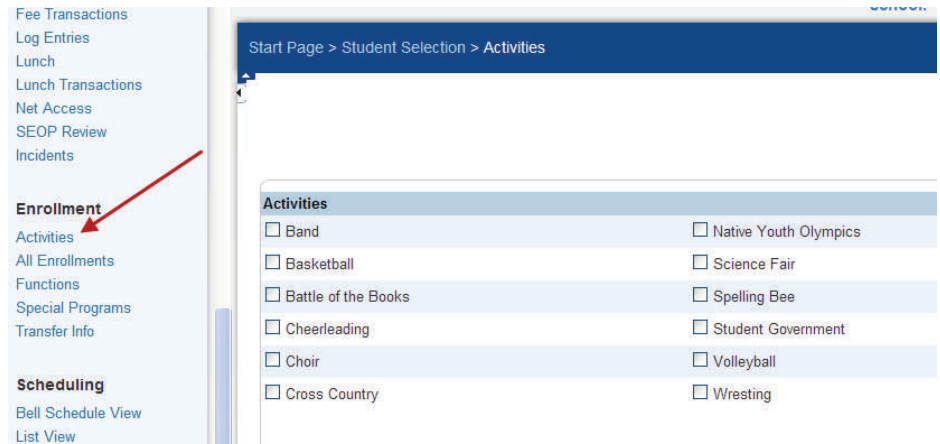


Assigning and Searching by Activity

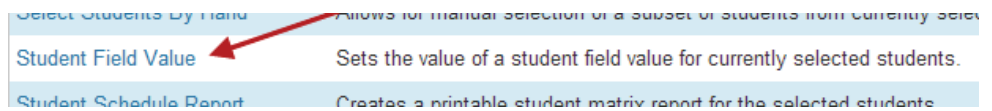
Assigning students to activities allows you to quickly find these students later when running eligibility reports.

To assign individual students to an activity click on their Activities page under Enrollment.

Check the box(es) for the activities that the student is in and click submit.



To assign a group of students to the same activity search for the grade levels you are looking for, for example HS: grade>8



Once you have all HS students at your school selected choose the function, Select Students by Hand.

Command-click the names of the students in the activity, then click Functions to keep the selected students.

Now you only have the students you selected by hand, click Student Field Value from the list of functions on the Group Functions page.

Here you will enter a code that PowerSchool uses to tell if a student is in an activity or not. To assign students to basketball enter this.

Field to change: zz_basketball
New field value: 1

Once students are assigned to an activity you can quickly search for them later, to find all HS boys in basketball: grade>8;gender=m;zz_basketball=1

To search for all MS girls in basketball: grade in 6,7,8;gender=f;zz_basketball=1

Student Field Value

5 students are selected

Option	Value
Field To Change (Fields)	zz_basketball
New Field Value	1

Clear Field Value
Insert * to use the current field value with the new field value.

- 370. zz_band
- 371. zz_basketball
- 372. zz_cheerleading
- 373. zz_choir
- 374. zz_cross_country
- 375. zz_NYO
- 376. zz_science_fair
- 377. zz_spelling_bee
- 378. zz_student_government
- 379. zz_volleyball
- 380. zz_wrestling