

**NCSIS**  
STUDENT INFORMATION SYSTEM



North Carolina Department of  
**PUBLIC INSTRUCTION**

*Infinite*  
**Campus**

# Athletics

06/10/2025 7:44 am EDT

The following reports can be used to aide in determining athletic eligibility for students.

Information regarding Interscholastic Athletics can be found on the [Interscholastic Athletics | NC DPI](https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/programs-and-initiatives/nc-healthy-schools/interscholastic-athletics) (<https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/programs-and-initiatives/nc-healthy-schools/interscholastic-athletics>) website. Eligibility Requirements are listed in the information from this website.

## Attendance Report | Grades Report

### Attendance Report

**Navigation: Attendance Office > Reports > ADM and ADA Detail Report**

The ADM and ADA Detail report displays each student's present and absent days for the date range specified when running the report.

[ADM and ADA Detail | Infinite Campus](https://kb.infinitecampus.com/help/adm-and-ada-detail) (<https://kb.infinitecampus.com/help/adm-and-ada-detail>)

1. Enter the **Start** and **End Date** for the semester prior.
2. Select the **Detail** report type.
3. Select **Daily Approximation** to review whole day absences.
4. Choose **CSV** to export the report and open into Excel.
5. Select which **calendars** to include (the calendar selected in the context is the default, but if the user has access to more than one calendar, more than one can be selected)
6. **Generate** the report to export the data.

Each student will be listed with their membership days, absent days, and present dates for the date range selected. Review the Absent Days to help determine student eligibility.

J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	School	Calendar	Grade	Student Count	Student Last Name	Student First Name	Student Middle Initial	Student Number	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Days	Absences avg. Daily	Percent in Attendance
2	High School	High School	9	546					11990	98	11892	545	540.3	19	0.89	99.18%
3	High School	15-16 High School	10	569					12502	148	12354	568.27	561.15	30	1.42	98.82%
4	High School	15-16 High School	11	508					11155	160	10995	507.05	499.38	17	0.83	98.57%
5	High School	15-16 High School	12	536					11749	177	11572	534.04	525.52	24	1.15	98.49%
6	Total		4	2159					47396	583	46813	2154.36	2126.35	90	4.29	98.77%
7																
8	High School	High School	9		Student	Abby	G	123456	22	0	22	1	1	0	0	100.00%
9	High School	High School	9		Student	Brian	R	234567	22	0	22	1	1	0	0	100.00%
10	High School	High School	9		Student	Caroline		345678	22	0	22	1	1	0	0	100.00%
11	High School	High School	9		Student	Declan		456789	22	1	21	1	0.95	0	0	95.45%
12	High School	High School	9		Student	Eve	J	567890	22	0	22	1	1	0	0	100.00%
13	High School	High School	9		Student	Faegan		678901	22	1	21	1	0.95	0	0	95.45%
14	High School	High School	9		Student	Georgia		789012	22	0	22	1	1	0	0	100.00%
15	High School	High School	9		Student	Hanson		890123	22	0	22	1	1	0	0	100.00%
16																
17																
18																

# Grades Report

Navigation: Reporting > Ad Hoc Reporting > Filter Designer

Posted Grades can be exported using an Ad Hoc filter. Using posted grades should be used instead of transcript grades, since mid-year averages are not included in the transcript grades. Use the information below to create an Ad Hoc for grade information. Please note that the filter options may vary based on the setup for the PSU/school. This report will provide one line per student per grade.

## Semester 1 Grading Ad Hoc

1. Select **Query Wizard** as the Filter Type.
2. Select **Student** as the Data Type.
3. Click **Create** to begin.

Create New

Filter Type

☒ Query Wizard
☐ Selection Editor
☐ Pass-through SQL Query

Data Type

☒ Student
☐ Census/Staff
☐ Course/Section

Create

4. Enter a **Name** for the Query. Include the **term** in the name. Add a short description to help users know what is included in the filter.

\*Query Name: Athletic Semester 1 Grades

Short Description: Export for posted yearlong semester average and semester 1 final grades.

5. Select the **fields** to include for the filter. Fileds in the Grading portion are posted grades. Below are some recommended fields to include.

Selected Fields

- student.stateID
- student.firstName
- student.lastName
- student.gender
- student.birthdate
- student.grade
- student.calendarName
- student.activeToday
- grading.courseNumber
- grading.courseName
- grading.sectionNumber
- grading.termName
- grading.task
- grading.score
- grading.percent
- grading.termMask
- student.serviceType
- student.startDate
- student.endDate
- roster.endDate
- grading.periodName
- function.Full Name
- grading.teacherDisplay

- a. Add a **function** to put the first and last name together: The constant value is a space.

When using the Concatenate function, the first field must be a string. The second field must be a string or a numeric field. The results if the first field would return a null. Both Concatenate and Coalesce will apply logic in the order the parameters are selected.

\*Name:

\*Function:

Constant value:

Filter By:

All Fields:

Student
Demographics
personID
stateID
otherID
additionalID
studentNumber
personGUID
identityID
effectiveDate
lastName
firstName
middleName

Parameters:
student.firstName
student.lastName

6. Click **Next** to continue to the filter options.
- When selecting the filter options, you will need to know the grading tasks names, such as Semester Grade, Final Grade. These can be found in *Grading & Standards > Grading Setup > Grading Task Setup*. You will also need to know the term names, such as Q1, Q2. These can be found in *Scheduling & Courses > Calendar Setup > Term Setup*.
  - To ensure you have the correct information, you will need to **filter for active students** with a **primary enrollment** and for **grades** in the corresponding **term** (i.e. Q2) and the corresponding **grading task names** (i.e. Semester Grade). Below are recommended filters.
    - student.activeToday=TRUE
    - student.serviceType=P
    - grading.termName=Q2 - (this will be the term found in Term Setup for the school)
    - grading.task=Semester Grade - (this will be the Grading Task name for the corresponding term)
    - grading.task=Final Grade - (Remember to add another grading.task in the filter to include both semester and final grades)
    - Remember when using more than one filter, a **Logical Expression** will be needed so the filter knows how to meet the criteria selected. The logical statement will depend on the ID for the field. In the example below, the student.activeToday ID is 8. So, when using it in a logical expression you will refer to ID 8.
      - We need to tell the system how a student must meet the criteria listed in the filter. We need the student to be active

today for the primary enrollment and include semester or final grades for the corresponding term. To accomplish this, the statement would be 8 AND 17 AND 12 AND (13 OR 22)

ID	*Field	Operator	Value
X	1 student.stateID		
X	2 student.firstName		
X	3 student.lastName		
X	4 student.gender		
X	5 student.birthdate		
X	6 student.grade		
X	7 student.calendarName		
X	8 student.activeToday	=	TRUE
X	9 grading.courseNumber		
X	10 grading.courseName		
X	11 grading.sectionNumber		
X	12 grading.termName	=	Q4
X	13 grading.task	=	Semester Grade
X	14 grading.score		
X	15 grading.percent		
X	16 grading.termMask		
X	17 student.serviceType	=	P
X	18 student.startDate		
X	19 student.endDate		
X	20 roster.endDate		
X	21 grading.periodName		
X	22 grading.task	=	Final Grade
X	23 function.Full Name		
X	24 grading.teacherDisplay		

Add

**Logical Expression (Optional):**  
8 AND 17 AND 12 AND (13 OR 22)

The Logical Expression should include AND to combine student.activeToday, student.serviceType, and grading.termName and use OR to combine both grading.task values.

