



KAMEHAMEHA SCHOOLS®

SMS User Guide

Co-Curricular Activities

Please contact SIS-Ops for assistance

Help@ksbe.edu

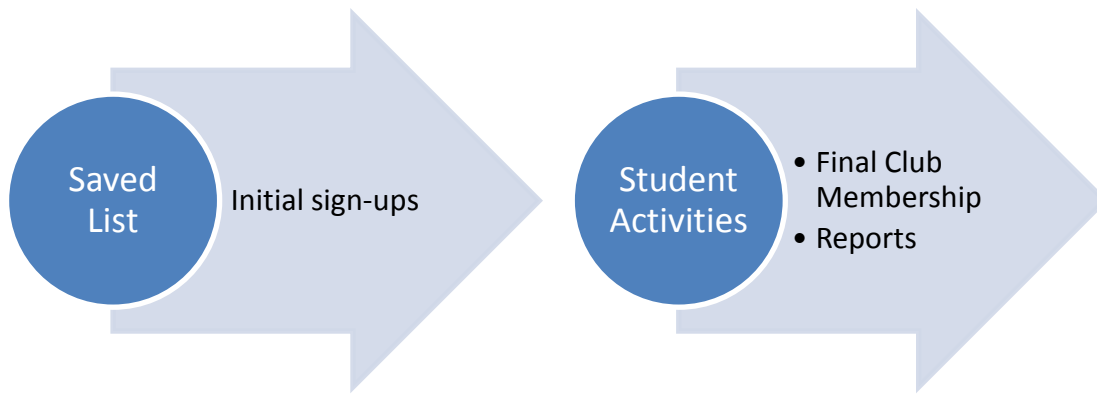
808-523-6370

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Overview



SMS can be used to:

- Print out initial sign-up sheets
- Add student activities to student records
- Generate extracts, reports, and club membership for advisor use

Search for a Student(s)

Basic Search and Display

Some options include:

- a. By student name or number
- b. All Students
- c. By grade level

The screenshot shows a search interface. At the top, there are three checkboxes: Active, Incoming, and Withdrawn (current year). Below these is a search input field containing the placeholder text "Student name or number" and a button labeled "Advanced Search". Underneath the input field are five buttons: "N/A", "09", "10", "11", and "12". At the bottom, there are two links: "All Students" and "Recently Enrolled Students". Three red arrows point to the "Active" checkbox, the search input field, and the "12" grade level button.

Advanced Search

Active Incoming Withdrawn (current year)

Student name or number

Advanced Search

N/A 09 10 11 12

All Students

Recently Enrolled Students

To Select Only Males

Advanced Student Search

Basic **Detail**

+ Add - Delete > Group ↻ Restart ★ Add to favorites

Select a field... Operator... Enter a value...

Search

Most recent searches Favorite searches Display All Records

Click on **Detail** tab

Click here to display search results

Category: Most Frequent

- Age
- Birthdate
- Enrollment date
- Ethnic category
- First name
- First or preferred name
- Gender**
- Geocode (Active)
- Geocode (Planning)
- Grade Level (Active)

equals
does not equal
is empty
is not empty

Female
Male

To Select a Student Activity

Click on **Detail** tab

Change **Category** to **Student Activities**

Select

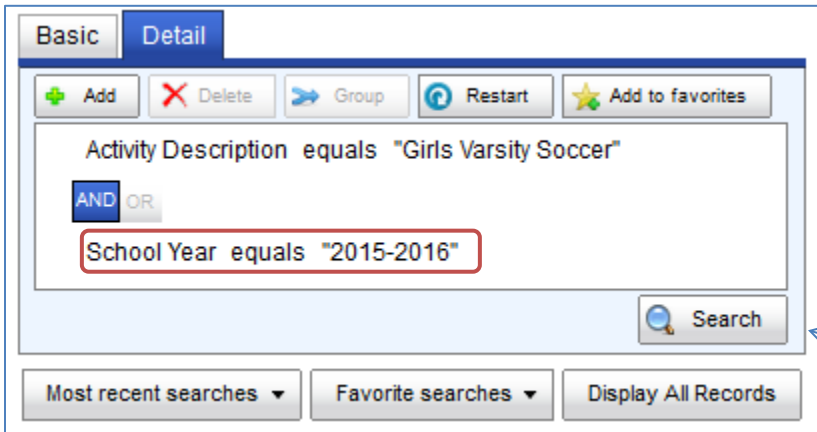
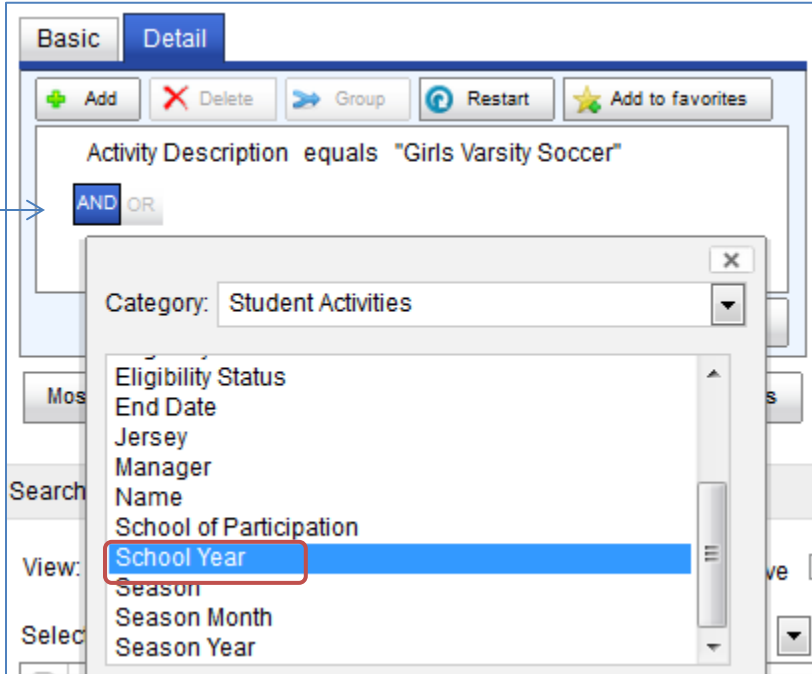
Activity Comment
Activity Description
Advisor NUMBER
Begin Date
Eligibility Date
Eligibility Status
End Date
Jersey
Manager
Name

View:
View: equals
does not equal
is empty
is not empty


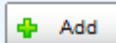
Hui Malama Aina O Pauahi
Hui Mele
Hui Na Koa o Kamehameha
Hui Oiw
Hui'Oiw
Hula Club
Hula Competition
I MUA BUSINESS CLUB
iDance
Int Blue Baseball

Click on **AND**, then add criteria for **School Year**

Please note: If you do not select **School Year**, your selection will include **all school years**



