

---

# PowerSchool School Activities Job Aid





---

This feature is available to create a tag to associate a School Activity to group of students. PowerSchool reports are available to view students associated with School Activities at your school. This feature does not provide an alert icon.

This job aid will instruct how to:

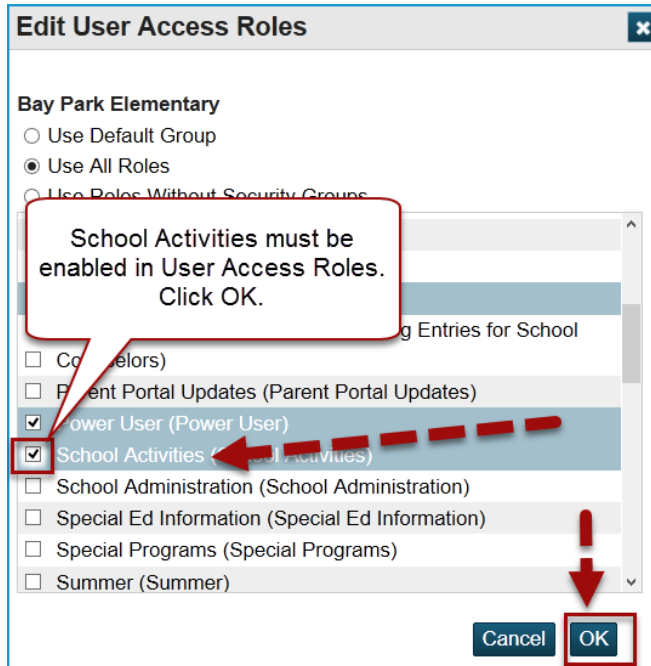
- Enable User Access
- Setup School Activities
- Associate Students to a School Activity
- Locate Reports

**Important!** Please use this feature responsibly. Review the guidelines provided below:

	<b>Do not</b> use this feature for recording information which may violate district policy, procedure, or the privacy of the student. For example, do not use this feature to identify students with Free/Reduced Meal status.
	<b>Do not</b> use this feature to identify students who may already be identified in some other way in PowerSchool. For example, do not use this feature to identify Transitional Kindergarten or Special Education students.
	<b>Do not</b> share student information with community partners/organizations unless a formal data sharing agreement, or MOU, is in place. Schools must adhere to FERPA guidelines when sharing information with agencies outside the district.
	<b>Do</b> use this feature to identify students participating in school specific activities at your school. For example, use this feature to identify students participating in Chess Club, Football, or Running Club.

## Enable User Access

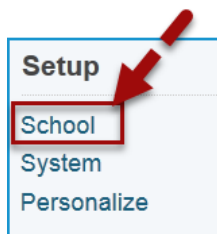
All PowerSchool users have access to run the reports to view School Activities data. However, security access must be enabled for users who will create and manage the School Activities page. Check with your site Power User to request access. For details on assigning User Access Roles, refer to the PowerSchool System Administration handbook.



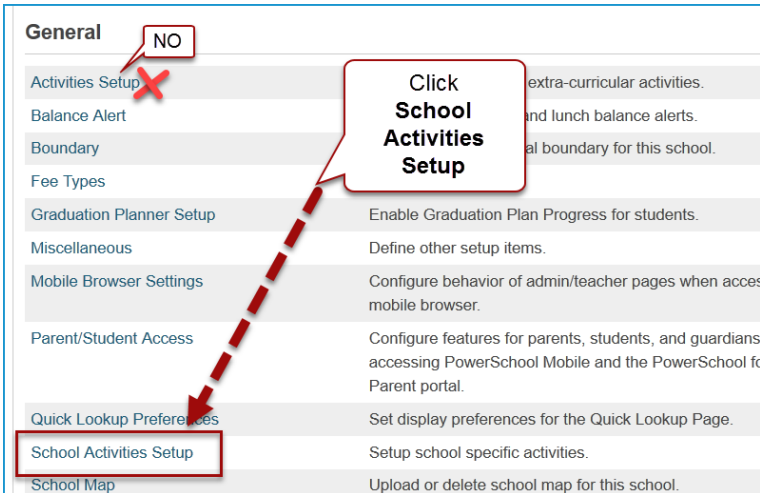
## Setup School Activities

Initial setup is required before you can tag students with a School Activity. Once a School Activity has been created, it cannot be removed. However, it can be hidden from users. Follow the instructions to setup School Activities for your site.

