

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.

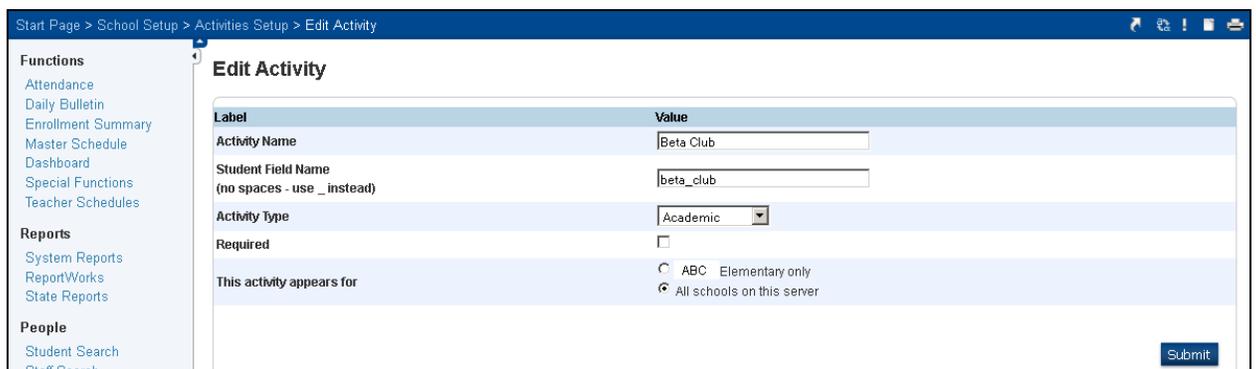


2. On the **Edit Activity** screen complete the following fields:

- 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.



3. Click **submit** to save.

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