Click here to display search results

 <p>FYI * FOR YOUR INFORMATION *</p>	Click  to add more search criteria, as needed.
-----------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

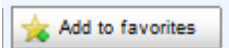
Saving Your Favorite Searches

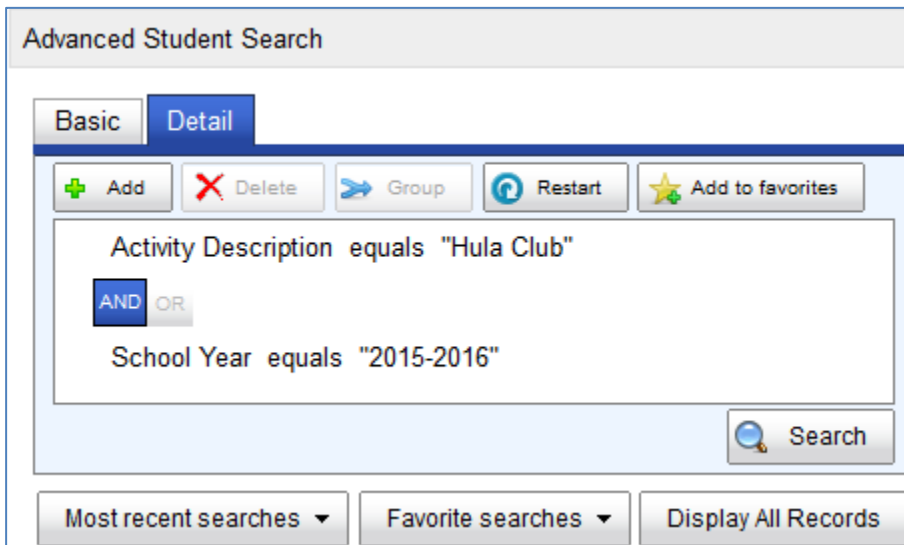
You can define search criteria and save the search so that you can run it again without having to re-enter the statements. When you run a favorite search, all students who currently meet the criteria are found.

Use this feature **instead of a saved list** if you want to periodically run a list of students **that reflects changes in data**.

For example, if you want to search for students in Hula Club and you want to run that search periodically to reflect roster changes, then you can create a search to find these students and save the search as a favorite.

To Save a Favorite Search:

1. Select your search criteria, by using a Basic or Advanced Student Search.
2. Click  button to save search.



Advanced Student Search

Basic Detail

+ Add - Delete → Group ↻ Restart ★ Add to favorites


Activity Description equals "Hula Club"

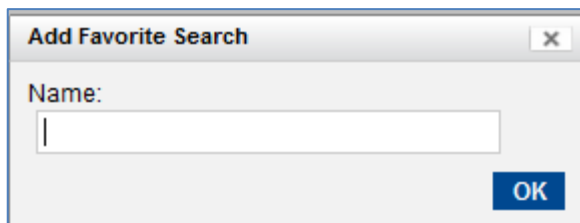
AND OR

School Year equals "2015-2016"

Search

Most recent searches Favorite searches Display All Records

3. Click .
4. Enter a name for the search and click **OK**.

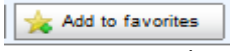


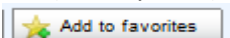
Add Favorite Search

Name:

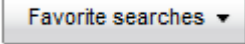
OK

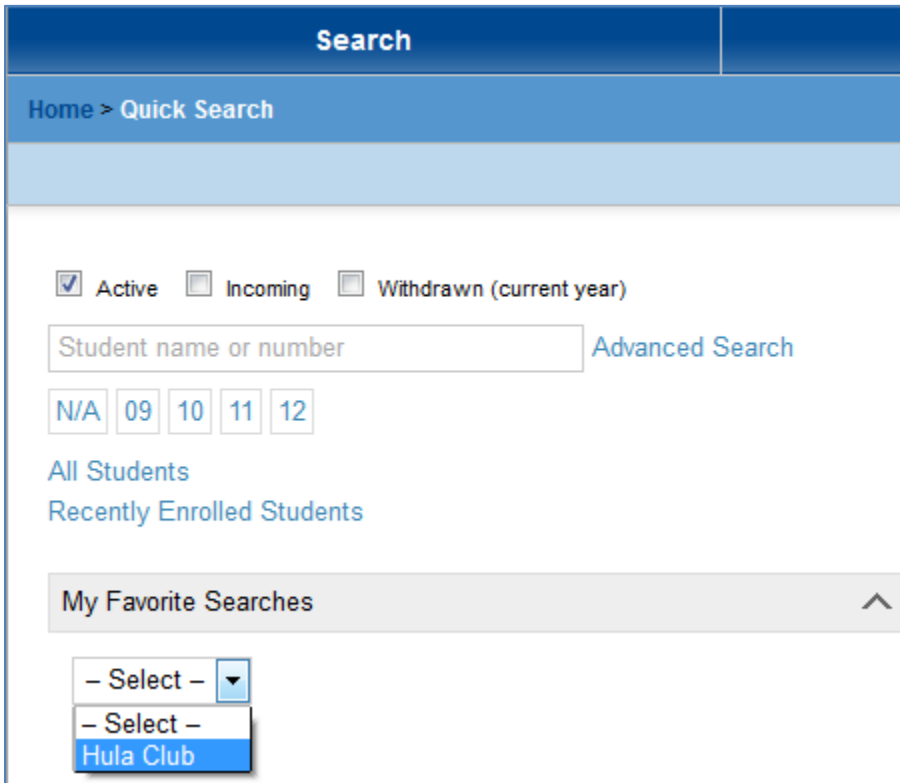


If you want to **modify a favorite search** that you previously saved, select the new search criteria, click  and enter the exact name you assigned to the favorite. A prompt appears asking if you want to replace the existing favorite search. Click **OK**.

If you want to **copy a favorite search** for one activity (i.e. Hula Club) to create another favorite search (i.e. Key Club), bring up the search, click on Hula Club, select Key Club, and click .

