

# Activities Setup



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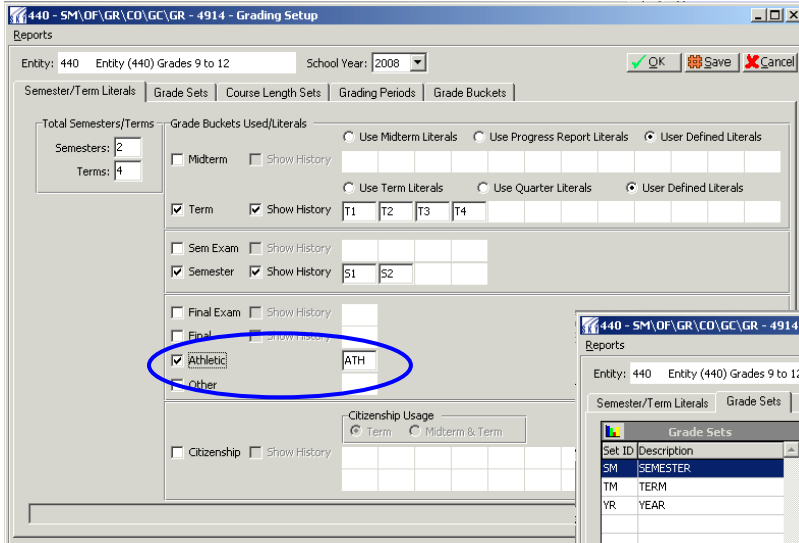
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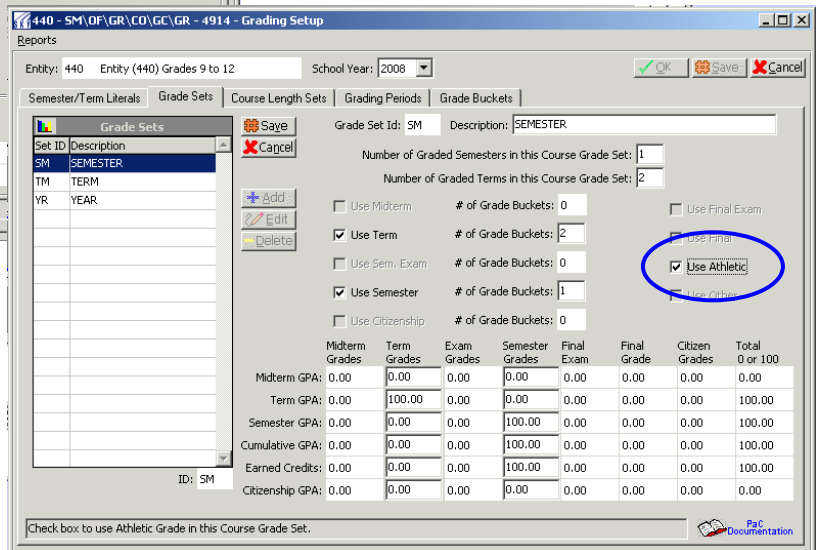
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# Athletic Grading Setup