If logical expression is left blank, all operators will be applied.  
Allowed symbols: AND OR NOT ( ) IDs  
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

7. **Save & Test** to ensure the filter is pulling the data as expected.
8. Click **Next** to update the output of the data. Updating the columns with column header information so data is easier to view when exported.

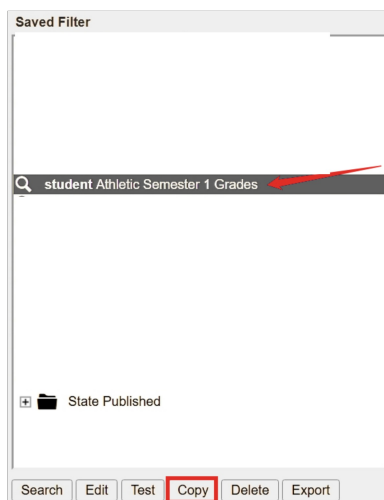
☐ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	1			Student ID			
student.firstName	2		Ascend	First Name			
student.lastName	1		Ascend	Last Name			
student.gender	5			Sex			
student.birthdate	6			DOB			
student.grade	4			Grade			
student.calendarName	7			School			
student.activeToday							
grading.courseNumber	11			Course Number			
grading.courseName	13			Course Name			
grading.sectionNumber	12			Section			
grading.termName	15			Term			
grading.task	16			Task			
grading.score	17			Score			
grading.percent	18			Percent			
grading.termMask							
student.serviceType							
student.startDate	8			Start Date			
student.endDate	9			End Date			
roster.endDate							
grading.periodName	10	3	Ascend	Period			
function.Full Name	2			Student Name			
grading.teacherDisplay	14			Teacher Display			

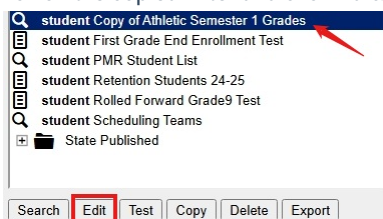
9. Click **Save & Test** to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

## Semester 2 Grading Ad Hoc

1. Make a **Copy** of the Semester 1 Grading Ad Hoc filter by selecting the saved filter and clicking **Copy**. A message stating that the filter was copied will display. Click **OK** to copy the filter.



2. Click on the copied Filter and click **Edit**.



3. Update the **Name** of the Filter to reflect the correct semester.

\*Query Name:

Short Description:

4. The fields included are the same, however the filter selection will need to be adjusted for the corresponding term.

- a. To ensure you have the correct information, you will need to filter for active students with a primary enrollment and for grades in the corresponding term (i.e. Q2) and the corresponding grading task names (i.e. Semester Grade). Below are recommended filters.
  - i. student.activeToday=TRUE
  - ii. student.serviceType=P
  - iii. grading.termName=Q2 - (this will be the term found in Term Setup for the school)
  - iv. grading.task=Semester Grade - (this will be the Grading Task name for the corresponding term)
  - v. grading.task=Final Grade - (Remember to add another grading.task in the filter to include both semester and final grades)
  - vi. Remember when using more than one filter, a Logical Expression will be needed so the filter knows how to meet the criteria selected. The logical statement will depend on the ID for the field. In the example below, the student.activeToday ID is 8. So, when using it in a logical expression you will refer to ID 8.
    - i. We need to tell the system how a student must meet the selected filter. We need the student to be active today for the primary enrollment and include semester or final grades for the corresponding term. To accomplish this, the statement would be 8 AND 17 AND 12 AND (13 OR 22)

5. **Save & Test** to ensure the filter is pulling the data as expected.

6. Click **Next** to update the output of the data. Updating the columns with column header information so data is easier to view when exported.

Filter Designer ☆

\*Query Name: Athletic Semester 2 Grades

Short Description: Export for posted yearlong semester average and semester 2 final grades.

Long Description:

Format the output file/report

☐ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	<input checked="" type="checkbox"/>	1		Student ID	✓		✓
student.firstName	<input type="checkbox"/>	2	Ascend	First Name	✓		✓
student.lastName	<input type="checkbox"/>	1	Ascend	Last Name	✓		✓
student.gender	<input checked="" type="checkbox"/>	5		Sex	✓		✓
student.birthdate	<input checked="" type="checkbox"/>	6		DOB	✓		✓
student.grade	<input checked="" type="checkbox"/>	4		Grade	✓		✓
student.calendarName	<input checked="" type="checkbox"/>	7		School	✓		✓
student.activeToday	<input type="checkbox"/>				✓		✓
grading.courseNumber	<input checked="" type="checkbox"/>	11		Course Number	✓		✓
grading.courseName	<input checked="" type="checkbox"/>	13		Course Name	✓		✓
grading.sectionNumber	<input checked="" type="checkbox"/>	12		Section	✓		✓
grading.termName	<input checked="" type="checkbox"/>	15		Term	✓		✓
grading.task	<input checked="" type="checkbox"/>	16		Task	✓		✓
grading.score	<input checked="" type="checkbox"/>	17		Score	✓		✓
grading.percent	<input checked="" type="checkbox"/>	18		Percent	✓		✓
grading.percentMask	<input type="checkbox"/>				✓		✓
student.serviceType	<input type="checkbox"/>				✓		✓
student.startDate	<input checked="" type="checkbox"/>	8		Start Date	✓		✓
student.endDate	<input checked="" type="checkbox"/>	9		End Date	✓		✓
roster.endDate	<input type="checkbox"/>				✓		✓
grading.periodName	<input checked="" type="checkbox"/>	10	3	Period	✓		✓
function.Full Name	<input checked="" type="checkbox"/>	2		Student Name	✓		✓
grading.teacherDisplay	<input checked="" type="checkbox"/>	14		Teacher Display	✓		✓

7. Click **Save & Test** to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

Once the filters are created navigate to *Reporting > Ad Hoc Reporting > Data Export* , select the filter and format to export. The recommended file type is Delimited values (CSV).

Provide the reports to staff as needed.

## Athletic Teams

## Athletic Teams

There are a few different ways teams can be managed in NCSIS. The following article will provide a few options for managing teams.

[Team Ad Hoc Filters](#) | [Team Activity Courses](#) | [Team Programs](#)

# Ad Hoc Filters

This option uses the ad hoc filter selection editor to select individual students. This option does not assign any information to the student's record, only provides a way for staff to search and select students included in the team filter. One filter per team will need to be created.

