

Co-Curriculum User Guide



Table of Contents

| | |
|---|------------------|
| <u>Co-Curriculum.....</u> | <u>2</u> |
| <u>Optional Prerequisites.....</u> | <u>3</u> |
| Group Codes..... | 3 |
| Travel Mode..... | 4 |
| Result Options..... | 5 |
| <u>Co Curriculum.....</u> | <u>6</u> |
| Activity Code Setup..... | 6 |
| Assign the Activities..... | 7 |
| Entry..... | 7 |
| Activity Allocation..... | 8 |
| <u>Reports.....</u> | <u>10</u> |
| Sample Reports..... | 11 |
| <u>Quick Data Change.....</u> | <u>13</u> |
| Selection Criteria..... | 13 |
| Change Data..... | 14 |
| Allocation..... | 15 |
| Allocate Co-Curricula Activities..... | 16 |

Co-Curriculum

Prior to adding Co-Curricula activities to Students the Codes need to be created. Prior to doing this there are 3 Optional Prerequisites;

- Group
- Travel Mode
- Result

Optional Prerequisites

Group Codes - Travel Mode - Result Options

Group Codes

Path: Scholastic → Other Modules → Maintenance Codes

Do not delete any codes currently entered.

Activity Groups are used to further define Activity Codes. Where a code may be RU for Rugby a further breakdown of U13 (Under13s), P (Primary), F (Female), plus any other code required by the School could be used.

| Code | Description |
|------|-------------|
| 13 | 13 Years |
| 1st | 1st |
| 2nd | 2nd |
| 3rd | 3rd |
| 4th | 4th |
| A | A Team |
| B | B Team |
| F | Female |
| J | Junior |
| M | Male |
| P | Primary |
| S | Senior |
| U13 | Under 13 |

| | |
|----|---|
| 1. | Select the Code Type of COCURRIC. |
| 2. | On the next free line enter your unique Code. |
| 3. | Enter a Description. |
| • | The screen must be refreshed before you can select the entries. |

Travel Mode

Path: Scholastic → Utilities → Maintenance Codes

If the Activities are not to be held within School grounds you may wish to set up Travel Modes to attach to the Students.

You may wish to further define cars, parents and busses that may be transporting Students with contact details.

| Code | Description |
|---------|-------------|
| BICYCLE | Bicycle |
| BIKE | Bicycle |
| BUS | Bus |
| PRIV | Private |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|----|---|
| 1. | Select the Code Type of COCURRIC. |
| 2. | On the next free line enter your unique Code. |
| 3. | Enter a Description. |
| • | The screen must be refreshed before you can select the entries. |

Result Options

Path: Scholastic → System Functions → Curriculum Control Files

If Results are to be recorded Result codes can be created specific to Co-Curriculum, this is entirely optional as the codes already created can be used. Once the results have been entered Reports can be printed.

The Results can be selected from current entries or unique codes for Co-Curricula can be created.

| | |
|----|--|
| 1. | Enter a Unique Code. |
| 2. | Select CoCurric for the Usage. |
| 3. | Enter a Sort Code, this will be the order they will print for Reports. |
| 4. | Enter the Result to be used in Co-Curricula. |
| 5. | Click Save when finished. |

Co Curriculum

Activity Code Setup

Path: Scholastic → Other Modules → Co-Curriculum

Activity Codes are created by the individual schools and several options are available such as selecting a Season the sport will be played in, attaching an Activity Group and allocating Managers, Coaches, Umpires and Referees. The information entered here is optional and can be used for Reporting purposes.

The screenshot shows the 'Co_Curricula View' window with the 'Create Activity Codes' tab selected. The form contains the following fields and elements:

- Activity Code:** KARATE (1)
- Type:** Sport (2)
- Description:** Karate (3)
- Abbrev:** KA (4)
- Season:** Winter (5)
- Officials Category:** Team Officials - Coach/Managers (6)
- Officials Table:** A table with columns: Actgroup, Season sta..., Season en..., Manager >>, Status, Contact, Coach >>, Status. The first row contains: Junior, 01/05/2009, 31/10/2009, ANDERSON R, Teacher, 555666, JOHN SMITH, Community. (7)
- Buttons:** Save (8) and Clear.

| | |
|----|--|
| 1. | Enter a Unique Activity Code. |
| 2. | Select the Type of Activity. |
| 3. | Enter your Description. |
| 4. | Enter an Abbreviation. |
| 5. | Optional; select a Season. |
| 6. | You can select to view all the Officials entered or select to view just the Sport Officials. |
| 7. | Optional; select or enter information for the Activity Code. You can select or manually enter the officials they are not necessarily Teachers. |
| 8. | Click Save when finished. |

Continue and enter as many variations as necessary.

