

Athletic Teams

06/10/2025 7:34 am EDT

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
Ouery Wizard Selection Editor Pass-through SQL Query	 Student Census/Staff 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.

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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	
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.

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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.

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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

- 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.
- 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.

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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 Women's Varsity Basketball NC Course Catalog			Grading & Standards > Course Ma	Isters > Course Master Information
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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.

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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.



- 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.

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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.

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	Course Assessm
v	Course Categori
usignment Start and End date fields should memain black unless staff members staft working in the section after the first day of the first checkled form, or stop working in the section before the last day of the last scheduled form.	Course Fees
ceese to the section is controlled by Access Start and End dates. To end a sect's access to this section, enter an Access End Date and History Accal Image Technic	Course Grade C Options
Jame Datic/Asignment Ride	Course Grading
Start Date End Date	Course Rules
Percent Minutes	Course Section
occess to Section Dates © Unvesticated Start Date End Date	Course Standar
Date Range	Section Attende
ameta	Section Inform
ancher Enheling Kanne our Grection. Andrege is the Yeacher Engine Yeacher Hern will update the value on the Section tab.	Section Gradin Student
Controu using the current Teacher Display Name from the Section tab: [®] Use a new Teacher Display Name on the Section tab: Lanter: Anabola	Section Gradin
	Section Guest Book
	Section Roster
	Section Staff H

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.

3	
A Person is needed to use this tool.	s
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.
- 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.



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 な			Scheduling & Course	es > Scheduling > Requests & Rosters
View by Show Details Students Courses OFF Filter × Res	et		Student Filter	
Filter Results: 4 out of 951 Students			Student Name	K
Austin, Maci (10) #22203			Austin, Zoey 🕲 Austin, Mac Bolick, Lillyann 🕲	i 🕲 Beal, Olivia 🕲 🗙
Unsatisfied Requests: 4 Rosters: 12	2		Filter by Ad Hoc	•
Austin, Zoey (11) #29577			Unsatisfied Requests	
Unsatisfied Requests: 5 Rosters: 13	3		Request Type	
Beal, Olivia (10) #35572			Special Education Only	•
Unsatisfied Requests: 2 Rosters: 1	1		Include Inactive Students	
H 4 1 > H			Calendar The following filter entires will be	w
Batch Edit Student Requests Batch Edit Student Rosters				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 sect	ion from the filtered list.			
Warning: All existing attendance and grading records will be deleted	I when a student is removed.			
Course Number or Name Depart	ment			
99359X0WBB Women's Varsity Bas 🚱 🗙	ct items			
Teacher Team		_		
Select items Select items	Select All Unselect A			
COURSE	DEPARTMENT SECTION: TEACHER	TEAM S	month/day/year	END DATE 3 month/day/year
✓ 99359X0WBB Women's Varsity Basketball	1: Bentley, Lee	L	month/day/year	month/day/year
• 99355XDWBB Women's Varsity Basketball	1: Bentley, Lee		month/day/year	month/day/year
99359X0WBB Womer's Varsity Basketball	1: Bentley, Lee		month/day/year	month/day/year

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.
- 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 > Req	uests & Rosters
View by Students Courses Collapse All	Filter × Reset				Course/Section Filt	ter	
Filter Results: 1 out of 482 Courses				1	Filter by Ad Hoc		4
99359X0WBB Women's Vars	ity Basketball				No Filter		•
	· · · · · · · · · · · · · · · · · · ·				Course		
1) Bentley, Lee	Max Studenta:	Students in Ros	ter: 4	Team:	99359X0WBB Women's V Section Select items Department Select items Tean Select items Select items Select items Select items	arsity Basketball	
н 4 1 э н					Term Select items		
Batch Edit Course Requests Batch Edit	t Course Rosters					Close	
Batch Edit Course Roster Inform	ation						
Filter the result set using the fields below. Add or remove a student to a course/section r	oster by selecting the student name from the filtered lis	a.					
Student Name							
Select items							
Grade	Team						
Select items	Select items						
Unsatisfied Requests	Request Type						
Select items		Unserect All				U = Strict Student Ci	Anstraint Connict
STUDENT			GRADE	NUMBER	GENDER	TEAM	
✓ Bertke, Alea			10	129193	F		0
✓ Beyer, Layla			11	15160	F		
✓ Costanzo, Gracie			9	16846	F		
Abebe, Caden			9	43233	м	Blue	
Abernethy, Cierra			10	612	F		
Acevedo, Warren			10	28209	м		
Annow Maakanzia			10	00710	r		
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) 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 ☆

