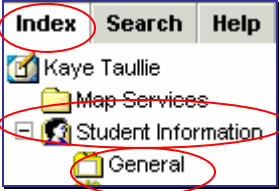
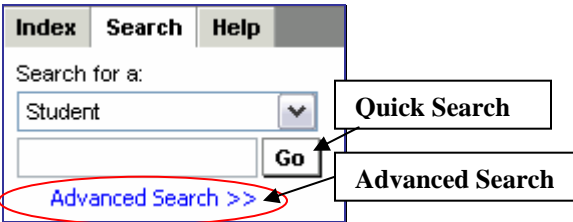
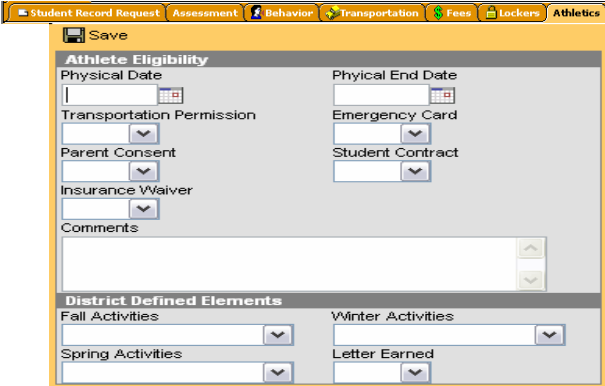
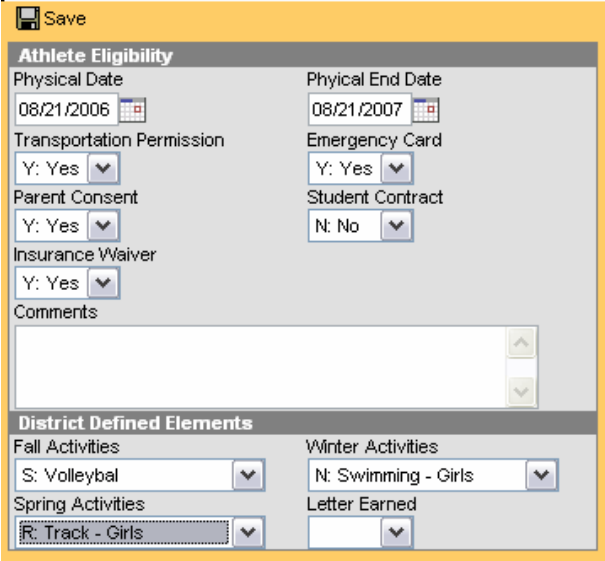
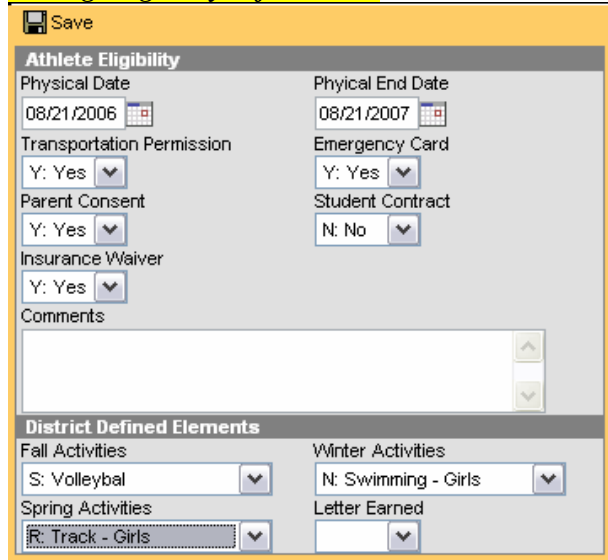


Activity Eligibility Complete Quick Reference (Athletic Director/AP Scheduler)

Window	Information
<p>Accessing Eligibility Information</p>  <p>Advanced Search</p> 	<ol style="list-style-type: none"> Index > Student Information > General Search for a student using either the quick Search tab or the Advanced Search option.
	<ol style="list-style-type: none"> Click the Athletics tab <p>The Athletics tab is provided for tracking athlete eligibility. Most of the fields on this tab are District customizable Campus attributes.</p>
	<ol style="list-style-type: none"> Enter the student's Physical Date and the Physical End Date by typing in the mmddyy format or by clicking the calendar icon to select a date. Select from the dropdown lists, either Yes or No. Enter any Comments for this student's athletic record. Under District Defined Elements: Select the appropriate activity for this student in the appropriate season field; Fall, Winter or Spring. Select Yes if this student received a Letter for his/her sport. Click Save.

