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
 - $\circ\,$ By default you will see the Activity Type: Clubs, Events, Sports

| | | Manage Activities | Manage Activity Types | Manage Forms | |
|--------------------------------------|-------------|------------------------|-----------------------|--------------|------------|
| + Create New Type Show 25 • entri | | ear: Include hidden? 🗐 | | | |
| | | | | | Search |
| Name 🔺 | Schoolyear | Extracurricular | Created By | 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

| Editing Enrichment Activity | Associated Activities |
|--|-----------------------|
| Activity Type Name | Art Enrichment (K-3) |
| Enrichment Activity Schoolyear 2018 - 2019 Extracurricutar? Description | Î |
| Carrowd Save Daketer Maris An Holden | |
| Attached Forms | |
| Available Forms | |
| Search: (Click a file to attach if) | |

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.

Last update: 2019/10/10 products:admin:school_activities https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:school_activities 17:57

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

| File | | |
|-----------------------------|--|--|
| | | |
| Schoolyear 2019 - 2020 🔻 | | |
| Description | | |
| Description | | |
| | | |
| | | |
| | | |
| Cancel Save | | |

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

| | | Manage Activities | Manage Activity Types | Manage Forms | | |
|---|--|-------------------|-------------------------------------|--------------|------------|--------------|
| + Cradic Nov Torm Schoolysar: ALL * | Include 1480en7 | G |) Activity Form successfully saved. | | | |
| | Name | | Schoolyear | Created By | Created On | Updated By |
| Click to view | 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 Silp.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 SLIPpdf | | 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

| News Is School Newsletter Even | ts & Field Trips Ve | ndors Emergency Notific | ations Resource | es School Act | Wites | | | | |
|--------------------------------|-----------------------------|-------------------------------|------------------|-----------------|-----------------------|----------------------------|---|----------------------------------|---------------|
| | | | nage Activities | | lanage Activity Types | Manage For | - | | |
| - ALL | ype: T | | × | Publis ALL - | | Schoolyear: ALL | Include hidden? Show only pending Student requests | | Search: |
| Name Art Enrichment (K-3) | Schoolyear 0 2018 - 2019 | Type 0 Enrichment Activity | Status 0 Open | Published | Registrations | Start Date 0 05/22/2019 | Finish Date 0 06/14/2019 | Primary Advisor Ashlon, Taryn | Secondary Adv |
| Hiking Club | 2018 - 2019 | Clubs | Open | Published | 불1/= | 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 | Deaft | 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
- Туре
- 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.

| Editing Enrichment Activity - Art Enrichment (K-3) 🕢 | Student Roster |
|---|--|
| Name* Art Article in the second is an intervention of the second is an interventis of the second is a | C 9 current Student(s) Cutick Add or ¹ / ₂ Mass Errol Start typing a name or ID Show [20] entries Student Black, Brady Black, Brady Black, Dravy Smith, Jane Blac, Davey Smith, Jane Smith, |
| Attached Forms | |
| × Directment | |

• 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.

| how 25 • entries | | Type: ALL | | • | ALL | | |
|---------------------|------|--------------|---|--------------|---------------------|----------|-----------|
| | Name | | ¢ | Schoolyear 🝦 | Туре 🔶 | Status 🕴 | Published |
| Art Enrichment (K-3 | i) | | | 2018 - 2019 | Enrichment Activity | Open | Publishe |
| Hiking Club | | | | 2018 - 2019 | Clubs | Open | Publishe |
| Mission Field Trip | | | | 2018 - 2019 | Field Trip | Open | Draft |