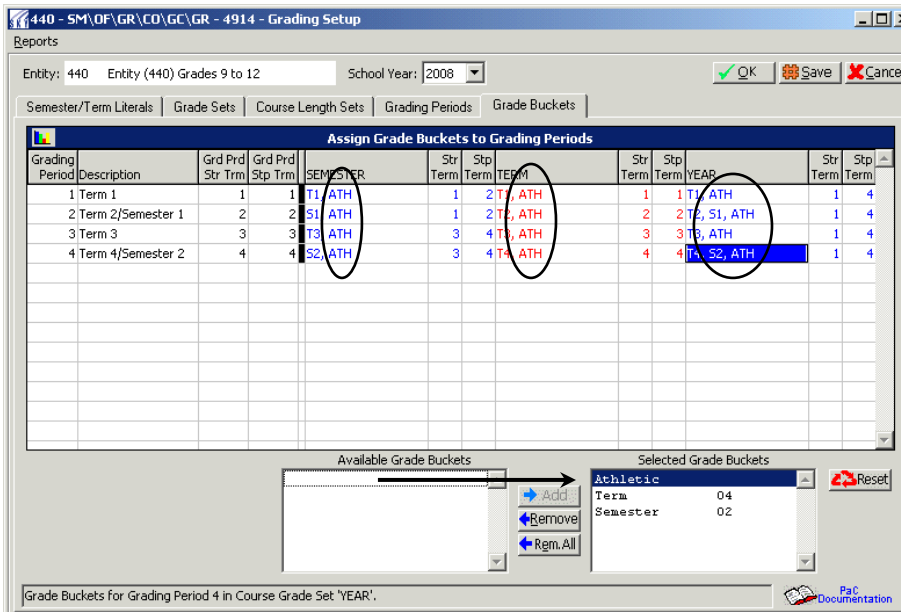
To use the Activities Module to its fullest, Athletic Grading must be enabled in Grading Setup.  
**Configure Grading Setup: SMOF\GR\CO\GR:**  
 Enable Athletics on the Semester /Term Literals Tab



On the Grade Sets Tab, "Use Athletic" will need to be checked for each grade set, (Semester, Term, and Year)



Assign Athletic Grade Buckets to each Grading Period on the Grade Buckets Tab:



## Security Setup

### Setup Security for Activities User SA\SE\SG

Create a security group for the Student Management System at the 000 Entity, allowing access to the appropriate line items in WA\EP\TA\MA. The following assignments will produce basic information for the user.

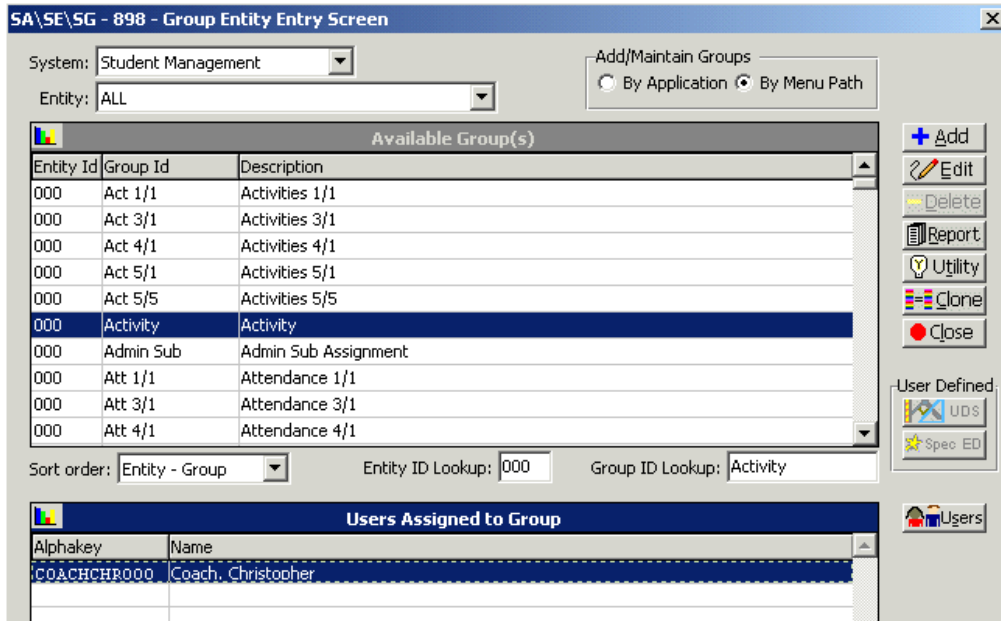
The screenshot shows the 'Security Group Maintenance Screen' for 'SA\SE\SG - 898'. The system is 'Student Management', the entity is 'Entity (000)', and the group is 'Activity'. The screen displays a table of menu paths with their assigned vs. available counts and security levels. The 'WA\EP\TA\MA' path is expanded, showing sub-items like 'Student Profile', 'Schedule', and 'Discipline'. The 'Student Profile' item has a Security Access Level of 1 and a Security Lookup Level of 1. The 'Schedule' item has a Security Access Level of 1 and a Security Lookup Level of 1. The 'Discipline' item has a Security Access Level of 1 and a Security Lookup Level of 1. The 'Activities' item has a Security Access Level of 1 and a Security Lookup Level of 1.