Editing Eligibility Information



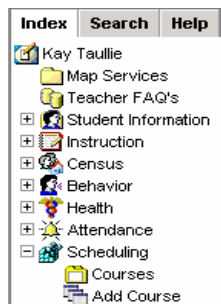
The information provided on this tab is editable at any time. There is no historic option that tracks athletic eligibility from previous years.

If changes occur with a student's eligibility, **modify the existing information** and click **Save**.

Deleting/Changing Eligibility Information

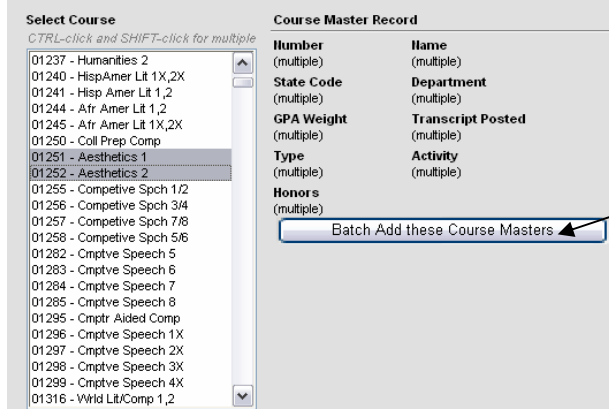
There is no delete option on the **Athletics** tab. If the information needs to be removed/changed, set the drop down list to the **blank entry** and click **Save**.

Adding Athletic Courses



1. From **Index > Scheduling > Add Course**

- *If you do not have this option > you will need to contact the Infinite Campus student scheduler at your site.*

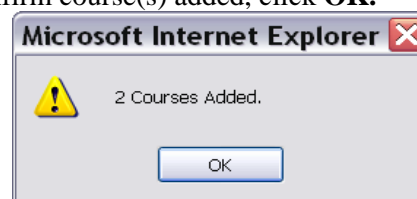


2. Select the Athletic courses from the DPS Course Catalog.

Note: To select a consecutive group of courses use **Shift** + click. To select Non-consecutive group use **Ctrl** + click on Windows or **Apple** + click on Macintosh.

3. Click **Batch Add these Course Masters**.

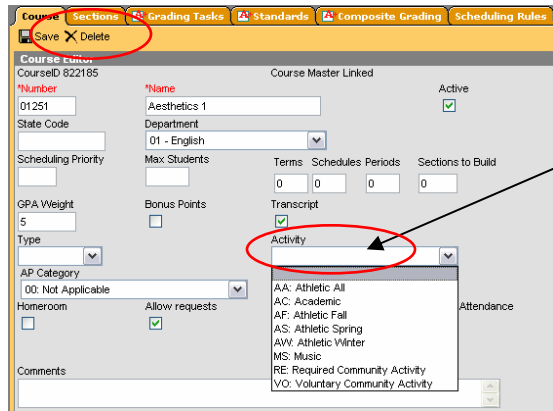
4. Confirm course(s) added, click **OK**.



Editing Athletic Courses



1. From **Index > Courses > Search** for the Athletic courses.

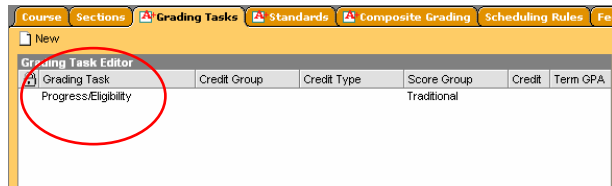


2. On the **Course** tab, select the season from the **Activity** drop down table.

3. Uncheck the **Attendance** box.



4. Click **Save**.

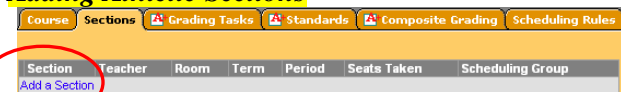


5. Continuing on the Athletic Course, select the **Grading Tasks** tab and verify the **Progress/Eligibility** task is listed.

