

Athletics

01/16/2026 6:35 pm EST

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.

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

Short Description:

5. Select the **fields** to include for the filter. Fields 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.FullName
- grading.teacherDisplay

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

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

- + 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.

a. 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*).

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

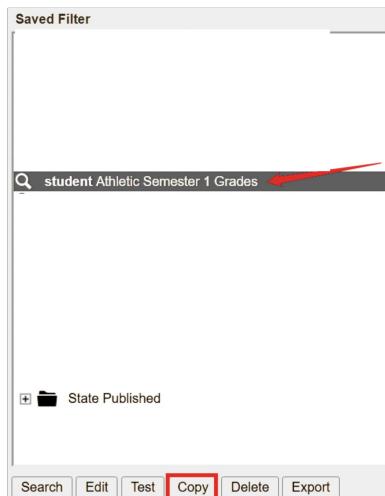
Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	<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.termMask	<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 checked="" type="checkbox"/>				▼	▼	
grading.periodName	<input checked="" type="checkbox"/>	10	Ascend	Period	▼	▼	
function.FullName	<input checked="" type="checkbox"/>	2		Student Name	▼	▼	
grading.teacherDisplay	<input checked="" type="checkbox"/>	14		Teacher Dispaly	▼	▼	

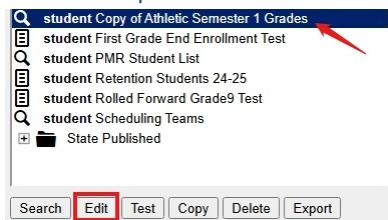
9. Click **Save & Test** to save this filter. Be sure to save the filter or a copy of the filter for the user group that will need access.

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.termMask	<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 checked="" type="checkbox"/>				▼	▼	
grading.periodName	<input checked="" type="checkbox"/>	10	3	Period	▼	▼	
function.FullName	<input checked="" type="checkbox"/>	2		Student Name	▼	▼	
grading.teacherDisplay	<input checked="" type="checkbox"/>	14		Teacher Dispaly	▼	▼	

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

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

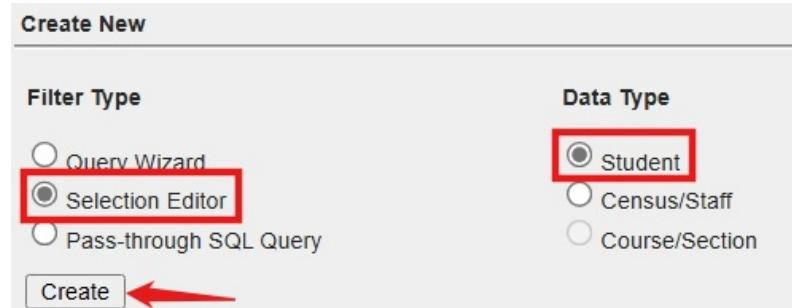
[Team Ad Hoc Filters](#) | [Team Activity Courses](#) | [Team Programs](#)

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.

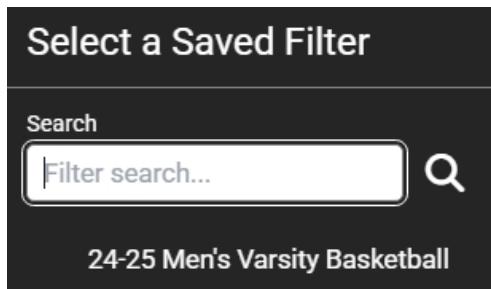
Navigation: Reporting > Ad Hoc Reporting > Filter Designer

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



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.

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.



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

- Course
- Activity
 - Dictionary (0 Entries) **→**

Activity Dictionary Detail						
	Code	Name	Seq	Value	Standard Code	Active
X	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 ☆

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				

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:

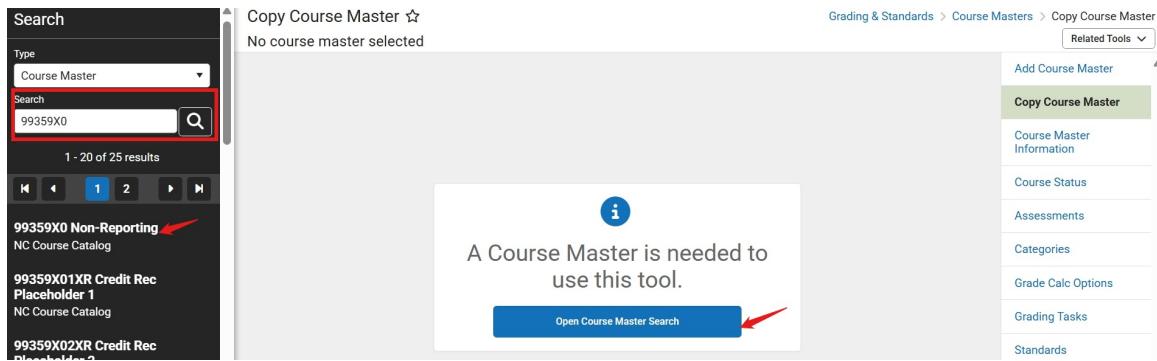
- One course for all athletics. Each section can have the teacher display field updated to the designated team.
- One course per team. If a course master does not exist for a "team" a copy of the 99359X0 course master should be created.