💾 Si	ave						
Campu	Attributes/Dictionary Editor						
• 🕥	ProgramOptOut						
• C	ProgramParticipation						
🗉 💽	ProgramParticipationCTE						
	ProgramPerson						
- U	ProgramSession						
+	Frequency						
+	Hosted						
	Location						
. 5	Occurrence Occurrence Occurrence Occurrence						
	Detection (/ Entries)						
	Pronoun						
- 2	Florioun						
Occurr	ence Dictionary Detail						Add Row
	Code	Name	e	Seg	Value	Standard Code	Active
×	WT	Winter					
×	WT	Winter					
×	WT SP	Winter 2					x
×	WT SP	Winter 2					x
× × ×	WT SP FA	Winter 2 Spring Fall					x x
× × ×	WT SP FA	Winter		1			
× × × ×	WT SP FA B	Winter Spring Fall Before school		1			x x x x
× × × ×	WT SP FA D	Winter // // // // // // // // // // // // //		1			x x x x x
× × × ×	WT SP FA B D	Winter Spring Fall Before school During school		1			X X X X X
× × × × × ×	WT SP FA B D A	Winter Spring Fall Before school During school After school		1 2 3			x x x x x x x
× × × × × × × ×	WT SP FA B D A N	Winter		1 2 3 4			X X X X X X X
× × × × × × × ×	WT SP FA B D A A A A A A A A A A A A A A A A A	Winter		1 2 3 4			x x x x x x x x
× × × × × × × × ×	WT SP FA B D A N S	Winter		1 2 3 4 5			x x x x x x x x x
× × × × × × × × ×	WT SP FA B D A A S H	Winter		1 2 3 4 5 6			X X X X X X X X X

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/Dictionar	re Attribute/Dictionary ☆ System Settings > Custom Data and Links > Core A					oute/Dictionary
Save						
Campus Attributes/Dictionary Editor						
+ 0 ProgramParticipationCTE						4
ProgramPerson					-	
E ProgramSession						
Frequency						
Hosted						
E Location						
Dictionary (2 Entries)						
Occurrence						
Partnering Agency						
E G Refugee						
RelationshipType					-	
Location Dictionary Detail					Add Row	
Code	Name	Seq	Value	Standard Code	Active	
× 123	Tyler High School	0			x	
× 234	Monroe High School				\checkmark	
	1.					

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	System Settings > Custom Data and Links > Core Attribute/Diction			
🕒 Sa	ive							
Campu	a Attributes/Dictionary Editor							
÷ 👣	PregnantAndParenting							
÷ 🕐	Preschool							
÷ 👣	PreschoolScreener							
- C)	Program							
	Cluster							
Ē	Program Category —							
	Dictionary (0 Entries)							
• • •	ProgramMeeting							
- F	ProgramOptOut							
- E Q	ProgramParticipation							
+ Q	ProgramParticipationCTE							
	ProgramPerson					v		
Progra	m Category Dictionary Detail					Add Row		
	Code	Name	Seq	Value	Standard Code	Active		
×	AT	Athletics						

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 Setup ☆		Studen	nt Information > Program Administration > Program Setup
Save Solution District Programs Programs Editor Name Code	Print Protian Detail Name Student Athlete Code alertATHLE School(s) Select All Clear This is a district-wide program Description Student Athlete Program Category AT: Athletics ✓ State Reported State Reported	Active District Wide	

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.
- 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.
- 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	~
Programs Session Editor Session 24-25 Soccer Varsity Men's 24-25 Soccer Varsity Women's		Program Student Athlete Student Athlete	Start Date End Date 07/01/2024 06/30/2025 07/01/2024 06/30/2025
Program Session Detail Program Student Athlete Name 24-25 Basketball Varsity Women's Occurrence WT: Winter Instructor Search for a person Hosted S: School Max. Participants Comments	*Start Date 7/1/2024	Program Manager Search for a person Partnering Agency	End Date 6/30/2025

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 🕀 Flags Editor Name	New Code Fla	9	Flags Detail	Active
504	NCDPI504	ž	Athletics	
AIG	NCDPlaig		Code	State Reported
CCRG Math	NCDPIccrgm		alertATHLE	
CCRG Reading	NCDPIccrge		Description	
Chronically Absent	NCDPlabs	9	Student Athlete	
Discipline	alertdis	亜		
EarlyGrad	alerteg	-		1
EC	NCDPlec		Flagged Contact POS Display	Special Ed
EL	NCDPIel	0		Ó
Guardian	alertguard	-	Flag Image	Flag Color Flag Preview
Medical	alertmed	*		
Migrant	NCDPImig			- <u></u>
Military	NCDPImil	100		-7
Other	alertother			
School Pickup	alertpckup	-		
TAS Served Student	NCDPItas	2		
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.
- 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 Save	ete \ominus New 🚍 Print		
Program Participation I "Program Student Athlete "Program Session 24-25 Basketball Varsity "Start Date 8/25/2024 Participation Details	Vetail Women's V End Date 5/23/2025	Eligibility Start Date	Eligibility End Date
Description			
Exit Reason		Status	
Program Information			
Program Name	Student Athlete	Program Category	
Program Code:	alertATHLE	State Reported	No
Description:	Student Athlete		
Program Session Infor	mation		
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		🛪 This image will display	r next to the student's nan
*Start Date	End Date	Eligibility Start Date	Eligibility End Date
8/25/2024 🛗	5/23/2025 📋		
User Warning			
			1.
Participation Details			