**Navigation:** [Reporting](#) > [Ad Hoc Reporting](#) > [Filter Designer](#)

1. Select **Selection Editor** as the Filter Type.
2. Select **Student** as the Data Type.
3. Click **Create** to begin.

**Create New**

Filter Type	Data Type
<input type="radio"/> Query Wizard	<input checked="" type="radio"/> Student
<input checked="" type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

4. Add the **Team Name** in the Selection Editor. TIP: Include the year and school initials in the name or short description to maintain the selection even after the year has ended.
5. Use the Quick Search section to filter to a grade, enter names, or change the sort.
6. Select each **student** and click the **arrow** to move the student to the selected students list.
7. Select a user group for other users to have access or save to the user account.
8. Click **Save** once all students are added to the selection.

**Ad-Hoc Selection Editor**

Selection Name:

Short Description:

Long Description:

Quick Search:

Active today:

Grade:

Name:  (last name, first name)

Sort:

All Students

- 11 Burk, Hunter #11217
- 11 Burkett, Nicolas #12180
- 11 Burris, Ananda #11189
- 11 Bush, Clara #12911
- 11 Call, Jacob #11419
- 11 Campuzano-Leyva, Josiah #11878
- 11 Carey, Breylin #11808
- 11 Carmona, Noah #11136
- 11 Carswell, Audrey #12193
- 11 Cespedes Arroyo, Aaliyah #32801
- 11 Chavez-Romero, Savannah #9671
- 11 Childers, Jenny #11594
- 11 Clarke, Ayden #11944
- 11 Clontz, Emily #8741
- 11 Clontz, Hannah #127026

Selected Students

- 10 AidanaRojas, Avery #22727
- 10 Alexander, Zayden #30177
- 10 Dean, Chase #29984
- 11 Carmona, Noah #11136

Save To: ☒ User Account ☐ User Groups

Folder:

Once the filter is created, use the Edit option to add or remove students. This filter is available to the users connected to the user group and can be used in various tools in NCSIS, such as student search and attendance entry wizard.

**Select a Saved Filter**

Search

**24-25 Men's Varsity Basketball**

# Activity Courses

This option uses courses and periods to assign students to rosters for the corresponding team. The setup for this option includes having an activity code for a course, an activity period in the period schedule, a non-reporting course and section for the team, section staff, and scheduling students in sections. This option will assign students to the course which will be visible in the parent and student portal.

[Activity Setup](#) | [Period Setup](#) | [Course Master Setup](#) | [Add Course](#) | [Create Section](#) | [Schedule Individual Students](#) | [Schedule Students in Mass](#)

## Activity Setup


An activity of AT Athletic will need to be added to the Activity Core Attribute/Dictionary to define the course as an activity. This is used for the Activity tool in NCSIS.




### Navigation: System Settings > Custom Data and Links > Core/Attribute Dictionary

1. Locate **Course** in the list.
2. Click the **+** to expand the details.
3. Locate **Activity** in the list.
4. Click the **+** to expand the details.
5. Click on **Dictionary** to open the activity dictionary detail.
6. Enter **AT** as the.
7. Enter **Athletic** as the name.
8. Click **Save** to update the dictionary.

#### Core Attribute/Dictionary ☆

 Save

**Campus Attributes/Dictionary Editor**  

- Career Readiness
  - Career Technical Education
  - Contact
  - Contact Log
- Course
  - Academic Level
  - Activity
    - Dictionary (0 Entries) 
    - Available Carnegie Unit Credit
  - College
  - Core Academic Class
  - Course Level
  - Course-Only Curriculum

**Activity Dictionary Detail** Add Row

	Code	Name	Seq	Value	Standard Code	Active
✕	AT	Athletic				<input checked="" type="checkbox"/>

## Period Setup


A non-instructional period will be needed to schedule the non-reporting course.


### Navigation: Scheduling & Courses > Calendar Setup > Period Setup


1. Select the **period schedule** in period setup.
2. Click **Add Period**.
3. Add a **name** and **sequence** to the period. The name and sequence will vary per PSU.
4. Check **Non-Instructional** to ensure the period is not included in instructional time for the school day.
5. Click **Save Period Schedules** to update.
6. Ensure each period schedule includes the non-instructional period.

## Period Setup ☆

 Save Period Schedules

 New Period Schedule

 Delete Period Sched/Periods

 Copy Period Sched/Periods

### Period Schedule/Periods Editor

Name

Regular School A  
Regular School B  
Regular School C  
Regular School D  
Regular School E

Period Schedule Placement					
	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
15	15	15	15	15	15
ACT	ACT	ACT			

### Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Regular School A	1	<input type="checkbox"/>	375	415

### Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 1	1	07:35 AM	09:03 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	2	09:08 AM	10:33 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	3	11:13 AM	01:05 PM	25	<input type="checkbox"/>	<input type="checkbox"/>
X 4	4	01:10 PM	02:35 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 5	5	02:36 PM	02:37 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 6	6	02:38 PM	02:39 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 10	10	10:38 AM	11:08 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 11	11	02:42 PM	02:43 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 12	12	02:44 PM	02:45 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 15	15	10:38 AM	11:08 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X ACT	16			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

### Instructional Minutes Preference for 24-25 School Year

Exclude non-instructional periods  
Exclude non-instructional minutes  
Exclude time gaps between periods

### School Day Preference for 24-25 School Year

Exclude non-instructional periods  
Include non-instructional minutes  
Include time gaps between periods

## Course Master Setup

A non-reporting course will be needed. PSUs can decide the best option for courses that will fit the needs of their PSU. A few examples are:

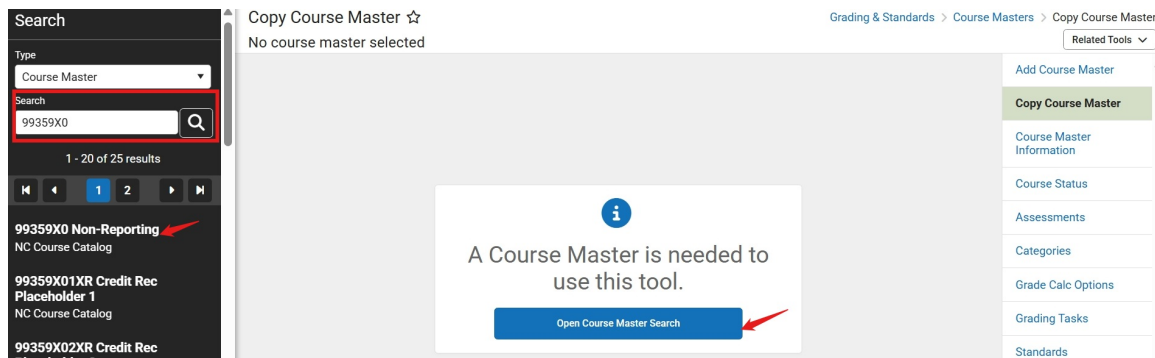
- One course for all athletics. Each section can have the teacher display field updated to the designated team.
- One course per team. If a course master does not exist for a "team" a copy of the 99359X0 course master should be created.

Once the course master is created, the course will need to be added to each school that will use the course to manage teams.