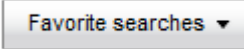

To Run a Favorite Search:

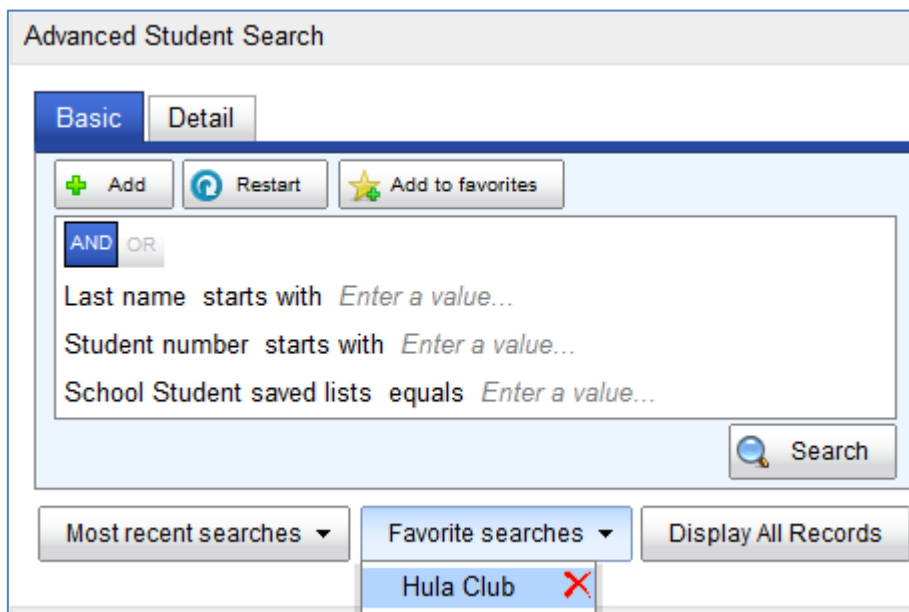
1. From the Home screen, click the  button.
2. Select the search you want to run from the **My Favorite Searches** drop-down list.



The screenshot shows the 'Search' page with a blue header. Below the header is a breadcrumb 'Home > Quick Search'. There are filter checkboxes for 'Active' (checked), 'Incoming', and 'Withdrawn (current year)'. A search input field contains 'Student name or number' and an 'Advanced Search' link. Below the input are year selection buttons: 'N/A', '09', '10', '11', and '12'. There are links for 'All Students' and 'Recently Enrolled Students'. A 'My Favorite Searches' dropdown menu is open, showing a list with '- Select -' and 'Hula Club' selected.

To Delete a Favorite Search:

1. Click the  button.
2. Click the  next to the search you want to delete and click **OK** to confirm.



The screenshot shows the 'Advanced Student Search' page. It has tabs for 'Basic' and 'Detail'. There are buttons for '+ Add', 'Restart', and 'Add to favorites'. Below these are search criteria: 'Last name starts with Enter a value...', 'Student number starts with Enter a value...', and 'School Student saved lists equals Enter a value...'. A 'Search' button is at the bottom right. At the bottom, there are three buttons: 'Most recent searches', 'Favorite searches', and 'Display All Records'. The 'Favorite searches' dropdown menu is open, showing 'Hula Club' with a red 'X' delete icon next to it.

Student Record Display Layout (Grid View)

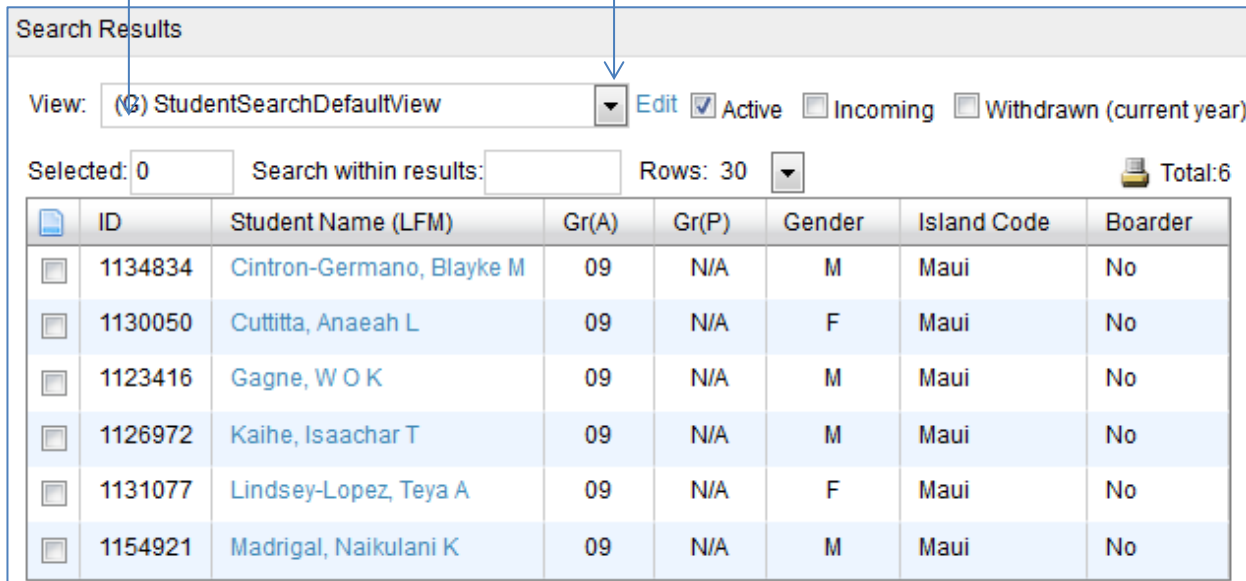
User Settings is a feature you can use to customize the student grid layout that appears when you do a search to:

- Pick columns (data) to display when doing a search
- Define the order in which the columns appear
- Define the sort order of the records in the grid

There are **global** and **personal** views:

- Global views are created by district administrators and published for everyone to use. They are prefixed with “(G)”.
- Personal views are those that you create and are only available to you. Personal views are prefixed with “(P)”.

The views available to you are in the **View** drop-down list.



Search Results

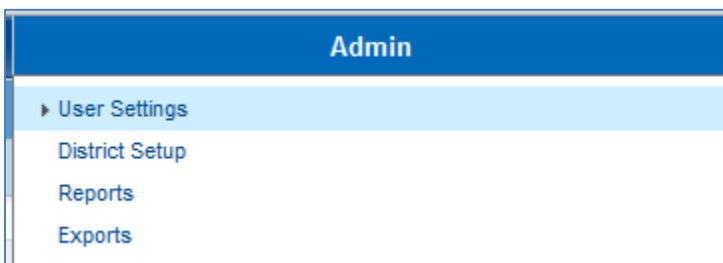
View: (G) StudentSearchDefaultView Edit Active Incoming Withdrawn (current year)