| Copy? | Current Activity | New Schoolyeer | New Name | New St | tatus | New Start | Date | New Finish Date | New Primary I | Advisor | New Secondary Advisor | | | |
|-------|---------------------------|----------------|-------------------------|--------|-------|------------|------|-----------------|------------------|---------|-----------------------|-----------------|----------------------|--------------------|
| 0 | Underwater Basket Weaving | 2019-2020 * | Underwater Basket Weavk | Open | ٠ | 67/08/2019 | | 100 | Jester, Nicholas | * | Goldurelth, Kalley + | @Published? = | ② Copy Students? □ | () Close Aller? () |
| | Dance Club | 2019-2020 + | Darce Club | Open | | 67/08/2019 | | 10 | Adale, Joe | | Carender, Cindy + | @Published? = | Copy Students? | () Close Aller? [|
| | Robotics Club | 2019-2020 + | Robotics Club | Open | | 67/08/2019 | | 1 | Childers, Cheree | * | - None Selected - * | @Published? = | @ Copy Students? □ | () Close After? () |
| | Saseball | 2019 - 2020 🔹 | Baseball | Open | ٠ | 67/08/2019 | | 10 | Adale, Joe | * | Ashton, Taryn * | @Published? III | @ Copy Students? 🛛 | () Close After? (|
| | Svim Team | 2019 - 2020 + | Swim Team | Open | ٠ | 67/08/2019 | | | Adale, Joe | | Ashton, Taryn 🔹 | @Published? = | @ Copy Students? III | () Close Alter? () |
| | Art Enrichment (K-3) | 2019-2020 * | Art Enrichment (K-3) | Open | ٠ | 67/08/2019 | | | Ashton, Taryn | * | - None Selected - * | @Published? == | @ Copy Students? III | Close After? (|
| | Sacramento Zoo | 2019-2020 + | Sacramento Zoo | Open | ٠ | 67/08/2019 | | | Baker, Sue | * | - None Selected - * | @Published? = | @ Copy Students? 🗉 | () Close Aller? (|
| | Mission Field Trip | 2019-2020 + | Mission Field Trip | Open | ٠ | 67/08/2019 | | | Childers, Cheree | * | - None Selected - + | @Published? = | () Copy Students? () | () Close Alter? (|
| | Hilling Club | 2019-2020 + | Hiking Club | Open | ٠ | 67/08/2019 | | 10 | Camp, Karen | * | - None Selected - + | @Published? = | () Copy Students? () | () Close After? (|
| | Painting Club | 2019-2020 * | Painting Club | Open | | 67/08/2019 | | 100 | Abramo, Andy | | - None Selected - * | | @ Copy Students? II | () Close After? (|

Step 4: Managing Enrollments

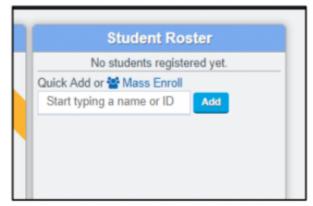
There are a couple of options to enroll/manage students in School Activities

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 st | elect students to enroll in Art Enrichment (K-3) | | | | | | | | | | | | |
|------------------|--|-------------|--------------|-------------------|-------|----------|----|-------|---|-------|---------------------|------------|-------|
| 362 students for | ound. | | | | | | | | | | | Sec | arch: |
| Ore | ed + | Skelert | | Teacher of Record | | Local ID | | Grade | | Track | | Ed Program | |
| 0 | Abrey | Tamara | NA | | 78567 | | 4 | | A | | NEW Classroom Based | | |
| 0 | Acosta | Teagan | Gruber, Am | | 78774 | | 8 | | A | | Independent Study | | |
| 0 | Akuni, | Christian | Pullegini, C | harmaine | 78485 | | 10 | | A | | Independent Study | | |
| | Alcala | Jessica | NA | | 78568 | | -4 | | A | | Classroom Based | | |
| 0 | Alexan | der, Samual | Pullugini, C | harmaine | 79065 | | 11 | | A | | Independent Study | | |

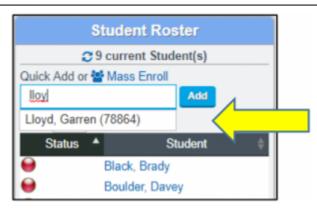
• When the student(s) are registered, their Status will show as red, indicating they have missing form(s).