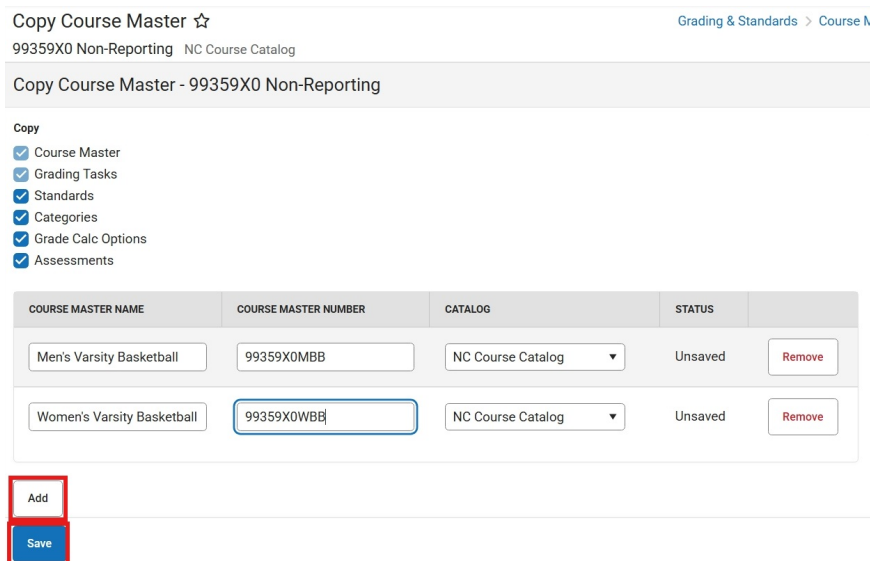
### Copy Course Master

### Navigation: Grading & Standards > Course Masters > Copy Course Master

1. Search for the **99359X0 Non-Reporting** course master. If a course master is not selected, click **Open Course Master Search** to search for the course master. If a course master was already selected, the copy course master tool will open automatically.
2. Select the **99359X0 Non-Reporting** course master from the search menu.



3. Update the **Course Master Name** to be the athletic team's name. Example: Men's Varsity Basketball.
  - a. If the PSU will have one course master for all teams, update the name to be more generic.
  - b. If the PSU will have one course master for each athletic team, update the name to the corresponding athletic team.
4. Update the **Course Master Number** to include the last 3 digits that reflect the PSUs local course code procedure. Example: 99359X0MBB or 99359X0AT
5. Use the **Add** option to create more than one course master if needed.
6. Click **Save** once course master(s) are created.



COURSE MASTER NAME	COURSE MASTER NUMBER	CATALOG	STATUS	
Men's Varsity Basketball	99359X0MBB	NC Course Catalog	Unsaved	Remove
Women's Varsity Basketball	99359X0WBB	NC Course Catalog	Unsaved	Remove

**Add**  
**Save**

### Update Course Master Information

Once the course master(s) are created, navigate to the Course Master Information Screen to select the activity.

### Navigation: Grading & Standards > Course Masters > Course Master Information.

1. Locate the **Course Setup** section in course information.

2. Select **AT: Athletic** from the Activity dropdown menu.
  - a. Update any other course information as needed. The transcript checkbox can be unchecked as this will not be a course that will ever have a final grade.
3. Click **Save** to update the course information.

Course Master Information ☆

99359X0WBB Womens Varsity Basketball NC Course Catalog

Grading & Standards > Course Masters > Course Master Information

Related Tools

Collapse All

General Course Master Information +

Scheduling +

Course Setup -

Subject Type:

Transcript: ☒

GPA Weight: 0

Bonus Points: ☐

Course-Only Curriculum: ☐

Attendance: ☒

Positive Attendance: ☐

Expected Hours: ☐

Standards Based: ☐

Hide Standards On Portal: ☐

External LMS Exclude: ☐

Activity: AT: Athletic

State Defined +

Save Delete Push To Courses

## Add Course to School

Once the course master(s) are created and the activity added to course information, navigate to the school calendar that will be using the courses to add the course.

### Navigation: Scheduling & Courses > Courses > Add Course

1. Search for the **99359X0 Non-Reporting** course master(s) that were just created.
2. Check the **box** next to each course to be add to the school.
3. Click **Add** and then **Continue** to add the course to the school.

Add Course ☆
Scheduling & Courses > Courses > Add Course
Related Tools ^

Your district has defined a district-wide Course Catalog for your school to use. To create a Course, you must choose a pre-defined Course Master record and link it into your Schedule. If you want to create a course that does not exist in the Catalog, speak with your district administration.

2 selected

	NUMBER	NAME	NCES CODE	STATE CODE	DEPARTMENT	GPA WEIGHT	ACTIVITY	TYPE	HONORS
<input type="text" value="99359"/>									
<input type="checkbox"/>	99359X0	Non-Reporting	0	99359X0	Non Clism	0			
<input checked="" type="checkbox"/>	99359X0MVB	Men's Varsity Basketball	0	99359X0	Non Clism	0			
<input type="checkbox"/>	99359X0RES	ResponsiveC1	0	99359X0	Non Clism	0			
<input type="checkbox"/>	99359X0SVM	Soccer Varsity Men's	0	99359X0	Non Clism	0			
<input checked="" type="checkbox"/>	99359X0WBB	Women's Varsity Basketball	0	99359X0	Non Clism	0			

1
1 - 5 of 5 items

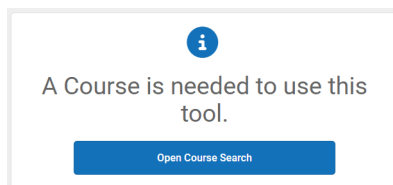
Add

## Create Sections

Once courses are added to the school, sections will need to be created.

**Navigation: Scheduling & Courses > Courses > Course Sections > Add a Section**

1. Search for the **99359X0** course(s) that were just added. If a course is not selected, click **Open Course Search** to search for the course. If a course was already selected, the course sections tool will open automatically.



2. Select the correct **99359X0** course from the search menu.
3. Click **Add a Section**.

### Course Sections ☆

99359X0WBB Women's Varsity Basketball

Section	Teacher	Room	Term	Schedule	Period	Seats	Taken	Scheduling	Group	Guest Access	Seating	Charts
<a href="#">Add a Section</a>												

4. Enter a **section number**. Each section number must be unique for the course code.
5. If one athletic team course is being used, use the Teacher Display Name field to add the Team. Example: Women's Varsity Basketball. If more than one course is being used, this is not necessary.
6. Check the box for the **non-instructional period** created for athletics in the section schedule placement.
7. Click **Create Section** to add the section.

Course Sections ☆  
99359X0SVW Soccer Varsity Women's

Create a new Section

This tool will create a new section.

---

**Section Editor**

**\*Section Number**  
2

**Max Students**  
0

**Room**  
▼

**Hide Standards On Portal**  
☐

**Online Learning (Override)**  
▼ 0

**Primary Teacher**  
There is no active primary teacher for this section.  
Term Type Override  
▼

**Post Secondary Institution ( )**  
▼

**Instructional Provider ( )**  
▼

**How Taken ( )**  
▼

**Delivery Mode ( )**  
▼

**Teacher Display Name**  
Lunch Count ☐ Milk Count ☐ Adult Count ☐  
Custom Count 1 ☐ Custom Count 2 ☐ Custom Count 3 ☐  
Skinny Seq ☐ Team ☐ Homeroom ☐  
Advisory ☐ External LMS Exclude ☐

**Section Schedule Placement**

	Q1					Q2					Q3					Q4				
	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E
Period 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period ACT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Create Section

8. *OPTIONAL*: Use **Related Tools** to navigate to **Section Staff History**. \*NOTE: Check with third party programs for any issues related to sections without primary teachers.
9. *OPTIONAL*: Add a **Primary teacher** to the section. This can be a coach or athletic director based on your PSUs procedures.
  - a. The tool rights associated to the staff will allow the staff member to see those students assigned to this section.
10. *OPTIONAL*: Click **Save** to update the primary teacher.