Selected: 0 Search within results: Rows: 30 Total: 6

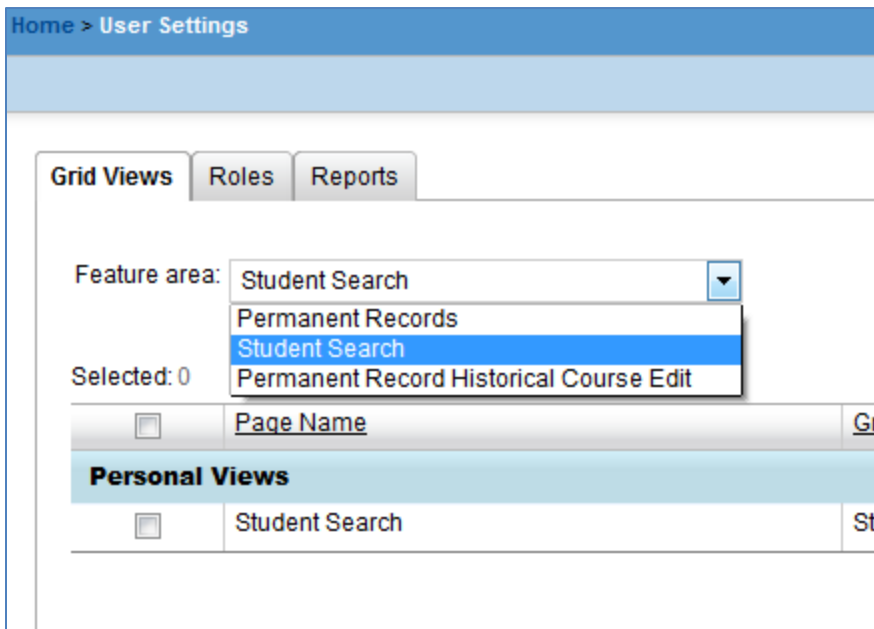
ID	Student Name (LFM)	Gr(A)	Gr(P)	Gender	Island Code	Boarder
1134834	Cintron-Germano, Blayke M	09	N/A	M	Maui	No
1130050	Cuttiitta, Aanaeah L	09	N/A	F	Maui	No
1123416	Gagne, W O K	09	N/A	M	Maui	No
1126972	Kaihe, Isaachar T	09	N/A	M	Maui	No
1131077	Lindsey-Lopez, Teya A	09	N/A	F	Maui	No
1154921	Madrigal, Naikulani K	09	N/A	M	Maui	No

Creating a Personal Grid View

1. From the Home Page, select User Settings under Admin

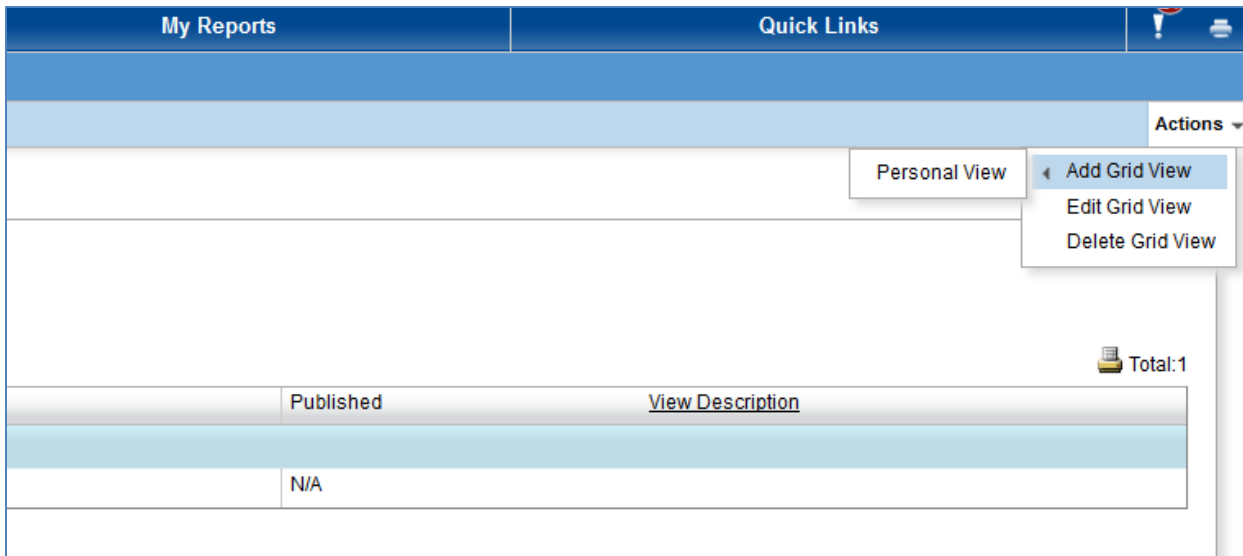


2. In the **Feature area drop-down list**, select **Student Search**



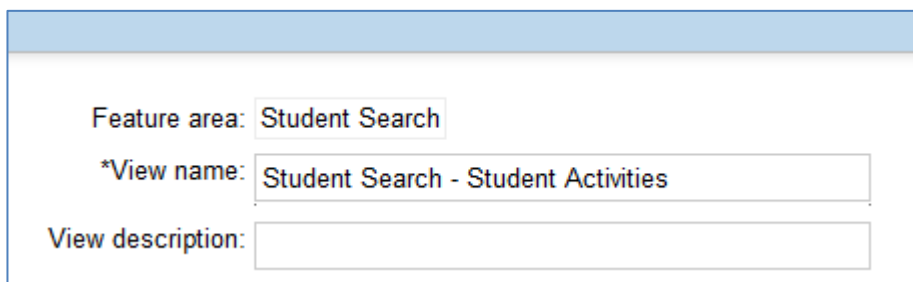
The screenshot shows the 'User Settings' page with a breadcrumb 'Home > User Settings'. There are three tabs: 'Grid Views', 'Roles', and 'Reports'. Under 'Grid Views', there is a 'Feature area:' dropdown menu currently set to 'Student Search'. The dropdown menu is open, showing options: 'Permanent Records', 'Student Search' (highlighted in blue), and 'Permanent Record Historical Course Edit'. Below the dropdown, it says 'Selected: 0'. There is a table with columns for 'Page Name' and 'Grid View Name'. Under the 'Personal Views' section, there is one row with 'Student Search' in the 'Page Name' column and 'Student Search' in the 'Grid View Name' column.

3. From the **Actions** menu, select **Add Grid View > Personal View**



The screenshot shows the 'My Reports' page with a breadcrumb 'My Reports > Quick Links'. There is an 'Actions' dropdown menu open, showing options: 'Personal View', 'Add Grid View', 'Edit Grid View', and 'Delete Grid View'. The 'Add Grid View' option is selected. Below the menu, there is a table with columns for 'Published' and 'View Description'. The table has one row with 'N/A' in the 'Published' column and 'View Description' in the 'View Description' column. A 'Total: 1' indicator is visible in the bottom right corner of the table area.

4. Enter a name in the **View name** field and optionally, a description in the **View description** field

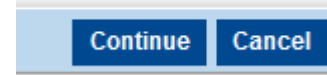


The screenshot shows a form for adding a new grid view. It has three fields: 'Feature area:' with 'Student Search' selected, '*View name:' with 'Student Search - Student Activities' entered, and 'View description:' which is currently empty.


5. Select check box next to **Student Search Grid Name: Student Search** and click Continue

Selected: 1

<input type="checkbox"/> Page Name	Grid Name
<input type="checkbox"/> Registration/Enrollment Search	Registration/Enrollment Search
<input type="checkbox"/> Student Search	Past Year Student Search
<input checked="" type="checkbox"/> Student Search	Student Search



6. In the **Define Columns** panel, select the columns you want to display. The **Category drop-down list** contains categories of columns available.

