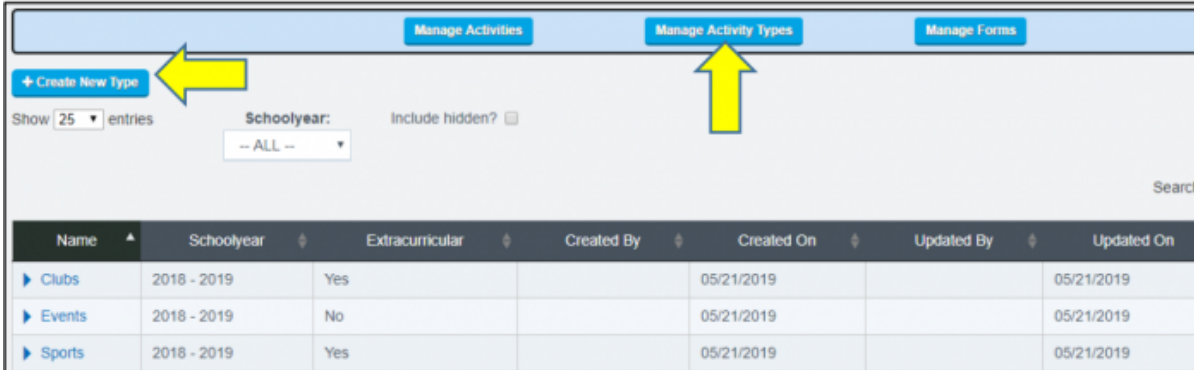admin, portal

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.
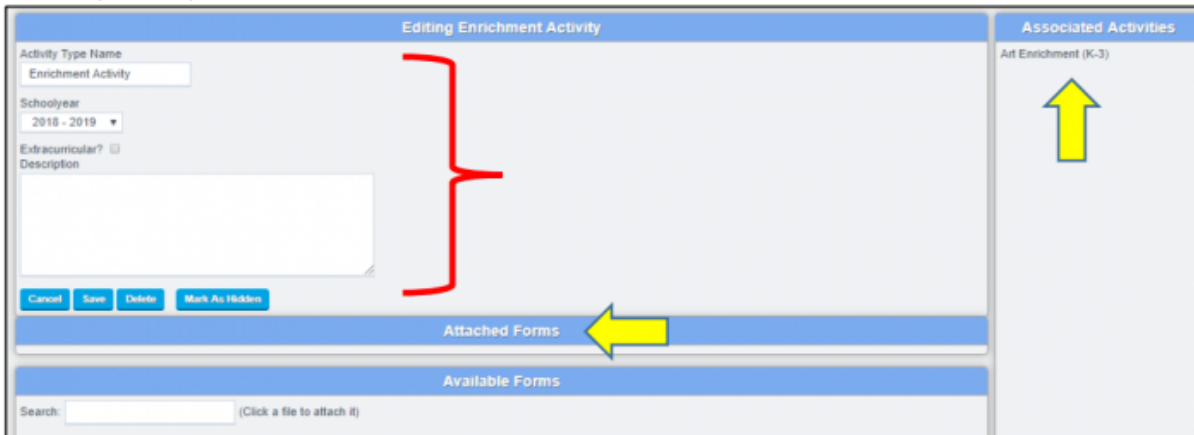
Step 1: Manage & Create Activity Types

