

Athletic Teams

10/30/2025 7:31 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

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

Data Type

☒ 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.

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](#)

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

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

Add Row

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			

PeriodSchedule Info

*Name

Regular School A

*Sequence

1

Exception/Special Day

☐

Instructional Minutes

375

School Day

415

Period Info

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

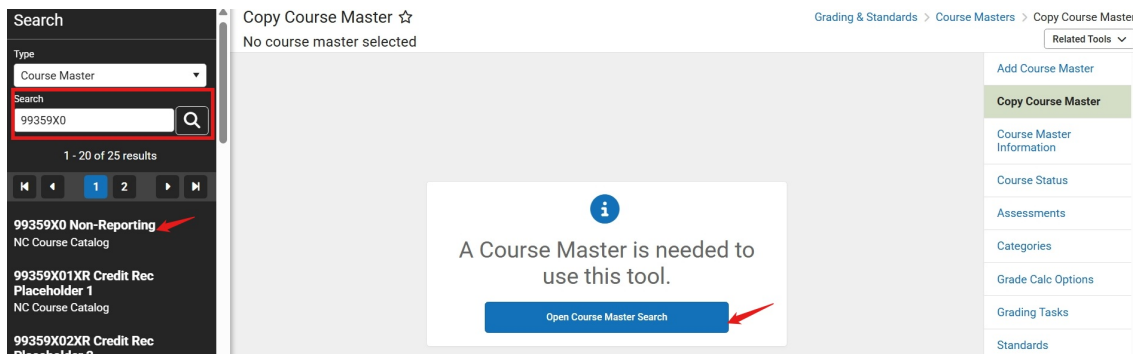
- One course per team. If a course master does not exist for a "team" a copy of the 99359X0 course master should be created.

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.

Copy Course Master ☆
Grading & Standards > Course M
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	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 ☆
Grading & Standards > Course Masters > Course Master Information
99359X0WBB Women's Varsity Basketball NC Course Catalog
Reset 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="checkbox"/>	99359X0	Non-Reporting	0	99359X0	Non Clssm	0			
<input checked="" type="checkbox"/>	99359X0MVB	Men's Varsity Basketball	0	99359X0	Non Clssm	0			
<input type="checkbox"/>	99359X0RES	ResponsiveC1	0	99359X0	Non Clssm	0			
<input type="checkbox"/>	99359X0SVM	Soccer Varsity Men's	0	99359X0	Non Clssm	0			
<input checked="" type="checkbox"/>	99359X0WBB	Women's Varsity Basketball	0	99359X0	Non Clssm	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.

i

A Course is needed to use this tool.

Open Course Search

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 ☆
 99359X0SVW Soccer Varsity Women's

Create a new Section

This tool will create a new section.

Section Editor

*Section Number

Max Students

Room

Hide Standards On Portal
☐

Online Learning (Override)

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

Post Secondary Institution (i)

How Taken (i)

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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.

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
6	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
11	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
12								
15								
ACT	No Course	No Course				No Course	No Course	
	99359XOSVW-2 Soccer Varsity Women's (1) Barker, Anabela	99359XOSVW-2 Soccer Varsity Women's (1) Barker, Anabela				99359XOSVW-2 Soccer Varsity Women's (1) Barker, Anabela	99359XOSVW-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 99359XOSVW 2 (1) Barker, Anabela Q1/Regular School A/ACT/NA/0

Schedule Update

You are adding:

99359XOSVW-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

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: 7	Rosters: 11

Batch Edit Student Requests
Batch Edit Student Rosters

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
99359XOWBB 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
✓ 99359XOWBB Women's Varsity Basketball		1: Bentley, Lee		month/day/year	month/day/year

Add Remove Cancel

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

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

99359X0WBB Women's Varsity Basketball

1) Bentley, Lee

Max Students:

Students in Roster: 4

Team:

Batch Edit Course Requests

Batch Edit Course Rosters

Course/Section Filter

Filter by Ad Hoc

No Filter

Course

99359X0WBB Women's Varsity Basketball

Section

Select items...

Department

Select items...

Team

Select items...

Teacher

Select items...

Room Number

Select items...

Term

Select items...

Close

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

Strict Student Constraint Conflict

STUDENT	GRADE	NUMBER	GENDER	TEAM
✓ Berke, Ales	10	129193	F	
✓ Beyer, Layla	11	15160	F	
✓ Costanzo, Gracie	9	16845	F	
Abebe, Caden	9	43233	M	Blue
Abernethy, Cierra	10	612	F	
Acevedo, Warren	10	28209	M	
Acevedo, Warren	10	28209	M	

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				X
✕	FA	Fall				X
✕	B	Before school	1			X
✕	D	During school	2			X
✕	A	After school	3			X
✕	N	Nights	4			X
✕	S	Summer	5			X
✕	H	Holidays	6			X

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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 **Add Row**

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 Setup ☆ Student Information > Program Administration > Program Setup

Save **Delete** **New** **Print**

☐ Show District Programs

Programs Editor

Name	Code

Program Detail

***Name**
Student Athlete

Code
alertATHLE

School(s)

This is a district-wide program ☒

Description
Student Athlete

Program Category
AT: Athletics

State Reported
☐

Active
☒

District Wide
☒

Sessions ☒





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 ▼

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 ▼

Location
MHS: Monroe High School ▼

Instructor
 ▼

Program Manager
 ▼

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

Name	Code	Flag
504	NCDPI504	
AIG	NCDPIaig	
CCRG Math	NCDPIccrgm	
CCRG Reading	NCDPIccrgr	
Chronically Absent	NCDPIcabs	
Discipline	alertydis	
Early Grad	alertyeg	
EC	NCDPIec	
EL	NCDPIel	
Guardian	alertyguard	
Medical	alertymed	
Migrant	NCDPImig	
Military	NCDPImil	
Other	alertyother	
School Pickup	alertypickup	
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 Category:	
Program Name:	Student Athlete	State Reported:	No
Program Code:	alertATHLE		
Description:	Student Athlete		
Program Session Information		Hosted:	
Occurrence:	Winter (WT)	Partnering Agency:	School (S)
Frequency:	Daily (DA)	Program Manager:	
Location:	Monroe High School (MHS)	Max Participants:	
Instructor:			
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 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
▼

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

Summary

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

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.

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)
 - 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	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

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.

