

Adding / Deleting Activities on Student Records

This document shows users how to update student records by adding and/or deleting activities for individual students.

Adding Activities to a Student Record

Navigation: Select Student > Enrollment section > Activities

1. Search for and select desired student.
2. Click **Activities** in the **Enrollment** section.
3. On the **Activities** screen check the checkboxes for applicable activities for the selected student.

Start Page > Student Selection > Activities

Activities

Mouse, Minnie 2 65748 D 304

Activities	
<input type="checkbox"/> Basketball Boys	<input checked="" type="checkbox"/> Football
<input type="checkbox"/> Basketball Girls	<input type="checkbox"/> Soccer Boys
<input checked="" type="checkbox"/> Beta Club	<input type="checkbox"/> Soccer Girls
<input type="checkbox"/> Cheerleader	<input type="checkbox"/> Track Boys
<input checked="" type="checkbox"/> Chorus	<input type="checkbox"/> Track Girls

Submit

4. Click **Submit** to save changes.

Deleting Activities from a Student Record

Navigation: Select Student > Enrollment section > Activities

1. Search for and select desired student.
2. Click **Activities** in the **Enrollment** section.
3. On the **Activities** screen uncheck checkboxes to deselect activities to be removed from the student record.
4. Click **Submit** to save changes.

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