- In the **Main** category, Student Name, ID, Grade, Birthdate are some of the available columns.
- To select, highlight the column and click on the  or double click on the column

Define Columns





Category: Main ▼


Available columns:

- Gr(P)
- HR(A)
- HR(P)
- Home Language
- Home Phone
- ID
- Placement
- Preferred Name
- Student Name (FML)
- Student Name (LFM)

Selected columns: Total: 0

(+) Multiple values indicator
Select no more than 20 items

- You can remove columns from the Selected Columns by clicking on the  or double-clicking on the column.
- You can change the order of columns in the **Selected columns** by clicking the column you want to move by using the  to move it up or down in the list.

- You can use the **Define Sorting** panel to specify the sort order of your grid view
- Click  to save the grid view.

	<p>Common Columns Used:</p> <p>Student Name (LFM) – Student Name in Last, First, Middle order</p> <p>Gr(A) – Grade of student for active (current) year</p> <p>ID – Student ID#</p>
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Switching Grid Views

Search for students, then click on the **View drop-down list** and select a view.

The screenshot shows the 'Search' interface with the following elements:

- Search** (Page Title)
- Home > Student Search** (Breadcrumbs)
- Advanced Student Search** (Section Header)
- Basic** / **Detail** (Tabs)
- Buttons: **Add**, **Delete**, **Group**, **Restart**, **Add to favorites**
- Search Criteria: **Grade Level (Active) equals "10"**
- Search** (Button)
- Buttons: **Most recent searches**, **Favorite searches**, **Display All Records**
- Search Results** (Section Header)
- View:** (G) StudentSearchDefaultView (Dropdown menu)
- Select:** (P) Athletics HS, (P) Student Search - Athletics, (P) test
- Rows:** 30 (Dropdown menu)
- Table:** A table with a column labeled **Gr(A)** and three rows, each containing the value **10**.

Gr(A)
10
10
10

Create a Saved List of Students

What is a Saved List

- a static list of students that you've selected
 - a list that can be **edited** to add or delete students, or **replaced** by a more updated search/selection
 - a list of students used to mass assign student activities to student records – **Be careful to mass assign using a Saved List ONLY ONCE or you will create duplicate records in SMS.**
 - a list that can be printed or downloaded to an Excel spreadsheet
-
- a Saved List does NOT show up on a student's record
 - a Saved List cannot be shared with or viewed by anyone

Typical use:

- **Assigning Multiple Students to the Same Club**
- **Assigning Enrichment Classes to Student Activities**

1. Do a student search (See Basic Search or Advanced Search)

OR

1. Display a class of students (i.e. Enrichment class)

2. Click the check box next to each of the Student Names that will be included in the saved list.
3. On the **Actions** menu, click **Save to List**.

The screenshot shows the 'Student Search' interface. At the top, there are navigation tabs: Search, Class, School, Admin, My Reports, Quick Links, and a help icon. Below the tabs, the current search is for '2014 - 2015' with 'Active' and 'Planning' filters. The 'Search Results' section shows a table with columns: ID, Student Name (LFM), Birth Date, Gender, Gr(A), and Boarder. The table contains 15 rows of student data. A red box highlights the first six rows, and a blue arrow points from a text box to the 'Rows: 30' dropdown menu. The 'Actions' menu is open on the right, showing options like 'Register/Enroll Student...', 'Delete Student Enrollment', 'Open Student', 'Assign', 'Mass Attendance...', 'Transfer Homeroom...', 'Apply To Program', 'Add Behavior Incident', 'Save to List...', and 'Print'. The 'Save to List...' option is highlighted with a red box.

ID	Student Name (LFM)	Birth Date	Gender	Gr(A)	Boarder
1109410	Acevedo-Hurtado, Brighton A	Nov 19, 1998	M	11	No
1146931	Aduca, Ainahau Yorita K	Apr 11, 1998	M	11	No
<input checked="" type="checkbox"/>	1134574 Agni-Hanohano, Kamuela Kuikawa M	Apr 17, 1999	M	11	No
<input checked="" type="checkbox"/>	1097235 Aguzar Taitague, Nainoa Rivera D	Mar 28, 1998	M	11	No
<input type="checkbox"/>	1093862 Ah Sam, Vadim K	Jan 14, 1998	M	11	No
<input type="checkbox"/>	1109385 Ah Sing, Meliana Anela H	May 14, 1998	F	11	No
<input checked="" type="checkbox"/>	1101305 Aiu Taber, Randen Hajime K	Jul 19, 1998	M	11	No
<input type="checkbox"/>	1113869 Aiu-Yasuhara, Kamaileuilani M	Jul 18, 1998	F	11	Yes
<input type="checkbox"/>	1155303 Aiwohi-Keomaka, Ok Hwa Kahanu G	Apr 22, 1999	F	11	Yes

Click on the drop down to increase the number of rows to display.

Options are: 25, 30, 50, 75, 100, 250 & 500.

4. On the **Save to List** page, enter a name for the saved list. Example “Hula Club”. Then click OK on the bottom right.

15 students selected

Create New List

*List name:

Description:

Add to Existing List ←

List name:

To access a saved list, go to the Student Search page.

Please note: You can also add to an existing **Save List** by clicking here and choosing the Saved List from the drop down menu.

Once you click on the “PowerSchool SMS” logo on the top left, the new Saved List called **Hula Club** appears.

PowerSchool SMS

Search School

Home > Quick Search

Active Incoming Withdrawn (current year)

[Advanced Search](#)

[All Students](#)
[Recently Enrolled Students](#)

My Favorite Searches

Saved Lists [Edit](#)

- Hula Club

Edit a Saved List of Students

To Delete or Remove Students from a Saved List, on the **Home** page, select **Edit** next to **Saved Lists**

Home > Quick Search

Active Incoming Withdrawn (current year)

Student name or number Advanced Search

N/A 06 07 08

All Students
Recently Enrolled Students

Saved Lists **Edit**

- Hula Club

Scheduled Events
Reports

Select a Saved List and click on **Actions-Edit Saved List**

Home > Quick Search > Saved List 2015 - 2016

Selected: 1

<input checked="" type="checkbox"/>	Saved List	Total	Last Modified
<input checked="" type="checkbox"/>	Hula Club	14	Apr 26, 2016

Actions Edit

- Add Saved List...
- Edit Saved List...**
- Delete Saved List

Select students to delete and click on **Remove**

Please note:

Home > Quick Search > Saved List > Edit Saved List

*List name: Hula Club
Description:

Last name: First name: **Search**

Search results:

*List members: Total: 15

- Agcaoili, Kaleipoaihale (11372)
- Aglam, Ryo Yamada (113303)
- Alisna-Kolo, Kawika Minoru (113303)
- Ariyoshi, C.N. (1163144)**
- Arizo, Hawanalaokekai (1131)
- Aruda, Keaunuinui (1136404)
- Asato-Kahele, Luciana Leimon
- Bourgeois, Jessie K (1129302)
- Cecil, Kaalalani (1132613)
- Day, Jonte (1133408)
- Durler, Pule (1133335)
- Remove**
- Dutro-Ponce, Teisa (1143100)
- Enos-Chase, PulamaNamauu
- Foo, Malosi Makana (1136508)
- Freitas-Moses, Kauikeikilani (1136508)

To select two or more students, use Ctrl+Click or Shift+Click.

