

Activities set up from PaC

Adding an activity by course- SM\OF\AC\BA>office>activities>by activity>set your ranges>click on activity>add>make sure you are in current year>select your activity code you will be using to link to the course, example Eng I>you want to make sure the box to use for grading and select for grading are both set to yes, (if not sure click on the ? it will explain),>select the staff that will be viewing the activity and you have the option to select staff that are not on this entity by un-checking on the box above the staff names>ok.

Link course to Activity- go to the web side, student management tab>office>current schedule>build course master>course master>apply filter>find course>expand>edit course>activity link>enter the activity code. Once you have linked the two all the students are automatically added to the activity and updated off of schedule changes.

Adding an activity that isn't a scheduled course- SM\OF\AC\BA>office>activities>by activity>set your ranges>click on activity>add>make sure you are in current year>select your activity code you will be using to link to the course, (example-monitor)>you want to make sure the box to use for grading and select for grading are both set to yes, (if not sure click on the ? it will explain),>select the staff that will be viewing the activity and you have the option to select staff that are not on this entity by un-checking on the box above the staff names>ok>select your activity>click on the add button at the bottom to add students to the activity. If you are doing all females then you could select this from your range options. The staff in charge will have to keep you notified of add/drops. Once your activity is built you can add/remove activities under the student tabs by individual student.

Add teachers to the Activity and Security – SA\SE\SG\SG>Entity 000>system admin>security>security groups>system drop down box select Web Student Management>entity all>add>name your group, example-UIL Activities>web applications>EA+>teacher access>my activities>activities>assign **1-1 rights**>ok. Click on Users button and assign staff that needs access to view activity.

Using Activities for Attendance– SM\OF\AT\BC>attendance by class or activity. Enter the date, type/reason and by activity>select the activity (BND)>select the periods at the bottom, type in a comment if you want, click on Whl CIs button if you want all of the band students to show as participating in an activity for this day. This can be done in advance so it will show in teacher's gradebooks and they won't count them absent. Activities are listed in various places through out Skyward, grading and attendance are just a few. You can also run reports from Activities for students going on field trips for attendance under reports.

After your first year of using activities you will want to clone your activities for the New Year. SM\OF\AC\UT\CL-go to utilities and Mass clone activities from year to year.

Activities set up from the Web side

Adding an activity- Student Management Tab>select entity>office>activities>activity master>apply filter>add>put in a code, example would be BND (this code will be used to link by course) enter descriptions>check the box to use for grading>add you leader and additional teachers if needed>save.

Expand activity>from here you can add by student or by class. Since we offer band I would add the whole class at one time. Add student's by class>check the class and save. If you are adding by student because there is no course in scheduling you would select students and save. You can view students by clicking on View All Students. Events can also be added here for family access by clicking on Add an Event. Once the activity is built you can add/remove activities under the student tabs by individual student. This is sometimes faster if you are updating just a few students.

Link course to Activity – this will keep your activity current based off of schedules. If you can not link a course the staff in charge of the class would have to keep you updated on whom to add or remove. Go to>office>current yr scheduling>build course master>course master>apply filter>find the course, (band), expand>edit course>look for activity link>enter the code you used, BND>save.

Add teachers to the Activity and Security– product set up tab>skyward contact access>security>security groups>apply filter>drop down box should say 'web student management' and entity needs to be at all>apply filter at the top>add the group ID and description example- UIL Activities, save>edit security groups> drop down MENU to **Web Applications**, make sure you have the correct campus and group selected>select EP>teacher access>my activities>assign selected- set security level at 1-1>run. Back out to main menu and click on Users>select staff attached to your activity. Teachers will have the word, Activity show up on their main screen in their gradebook. They can add their own events for family access and run their own failure rpts or view individual student information. If they tell you they don't see this then you need to go back over the security.

Using Activities for Attendance– Attendance>student management tab>office>attendance>attendance by class or activity. Click on the word activity>select the activity (BND), do the same for Type and Reason>select whole activity if you want all of the band students, add a comment if you want, when you have completed all options select update attendance for whole activity and it will add the attendance Type/Reason that you specified for everyone in this activity. Activities are listed in various places through out Skyward, grading and attendance are just a few. You can also run rpts from Activities for students going on field trips for attendance.

After your first year of using activities you will want to clone activities and mass update date ranges for existing activities. Product setup>utilities>clone student activities and then run mass change student activity dates. If you don't change the dates the old student roster will continue to show in the teacher's gradebooks.