6. If the task is **missing**, contact the **Hotline at 720-423-3888**.

7. Continue editing the added Athletic Courses – repeating steps 1-5 for each Athletic course.

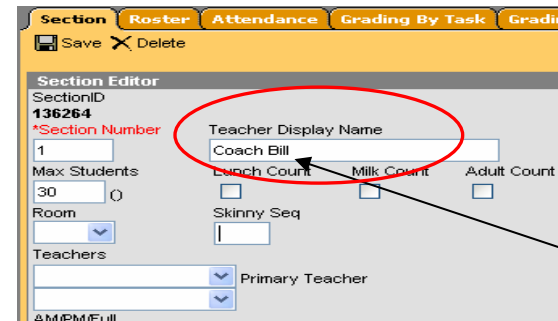
Adding Athletic Sections



1. From **Index > Scheduling > Course**.

1. Select the **Sections** tab.

2. Click **Add a Section**.



3. Enter a **Section Number**; enter **Max Students**, **Room**, and **Team**, if Teams are setup.

4. Select a Teacher/Coach from the **Teachers** drop down table. If she/he is not on the drop down table, enter the name in **Teacher Display Name** field.

Section Schedule Placement

	Term			
	S1		S2	
	P	W	P	W
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- In the **Section Schedule Placement** box > select the period (Alt 1 or Alt2) and terms that this activity meets.

Roster Setup

Section Roster Attendance Grading By Task Grading By Student Roster Setup

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0)

Show Students in this grade only: 09

Student Information will be listed here

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0)

Show Students in this grade only: 09

Student Name

Student Name

Print

Active Students: 10

Name	Student #	Gender	Grade	Start Date	End Date
09		F	09		
09		M	09		
09		M	09		
09		F	09		
09		M	09		
09		F	09		
09		F	09		
09		F	09		
09		F	09		
09		M	09		

Dropped Students: 0

Name Student # Gender Grade Start Date End Date

- Continuing from the **Section** > Go to the **Roster Setup** tab.
- Show Students in this grade only:** View all students or use the drop down to filter by grade level.
- Click on a student's name from the list on the right to move the student to the **Current Roster** on the left.
- To remove a student from the **Current Roster**, click the student's name.
- When **Current Roster** is complete, click **Save Student List and/or Copy Section**.
- Verify selected students by clicking on the **Roster** tab.
- The **Print** option is available from the **Roster** tab.

Entering Athletic Eligibility Grades: Option 1

Index Search Help

- Key Taullie
- Map Services
- Teacher FAQ's
- Student Information
- Instruction
 - Conference
 - Attendance
 - Positive Attendance
 - Gradebook

04225-1 Algebra 1 (M,T,F)

04225-1 Algebra 1 (M,T,F)

04) 04318-2 Math Of Econ/Bus 1 (M,T,F)

05) 04318-3 Math Of Econ/Bus 1 (M,T,F)

06) 04231-10 Algebra 1 Block (M,T,F)

07) 04233-10 Algebra Lab Block 1 (M,T,F)

Alt2) 00126-S2 Attn/Academic

Term S2

02) 04230-1 Algebra 2 (M,T,F)

04) 04319-2 Math Of Econ/Bus 2 (M,T,F)

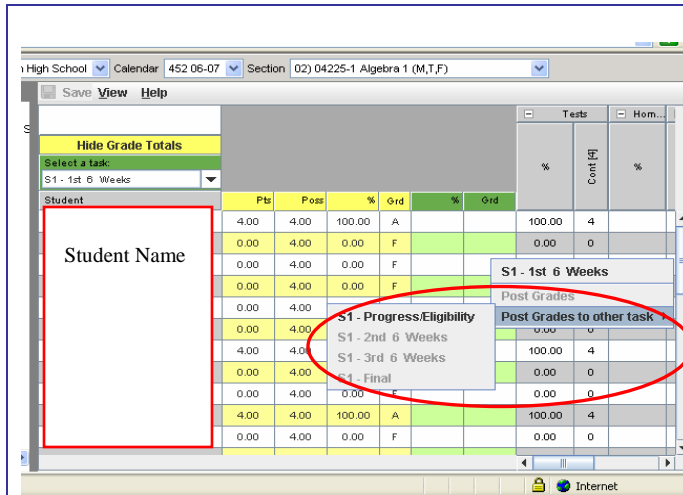
05) 04319-3 Math Of Econ/Bus 2 (M,T,F)

06) 04232-10 Algebra Block 2 (M,T,F)

07) 04234-10 Algebra Lab Block 2 (M,T,F)

Alt2) 00126-S2 Attn/Academic

- TEACHER'S VIEW***
- *Teachers: Please follow the direction of your Infinite Campus Scheduler/Athletic Director for the proper option to use for Entering/Posting Athletic Eligibility grades for students at your site.
- From **Index** > **Instruction** > **Gradebook**.
 - From the gray bar above the Infinite Campus welcome screen > select the **Section** from the drop down list.