To Add Students to a Saved List

To add one or two students, follow the steps above to edit a Saved List, then:

- **Search** for new students
- **Add** them to the **List members**

Home > Quick Search > Saved List > Edit Saved List

*List name:
Description:

Last name: First name:

Search results:

*List members: Total: 14

- Agcaoili, Kaleipoaihale (11372)
- Agliam, Ryo Yamada (1133038)
- Alisna-Kolo, Kawika Minoru (1133408)
- Arizo, Hawanaloaokakai (1131)
- Aruda, Keaunui (1136404)
- Asato-Kahele, Luciana Leimon
- Bourgeois, Jessie K (1129302)
- Cecil, Kaalalani (1132613)
- Day, Jonte (1133408)
- Durler, Pule (1133335)
- Dutro-Ponce, Teisa (1143100)
- Enos-Chase, PulamaNamauu
- Foo, Malosi Makana (1136508)
- Freitas-Moses, Kauikeikilani (1133408)

To select two or more students, use Ctrl+Click or Shift+Click.

Printing a Saved List (Grid Print)

Report Format: Adobe Acrobat (*.pdf)

When a Saved List is displayed, you can print to a .pdf file which you can send to a printer or save to your hard drive.


Note: PDF files cannot be changed (i.e. unable to adjust column widths or add additional information)

Report Format: Excel

Advanced Student Search

Search Results

View: (G) StudentSearchDefaultView Edit Active Incoming Withdrawn (current year)

Selected: 0 Search within results: Rows: 30 Page 1 of 15  Total: 448

ID	Student Name (LFM)	Gr(A)	Gr(P)	Gender	Island Code	Boarder
144888	Hula Club					

Grid Print Options

Print options

Report name: Hula Club

Comments:

Include school/district name

Expand to show all content

Paper options

Size is: Letter (8.5 x 11 inches)

Format is: Landscape

Output options

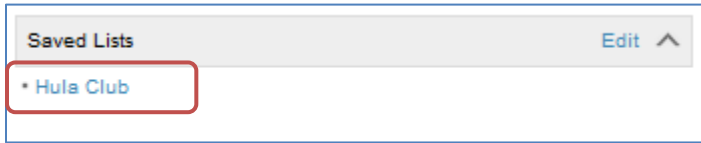
Report format: Adobe Acrobat (.pdf)

Print **Cancel**

Student Activities - Student Records

Mass Assign a Student Activity to Student Records, Using a Saved List


From the home screen click on the name of the Saved List.



Next select all the students by clicking on the check-box next to their names or click the top box, circled in red, to select them all at once.

Search Results

View: (P) my view Edit Active Incoming Withdrawn (current year)

Selected: 0 Search within results: Rows: 30  Total: 6

<input checked="" type="checkbox"/>	ID	Student Name (LFM)	Birth Date	Gender	Gr(A)	Boarder
<input type="checkbox"/>	1134574	Agni-Hanohano, Kamuela Kuikawa M	Apr 17, 1999	M	11	No
<input type="checkbox"/>	1097235	Aguzar Taitague, Nainoa Rivera D	Mar 28, 1998	M	11	No
<input type="checkbox"/>	1101305	Aiu Taber, Randen Hajime K	Jul 19, 1998	M	11	No
<input type="checkbox"/>	1106152	Aken, Kichiko K	Nov 22, 1998	F	11	No
<input type="checkbox"/>	1106019	Alapai-Hookala, Scott Halualani K	Jun 25, 1998	M	11	No
<input type="checkbox"/>	1122896	Albrecht, Denez Z	Dec 25, 1998	M	11	No

Search Results

View: (P) my view Active Incoming Withdrawn (current year)

Selected: 0 Search within results: Rows: 30 Total: 6

Select all records on this page

Select up to 1000 records starting from the first page

Clear all selections

	Grade	Gender	Gr(A)	Boarder
<input type="checkbox"/>	1101305	Aiu Iaber, Kanden Hajime K	Jul 19, 1998	M 11 No
<input type="checkbox"/>	1106152	Aken, Kichiko K	Nov 22, 1998	F 11 No
<input type="checkbox"/>	1106019	Alapai-Hookala, Scott Halualani K	Jun 25, 1998	M 11 No
<input type="checkbox"/>	1122896	Albrecht, Denez Z	Dec 25, 1998	M 11 No

Click Actions, Assign, Multi Values.

2014 - 2015 Active Planning

Actions

- Register/Enroll Student...
- Delete Student Enrollment
- Open Student
- Assign
- Mass Attendance...
- Transfer Homeroom...
- Apply To Program
- Add Behavior Incident
- Save to List...
- Print

Values

Multi-Values

Academic Plan

Classes

Course Requests

Status Codes

urrent year)

otal: 6

er

In the Assign Multi-Values dialog box, change the **Assign Field** to **Student Activities**. Change the **Update option** to **Add the following record**.

Assign Multi-Values - Mozilla Firefox
https://tstsmsweb.ksdevx.net/PowerSchoolSMS/Student/MassAssignRepeating.aspx?GridCode=1&Dialc

Selected Students: 12

Specify a multi-value field to assign to the selected students.

Assign field: Student Activities

*Update option: Add the following record

Add the following record to the selected students:

The required fields to add a Student Activity (sport) are circled in red below:

Assign Multi-Values - Mozilla Firefox
https://tstsmsdemo1.ksdevx.net/PowerSchoolSMS/Student/MassAssignRepeating.aspx?GridCode=1&DialogTitle=A

Selected Students: 6

Specify a multi-value field to assign to the selected students.

Assign field: Student Activities

*Update option: Add the following record

Add the following record to the selected students:

Activity Description: N/A

School Year: N/A

Eligibility Status: N/A

Eligibility Date: mm/dd/yyyy

Begin Date: mm/dd/yyyy

End Date: mm/dd/yyyy

Advisor Number:

Name:

Season: N/A

Season Month:

Season Year:

School of Participation: N/A

Manager: Yes

Jersey:

Activity Comment:

*Required

OK Cancel

Add a Student Activity to a Student Record

From the home screen, search for a student.

