



## SETTING UP STUDENT ACTIVITIES

**Purpose:** School Administrators - Many Schools track a variety of Student Activities for a variety of reasons including Attendance, Mail Label generation, etc. PowerSchool allows schools to define Student Activities and populate them both on an individual and group basis.

### SETTING UP THE ACTIVITY

To setup a Student Activity: (setup at School Level)

1. Setup Menu – select **School**
2. **Activities Setup** (General)
3. Click **NEW**
4. Enter the Activity **Name**
5. Enter the **Field Name** (do not use spaces – use \_ to represent a space)
6. Select **Activity Type**
7. Is this Required
8. Is the Activity for – only this school or all schools

Label	Value
Activity Name	Show Choir
Student Field Name (no spaces - use _ instead)	Show_Chair
Activity Type	Music
Required	<input type="checkbox"/>
This activity appears for	<input checked="" type="radio"/> Apple Grove High School only <input type="radio"/> All schools on this server

**Submit**

9. Click **Submit**

This will place the new activity in alphabetical order on the Student Activities page.

<input type="checkbox"/> Basketball-girls	<input type="checkbox"/> Pep Club
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Show Choir
<input type="checkbox"/> Chess Club	<input type="checkbox"/> Speech



## POPULATING AN INDIVIDUAL STUDENT’S ACTIVITIES

To populate the Student Activities for an individual student, locate the Student using Search Students.

When you have selected the student you wish to update:

1. Click **Activities** (Enrollment section)
2. Click any and all activities the student is involved in
3. Click the **Submit** button

### MASS POPULATING A SPECIFIC STUDENT ACTIVITY

In order to mass populate a specific Student Activity, you will need to know the field name for that specific field. A quick reference for this, is the Activities Setup screen mentioned above (click on School – then Activities Setup to get there). This screen lists both the Activity Name and the Field Name (under Student Field). In addition, you can call up the list of fields later in the process.

Start by using Search Student (you may want to select All or a specific grade level, etc.)

1. From the Function Menu – select **“Select Students By Hand”**
2. This will allow you to select individual students by clicking on the first name and then holding the Control Key down and clicking on any other additional students you wish to include.
3. Once all Students are selected click the **Functions** button at the bottom
4. From the Functions List – select **Student Field Value**
5. Enter the **Field Name** to change (for example: Show\_Chair)
6. Enter the New Field Value (1 is = to checking the box for Show Choir)
7. Indicate if the Field Value should be cleared and check the box if you do not want existing data overwritten
8. Click **Submit**

Your screen will look something like this:

6 students are selected

Option	Value
Field To Change (Fields)	Show_Chair
New Field Value	1
	<input type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

**Submit**



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You will be given a confirmation list, indicating who will be changed and what the new value will be. Click Submit to record the changes.

### **Quick Search Capability to locate members**

To conduct a quick search or selection of students involved in a specific activity, do the following:

1. Use Search Student
2. Type in the Field Name = 1 (for example, Pep\_Band = 1)
3. Click the Go button to the right



- This will bring up a list of the students involved in this activity
- You may then utilize the Function Drop Down Menu to select whatever function you plan to do.

Additional members can be added either individually or in a group.

### **STORED SEARCHES**

Users have the ability to Store Searches such as the one above. These will be covered in a separate document.