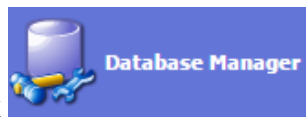


## USING ACTIVITY CODES IN GRADEBOOK

Activity Codes are assigned to any student activity or group that a school offers, such as "football" or "band." The school administrator can also create activity codes for other groupings, such as "special education" or "at risk students." Activity codes allow administrators to view reports on student groups, enables coaches to monitor the eligibility of their players, and avails attendance clerks the opportunity to perform tasks on a particular group or activity.

### Defining Activity Codes



1. To add/edit activity codes, click
2. From the drop down in the upper right hand corner, select Activity Codes.
3. Any existing activity codes will be listed below.

ID	Code	Description
1	B	Band
2	FT	FootBall
3	shop	shop
4	VB	Volleyball
5	AR	At Risk Students
6	SpEd	Spec Ed

4. To add an activity code, enter an alpha abbreviation in a **Code** field and the activity's full name or a brief description in the corresponding **Description** field. The **Description** field can hold up to 100 characters.

ID	Code	Description
1	FB	Football
2	BB	Basketball
3	CH	Choir
4	CL	Cheerleading
5	ST	Science Team
6	DB	Debate

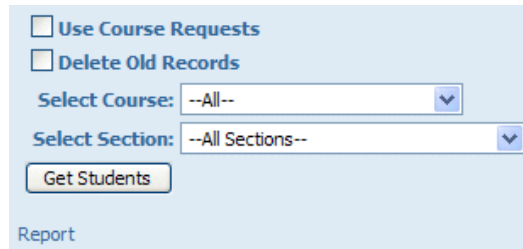
5. To save changes, click Update. To return to the Admin Menu, click Return.

## Assigning Students to Activity Codes

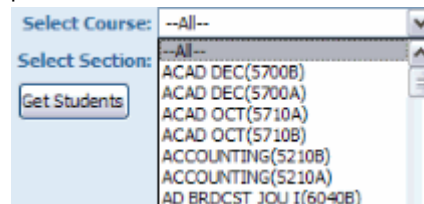
- Administrators can use the Student Activity Codes feature to assign activity codes to individual students or entire course sections.



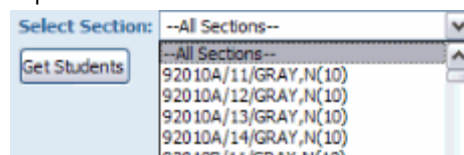
- Once the icon is clicked, the main control panel will appear:



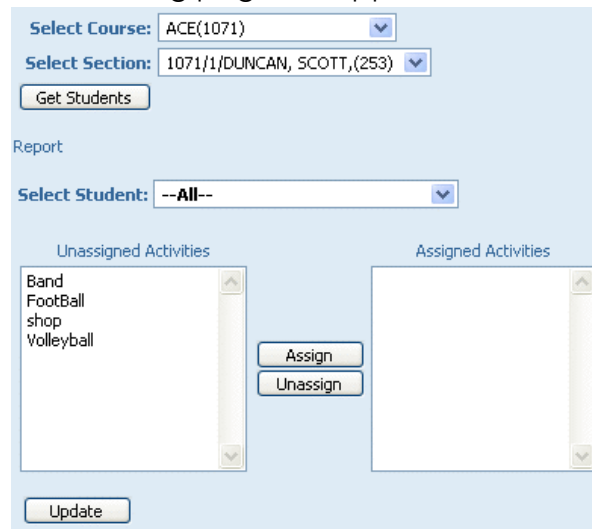
- Use the Select Course drop-down list to choose a course.