1. On the PowerSchool Start Page, click **School**.



2. Scroll to General and click **School Activities Setup**.

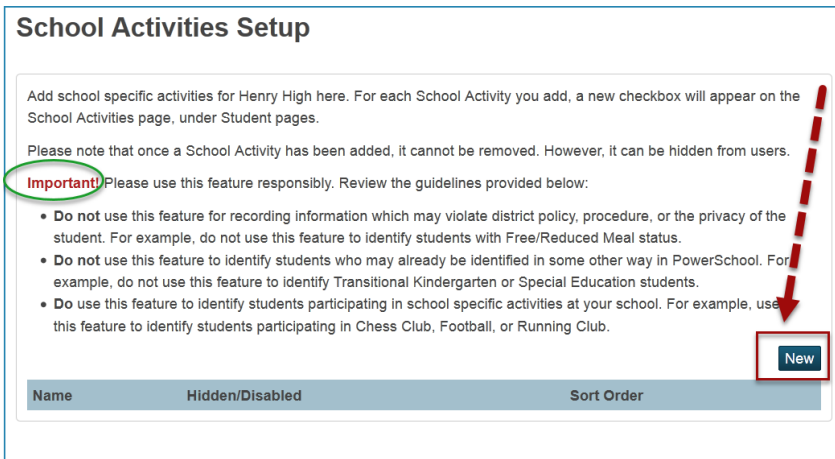


**General** NO

Activities Setup	extra-curricular activities.
Balance Alert	and lunch balance alerts.
Boundary	al boundary for this school.
Fee Types	
Graduation Planner Setup	Enable Graduation Plan Progress for students.
Miscellaneous	Define other setup items.
Mobile Browser Settings	Configure behavior of admin/teacher pages when accessed via mobile browser.
Parent/Student Access	Configure features for parents, students, and guardians accessing PowerSchool Mobile and the PowerSchool for Parent portal.
Quick Lookup Preferences	Set display preferences for the Quick Lookup Page.
<b>School Activities Setup</b>	Setup school specific activities.
School Map	Upload or delete school map for this school.

Click **School Activities Setup**

3. Click **New** to create a School Activity. Each School Activity you create will appear as an option to select to tag students on the student page.



**School Activities Setup**

Add school specific activities for Henry High here. For each School Activity you add, a new checkbox will appear on the School Activities page, under Student pages.

Please note that once a School Activity has been added, it cannot be removed. However, it can be hidden from users.

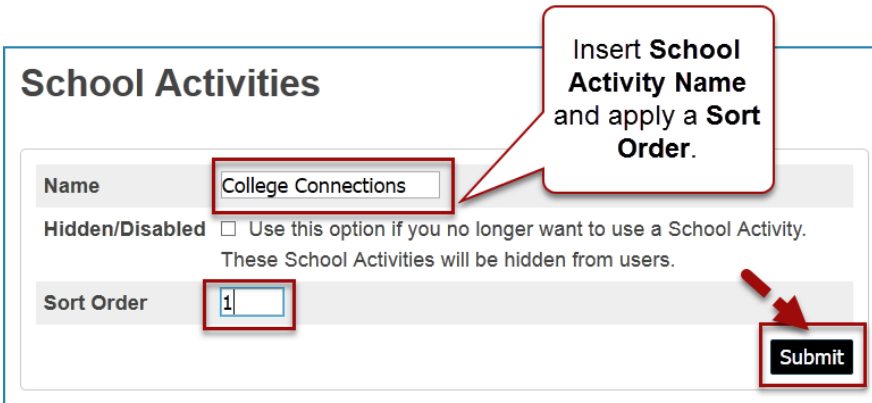
**Important!** Please use this feature responsibly. Review the guidelines provided below:

- Do not use this feature for recording information which may violate district policy, procedure, or the privacy of the student. For example, do not use this feature to identify students with Free/Reduced Meal status.
- Do not use this feature to identify students who may already be identified in some other way in PowerSchool. For example, do not use this feature to identify Transitional Kindergarten or Special Education students.
- Do use this feature to identify students participating in school specific activities at your school. For example, use this feature to identify students participating in Chess Club, Football, or Running Club.