Menu Paths	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
+ SM\EA - EA+ (Web Only)	0/57			
+ SM\AF - Advanced Features (Web Only)	0/19			
- SM\RW - Run Web		0		
- WA - Web Applications	1/144			
- WA\EP - Educator Access Plus	1/141			
- WA\EP\TA - Teacher Access	1/75			
- WA\EP\TA\MG - My Gradebook		5		
+ WA\EP\TA\MS - My Students	0/19			
+ WA\EP\TA\MC - My Classes	0/14			
- WA\EP\TA\DA - Post Daily Attendance		0		
+ WA\EP\TA\MH - My Homeroom	0/19			
- WA\EP\TA\MA - My Activities	1/19			
- WA\EP\TA\MA\SP - Student Profile	1/3			
- WA\EP\TA\MA\SP - Student Profile		0	1	1
- WA\EP\TA\MA\SP\SI - Student Indicators		0		
- WA\EP\TA\MA\SP\AI - Alert Information		0		
- WA\EP\TA\MA\AT - Attendance		0		
- WA\EP\TA\MA\SC - Schedule		0		
- WA\EP\TA\MA\AD - Add/Drop		0		

Security levels can be configured to include more information such as Student Schedule, Discipline, and Activities, if desired.

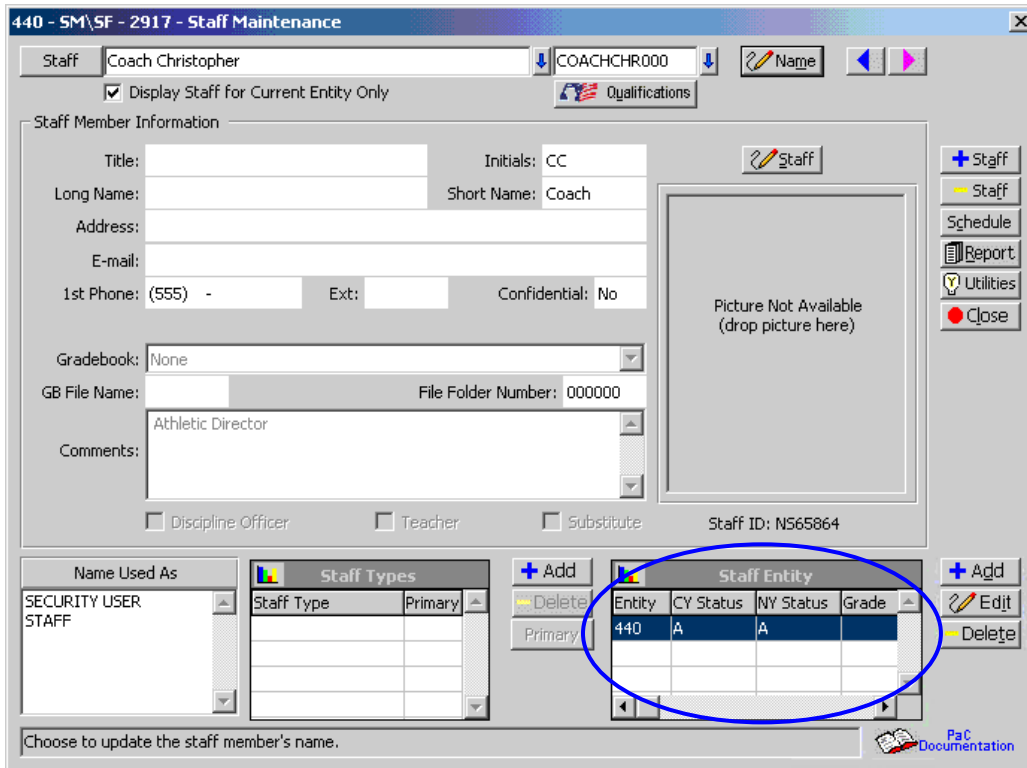
Menu Paths	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
- WA - Web Applications	5/144			
- WA\EP - Educator Access Plus	5/141			
- WA\EP\TA - Teacher Access	5/75			
- WA\EP\TA\MA - My Activities	5/19			
- WA\EP\TA\MA\SP - Student Profile	1/3			
- WA\EP\TA\MA\SP - Student Profile		0	1	1
- WA\EP\TA\MA\SC - Schedule		0	1	1
- WA\EP\TA\MA\DI - Discipline	2/2			
- WA\EP\TA\MA\DI\AD - All Discipline		0	1	1
- WA\EP\TA\MA\DI\MD - My Discipline		0	1	1
- WA\EP\TA\MA\AC - Activities		0	1	1