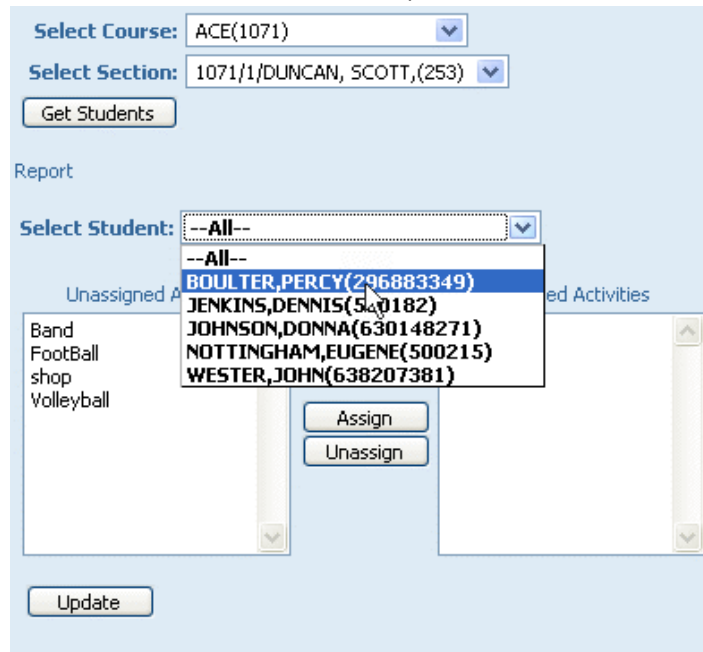
- Use the Select Section drop-down list to choose a section.



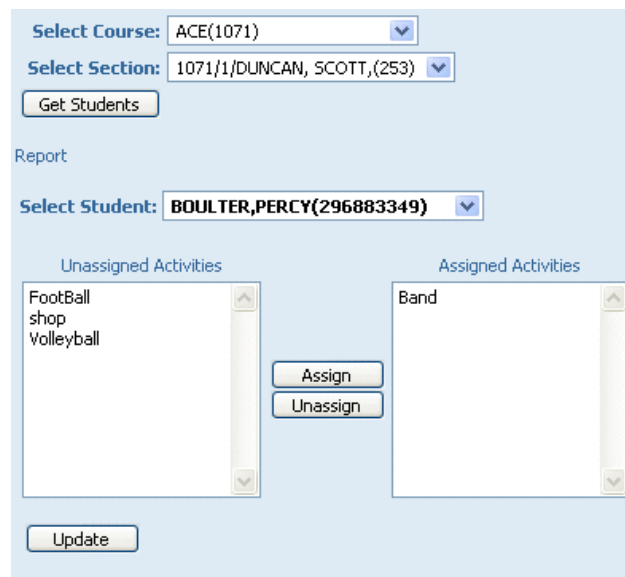
- Click **Get Students**. The following page will appear:



6. Select a student from the **Select Student** drop-down list.



7. If any activities are assigned to this student already, they will appear in the **Assigned Activities** list to the right. Any available, unassigned activities will be displayed in the **Unassigned Activities** list to the left.



8. To assign an activity to the student, select it from the list on the left, then click **Assign**. The activity will then appear in the list on the right for that student.
9. To remove an activity from the student, select the activity name from the list on the right, then click **Unassign**. The activity will be moved back to the **Unassigned** list on the left.

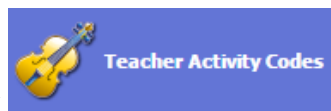
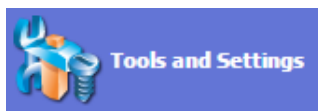
NOTE: The  **Delete Old Records** checkbox at the top of the page is used to choose whether a new activity code assignment will take precedence over any existing activity codes.

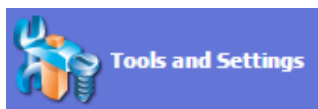
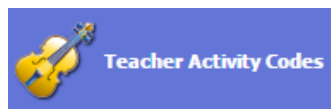
For example, let's say "Bob" is in football. So we assign him to the FOOTBALL activity code. But Bob is also in Band. So we assign him to the BAND activity code as well. If **Delete Old Records** is checked when we're assigning him to the BAND code, then the FOOTBALL code will be dropped from his record. If the checkbox is unchecked, then he will be assigned both the FOOTBALL activity code and the BAND activity code.

10. Once all information is correct for this student, click **Update** to save any changes.
11. The **Report** link under the **Get Students** button is used to pull a report of all activity codes and the individual students assigned to each.
12. To return to the Admin Menu, click **Return**.