24-25 Monroe High School

Section Staff History ☆

99359X0SVW-2 Soccer Varsity Women's Teacher:

Save New Primary Teacher New Teacher New Section Staff

**Staff History**

Assignment Start / Assignment End / Access Start / Access End / District Assignment / Role

There is no active primary teacher for this section.

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

**Primary Teacher**

Name:  District Assignment:  Role:

**Assignment**

Start Date:  End Date:

Percent:  Minutes:

**Access to Section Dates**

☒ Unrestricted ☐ Date Range

Start Date:  End Date:

Comments:

Teacher Display Name (on Section):  
Making a change to the Teacher Display Name here will update the value on the Section tab.  
☐ Continue using the current Teacher Display Name from the Section tab.  
☒ Use a new Teacher Display Name on the Section tab. (Further, Analytics)

**Related Tools**

- Add Course
- Copy Course
- Course Information
- Course Assessments
- Course Categories
- Course Fees
- Course Grade Calc Options
- Course Grading Tasks
- Course Rules
- Course Sections
- Course Standards
- Section Attendance
- Section Information
- Section Grading By Student
- Section Grading By Task
- Section Guest Grade Book
- Section Roster
- Section Staff History

# Add Individual Students to Sections

Once sections have been created for each team, students can be added. This can be done by using Walk-in Scheduler for individual students or Requests & Rosters to add multiple students.

**Navigation:** *Student Information > General > Schedule > Walk-in Scheduler*

**Select a Student:** If a student is not selected, click **Open Student Search** tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Walk-in Scheduler tool. If a student was already selected, the Walk-in Scheduler tool will open automatically.

A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

1. Click on the **No Scheduled Course** box in the non-instructional period to search for all available team sections. The Search feature can also be used to search by the course code or name.
2. Select the **course/section** to add the team to the student's schedule.
3. If the student will be in the section the full term, no effective date is needed. If the effective date is after the section started, enter the correct effective date.
4. Click **Save** to add the section to the student's schedule.

Schedule ☆

Angel, Sebrina

Student #: 25410 Grade: 10 DOB: 01/21/2010

Medical School Pickup

Student Information > General > Schedule

Related Tools

Q1 (8/26/2024 - 10/20/2024)

Q2 (10/21/2024 - 12/15/2024)

	REGULAR SCHOOL A	REGULAR SCHOOL B	REGULAR SCHOOL C	REGULAR SCHOOL D	REGULAR SCHOOL E	REGULAR SCHOOL A	REGULAR SCHOOL B	REGULAR SCHOOL C	REGULAR SCHOOL D	REGULAR SCHOOL E
6	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
10	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
11	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
12	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
15	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
ACT	99359XDSVW-2 Soccer Varsity Women's (1) Barker, Anabela	99359XDSVW-2 Soccer Varsity Women's (1) Barker, Anabela				99359XDSVW-2 Soccer Varsity Women's (1) Barker, Anabela	99359XDSVW-2 Soccer Varsity Women's (1) Barker, Anabela			

Cancel Selection

Search

Effective Date  
5/1/2025 Today Clear

Period  
ACT

Schedule  
Regular School A

Term  
Q1

+ Add Option

Search

+ ADD COURSE AND SECTIONS

Soccer Varsity Women's  
99359XDSVW  
2 (1) Barker, Anabela Q1/Regular School A/ACT/NA/0

Q1 (8/26/2024 - 10/20/2024)

Q2 (10/21/2024 - 12/15/2024)

	REGULAR SCHOOL A	REGULAR SCHOOL B	REGULAR SCHOOL C	REGULAR SCHOOL D	REGULAR SCHOOL E	REGULAR SCHOOL A	REGULAR SCHOOL B	REGULAR SCHOOL C	REGULAR SCHOOL D	REGULAR SCHOOL E
6	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
10	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
11	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
12	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS
15	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS	Student Access - HS
ACT	women's (1) Barker, Anabela	women's (1) Barker, Anabela				women's (1) Barker, Anabela	women's (1) Barker, Anabela			

Cancel Selection

Schedule Update

You are adding:  
99359XDSVW-2  
Soccer Varsity Women's

Effective Date  
Enter a start date for the course. If no date is entered, the start date of the course is assumed to be the start date of the section.  
Today

☐ Don't Show Again

Save Cancel

Search

Effective Date  
5/1/2025 Today Clear

Period  
ACT

Schedule  
Regular School A

Term  
Q1

+ Add Option

Search

+ ADD COURSE AND SECTIONS

Soccer Varsity Women's  
99359XDSVW  
2 (1) Barker, Anabela Q1/Regular School A/ACT/NA/0

Add the section for each student that is a member of the team.

## Batch Edit Rosters

Once sections have been created for each team, students can be added. Use the Requests & Rosters tool to add multiple students to the section.

**Navigation: *Scheduling & Courses > Scheduling > Requests & Rosters***

### Students View

1. Select the **Students** view.
2. In the Student's View use the **filter** to select the group of students.
3. Click **Close** once all students are selected.
4. Click **Batch Edit Student Rosters**.
5. Use the filters to select the **course section**.
6. The start date should only be added if the students will begin in the section after the term of the section has started. Otherwise, the start date can be left blank indicating the students will be in the section the full term.
7. Click **Add** to the selected students to the selected course/sections.

Requests & Rosters ☆

Scheduling & Courses > Scheduling > Requests & Rosters

View by

Students Courses

Show Details

OFF

Filter

Reset

Filter Results: 4 out of 951 Students

Austin, Maci (10) #22203

Unsatisfied Requests: 4

Rosters: 12

Austin, Zoey (11) #29577

Unsatisfied Requests: 5

Rosters: 13

Beal, Olivia (10) #35572

Unsatisfied Requests: 2

Rosters: 11

Batch Edit Student Requests

Batch Edit Student Rosters

Student Filter

Student Name

Austin, Zoey Austin, Maci Beal, Olivia

Bolick, Lillyann

Filter by Ad Hoc

No Filter

Unsatisfied Requests

Select items...

Request Type

Special Education Only

Include Inactive Students

Calendar

The following filter options will be determined by the selected

Close

Batch Edit Student Roster Information

4 student records will be affected

Filter the result set using the fields below.

Add or remove students to a roster by selecting the course and section from the filtered list.

Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name

99359XQWBB Women's Varsity Bas...

Department

Select items...

Teacher

Select items...

Team

Select items...

