SIS 2000+ Training Manual

Activities

Purpose

The Activities program is a database for recording the history of a student's school-related or extra-curricular activities, such as participation in school clubs, sports, projects, etc. Awards received by the student are also included in the database. Each can be marked with up to four user-defined database flags for reporting purposes.

Training Objectives

Add/Edit Activities and Awards
View/Sort Activities and Awards

Accessing Activities

From the SIS 2000+ Main Menu click on the Student Menu. From the Student Menu click on the Activities icon button.

Concepts

Finding a Student:

Students may be found by using the VCR scroll buttons, by using the Find button and entering student information or by using the List button and selecting a student.
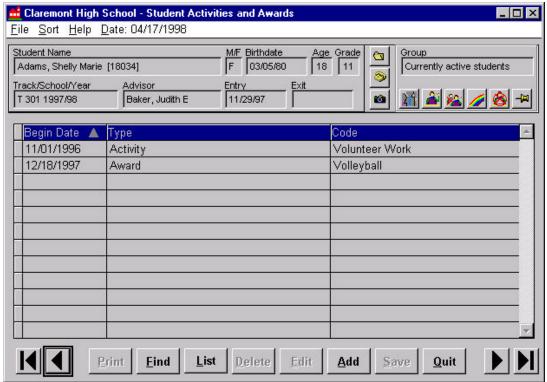
Working with Activity and Award Data

Activities and Awards may be added and edited. (Flag options will be used for reporting functions at a later date. The Has Permission check box is optional and may be used for record keeping purposes.)

Activities and Awards may be viewed and sorted.

Details may be viewed by highlighting the activity or award in the list and clicking on the edit button.
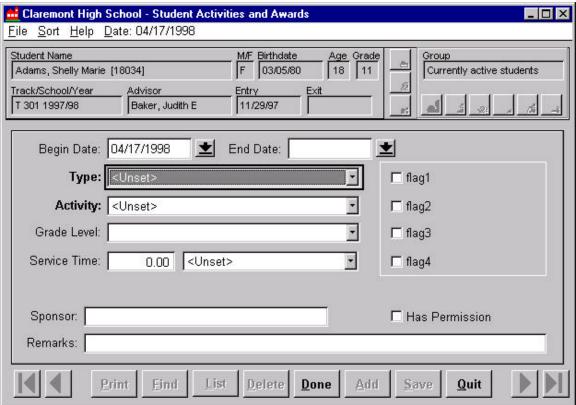
Tasks

Open Activities from the Student Menu

Activities Screen

Add an Activity or Award

Click on the Add button. Use the TAB key to move from field to field. Enter data pertaining to the Activity or Award. (Choosing an Activity from the Activity drop down box is mandatory. Other boxes are optional.)

Claremont High School - Student Activities and Awards

File Sort Help Date: 04/17/1998

Student Name

Adams, Shelly Marie [18034]

M/F Birthdate   Age Grade
F   03/05/80   18   11

Group
Currently active students

Track/School/Year   Advisor   Entry   Exit
T 301 1997/98   Baker, Judith E 11/29/97

Begin Date: 04/17/1998   End Date:

Type: <Unset>   □ flag1

Activity: <Unset>   □ flag2

Grade Level: □ flag3

Service Time: 0.00   <Unset>   □ flag4

Sponsor: □ Has Permission

Remarks:

Print   Find   List   Delete   **Done**   Add   Save   **Quit**

Adding an Activity or Award

Save record

View and Sort Data

The opening screen of the Activities program displays a summary list of activities the student has participated in and the awards they have received. This information may be sorted by highlighting the column to sort and using the sort menu in the upper portion of the screen.

View Details and Edit Data

Select the entry to be edited or viewed and click on the Edit button. View and/or edit desired information.