High School | Calendar 452 06-07 | Section 02) 04225-1 Algebra 1 (M,T,F)

Save View Help

Hide Grade Totals

Select a task:

S1 - 1st 6 Weeks

Student

Pts	Pos	%	Grd	%	Grd
4.00	4.00	100.00	A		
0.00	4.00	0.00	F		
0.00	4.00	0.00	F		
0.00	4.00	0.00	F		
0.00	4.00	0.00	F		
0.00	4.00	0.00	F		
4.00	4.00	100.00	A		
0.00	4.00	0.00	F		

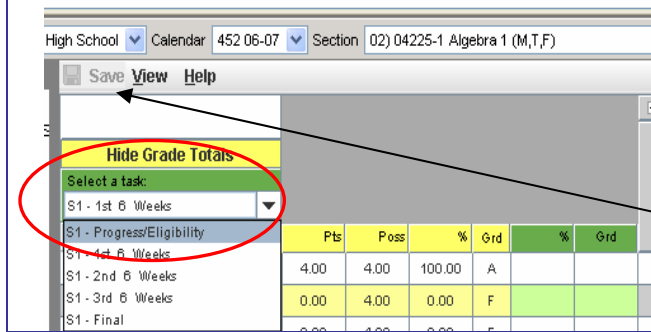
S1 - Progress/Eligibility

S1 - 2nd 6 Weeks

S1 - 3rd 6 Weeks

S1 - Final

- Place your cursor over the green portion of the Gradebook. Then right mouse click (**Mac Ctrl + click**) and select **Post Grades to Other Task** > select **Progress Eligibility**.



High School | Calendar 452 06-07 | Section 02) 04225-1 Algebra 1 (M,T,F)

Save View Help

Hide Grade Totals

Select a task:

S1 - 1st 6 Weeks

S1 - Progress/Eligibility

S1 - 1st 6 Weeks

S1 - 2nd 6 Weeks

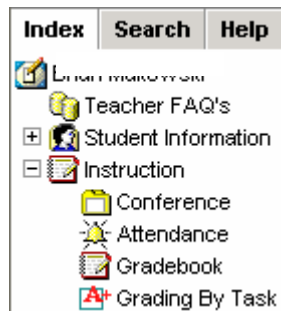
S1 - 3rd 6 Weeks

S1 - Final

Pts	Pos	%	Grd	%	Grd
4.00	4.00	100.00	A		
0.00	4.00	0.00	F		

- Go to **Select a task** and select **Progress Eligibility**.
- Verify your grades.
- Save**

Entering Athletic Eligibility Grades: Option 2



Index Search Help

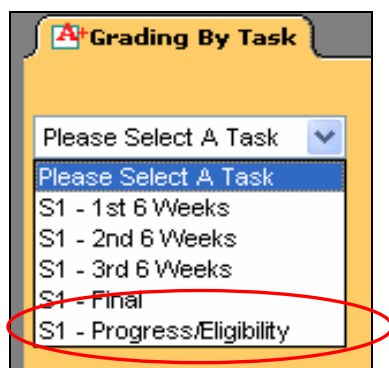
LEARNING MANAGEMENT SYSTEM

- Teacher FAQ's
- Student Information
- Instruction
 - Conference
 - Attendance
 - Gradebook
 - Grading By Task**

TEACHER'S VIEW*

*Teachers: Please follow the direction of your Infinite Campus Scheduler/Athletic Director for the proper option to use for Entering/Posting Athletic Eligibility grades for students at your site.

- From **Index > Instruction > Grading By Task**.