**New**

Name	Hidden/Disabled	Sort Order
------	-----------------	------------

4. Type a **School Activity name** and apply a **Sort Order**.



**School Activities**

**Name**

**Hidden/Disabled** ☐ Use this option if you no longer want to use a School Activity. These School Activities will be hidden from users.

**Sort Order**

**Submit**

Insert **School Activity Name** and apply a **Sort Order**.

5. The new **School Activity** will show in the sort order you designated.

**School Activities Setup**

Add school specific activities for Henry High here. For each School Activity you add, a new checkbox will appear on the School Activities page, under Student pages.

Please note that once a School Activity has been added, it cannot be removed. However, it can be hidden from users.

**Important!** Please use this feature responsibly. Review the guidelines provided below:

- Do not use this feature for recording information which may violate district policy, procedure, or the privacy of the student. For example, do not use this feature to identify students with Free/Reduced Meal status.
- Do not use this feature to identify students who may already be identified in some other way in PowerSchool. For example, do not use this feature to identify Transitional Kindergarten or Special Education students.
- Do use this feature to identify students participating in school specific activities at your school. For example, use this feature to identify students participating in Chess Club, Football, or Running Club.

Name	Hidden/Disabled	Sort Order
College Connections		1
Engineer Explorations Club		2

New

6. To **edit, hide or disable** a School Activity, click on the **activity name**.

New

Name	Hidden/Disabled	Sort Order
College Connections		1
Engineer Explorations Club		2

7. Now you may **edit** the School Activity. Click **submit** to save the changes.

**School Activities**

Name: College Connections

Hidden/Disabled: ☐ Use this option if you no longer want to use a School Activity. These School Activities will be hidden from users.

Sort Order: 1

Note: Schools cannot delete a School Activity. It can only be disabled.

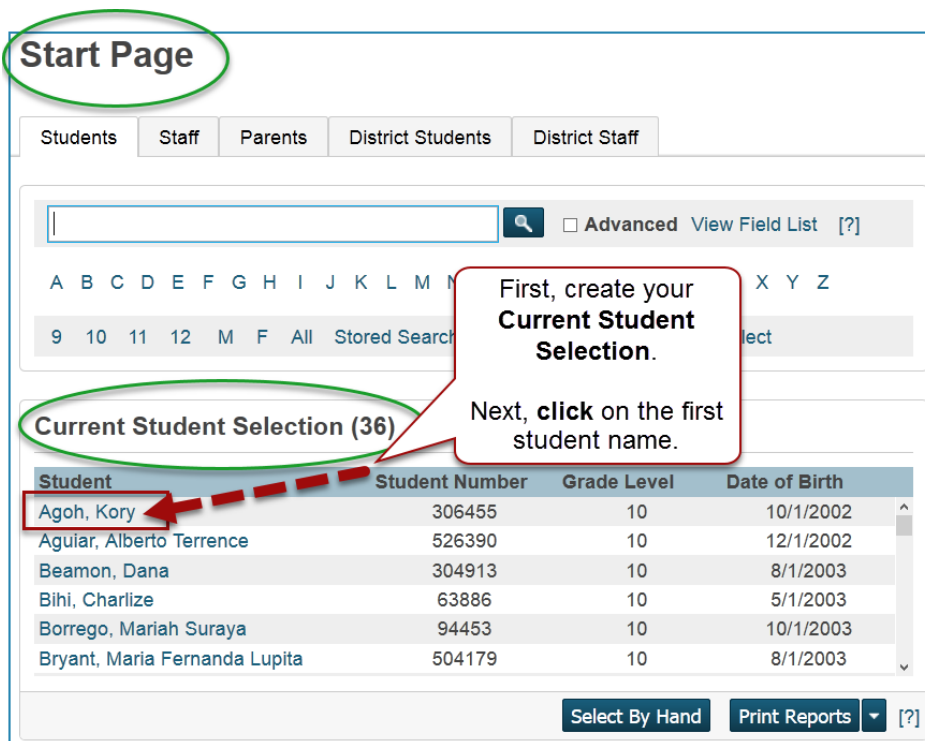
Edit the fields as needed. Check the box to hide/disable the School Activity. Click Submit.