| | Student Roster | Student Info |
|----------|--|--|
| | C 9 current Student(s) | Smith, Jane |
| | Id or 🚰 Mass Enroll ping a name or ID | |
| Start ty | ping a name of 10 | Start: 05/22/2019 |
| | ● entries | Finish: |
| Stat | | |
| • | Black, Brady | Comments: |
| 9 | Boulder, Davey | |
| 0 | Smith, Jane | |
| Θ | Birch, Kira | |
| Θ | Blair, Briana | Update |
| 0 | Blair, David | Delete |
| | Blom, Jacob | Forms |
| 0 | Bowers, Angel | (Click to update status) |
| 0 | Abney, John | _ |
| Showing | 1 to 9 of 9 entries Previous 1 Next | ENRICHMENT ACTIVITY PERMISSION SLIP.pdf |

- When you click on the student name you will see details regarding the Student. You can:
 - $\circ\,$ Click the ${\bf Red}$ form if the form has been completed, which will update the Status of the student to ${\bf Green}.$
 - $\circ~$ Enter a Comment (will reflect in School Activity tab)
 - $\circ\,$ 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.

| Search | List Registration | Enrolment | Support Staff | IS Staff Assoc | Discipline | Classes | ма | Med | Special Programs/Accomm | TOMS | School Activities | Tests |
|------------|---|-------------------------------------|--------------------------|----------------------------------|------------|---------|------------|-------------------|-------------------------|------|--|-------------|
| - | John Ab | ney - Scl | hool Activ | vities | | | | | | | \wedge | |
| Č | 333 Forest Ave Portola, CA 961 (530) 249-3939 johna78698@m | 122 | | Grade 5 | | | Loc 786 | cal ID 198 | | | udent wide l 35689 | ID |
| | Gender M | | | Date of Birth 02/20/2007 (12) | | | | rolled 03/2017 | - Current | Mi | es lestone Independe rades Tk-8) | ent Study F |
| | eligible for the follo y Schedule • entries Only c | wing activities urrent Student (| - SELECT - Dance Club | | | | | | | | | |
| | Ad | tivity Name | | • | Activit | у Туре | | | Primary Advisor | | | Secon |
| Baseball | | | | Sports | | | | Ad | fale, Joe | | Ashton, Tary | n |
| A Music | Club - The Notations | | | Clubs | | | | Cł | hilders, Cheree | | Atkins, Thorr | nas |
| Painting C | llub | | | Clubs | Clubs Abri | | | | Abrams, Andy | | | |
| Robotics (| Club | | | Clubs | | | | Cł | hilders, 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 f | ollowing activities: Dance | Club • |
|-------------------------------|----------------------------|---|
| | | Dance Club |
| Status | Open | Click on forms that the student has turned in: |
| Start | 07/05/2018 | |
| Finish | Current | AA |
| Schoolyear | 2018 - 2019 | CLUBS DANCE CLUB PERMISSION CONTRACT_pdf |
| Primary Advisor | Adale, Joe | SLIPpdf |
| Secondary Advisor | Carender, Cindy | |
| Description | Studio 3B | \checkmark |
| | | + Add a comment |
| | | Do you want to register this student in this acjuity? 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, Jos | | Ashton, 1 | laryn | 05/11 | 2019 | Carrent | l. | Al Fo | rms Submitted |
| A Dance Club | Clubs | | Adale, Joe | | Carende | r, Cindy | 07/05 | (2019 | Current | | Missie | ig 2 Form(s) |
| A Music Club - The Notations | Clubs | | Childens, (| Cheree | Advins, T | homas | 04/13 | 2010 | Current | | Masir | ig 1 Form(s) |
| Painting Club | Clubs | | Abrams, A | indy | | | 11/05 | /2018 | Current | | All Fo | rms Submitted |

- When you click on the Activity name, you will see details regarding the Student enrollment in activity. You can
 - $\circ\,$ Click the ${\rm Red}$ form if the form has been submitted, which will update the Status of forms to ${\rm Green}.$
 - 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 Sche | dule | | | | | | Sign up for an Activity | |
|--|--------------------------------|--|------------|-----------------------------|------------------------------------|----------------------------------|---------------------------------|--|
| | | | | Clubs | | | ^ | |
| Activity N | ame | Me | eting Days | Location | Advisors | Ends On | Description | |
| Music Club - The Please turn in the foll CLUBS PERMISS | lowing form(s): | | | | Cheree, Childers Thomas, Atkins | 5 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 | | 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 | D | escription | |
| Swim Team | M 4:30 pm - 6 W 4:30 pm - 6 | | | Joe, Adale Taryn, Ashton | Unscheduled | City Pool | | |
| Baseball | M 4:30 pm - 6 | 5:00 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
 - $\,\circ\,$ 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 | | | | | 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, Alkins | 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