### Assigning Teachers to Activity Codes

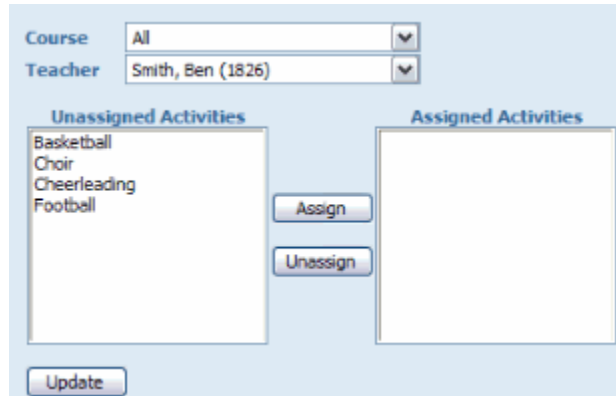
IMPACT Gradebook allows administrative users to associate activity codes to groups of students. These activity codes make it possible to run reports for specific groups of students (for example; an honor roll report for all volleyball players). Administrative users can also associate activity codes with the appropriate teachers (for example; the "Volleyball" activity code with the volleyball coach). This gives those teachers access to specific tools and reports that would not normally be available in their gradebooks.



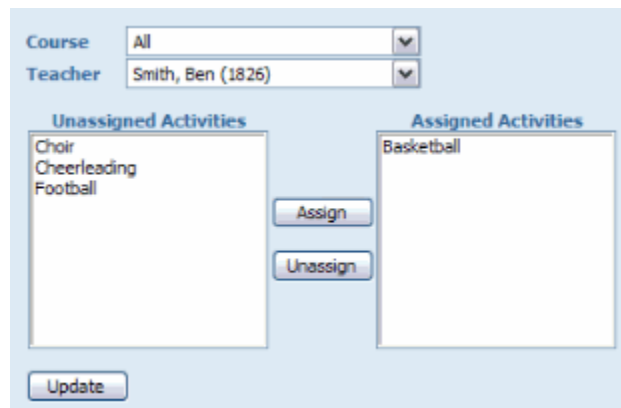
1. Go to  and click .
2. To assign an activity code to a teacher, either select the course taught by that teacher, or select the teacher's name from the drop-down lists.

Course	All
Teacher	All
	<ul style="list-style-type: none"> <li>All</li> <li>Alexander, S (8755)</li> <li>Amsel, S (7095)</li> <li>Ancira, Laura (8874)</li> <li>Arevalo, Suzanne (729)</li> <li>Atkerson, P (2097)</li> <li>Barnes, Jan (4880)</li> <li>Bauml, Lori (6233)</li> <li>Beasley, Sharon (8919)</li> <li>Blake, Cammie (3778)</li> <li>Blizzard, Diane (5438)</li> <li>Boatwright, C (2888)</li> <li>Briggs, Janet (7632)</li> <li>Campos, Cynthia (6076)</li> <li>Caruso, Jackie (9688)</li> <li>Chalk, Paula (6084)</li> <li>Chance (5088)</li> </ul>

- Once a teacher has been selected, a list of available activity codes will appear below.



- Any activity codes that are not currently assigned to the teacher selected are shown in the box to the left, and any activity codes that are already assigned to the teacher are shown in the box to the right.
- To assign an activity code to the teacher, select the activity codes in the box to the left, then click **Assign**.
- Click **Update** to save the association.



The teacher will now have access to additional administrative reports including the Honor Roll Report, the Failure Report, and GradeSpeed Monitor for their assigned groups of students. These tools will be accessible from the teacher's normal **Reports** menu item.

### Mass Assigning Activity Codes

Use this function to assign a larger group of students to an activity code.

- Go to  and click .

- Choose the desired Activity Code from the dropdown menu.

**Activity Code**

Activity Code:  [View Students]

- Populate the desired filter(s) and click 'Get Students.'

Course:  Section:

Grade Level:  Gender:  Search:

**Get Students**

- Select the students to add to the activity code in the box on the left. Then click 'Select.'

**Unselected Students**

Count: 32

**Select >**

Select All

< Unselect

Unselect All

**Selected Students**

Count: 0

**Assign**

- The chosen students will then appear in the box on the right. Click 'Assign.'

**Unselected Students**

Count: 29

Select >

Select All

< Unselect

Unselect All

**Selected Students**

Count: 3

**Assign**

- The following message will display on the bottom of the screen upon successful assignment:

**Assignment to activity code complete!**