## Assign the Activities User to the Group:



## Add Activity User to the Entity Staff Table SM\SF

*\*Note: System Wide users are not always staff members.*



## Activity Setup

### Activity Maintenance Screen SM\OF\AC\BA

\*Note: Activity Codes can also be added from the following paths:  
SM\CO\EC\AC\Activity Codes-AC and SM\OF\AC\CO\Activity Codes-AC

1. Choose appropriate Ranges and select **OK**:

2. Select the **Activity** Button:

3. When the Student Activity List screen appears, select **Add**:

Entity	Year	Code	Short Description	Start Date	End Date	Activity Type	Ex. Cr. Type	Sp. Cm. Type	Grade	Grade Now
440	2008	ABS	Baseball	03/30/2006	05/30/2006	E = Extra Curricular	A = Athletic		N	N
440	2008	ACC	Cross Country	08/01/2003	07/31/2004	E = Extra Curricular	A = Athletic		N	N
440	2008	ACH	Cheer	09/05/2007	06/16/2008	E = Extra Curricular	A = Athletic		Y	Y
440	2008	ADB	Debate	09/05/2007	06/16/2008	E = Extra Curricular	A = Athletic		N	N
440	2008	AFB	Football	08/01/2003	07/31/2004	E = Extra Curricular	A = Athletic		N	N
440	2008	AGO	Golf	08/01/2003	07/31/2004	E = Extra Curricular	A = Athletic		N	N
440	2008	ASC	Soccer	08/01/2003	07/31/2004	E = Extra Curricular	A = Athletic		N	N
440	2008	ASF	Softball	08/01/2003	07/31/2004	E = Extra Curricular	A = Athletic		N	N

4. Enter the information for the new activity:

Activity Code-3 character, alpha-numeric field

Start and End Dates These are important for Athletic Grading. The dates determine if a student will be listed when teachers Post Athletic Grades in Secondary Gradebook.

Use for Grading determines if the activity will be *available* on Grading Activity Selection screens for the following: Grading Entry, Grading Sheets, Report Cards, Grading and Attendance Summary Report, PaC Full Page Transcript, Transcript Labels, and Selected Grades Report.

Select for Grading determines if the activity will be or *selected* on Grading Activity Selection screens for the following: Grading Entry, Grading Sheets, Report Cards, Grading and Attendance Summary Report, PaC Full Page Transcript, and Transcript Labels.

*\*Note: If Use for Grading = No, the activity will not populate either section.*

**Cheer:** Use for Grading? = Yes  
 Select for Grading? = **No**

**Knowledge Bowl:** Use for Grading? = Yes  
 Select for Grading? = **Yes**

Selected Contacts The users that will have access to the activities.