The screenshot shows the PowerSchool SMS Quick Search page. At the top, there are navigation tabs for Search, Class, School, and Admin. Below the tabs is a breadcrumb trail: Home > Quick Search. The main search area includes checkboxes for Active (checked), Incoming (checked), and Withdrawn (current year) (unchecked). There is a text input field for "Student name or number" and an "Advanced Search" button. Below the input field are buttons for "N/A", "09", "10", "11", and "12". There are also links for "All Students" and "Recently Enrolled Students". A "My Favorite Searches" dropdown menu is set to "- Select -". On the right side, there are sections for "Saved Lists" (Boys Int Swimming, Chess Club, Photo Club, Print I, Print II, Visual Arts For Testing) and "Reports" (Student Schedule).

On the bottom left corner, click on the **Std. Activities** link.

The screenshot shows the PowerSchool SMS Student Demographics page for Hailey M. Aamodt. The page header includes "Welcome, Lenny Garcia | Help | Support | About | Sign out" and a search bar. The navigation tabs include Search, Class, School, Admin, My Reports, Quick Links, and a printer icon. The breadcrumb trail is Home > Student Search > Edit Student Demographics. The student's name is Aamodt, Hailey M, and the record number is 1099633, Gr-11, Female, Aug 4, 1998. The page is for the 2014-2015 school year, with tabs for Active and Planning. The "School Specific" tab is selected, showing a photo of the student and various fields: Preferred name, Current age (16), Home school (KS Kapalama High School), Current grade level (11), Current homeroom (Akamu), Counselor (Shelby, Kathi), Enrollment status (Enrolled in Multiple Schools - Active), Student promotion status (Pending), Academic plan (Kapalama Graduation - 24 Credits 2012 and beyond), Placement classification (0-9), and Distance from school (miles). There are checkboxes for "Home address is in a school's area" (unchecked) and "Upload to parent portal" (checked). A "Lunch Information" section is visible at the bottom.

Click on **Add**.

Home > Quick Search > Student Activities

Kaipo, Britlynn C 1143278, Gr-12, Female, Feb 7, 1999

Demographics
Contacts
Family
Grades
Credits
Schedule
Student Behavior
Registration
Program Profile
Health Tracking
Test Results
Boarder Status
Probation
Academic
Activities
Student Groups
Std. Activities

Student Information

Student Number: 1143278
First Name: Britlynn
Last Name: Kaipo
Gender: F
Birth Date: 2/7/1999 m/d/yyyy
Grade Level: 12

Student Activities

Student Activity

Selected: 0 **Add** Edit Delete

Activity Description	School Year	Eligibility Status	Eligibility Date	Begin Date	End Date	Advisor Number	Advisor Name
No records match the search criteria.							

The required fields to add a Student Activity (sport) are circled in red below:

Activity Description: N/A Update Activity Details

School Year: N/A

Eligibility Status: N/A

Eligibility Date: m/d/yyyy

Begin Date: m/d/yyyy

End Date: m/d/yyyy

Advisor Number:

Advisor Name:

Season: N/A

Season Month:

Season Year:

School of Participation: N/A

Manager

Jersey:

Activity Comment:

Edit a Student Activity on a Student Record

Home > Student Search > Student Activities

Birch, Gabrielle P 1122706, Gr-09, Female, Oct 22, 2001

Demographics
Contacts
Family

Grades
Credits
Schedule
Student Behavior
Registration
Program Profile
Health Tracking

Test Results

Boarder Status

Probation
Academic

Activities
Student Groups
Std. Activities

Student Information

Student Number: 1122706
First Name: Gabrielle
Last Name: Birch
Gender: F
Birth Date: 10/22/2001 m/d/yyyy
Grade Level: 9

Student Activities

Student Activity

Selected: 1 **Add** **Edit** **Delete**

<input type="checkbox"/>	Activity Description	School Year	Eligibility Status	Eligibility Date	Begin Date	End Date	Advis
<input checked="" type="checkbox"/>	Girls Varsity Volleyball	2015-2016	N/A		11/1/2015	2/28/2016	

Check on the student activity to edit and click **Edit**

Mass Assign Updates to a Student Activity

This function should be used to update student activity information for a group of students in one sport. Updates can be made for student activities already in the student record. One example is to update **Advisor Name** on student records.

Select the students to update

To use a SAVED LIST, from the home screen click on the name.

Saved Lists Edit ^

▪ Hula Club

Next select all the students by clicking on the check-box next to their names OR click the top box, circled in red, to select them all at once. If there are students that you don't want to include, just uncheck the box next to their name.

Search Results

View: (P) my view Edit Active Incoming Withdrawn (current year)

Selected: 0 Search within results: Rows: 30 Total:6

<input checked="" type="checkbox"/>	ID	Student Name (LFM)	Birth Date	Gender	Gr(A)	Boarder
<input type="checkbox"/>	1134574	Agni-Hanohano, Kamuela Kuikawa M	Apr 17, 1999	M	11	No
<input type="checkbox"/>	1097235	Aguzar Taitague, Nainoa Rivera D	Mar 28, 1998	M	11	No
<input type="checkbox"/>	1101305	Aiu Taber, Randen Hajime K	Jul 19, 1998	M	11	No
<input type="checkbox"/>	1106152	Aken, Kichiko K	Nov 22, 1998	F	11	No
<input type="checkbox"/>	1106019	Alapai-Hookala, Scott Halualani K	Jun 25, 1998	M	11	No
<input type="checkbox"/>	1122896	Albrecht, Denez Z	Dec 25, 1998	M	11	No

Search Results

View: (P) my view Edit Active Incoming Withdrawn (current year)