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.



Search

Type: Course Master

Search: 99359X0

1 - 20 of 25 results

99359X0 Non-Reporting (red arrow)

99359X01XR Credit Rec Placeholder 1 NC Course Catalog

99359X02XR Credit Rec Placeholder 2

Copy Course Master ☆

No course master selected

Grading & Standards > Course Masters > Copy Course Master

Related Tools

Add Course Master

Copy Course Master (highlighted)

Course Master Information

Course Status

Assessments

Categories

Grade Calc Options

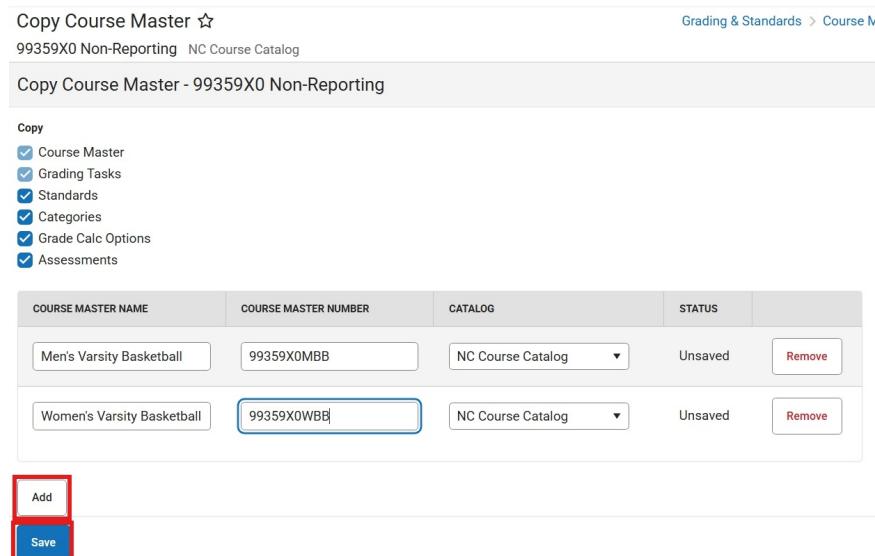
Grading Tasks

Standards

A Course Master is needed to use this tool.

Open Course Master Search (red arrow)

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.



Copy Course Master ☆

99359X0 Non-Reporting NC Course Catalog

Copy Course Master - 99359X0 Non-Reporting

Copy

Course Master

Grading Tasks

Standards

Categories

Grade Calc Options

Assessments

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

Add (red box)

Save (red box)

Grading & Standards > Course M

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.

The screenshot shows the 'Course Master Information' page for '99359X0WBB Womens Varsity Basketball' in the 'NC Course Catalog'. The 'Activity' dropdown menu is highlighted with a red box and contains the value 'AT: Athletic'. The 'Save' button at the bottom is also highlighted with a red box.

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 ☆

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
99359X	Non-Reporting	0	99359X0	Non Clsm	0			
<input checked="" type="checkbox"/> 99359X0MVB	Men's Varsity Basketball	0	99359X0	Non Clsm	0			
<input type="checkbox"/> 99359X0RES	ResponsiveC1	0	99359X0	Non Clsm	0			
<input type="checkbox"/> 99359X0SVM	Soccer Varsity Men's	0	99359X0	Non Clsm	0			
<input checked="" type="checkbox"/> 99359X0WBB	Women's Varsity Basketball	0	99359X0	Non Clsm	0			

1 - 5 of 5 items

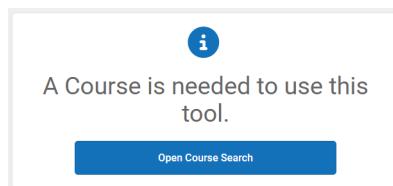
[Add](#) [...](#)

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](#)

[Add a Section](#)

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 ☆

99359X05VW Soccer Varsity Women's

Create a new Section

This tool will create a new section.

Section Editor	Teacher Display Name																																																																																																																																																																																																																																																																																																																																			
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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.

Section Staff History ☆

99359X05VW Soccer Varsity Women's Teacher:

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 item, or stop working in the section before the last day of the last scheduled item.

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.

Staff Member Detail

Name: Baker, Acalista	District Assignment	Role
Assignment		
Start Date:	End Date:	
Percent:	Minutes:	
Access to Section Dates		
<input type="radio"/> Unrestricted	Start Date:	End Date:
<input type="radio"/> 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: Baker, Acalista

Scheduling & Courses > Courses > Section Staff History

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.

The screenshot shows the 'Schedule' tool interface. At the top, a student profile for 'Angel, Sebrina' is displayed, including 'Student #: 25410' and 'Grade: 10'. The 'Effective Date' is set to '5/1/2025'. The 'Period' is 'ACT'. The 'Schedule' is 'Regular School A'. The 'Term' is 'Q1'. The 'Search' results show a single entry: 'Soccer Varsity Women's' with '99359XOSVW'. A red arrow points to this entry in the search results. The 'Schedule Update' dialog is open, showing the student is being added to the 'Soccer Varsity Women's' section. A red arrow points to the 'Soccer Varsity Women's' entry in the 'You are adding:' list. The 'Save' button is highlighted in red.