The first contact (Primary Contact field) will have the role of Leader for the activity. All others will be assigned the role of Assistant. At this time, Leaders have more functionality in EA+ than assistants.

*Note: Available Contacts are populated from the Entity Staff table.*

When finished, select **OK** to accept the new activity and close the next screen.

## Add Students to the Activity

Students can be added to an activity through WESPac or through Web Access.

### **Adding Students By Activity SM\OF\AC\BA**

Highlight a student's name from the "Available Students Within Range" section. Select Add and the student will populate the "Students Within Range With Activity" section.

Entity: Entity (440) Grades 9 to 12      Activity Year: 2008

Activity: Knowledge Bowl      KB

Start Date: 01/25/2008      End Date: 06/01/2008

Type: B = Both(Extra Curr. & Sponsored Comm.)

Student Key	Name	Grd Yr	Grd
BLIVEPAT000	Patricia J. Blivenscr	2011	09
BRABOJOD000	Jody P. Braboyscr	2009	11
COOVETER000	Terence R. Cooveterscr	2011	09
COSTALUL000	Lula B. Costanedascr	2011	09
DALLMFRE000	Fredericka D. Dallmanscr	2011	09
KASPRROS000	Rosalinda H. Kasprzykscr	2009	11
KEITHOLE000	Olene F. Keithlyscr	2009	11

Student's Activity Awards

Buttons: Delete, Delete All, Awards

Student Key	Name	Grd Yr	Grd	School	Status	CY Mbr	Gender
ABASTSTA000	Stan Z. Abastascr	2010	10	441	Active	Yes	M
ADAMCJUA000	Juana X. Adamczakscr	2010	10	442	Active	Yes	F

Buttons: + Add

Callout: These students are attached to this activity

### **Mass Add Student Activities By Student PS\SM\OF\AC\UT**

This utility can be used to add students by Range or by Individual.

Range options include Student Key, Grade/Grad Year, Advisor, Feeder School, Zip Code, Residency, Student Status, Current Year Member, and Gender. Other Options include Student Type, Race, School, Homeroom, Calendar, and Category.

Entity (440) Grades 9 to 12 (440)      User Name: Patti Presenter      Tuesday, February 26th, 2008

Home Page | SM Product Setup      Return to PaC      Back

SM Product Setup

- Admin - AD
- Advanced Features - AF
- Educator Access Plus - EP
- Family - FM
- Food Service - CA
- Language Translator - LT
- Office - OF
- Staff - SF
- Student - ST
- Student Services - SS

Office - OF

- Activities - AC
- Attendance - AT
- Codes - CO
- Current Scheduling - CS
- Entity: 440 - PS\SM\OF\AC\UT\MA - 8602W - 03.07.10.01.00 - Windows Internet Explorer
- https://www2.tlapreview.wa-k12.net/scripts/cgip.exe/WService=ww58973/sactvedit005.w?whereTo=&isPopup=true
- SM Product Setup | Office - OF | Activities - AC | Utilities - UT | Mass Add Student Activities By Student

Activities - AC

- Codes - CO
- Utilities - UT

Mass Add Student Activities By Student

Student Selection Options

By Range     By Individual    Ranges    School Year to Process: 2007-08

Run      Back

Include	Activity	Start Date	End Date
<input type="checkbox"/>	Gymnastics (GYM)	11/12/2007	02/29/2008
<input checked="" type="checkbox"/>	Knowledge Bowl (KB)	01/25/2008	06/01/2008
<input type="checkbox"/>	Soccer JV (BSC)	08/01/2003	07/31/2004
<input type="checkbox"/>	Soccer (ASC)	08/01/2003	07/31/2004

Select All Activities      Unselect All Activities

# Optional Activities Setup

## Add an Event Type PS\SM\OF\AC\CO\ET

Event Types are district wide, not entity specific, and are optional.