A+ Grading By Task

Please Select A Task

Please Select A Task

S1 - 1st 6 Weeks

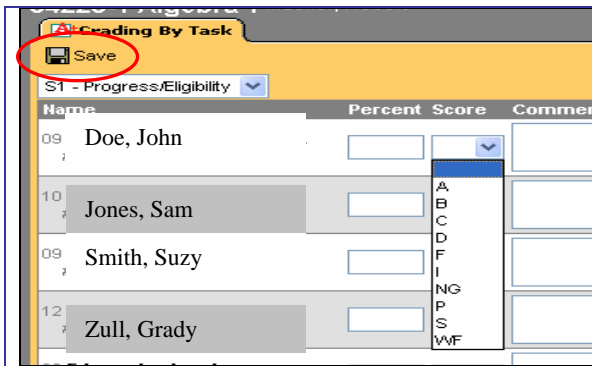
S1 - 2nd 6 Weeks

S1 - 3rd 6 Weeks

S1 - Final

S1 - Progress/Eligibility

- Select the **Progress Eligibility** task.



Name	Percent	Score	Comment
09 Doe, John			
10 Jones, Sam			
09 Smith, Suzy			
12 Zull, Grady			

3. Enter the **Score** of D or F. Your school may only ask that D and F grades are entered – as opposed to using Option 1 – posting all grades.
4. Enter **Comments** if they apply.
5. Click **Save**.

Athletic Eligibility Report

Which students would you like to include in the report?

Grade:

Ad Hoc Filter:

Enrollment Effective Date:

Which terms would you like to include?

Q1 Q2 Q3 Q4

Which activities would you like to include?

- 00100 Baseball
- 00101 Basketball - Boys
- 00102 Basketball - Girls
- 00103 Cheerleaders
- 00104 Cross-Country
- 00105 Football
- 00106 Golf - Boys
- 00107 Golf - Girls

1. From the **Index > Student Information > Report > Activity Eligibility**.
2. Select students to include, by Grade or AdHoc Filter.
3. Leave the Enrollment Effective Date as default.
4. Select Terms to include in the report.
5. Select Activity to include.

Would you like to use grades from Gradebook or posted grades?

Gradebook Posted Scores

How would you like to sort?

By Student By Activity

6. Option: **Would you like to use grades from Gradebook or posted grades?**
 - Gradebook – the report will display grades directly from the teacher’s gradebook (without posting).
 - Posted Scores – teachers would have either posted grades or added grades to Grading By Task (Options 1 or Option 2).
7. Select the sort option.

Which grades would you like to filter on?

A
 B
 C
 D
 F
 I
 NG
 P
 S
 WF

Select Grading Tasks

- All
- 12 Wks
- 1st 6 Weeks
- 1st 9 Weeks
- 2nd 6 Weeks
- 2nd 9 Weeks
- 3rd 6 Weeks
- 3rd 9 Weeks
- 4th 6 Weeks
- 4th 9 Weeks
- 5th 6 Weeks
- 6 Wks
- 6th 6 Weeks
- 9 Wks
- Final
- Progress/Eligibility
- Sem Final

Generate Report

8. Select the grades to display on report (*D & F*).

9. Select the Grading Task(s) to report.

10. Click **Generate Report** button.

AD Hoc Reporting Athletic Eligibility Fields

All Fields

- [-] <> Activities
 - [+] <> Athlete Eligibility
 - [+] <> Activity Participation
 - [+] <> Custom AthleteEligibility

Athlete Eligibility

- [-] <> Athlete Eligibility
 - personID
 - physicalDate
 - physicalEndDate
 - transportationPermission
 - emergencyCard
 - parentConsent
 - studentContract
 - insuranceWaiver
 - comments

Activity Participation

- [-] <> Activity Participation
 - personID
 - calendarID
 - activityNumber
 - activityName
 - teacherDisplay
 - activityCode
 - codeDescription
 - termSeq
 - termName

Custom AthleteEligibility

- [-] <> Custom AthleteEligibility
 - FALLACT
 - WINACT
 - SPRACT
 - LTRERND

**If you do not have AdHoc in your Index “tree” you will need to contact the site security access designee (principal or STR). The designee will need to request the access through an email to Hotline, DoTS.*

The following fields are available in the AdHoc Reporting module.

The Progress Eligibility grading field is programmatically cleared of all grades every Tuesday evening. In preparation of posting for the following week’s Athletic Eligibility.