Select All

Unselect All

COURSE	DEPARTMENT	SECTION: TEACHER	TEAM	START DATE	END DATE
✓ 99359XQWBB Women's Varsity Basketball		1: Bentley, Lee		month/day/year	month/day/year

Add

Remove

Cancel



## Courses View

1. Select the **Courses** view.
2. In the courses view use the **filter** to select the course.
3. Click **Close** once the course is selected.
4. Click **Batch Edit Course Rosters**.
5. Click on the student's name to select the students. Students will be moved to the top of the student list and have a blue checkmark next to their name.
6. The start date should only be added if the students will begin in the section after the term of the section has started. Otherwise, the start date can be left blank indicating the students will be in the section the full term.
7. Click **Add** to the selected course to the selected students.

Requests & Rosters ☆

Scheduling & Courses > Scheduling > Requests & Rosters

View by: Students Courses Collapse All Filter X Reset

Filter Results: 1 out of 482 Courses

99359XOWBB Women's Varsity Basketball

1) Bentley, Lee Max Students: Students in Roster: 4 Team:

Batch Edit Course Requests Batch Edit Course Rosters

Batch Edit Course Roster Information

1 section records will be affected.

Filter the result set using the fields below.  
Add or remove a student to a course/section roster by selecting the student name from the filtered list.  
Warning: All existing attendance and grading records will be deleted when a student is removed.

Student Name: Select items...  
Grade: Select items... Team: Select items...  
Unassigned Requests: Select items... Request Type: Select All Unselect All

STUDENT

STUDENT	GRADE	NUMBER	GENDER	TEAM
✓ Bertke, Alea	10	129193	F	
✓ Beyer, Layla	11	15160	F	
✓ Costanzo, Gracie	9	16846	F	
Abebe, Caden	9	43233	M	Blue
Abernethy, Cierra	10	612	F	
Acevedo, Warren	10	28209	M	
Anna, Madeline	10	59719	F	

Add Remove Cancel

Close

The use of this option allows users to search for the team in course/sections, courses and sections can roll forward each school year, and the course/section is visible in the student/parent portal. The course/section can also be selected in the attendance entry wizard tool to work with the rostered student's and attendance.

The Activity added to the course, can be used in the Activity Eligibility Report. For more information on this report, please see the [Activity Eligibility | Infinite Campus](https://kb.infinitecampus.com/help/activity-eligibility) (https://kb.infinitecampus.com/help/activity-eligibility) article.

# Team Programs

This option uses program sessions to maintain athletic teams in NCSIS. The setup for this option uses programs, program sessions, and flags.

[Occurrence Setup](#) | [Location Setup](#) | [Category Setup](#) | [Program Setup](#) | [Program Session Setup](#) | [Flag Setup](#) | [Individual Student Program Assignment](#) | [Batch Student Program Assignment](#) | [Create Program Filter](#)

---

## Program Session Occurrence Setup

Create Program Sessions for each sport season.

***Navigation: System Settings > Custom Data and Links > Core/Attribute Dictionary***

1. Locate **ProgramSession** in the list.
2. Click the **+** to expand the details.
3. Locate **Occurrence** in the list.
4. Click the **+** to expand the details.
5. Click on **Dictionary** to open the occurrence dictionary detail.
6. Click Add Row to add each occurrence.
7. Add the following occurrences using Code and Name
  - a. FA - Fall
  - b. SP - Spring
  - c. WT - Winter
8. Click **Save** to update the dictionary.

## Core Attribute/Dictionary ☆

**Save**

**Campus Attributes/Dictionary Editor**

- ProgramOptOut
- ProgramParticipation
- ProgramParticipationCTE
- ProgramPerson
- ProgramSession
  - Frequency
  - Hosted
  - Location
  - Occurrence
  - Dictionary (7 Entries)
  - Partnering Agency
  - Pronoun

**Occurrence Dictionary Detail** **Add Row**

	Code	Name	Seq	Value	Standard Code	Active
✕	WT	Winter				<input checked="" type="checkbox"/>
✕	SP	Spring				<input checked="" type="checkbox"/>
✕	FA	Fall				<input checked="" type="checkbox"/>
✕	B	Before school	1			<input checked="" type="checkbox"/>
✕	D	During school	2			<input checked="" type="checkbox"/>
✕	A	After school	3			<input checked="" type="checkbox"/>
✕	N	Nights	4			<input checked="" type="checkbox"/>
✕	S	Summer	5			<input checked="" type="checkbox"/>
✓	H	Holidays	6			<input checked="" type="checkbox"/>

Page 1 of 1 250 Rows Per Page 1 - 10 of 10

## Program Session Location Setup

Create Locations for each participating school.

**Navigation: System Settings > Custom Data and Links > Core/Attribute Dictionary**

1. Locate **ProgramSession** in the list.
2. Click the **+** to expand the details.
3. Locate **Location** in the list.
4. Click the **+** to expand the details.
5. Click on **Dictionary** to open the location dictionary detail.
6. Click Add Row to add each participating school.
7. Each school will need a code, this can be the school number or school initials and Name. It is recommended that the name is the full school name.
8. Once all participating schools are added, click **Save** to update the dictionary.

Core Attribute/Dictionary ☆ System Settings > Custom Data and Links > Core Attribute/Dictionary

**Save**

**Campus Attributes/Dictionary Editor**

- ProgramParticipationCTE
  - ProgramPerson
  - ProgramSession
    - Frequency
    - Hosted
    - Location
      - Dictionary (2 Entries)
    - Occurrence
    - Partnering Agency
  - Pronoun
  - Refugee
  - RelationshipType

**Location Dictionary Detail**

Code	Name	Seq	Value	Standard Code	Active
123	Tyler High School	0			X
234	Monroe High School				<input checked="" type="checkbox"/>

**Add Row**

## Program Category Setup

Create an Athletics category for the program.

**Navigation:** *System Settings > Custom Data and Links > Core/Attribute Dictionary*

1. Locate **Program** in the list.
2. Click the **+** to expand the details.
3. Locate **Program Category** in the list.
4. Click the **+** to expand the details.
5. Click on **Dictionary** to open the program category dictionary detail.
6. Click **Add Row** to add the category. Enter **AT** as the code and **Athletics** as the Name.
7. Click **Save** to update the dictionary.

Core Attribute/Dictionary ☆ System Settings > Custom Data and Links > Core Attribute/Dictionary

**Save**

**Campus Attributes/Dictionary Editor**

- PregnantAndParenting
- Preschool
- PreschoolScreener
- Program
  - Cluster
  - Program Category
    - Dictionary (0 Entries)
  - ProgramMeeting
  - ProgramOptOut
  - ProgramParticipation
  - ProgramParticipationCTE
  - ProgramPerson

**Program Category Dictionary Detail**

Code	Name	Seq	Value	Standard Code	Active
AT	Athletics				<input checked="" type="checkbox"/>

**Add Row**

## Program Setup

Create a student athlete program.

**Navigation:** *Student Information > Program Administration > Program Setup*

1. Click **New** to add the new program.

2. Enter the **Student Athlete** in the name.
3. The **Active** checkbox should be checked
4. Add a Code of **alertATHLE**.
5. This program can be set as **District Wide** by checking the checkbox. When adding program sessions, the location can be used to determine which school.
  - a. If the district wide box is not checked, click in the Schools area and select one or more schools where the program will be used.
6. Add in the description **Student Athlete**.
7. Choose **AT: Athletics** from the category dropdown.
8. The State Reported box should be unchecked.
9. Check the box for **Sessions**.
10. Click **Save** to add the program.