Entity: 440 - PS\SM - 7089W - 03.07.10.01.00 - Windows Internet Explorer  
https://www2.tlapreview.wa-k12.net/scripts/cgip.exe/WService=ww58973/ssetpbrws001.w?hsetup=sm

Entity (440) Grades 9 to 12 (440) User Name: Patti Presenter Monday, February 25

Home Page | SM Product Setup | Office - OF | Activities - AC | Codes - CO | Event Types

Code	Short Description	Long Description
Game	Game	Game

Event Type Maintenance

\* Event Code: KB  
\* Short Description: KB Team Meet  
\* Long Description: KB Team Meet

Asterisk (\*) denotes a required field

## Add Location Codes SM\CO\DC\DI\LO

Location codes for Activities are district wide, and are managed in the Discipline Location Codes table.

SR Entity 440: Main Screen 03.07.10.01.00 - 010258

User: Patti Presenter

440 - SM\CO\DC - 890 - District Code Maintenance

440 - SM\CO\DC\DI\LO - 578 - Location List

Location	Description
A102	Classroom A102
BATH	Location (BATH)
Bus	Location (Bus)
CAF	Location (CAF)
CLASS	Location (CLASS)
GYM	Location (GYM)
HALL	Location (HALL)
HOM	Location (HOM)

Location Code: A102

## Family Access Configuration

### Activities PS\SM\FM\FA\CF\Entity Configuration-EC

Expand General Information and edit Application Name: Activities  
Uncheck Disable Application for Guardian or Student as desired.

The screenshot shows the 'Edit Section Config' window for 'Activities'. The breadcrumb trail is: ... | SM Product Setup | Family - FM | Family Access - FA | Configuration - CF | Entity Configuration | Activities Entity Configuration. The window title is 'Edit Section Config'. The 'Entity' field is '440' and the 'Section and Application' is 'General Information -- Activities'. There are 'Save' and 'Back' buttons on the right. The 'Guardian Options' section includes:  Disable Application,  Do Not Display Button,  Display Button and Message, and  Display Contact Email Address. The 'Student Options' section includes:  Disable Application,  Do Not Display Button,  Display Button and Message, and  Display Contact Email Address.

### Calendar PS\SM\FM\FA\CF\Entity Configuration-EC

Expand General Information and edit Application Name: Calendar  
Uncheck Disable Application for Guardian or Student as desired.

The screenshot shows the 'Edit Section Config' window for 'Calendar'. The breadcrumb trail is: ... | SM Product Setup | Family - FM | Family Access - FA | Configuration - CF | Entity Configuration | Calendar Entity Configuration. The window title is 'Edit Section Config'. The 'Entity' field is '440' and the 'Section and Application' is 'General Information -- Calendar'. There are 'Save' and 'Back' buttons on the right. The 'Guardian Options' section includes:  Disable Application,  Do Not Display Button,  Display Button and Message, and  Display Contact Email Address. The 'Student Options' section includes:  Disable Application,  Do Not Display Button,  Display Button and Message, and  Display Contact Email Address.

### Message Center PS\SM\FM\FA\CF\Entity Configuration-EC

Expand General Information and edit Application Name: Message Center  
Uncheck Disable Application for Guardian or Student as desired.

The screenshot shows the 'Edit Section Config' window for 'Message Center'. The breadcrumb trail is: ... | SM Product Setup | Family - FM | Family Access - FA | Configuration - CF | Entity Configuration | Message Center Entity Configuration. The window title is 'Edit Section Config'. The 'Entity' field is '440' and the 'Section and Application' is 'General Information -- Message Center'. There are 'Save' and 'Back' buttons on the right. The 'Guardian Options' section includes:  Disable Application,  Do Not Display Button,  Display Button and Message, and  Display Contact Email Address. The 'Student Options' section includes:  Disable Application,  Do Not Display Button,  Display Button and Message, and  Display Contact Email Address.