		0413/2010		Current		Missing 1 Form(s)	
Painting Club	Clubs		Abrams,	Andy			11/05	/2018	Curren	t.	All Form	ns 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



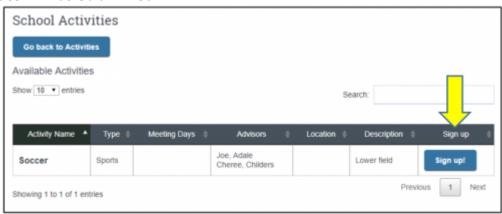
How does Student request registration in School Activity through the Portal?

- 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



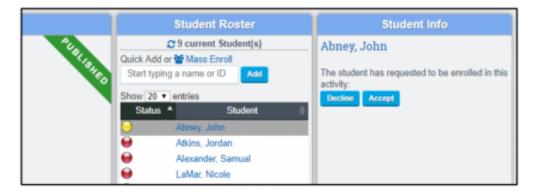
- To process Registration Request
 - Via School Activities Tab
 - Request will show Yellow Student Requested
 - Process request Click on Activity to Accept or Decline
 - Under the comment area it will not this was a Student Requested Activity



- 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



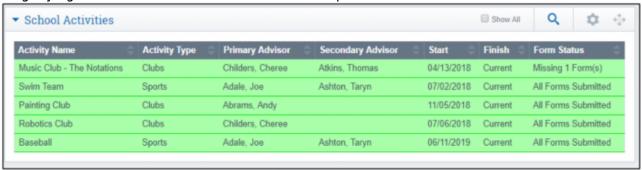
- Request will show with Yellow status
- Process request click on Activity to Accept or Decline
- Under the comment area t will not this was a Student Requested Activity



School Activities Panel - Staff & Student Dashboard

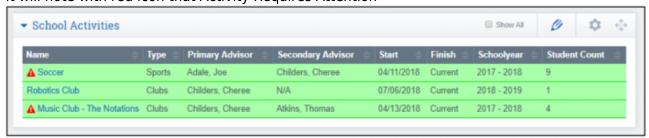
Student Dashboard

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



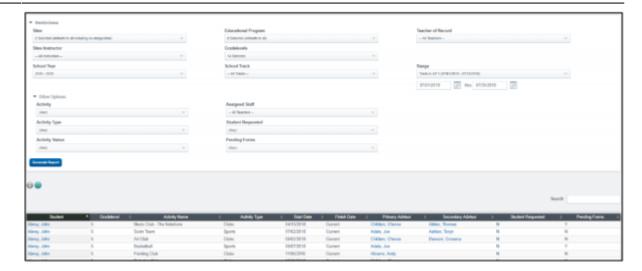
Staff Dashboard

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



School Activities Report

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



• 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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