The screenshot shows the 'Program Setup' interface. At the top, there's a breadcrumb trail: 'Student Information > Program Administration > Program Setup'. Below this, there are action buttons: 'Save' (highlighted with a red box), 'Delete', 'New', and 'Print'. A checkbox labeled 'Show District Programs' is present. The main form area is divided into two sections. The left section is a 'Programs Editor' table with columns 'Name' and 'Code'. The right section is the 'Program Detail' form, which includes:
 

- 'Name' field with 'Student Athlete' entered.
- 'Code' field with 'alertATHLE' entered.
- 'School(s)' field with 'Select All' and 'Clear' buttons.
- A text area for 'Description' containing 'Student Athlete'.
- 'Program Category' dropdown set to 'AT: Athletics'.
- 'State Reported' checkbox, which is unchecked.
- 'Sessions' checkbox, which is checked.
- On the right side of the 'Program Detail' form, there are three checkboxes: 'Active' (checked), 'District Wide' (checked), and 'State Reported' (unchecked).

## Program Session Setup

Create a program sessions for each athletic team.

**Navigation: Student Information > Program Administration > Program Sessions Setup**

1. Click **New** to add a new program session.
2. Select **Student Athlete** from the program dropdown menu.
3. Enter the **Start Date** of the program session. The start date can reflect when the team will occur in the school year or can be set to 7/1/20YY.
4. Leave the **End Date** unpopulated to allow the session to be used in any year.
5. Enter the **name** of the program session. Each PSU can decide a naming convention for each athletic team. It is recommended to include the school initials so users will be able to select the correct team. Examples: MHS Women's Varsity Basketball, MHS Basketball Varsity Women's
6. Select the corresponding **Occurrence** for the athletic team season, FA, WT, SP.
7. Select a **Frequency** that corresponds to the athletic team.
8. Select a **Location** (school) that corresponds to the athletic team. If more than one school has the same team, one program

session for each school will be needed.

9. Add an **Instructor** (coach) - **Optional**

a. This does not need to be a staff person; it can be anyone available for selection in Census.

10. Select **S: School** from the Hosted dropdown menu.

11. Any fields not included above are optional and do not need to be completed.

12. Click **Save** to add the athletic team program.

13. Complete the steps above for each athletic team needed for each school location.

### Program Sessions Setup ☆

Save

Delete

New

Print

Sessions: All

Session	Program	Start Date	End Date
24-25 Soccer Varsity Men's	Student Athlete	07/01/2024	06/30/2025
24-25 Soccer Varsity Women's	Student Athlete	07/01/2024	06/30/2025

#### Program Session Detail

\*Program

Student Athlete

\*Start Date

7/1/2024

End Date

6/30/2025

\*Name

24-25 Basketball Varsity Women's

Occurrence

WT: Winter

Frequency

DA: Daily

Location

MHS: Monroe High School

Instructor

Search for a person

Program Manager

Search for a person

Hosted

S: School

Partnering Agency

Max. Participants

Comments

## Flag Setup (Optional)

A flag can be created to be added to student's based on the student athlete program.

**Navigation: Student Information > Program Administration > Flags Setup**

1. Click **New** to add a new flag.
2. Enter a **name** for the flag. Example: Athletics or Athlete
3. Add the same code used for the Student Athlete program, **alertATHLE**
4. Check the **Active** checkbox.
5. Enter a **description**. Example: Student Athlete.
6. Check the **Flagged** checkbox.

7. Select a flag **image**.
8. Select a flag **color**.
9. Click **Save** to add the flag.

#### Flags Setup ☆

The screenshot shows the 'Flags Setup' interface. At the top, there are 'Save' and 'New' buttons. Below them is the 'Flags Editor' table, which lists flags with columns for Name, Code, and Flag. The 'Flags Detail' form on the right allows for editing a specific flag. It includes fields for Name, Code, and Description. Below these fields are checkboxes for 'Flagged', 'Contact', and 'POS Display'. A 'Flag Image' grid is shown with various icons, and a red arrow points to the 'Athletics' icon. There are also options for 'Special Ed', 'Flag Color', and a 'Flag Preview'.

Name	Code	Flag
504	NCDPIS04	
AIG	NCDPlaig	
CCRG Math	NCDPlccrgm	
CCRG Reading	NCDPlccrge	
Chronically Absent	NCDPlabs	
Discipline	alerdis	
Early Grad	alerleg	
EC	NCDPlec	
EL	NCDPltel	
Guardian	alertguard	
Medical	alertmed	
Migrant	NCDPimig	
Military	NCDPimil	
Other	alerthother	
School Pickup	alerthpckup	
TAS Served Student	NCDPitas	
XG	NCDPlxg	

## Assign Program Sessions to Individual Students

Once the program sessions are created, students can be assigned to the programs and if the PSU is using flags, assign flags.

### Assign Programs

#### Navigation: Student Information > General > Programs

1. Click **New** to add a new program session.
2. Select **Student Athlete** from the program dropdown menu.
3. Select the correct **Program Session** (athletic team) from the dropdown menu.
4. Enter a **Start Date**. The start date can reflect when the team will occur in the school year or can be set to the first day of the school year.
5. Enter an **End Date**. The end date can reflect when the team will end in the school year or can be set to the last day of the school year.
6. Click **Save** to add the program session to the student.

Save

Delete

New

Print

Program Participation Detail

\*Program

Student Athlete

\*Program Session

24-25 Basketball Varsity Women's

\*Start Date

8/25/2024

End Date

5/23/2025

Eligibility Start Date

Eligibility End Date

Participation Details

Description

Exit Reason

Status

Summary

Program Information

Program Name:

Student Athlete

Program Code:

alerATHLE

Description:

Student Athlete

Program Category:

State Reported:

No

Program Session Information

Occurrence:

Winter (WT)

Frequency:

Daily (DA)

Location:

Monroe High School (MHS)

Instructor:

Start Date:

07/01/2024

End Date:

06/30/2025

Comments:

Hosted:

School (S)

Partnering Agency:

Program Manager:

Max Participants:

## Assign Athletic Flag to Individual Students (Optional)

### Navigation: Student Information > General > Flags

1. Click **New** to add a new flag.
2. Select the **Athletics** flag or corresponding flag created by the PSU.
3. Enter a **Start Date**. This date should be the same as the program start date.
4. Enter an **End Date**. This date should be the same as the program end date.
5. Click **Save** to add the flag for the student.

Save

Delete

New

Student Flag Detail

\*Flags

Athletics

\*Start Date

8/25/2024

End Date

5/23/2025

Eligibility Start Date




Eligibility End Date

User Warning

Participation Details

Description

The flag will display under the student's name in all tools.

Ackroyd, Aaliyah  Student #: 9722 Grade: 12 DOB: 08/25/2007  
 School Pickup  Athletics

## Assign Program Sessions to Multiple Students



Programs can also be assigned to students in mass.