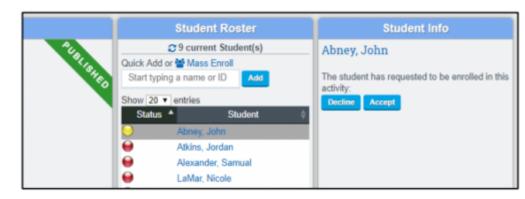
| School Activ | ities | | | | | | |
|------------------------|--------|----------------|--------------------------------|----------|--------|---------------|----------|
| Go back to Activiti | es | | | | | | |
| how 10 • entries | 5 | | | | Search | κ | Ţ |
| Activity Name | Туре 🔅 | Meeting Days 🕴 | Advisors | Location | n ¢ I | Description 🔶 | Sign up |
| Soccer | Sports | | Joe, Adale Cheree, Childers | | Lov | wer field | Sign up! |
| howing 1 to 1 of 1 ent | tries | | | | | Previo | us 1 Nex |

• 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

| School Activities | | | | | Show All | ۵ ۵ |
|----------------------------|---------------|------------------|-------------------|------------|----------|---------------------|
| 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 | 0 \$ | 4 |
|---------------------------------------|--------|-------------------|---------------------|------------|----------|--------------|---------------|---|
| Name 🗘 | Type 👙 | Primary Advisor 👙 | Secondary Advisor 👙 | Start 👙 | Finish 👙 | Schoolyear 👙 | Student Count | 4 |
| A 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 | |
| A Music Club - The Notations | Clubs | Childers, Cheree | Atkins, Thomas | 04/13/2018 | Current | 2017 - 2018 | 4 | |
| 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

| Siles | | Educational Program | | | | Teacher of Record | | |
|---|---|----------------------------|--------------------------|--------------------|-------------------------------|------------------------------------|---------------------|--------------------------|
| 4 Selected platests to all including no designation) | | # Selected (refeals to al) | | | * | - Al Teachers - | | |
| Sites Instructor | | Gradelevela | | | | | | |
| - id instructors - | - | 14 Selected | | | - | | | |
| School Year | | School Track | | | | Rampa | | |
| 2010-2020 | * | 107888- | | | * | TANK A 127 1 (01812010 - 01112010) | | - |
| | | | | | | 97/01/2019 | 2010 | |
| · Other Options | | | | | | | | |
| Activity | | Assigned Staff | | | | | | |
| (44) | | - H Teachers - | | | | | | |
| Activity Type | | Student Requested | | | | | | |
| | + | (14) | | | + | | | |
| Activity Status | | Panding Forms | | | | | | |
| (Jac) | * | days | | | | | | |
| Generals Report | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| • | | | | | | | | Search |
| | | | | | | | | |
| Student * Gradeleve | | Adday Type | | | 1 Pilmary Advisor | E Secondary Advisor | 1 Student Requested | 1 Pending Fam |
| Student ⁴ Gradeleve reg. John 5 | Nusi: Club - The Notatione | Outra | 04/15/2018 | Current | Childen, Cheroe | Addre, Thomas | N | 1 Pending Fait |
| Studiest ⁴ Gradeleve teny John 5 teny John 5 | Nikeli: Club - The Notatione Swim Team | Clubs Sports | 04/13/2018 07/12/2018 | Current Current | Childen, Cheros Adale, Joe | Adulto, Thomas Aubtor, Tanja | N N | E Pending Face Y N |
| aray John 5 Irray John 5 | Nusi: Club - The Notatione | Outra | 04/15/2018 | Current | Childen, Cheroe | Addre, Thomas | N | 1 Pending Fact |

• Teachers > School Activities Report

- $\circ\,$ 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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Last update: 2019/10/10 17:57