Creating Student Activities

Activities can be used for tracking students based on various groups (e.g. football, basketball). Activities can be set up for individual schools or for all schools within an LEA. Once an activity has been created it can be added to student records.

Navigation: Start page > Setup > School > General > Activities Setup

1. Click New on the Activities Setup screen.

Start Page > School Setup > Activities Setup			s 5	! •	i e i
Functions Attendance	Activities Setup				
Daily Bulletin Enrollment Summary Master Schedule		New:			

- 2. On the Edit Activity screen complete the following fields:
 - **a.** Activity Name = the name of the activity
 - **b.** Student Field Name = the field name of the activity

Important: Cannot contain any spaces. Users must use underscores instead of spaces to separate words in field names.

- **c.** Activity Type = select the appropriate type for this activity
 - i. Academic
 - ii. Athletic
 - iii. Community
 - iv. Music
- d. Required = enter a checkmark if this is a required activity
- **e.** This activity appears for = can select to display this activity for the current school only or all schools within the LEA.

Start Page > School Setup > Activities Setup > Edit Activity			
Functions Attendance Daily Bulletin Errollment Summary Master Schedule Dashboard Special Functions Teacher Schedules Reports System Reports ReportVorks State Reports	Edit Activity		
	Label	Value	
	Activity Name	Beta Club	
	Student Field Name (no spaces - use _ instead)	beta_club	
	Activity Type	Academic	
	Required		
	This activity appears for	C ABC Elementary only C All schools on this server	
People			
Student Search Staff Search		Subi	mit

3. Click **Submit** to save.

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