Submit

## Associate Students to a School Activity

Students must be associated to a School Activity one at a time. Currently, there is not a mass assign method to associate School Activities to a group of students. To efficiently tag a group of students, first identify the students and make them the Current Student Selection.

1. On the Start Page, create the **Current Student Selection**.
2. Next, click the first **student name** in the selection.

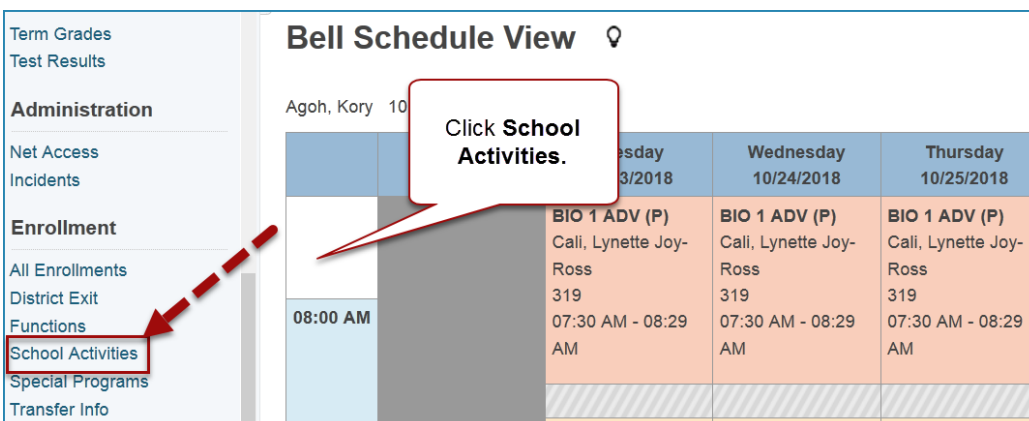


The screenshot shows the 'Start Page' with tabs for Students, Staff, Parents, District Students, and District Staff. The 'Students' tab is active. Below the tabs is a search bar and a list of filters (A-Z, 9-12, M-F, All, Stored Search). A red dashed arrow points from a callout box to the first student name in the 'Current Student Selection (36)' table. The callout box contains the text: 'First, create your Current Student Selection. Next, click on the first student name.'

Student	Student Number	Grade Level	Date of Birth
Agoh, Kory	306455	10	10/1/2002
Aguiar, Alberto Terrence	526390	10	12/1/2002
Beamon, Dana	304913	10	8/1/2003
Bihi, Charlize	63886	10	5/1/2003
Borrego, Mariah Suraya	94453	10	10/1/2003
Bryant, Maria Fernanda Lupita	504179	10	8/1/2003

Buttons at the bottom: Select By Hand, Print Reports, and a help icon [?].

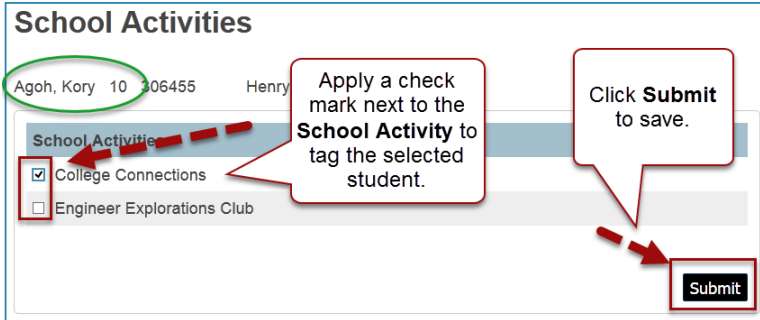
3. From the student menu, under Enrollment, click **School Activities**.