Selected: 0 Search within results: Rows: 30 Total:6

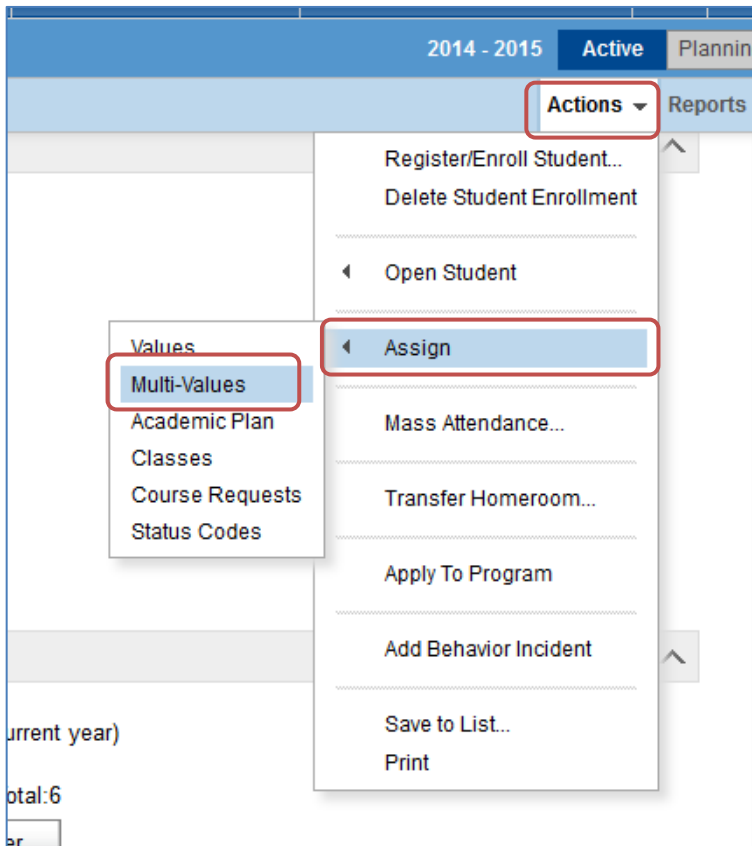
Select all records on this page

Select up to 1000 records starting from the first page

Clear all selections

<input type="checkbox"/>	ID	Student Name (LFM)	Birth Date	Gender	Gr(A)	Boarder
<input type="checkbox"/>	1101305	Aiu Taber, Randen Hajime K	Jul 19, 1998	M	11	No
<input type="checkbox"/>	1106152	Aken, Kichiko K	Nov 22, 1998	F	11	No
<input type="checkbox"/>	1106019	Alapai-Hookala, Scott Halualani K	Jun 25, 1998	M	11	No
<input type="checkbox"/>	1122896	Albrecht, Denez Z	Dec 25, 1998	M	11	No

Click **Actions**, **Assign**, **Multi Values**.



In the Assign Multi-Values dialog box:

- Change the Assign Field to **Student Activities**
- Change the Update option to **Replace existing records**.
- Verify that the number of **selected students** is correct

Selected Students: 13

Specify a multi-value field to assign to the selected students.

Assign field: ▼

*Update option: ▼

Select criteria, such as Activity Description and School Year, and don't forget to click the **Add to Criteria** button.

Replace records matching the criteria:

Activity Description is Hula Club **Add to Criteria**

Match: All criteria Any criteria

Student Activities:
Activity Description is "Hula Club"

Replace records matching the criteria:

School Year is 2015-2016 **Add to Criteria**

Match: All criteria Any criteria

Student Activities:
Activity Description is "Hula Club"
School Year is "2015-2016"

Remove

Select field of data to replace. Example: add **new Advisor** to all selected records.

Replace records with:

Name Maile Hoomaluhia **Add to List**

New Value List

Student Activities:
Name: "Maile Hoomaluhia"

Remove

OK **Cancel**

After clicking **OK**, you should see this confirmation.

8 students were successfully updated, with the following change:
Replace existing records meeting all of the following conditions :

Student Activities:
- Activity Description is "Hula Club"
- School Year is "2015-2016"

With:

Student Activities:
- Name: "Maile Hoomaluhia"

OK

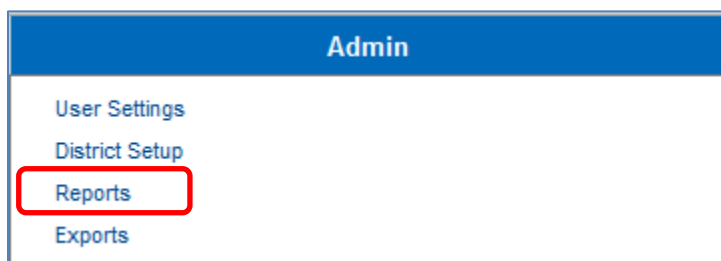
Reports

Athletic Office Query Report

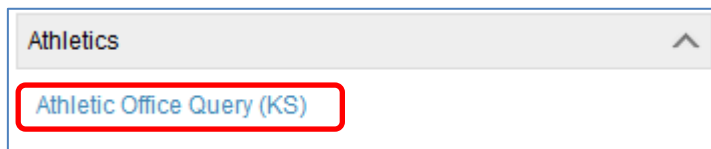
The Athletic Office Query report generates listings or extracts for tryouts, rosters, certificates and other operational reports. You are able to filter by sport, team, gender, grade, etc.

Please note, athletic sport student activities will appear on this report.

1. At the home screen, click on **Admin -> Reports**



2. Click on **Athletic Office Query (KS)**



3. To select only one student activity, type it in the **Activity** box
4. Select fields, by checking the boxes, to appear on the report

Report Options: Athletic Office Query (KS)

Pick and Choose Athletic Office v8.00

Preferences

Report Filters to apply

- For enrollments on or before: Today
 mm/dd/yyyy
- Active Student
 Withdrawn Student

Grade Level (All, or comma separated list): All

Homeroom (All, or comma separated list): All

Activity (All, or comma separated list): All

School Year: CurrentYear ▼

GPA Filter to apply

Cumulative GPA Formula: HHS Cumulative GPA ▼

Term GPA: 1st ▼

that is: any value ▼

GPA value:

Report Fields to include (Student)

- Student ID
 Birth date
 Grade Level
 Student Last Name
 Student First Name
 Student Middle Name
 Gender
 Homeroom
 Boarder Status

Report Fields to include (Athletics)

- Island Code
 Last School Attended
 Show Term GPA
 Show Athletic AP Date
 Show Cum GPA
 Show 7th Grade Entry
 Original Graduation Year
 Show 9th Grade Entry
 Show Participation Form
 Show Commitment Letter
 Show Activity Code
 Show Activity Description

Type a student activity here or leave **ALL** to report on all

Choosing this field may cause **duplicates** to appear on the report.

See **Excel Tips** to easily identify **duplicates**.

Co-Curricular Activities XLS Report

The Co-Curricular Activities XLS report also generates listings or extracts for club listings, certificates and other operational reports. You are still able to filter by student activity, team, gender, grade, etc. The fields available are a little different from the Athletic Office Query report.

The **Activity Category** field will allow you to filter by activity category (i.e. Academic Teams, Culture, Faith, Publications, Service, Special Interest, Student Government, and Visual and Performing Arts).

Preferences

Help

View Type: Summary Detail

Enrolled on or before: Today Specify: mm/dd/yyyy

Active Students Withdrawn Students

Specify an activity description: All

Activity Date: All Dates Active Calendar Start: mm/dd/yyyy End: mm/dd/yyyy

If Detail View, select fields to include

- School Name
- Student ID Number
- Student Name
- Current Grade Level
- Gender
- Boarder
- Orphan/Indigent
- Invitee
- Admission District Code
- Original Graduation Year
- Activity Description
- Activity Category
- School Year
- Eligibility Status
- Eligibility Date
- Begin Date
- End Date
- Advisor Number
- Advisor Name
- Season
- Season Month
- Season Year
- School of Participation
- Manager
- Jersey
- Activity Comment

Filters

Save Save + Run Run Cancel

Select Detail to get a listing of all students

Type a student activity here or leave ALL to report on all