- 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.
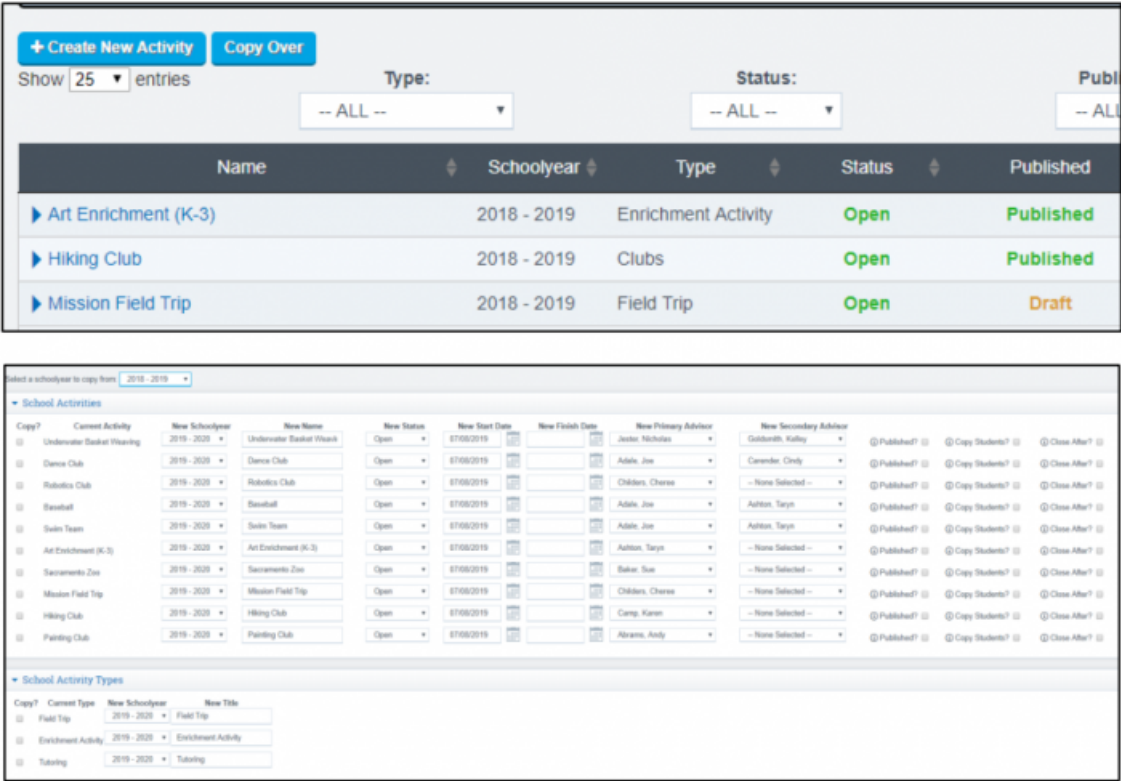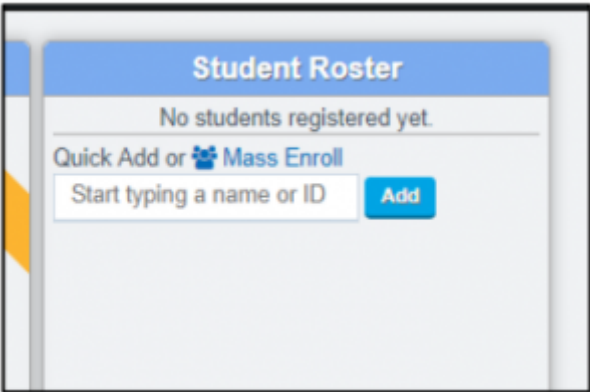
Step 4: Managing Enrollments

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)

- 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**
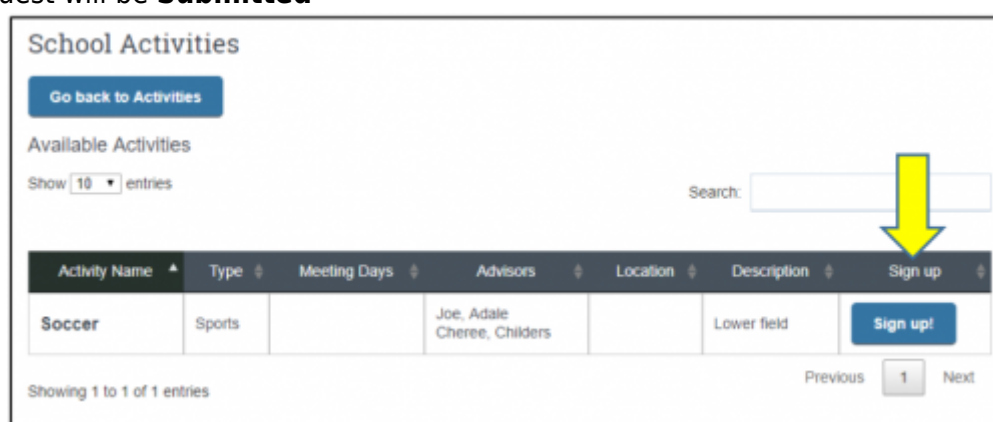
- To process **Registration Request**
  - Via School Activities Tab
    - Request will show Yellow - **Student Requested**
    - Process request - Click on Activity to **Accept** or **Decline**
    - Under the comment area it will not this was a Student Requested Activity
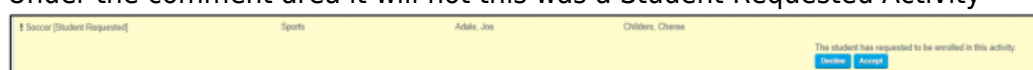
  - Via Activity Roster - Overall management area
    - You can filter the overall Admin page for "Show only pending Student Requests" for Activities
    - Click on the Activity and navigate to Student Roster
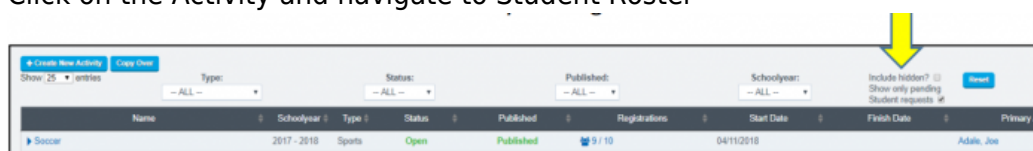
    - Request will show with Yellow status
    - Process request - click on Activity to **Accept** or **Decline**
    - Under the comment area t will not this was a Student Requested Activity

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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