The screenshot shows the 'Bell Schedule View' for a student named Agoh, Kory. On the left is a navigation menu with sections: Term Grades, Test Results, Administration, Net Access, Incidents, Enrollment, All Enrollments, District Exit, Functions, School Activities, Special Programs, and Transfer Info. A red dashed arrow points from a callout box to the 'School Activities' link in the menu. The callout box contains the text: 'Click School Activities.'

	Tuesday 10/23/2018	Wednesday 10/24/2018	Thursday 10/25/2018
BIO 1 ADV (P)	BIO 1 ADV (P)	BIO 1 ADV (P)	BIO 1 ADV (P)
Cali, Lynette Joy-Ross	Cali, Lynette Joy-Ross	Cali, Lynette Joy-Ross	Cali, Lynette Joy-Ross
319	319	319	319
07:30 AM - 08:29 AM	07:30 AM - 08:29 AM	07:30 AM - 08:29 AM	07:30 AM - 08:29 AM

4. Apply a check mark next to the **School Activity** to tag the student. Click **Submit**.



**School Activities**

Agoh, Kory 10 306455 Henry

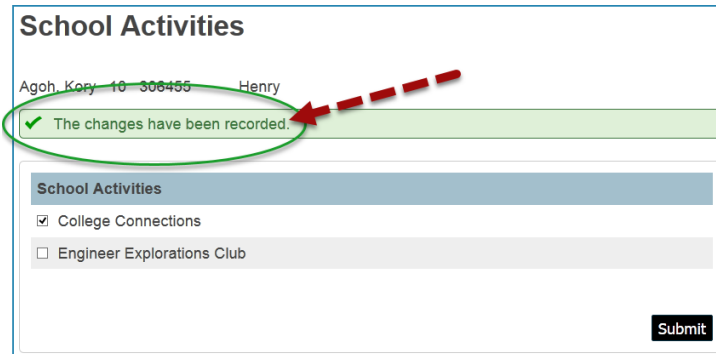
**School Activities**

☒ College Connections

☐ Engineer Explorations Club

**Submit**

5. Look for confirmation that the changes have been recorded. You will not see an alert icon or other tag identifier on the student name. You are only able to see students associated to a School Activity when you run the System Report in sqlReports, for School Activities.



**School Activities**

Agoh, Kory 10 306455 Henry

✓ The changes have been recorded.

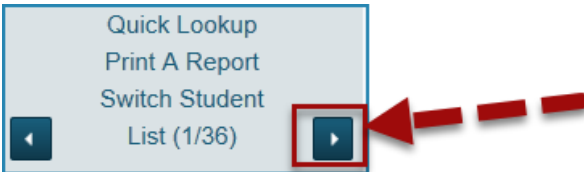
**School Activities**

☒ College Connections

☐ Engineer Explorations Club

**Submit**

6. To move to the next student in your list, click the **arrow button** located in the upper left corner.



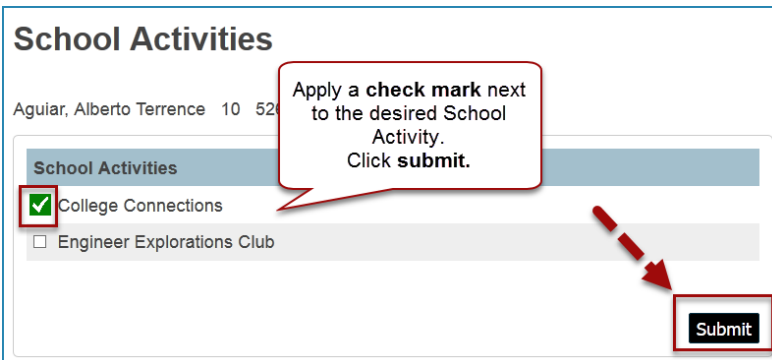
Quick Lookup

Print A Report

Switch Student

List (1/36)