**Navigation: Student Information > Program Administration > Batch Program Assignment Wizard**

- 1. Select **Program Session** from the type dropdown.
- 2. Select **Student Athlete** as the program.
- 3. Select the corresponding **team** program session.
- 4. Select **Add Participation** from the mode.
- 5. Enter a **Start Date**. The start date can reflect when the team will occur in the school year or can be set to the first day of the school year.
- 6. Enter an **End Date**. The end date can reflect when the team will end in the school year or can be set to the last day of the school year.
- 7. Select **Batch Add** to select the students to include.
- 8. Click a **student name** and then the right arrow to add the student to the selection.
- 9. Click **Update** to add the program to the selected students.

Batch Program Assignment Wizard ☆

Batch Assignment Tool

The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s).

Students can only be assigned one graduation program.

Select Type

Program Session

Select Program

Student Athlete

Select Program Session

☐ Display sessions active within selected calendar date range

24-25 Basketball Varsity Women's

Select Mode

☒ Add Participation

☐ Delete Participation

☐ Edit Participation

Start Date

8/25/2024

End Date

5/23/2025

Exit Reason

Status

☐ Select Filter

☒ Batch Add

Quick Search:

Active today: Yes

Grade: All

Name: (last name, first name)

Sort: Grade, Name

All Students

11 Yang, Nia #26029

11 Yang, Sophia #43113

11 Young, Nancy #11593

12 Ackroyd, Aaliyah #9722

12 Allen, Nicolas #6991

12 Angeles, Careem #10332

12 Angyelan, Brycen #9892

12 Armiello, Zeek #16536

12 Bailey, Sean #9939

12 Baker, Connor #42072

12 Balderas, Mason #126509

12 Ballard, Hunter #10408

12 Barbosa-Oliva, Amy #6148

12 Barkley, Keira #9100

12 Barkley, Stuart #9099

Selected Students

10 Shuford, Gracelynn #42798

10 Whitney, Makayla #40856

10 Xiong, Sarah #23806

11 Clarke, Vivien #11784

11 Hicks, Shelby #128071

11 Olson, Lupita #11772

11 Munger, Emily #11866

11 Snodgrass, Emma #8607

12 Barbosa-Oliva, Amy #6148

Update

Summary

Program Information

Program Name:

Student Athlete

Program Code:

alertATHLE

Description:

Student Athlete

Program Category:

No

**Assign Athletic Flag to Multiple Students (Optional)**

The Flag can also be added in mass. TIP: Assigning the flag directly after the program, will retain the student selection when using Batch Add.

**Navigation: Student Information > Program Administration > Batch Program Assignment Wizard**

- 1. Select **Flag** from the type dropdown.
- 2. Select Athletics (or the flag name used for athletics) from the program dropdown.

3. Enter a **Start Date**. This date should be the same as the program start date.
4. Enter an **End Date**. This date should be the same as the program end date.
5. Select **Batch Add** to select the students to include. NOTE: If performing this process directly after assigning the program, the student selection should be the same. If the student selection is correct, skip to step 7.
6. Click a **student name** and then the right arrow to add the student to the selection.
7. Click **Update** to add the program to the selected students.

Batch Program Assignment Wizard ☆

**Batch Assignment Tool**

The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s).  
Students can only be assigned one graduation program.

**Select Type**  
Flag

**Select Program**  
Athletics

**Select Mode**  
☒ Add Participation  
☐ Delete Participation  
☐ Edit Participation

**Start Date**  
8/25/2024

**End Date**  
5/23/2025

☐ Select Filter ☒ Batch Add

**Quick Search:**  
 Active today: Yes  
 Grade: All  
 Name: (last name, first name)  
 Sort: Grade, Name

**All Students**

11 Yang, Nia #26029
11 Yang, Sophia #43113
11 Young, Nancy #11593
12 Ackroyd, Aaliyah #9722
12 Allen, Nicolas #6991
12 Angeles, Careem #10332
12 Argyelan, Brycen #9892
12 Ariniello, Zeek #16536
12 Bailey, Sean #9939
12 Baker, Connor #42072
12 Balderas, Mason #126509
12 Ballard, Hunter #10408
12 Barbosa-Oliva, Amy #6148
12 Barkley, Keira #9100
12 Barkley, Stuart #9099

**Selected Students**

10 Shuford, Gracelynn #42798
10 Whitney, Makayla #40856
10 Xiong, Sarah #23806
11 Clarke, Vivien #11784
11 Hicks, Shelby #128071
11 Olson, Lupita #11772
11 Munger, Emily #11866
11 Snodgrass, Emma #8607
12 Barbosa-Oliva, Amy #6148

**Update**

## Create an Ad Hoc for the Student Athlete Program (Optional)

Once programs are assigned to students, an ad hoc that includes all program information can be created.

**Navigation: Reporting > Ad Hoc Reporting > Filter Designer**

1. Select **Query Wizard** as the filter type.
2. Select **Student** as the data type.
3. Select **Create**.

**Create New**

**Filter Type**  
☒ Query Wizard  
☐ Selection Editor  
☐ Pass-through SQL Query

**Data Type**  
☒ Student  
☐ Census/Staff  
☐ Course/Section

**Create**

4. Enter a **name** for the Query. Be specific so if the filter is shared with other users, they will know what information will be included in the filter.
5. Select the **fields** to include in the filter. Below is an example of some of the fields that can be included. Be sure to include

student information and program session information.

\*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By  Search Clear

All Fields

- Student
  - Demographics
  - School Boundaries
  - School Calendar
  - School
  - District
  - Learner
  - Counselor
  - Learner Planning
  - Census
  - Health
  - Medicaid
  - Behavior
  - Attendance

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- spProgram.name
- spProgram.code
- programSessions.name
- programSessions.startDate
- programSessions.endDate
- spProgram.programID
- spProgram.programCategory
- programSessions.location
- programSessions.instructor
- programSessions.occurrence
- student.gender
- student.birthdate
- student.grade
- student.age

- Click **Next** to filter the data.
- Locate the **spProgram.name** field and update the operator and value as follows: spProgram.name=Student Athlete (this would be the name of the program)
  - Other filter parameters may include the session dates, locations, or names. TIP: Create one filter for all athletic programs, then copy the filter to narrow to a specific team and/or school.
- Click **Save & Test** to ensure the information included are students in the student athlete program.
- Click **Next** to update the output information in the event that the filter is exported. Below is an example of output information.

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	1			Student ID			
student.lastName	2			Last Name			
student.firstName	3			First Name			
spProgram.name							
spProgram.code							
programSessions.name				Team			
programSessions.startDate				Team Start Date			
programSessions.endDate				Team End Date			
spProgram.programID							
spProgram.programCategory							
programSessions.location				Team School			
programSessions.instructor				Coach			
programSessions.occurrence				Season			
student.gender	5			Sex			
student.birthdate	6			Date of Birth			
student.grade	4			Grade			
student.age	7			Age			

Save To: ☒ User Account  
Folder:

☐ User Groups

☐ Force Order ?

Save Save & Test Return To List

- Click **Save & Test** to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

The filter can be used in searching or in the Data Export tool.