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

Ackroyd, Aaliyah		Student #: 972	22	Grade: 12	DOB: 08/25/2007
🚘 School Pickup	Ř	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.
- 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 Wizar	d ☆		
Batch Assignment Tool			
The Batch Assignment tool adds, deletes, or modifies the item	selected in the Type field for the selected stud	ents(s).	
Students can only be assigned one graduation program.	1		
Select Type Program Sssion Select Program Student Athlete	O Select Filter ● Batch Add Quick Search: Active today: <u>Yes</u> ▼ Grade: All ▼		
Select Program Session	Name:	(last name, first name)	
Display sessions active within selected calendar date range	Sort: Grade, Name 🗸		
24-25 Basketball Varsity Women's	All Students	Selected Stude	ents
Select Mode	11 Yang, Stophia #26029 11 Yang, Sophia #25029 11 Young, Nancy #11593 12 Ackroyd, Aaliyah #9722 12 Allen, Nicolas #6991 12 Angeles, Careem #10332 12 Argyelan, Brycen #9892 12 Anitello, Zeek #16536 12 Bailer, Sean #9939 12 Bailers, Mason #126509 12 Bailers, Mason #126509 13 Bailers, Mason #126509 14 Bailers, Mason #126509 15 Bailer	 10 Shuford, G 10 Whitney, M 10 Whitney, M 10 Xiong, Sar 11 Clarke, Wu 11 Hicks, Sha 11 Olson, Lup 11 Monger, Er 11 Snodgrass 2 Barbosa-O 	racelynn #42798 Jakayla #40856 ah #23806 ian #11784 iby #128071 Iby #128071 Iby #11866 .Emma #8607 Iiva, Amy #6148
Summary Program Information Program Name: Student Athlete Program Code: alertATHLE Description: Student Athlete	Program Category: State Reported:	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.
- 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 ជ	Batch	Program	Assignment	Wizard	
-----------------------------------	-------	---------	------------	--------	--

The Batch Assignment tool adds, deletes, or	modifies the item selected in the Type field for the selected students	(5).
Students can only be assigned one graduati	n program.	
Students can only be assigned one graduative select Type Flag Select Program Athletics Select Mode	Select Filter Batch Add Cuick Search: Active today: Yes Grade: All Name: Sort: Grade, Name All Students It Yang, Nai #26029 It Yang, Sophia #43113 It Young, Nancy #1593 It Ackroyd, Aaliyah #9722 It Allen, Bycen #9892 It Angeles, Careem #10332 It Angeles, Careem #1035 It Baker, Comor #4207 It	(last name, first name) Selected Students 10 Shuford, Gracelynn #42798 10 Whitney, Maxyla #40856 10 Xiong, Sarah #23806 11 Clarke, Wiven #11784 11 Hicks, Shelby #128071 11 Hunger, Emily #11866 11 Snodgrass, Emma #8607 12 Barbosa-Oliva, Amy #6148
	12 Ballard, Hunter #10408 12 Barbosa-Oliva, Amy #6148 12 Barkley, Keira #9100 12 Barkley. Striart #9099	•

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.

Filter Type	Data Type		
Query Wizard	Student		
O Selection Editor	Census/Staff		
O Pass-through SQL Query	O 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.

*Query Name: Athletic Programs Short Description: Students with athletic programs including team information.	
Long Description:	Ŧ
Select categories & fields Filter By Search Clear All Fields Image: Student Image: Student Image: Student Image: School Boundaries Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar Image: School Calendar	Selected Fields student stateID student lastName subdent firstName spProgram name programSessions starDate programSessions starDate program programD spProgram programD spProgram programCategory programSessions location programSessions location programSessions location programSessions location programSessions location programSessions cocurrence student birthdate student birthdate student prade student age

- 6. 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)
 - a. 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.

Field	Outpu	ItSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID		1		\sim	Student ID	×	×	
student.lastName	V	2	1	~	Last Name	×	×	1
student.firstName		3		~	First Name	· · ·	×	
spProgram.name				\sim		· · ·	· ·	1
spProgram.code				~		· · ·	×	
programSessions.name				~	Team	· · ·	×	
programSessions.startDate				~	Team Start Date	· · ·	×	
programSessions.endDate				~	Team End Date	· · ·	×	
spProgram.programID				~		· · ·	×	
spProgram.programCategory				~		· · ·	×	
programSessions.location				~	Team School	∨	×	1
programSessions.instructor	Image: A start and a start			~	Coach	· · ·	×	
programSessions.occurrence	e 🗸			~	Season	· · ·	×	
student.gender		5		~	Sex	· · ·	×	
student.birthdate	Image: A start and a start	6	1	\sim	Date of Birth	×	V	1
student.grade	 Image: A set of the set of the	4	1	\sim	Grade	×	V	1
student.age	Image: A start and a start	7		~	Age	· · · ·	×	
Save To: User Accour Folder	nt S O							
Save Save & Test		Return	To List					

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.

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