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.

The screenshot shows the 'Requests & Rosters' page with a 'Student Filter' sidebar. The filter sidebar includes fields for 'Student Name' (with names Austin, Zoey, Austin, Maci, Beal, Olivia, Bolick, Lillyann), 'Filter by Ad Hoc' (set to 'No Filter'), 'Unsatisfied Requests' (with a dropdown menu), 'Request Type' (dropdown menu), and checkboxes for 'Special Education Only' and 'Include Inactive Students'. The main area shows student lists with 'Unsatisfied Requests' and 'Rosters' counts. Buttons for 'Batch Edit Student Requests' and 'Batch Edit Student Rosters' are highlighted with red boxes. The 'Batch Edit Student Rosters' section shows a table with columns for COURSE, DEPARTMENT, SECTION: TEACHER, TEAM, START DATE, and END DATE. A course row for '99359X0WBB Women's Varsity Basketball' is selected, indicated by a blue border and a red arrow. The 'Add' button is also highlighted with a red box.

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

View by: Students Courses Collapse All Filter X Reset

Filter Results: 1 out of 482 Courses

99359X0WBB 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...

Unsatisfied Requests: Request Type: Select All Unselect All

STUDENT GRADE NUMBER GENDER TEAM

Berke, Alea	10	129193	F	
Beyer, Layla	11	15160	F	
Costanzo, Gracie	9	16846	F	
Abibe, Caden	9	43233	M	Blue
Abernethy, Sierra	10	612	F	
Aceredo, Warren	10	28209	M	
America, Adalynne	10	09719	F	

Add Remove Cancel

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

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

Add Row

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

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.

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

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.

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 ☆

The screenshot shows the 'Program Sessions Setup' interface. At the top, there are buttons for Save (highlighted with a red box), Delete, New, Print, and a dropdown for Sessions (set to All). Below these are two forms: 'Programs Session Editor' and 'Program Session Detail'.

Programs Session Editor:

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
Instructor Search for a person	Program Manager Search for a person	Location MHS: Monroe High School
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 ☆

Save **New**

Flags Editor

Name	Code	Flag
504	NCDPI504	≡
AIG	NCDPIaig	■■■
CCRG Math	NCDPIccrgm	■■■
CCRG Reading	NCDPIccrge	■■■
Chronically Absent	NCDPIabs	📍
Discipline	alertrds	⚠
EarlyGrad	alerfeg	⚠
EC	NCDPIec	🚩
EL	NCDPIel	👤
Guardian	alereguard	👤
Medical	alertrmed	✳
Migrant	NCDPImig	✳
Military	NCDPImil	✳
Other	alerother	✳
School Pickup	alertpckup	🚗
TAS Served Student	NCDPitas	👤
XG	NCDPIxg	■■■

Flags Detail

Name Athletics **Code** alertATHLE **Description** Student Athlete

Active **State Reported**

Flagged **Contact** **POS Display** **Special Ed**

Flag Image

Flag Color **Flag Preview**

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.

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 Category:	
Program Code:	alertATHLE	State Reported:	No
Description:	Student Athlete		

Program Session Information

Occurrence:	Winter (WT)	Hosted:	School (S)
Frequency:	Daily (DA)	Partnering Agency:	
Location:	Monroe High School (MHS)	Program Manager:	
Instructor:		Max Participants:	
Start Date:	07/01/2024		
End Date:	06/30/2025		
Comments:			

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.

Student Flag Detail

Flags
 Athletics

* This image will display next to the student's name.

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 student(s).
Students can only be assigned one graduation program.

Select Type: Program Session

Select Program: Student Athlete

Select Program Session: 24-25 Basketball Varsity Women's

Select Mode: Add Participation

Start Date: 8/25/2024 **End Date**: 5/23/2025

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

Selected Students: 10 Shuford, Gracelynn #42798, 10 Whitney, Makayla #40856, 10 Xiong, Sarah #23806, 11 Clarke, Vivien #11784, 11 Hicks, Shelby #12071, 11 Olson, Lupita #11772, 11 Munger, Emily #11866, 11 Snodgrass, Emma #8607, 12 Barbosa-Oliva, Amy #6148, 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

Update

Summary

Program Information	Student Athlete	Program Category:
Program Name: alertATHLE		State Reported: No
Program Code:		
Description:		

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 student(s). Students can only be assigned one graduation program.

Select Type Select Filter Batch Add

Select Program

Select Mode Add Participation Delete Participation Edit Participation

Start Date **End Date**

Quick Search: Active today: Yes No Grade: All (last name, first name) **Sort:** Grade, Name

All Students

Selected Students

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 **Create**

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

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.

6. Click **Next** to filter the data.

7. 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.

8. Click **Save & Test** to ensure the information included are students in the student athlete program.

9. Click **Next** to update the output information in the event that the filter is exported. Below is an example of output information.

10. 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.

