

Activity and Registration Assignment

Adding Activity Information

Attendance may be taken by activity. Student requests and schedules may be mass loaded based on activities.

To add an activity:

1. Select **Registration Center > Activities**.
 2. Click **New**.
 3. Enter the building, activity code, and any other necessary activity detail information.
 4. (Optional) Enter prerequisite information, which will define which students may be enrolled in the activity.
 5. Either list the students who are enrolled in the activity or click **Generate Student List**, which will pull in all students who meet the prerequisites.
 6. Click **Save**.
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Maintaining Activity Information

To update an existing activity:

1. Select **Registration Center > Activities**.
 2. Use **Search** to locate the activity or select activity from list.
 3. Make necessary changes and click "**Save**."
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Registration Assignment

The Registration Assignment program mass assigns students into special programs defined by the district or into any of the standard demographic fields listed below:

Current year: *Counselor, primary homeroom, secondary homeroom, and house/team*

Next year or summer school: *Building, grade, counselor, primary homeroom, secondary homeroom, and house/team*

To assign students to a program or demographic field:

1. Select **Utilities > Registration Assignment**.
2. Enter information in the Registration Assignment section of the page.

You can either enter search criteria to find a group of students to be updated or click **List** to enter individual students by name or Student ID. If you enter by list, you can access table help on students.

If you are allowing the system to assign new values:

1. In the Fill Method field, choose Balance or Fill. Balance will distribute students evenly among the Values listed in the header region; Fill will start with the first Value listed, then assign students to the second Value listed, and so on.
2. In the Maximum Students field, designate if the system should assign a certain number of students to each Value listed in the header region. Example: 25 students per homeroom or 100 students per house/team.
3. In the Values field, enter the codes that correspond to the values you will be assigning, separated by commas. Example: If assigning homerooms, enter rooms such as 101,103,108,210.
4. Use the Student Search area to select the students who should be assigned to the new values.
3. Check the students in the list at the bottom of the page. The student's current value for the selected field displays for comparison purposes. If a student should not be included, click the Remove checkbox on that student's row and then click **Remove**.
4. Sort students, if needed.
5. Click **Model** to preview your changes in the New Value column.
6. To change the data for a specific student, click in the student's New Value field and enter data.
7. If desired, you can add more students to the bottom of the list.
8. Save the new values by clicking **Save**.

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If you are assigning values to the students by hand:

1. Skip the Fill Method, Maximum Students, and Values fields in the Header region.
2. Either use the Student Search area to select a list of related students (for example, all third grade students who have an Active status) or click **List** to enter a list of students by name or ID.
3. Enter the New Value for the field selected in the header for each student. Notice that, if you enter students by name or ID, the next student in the list will inherit the New Value from the student immediately above. Change the New Value when you are ready to work with students who need a different value.
4. When you are done entering students and have completed entering the New Value fields for each student, click **Save**.

Homeroom Assignment by Period:

The Homeroom Assignment by Period program updates either the Primary or Secondary homeroom field in the student demographic area with the room number the student is scheduled into for the designated period and day. That homeroom field can then be used to sort reports and mailings.

To assign homerooms by period:

1. Select **Utilities > Homeroom Assignment by Period**
 2. Enter building, homeroom, cycle day, marking period, and period information
 3. Use search criteria to select specific groups of students to be assigned if necessary
 4. Click **Update**
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