7. Apply a **check mark** next to the desired school activity. Click **Submit**.



**School Activities**

Aguilar, Alberto Terrence 10 52

**School Activities**

☒ College Connections

☐ Engineer Explorations Club

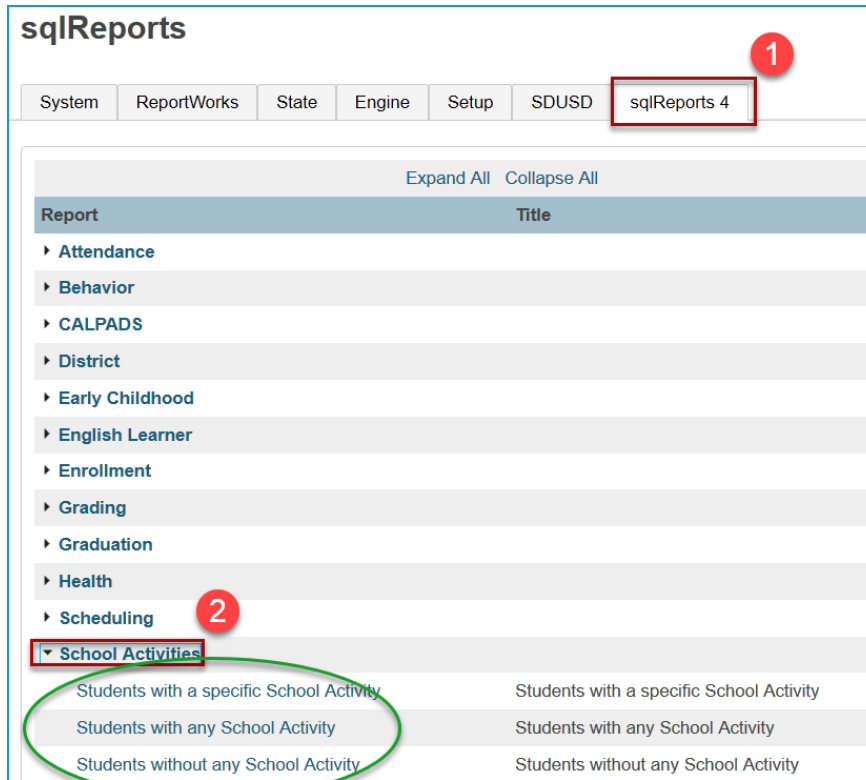
**Submit**

8. Repeat the process of clicking the arrow button to move to the next student in your list. Then apply the check mark next to the desired school activity and click Submit. Repeat until you've tagged the complete list of your Current Student Selection.

## Reports

A collection of reports for School Activities are located within the System Reports. It is not necessary to have the security role of School Activity to view these reports.

1. From the Start Page, click **System Reports**.
2. Click the **sqlReports 4** tab.
3. Click **School Activities** to view available reports.



The screenshot shows the 'sqlReports' interface. At the top, there are navigation tabs: System, ReportWorks, State, Engine, Setup, SDUSD, and sqlReports 4. The 'sqlReports 4' tab is highlighted with a red box and a red circle with the number 1. Below the tabs, there are links for 'Expand All' and 'Collapse All'. A table lists various reports with columns 'Report' and 'Title'. The 'School Activities' report is highlighted with a red box and a red circle with the number 2. Below 'School Activities', there are three rows of reports: 'Students with a specific School Activity', 'Students with any School Activity', and 'Students without any School Activity'. These three rows are circled in green.

4. Click on the **report name** to select.
5. Adjust the report parameters:
  - Set the **Effective Date** to see information **as of** a certain date. These reports can be run for historical data as well. For example, you can run one of the reports to view the students who were associated to a particular school activity for the previous year.
  - Run for the selected students:
    - Select **No** to search data for the entire school
    - Select **Yes** to search for data on the Current Student Selection
  - Click **Submit** to run report.