Assign the Activities

Activities can be assigned to the Students in two ways;

- Through Entry on an Individual basis
- Through Activity Allocation on a Global basis

Entry

Individual entries can be made in the Entry tab; Results can also be entered here.

The screenshot shows the 'Co_Curricula View' window with the 'Entry' tab selected. The student information form is populated with the following data:

| | | | |
|---------------|-----------|---------------|---------|
| Student Code: | ALLEN K M | Campus: | 1 |
| Surname: | Allen | Current Year: | 12 |
| Known As: | Kirsty | Home Room: | H3 |
| Home Class: | 11 | Home Teacher: | BRUSH P |

The 'Co-Curricula Activities' table is shown below:

| Activit... | Description >> | Grou... | Ye... | Teacher >> | Travel... | Uniform | Res... | Intra... | Inte... | Club | Rep |
|------------|-------------------|---------|-------|------------|-----------|---------|--------|--------------------------|--------------------------|-------------------------------------|-----|
| RO19G4 | Rowing Under 19 G | 13 | 12 | ANDERSON F | BUS | A | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| RO19G4 | Rowing Under 19 G | 13 | 12 | ANDERSON F | | M | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

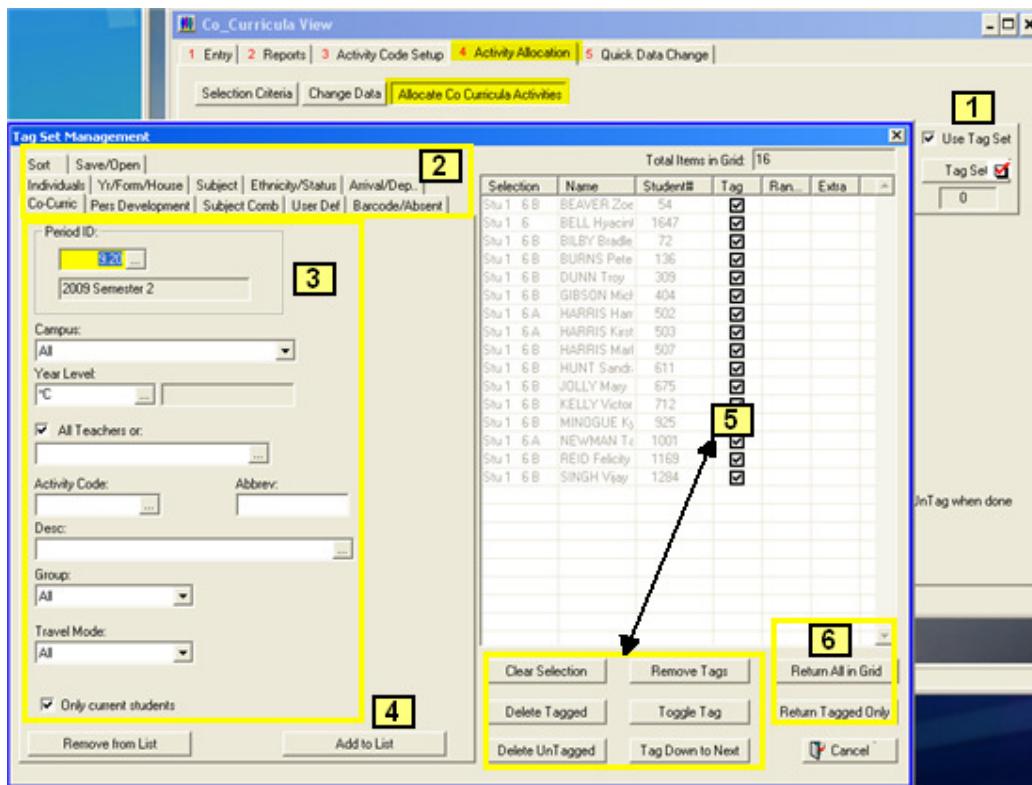
Buttons for 'Next Item' and 'Delete Activity' are visible on the right side of the table.

1. Select a Student.
2. Select an Activity Code.
3. Select or enter necessary details.

Activity Allocation

Selection Criteria and Change Data can be used for selecting Students alternatively you can go straight to Allocate Co-Curricula Activities and use a Tag Set.

A Tag Set is the preferred way of selecting Students.



- | | |
|----|---|
| 1. | Tick to use a tag Set. |
| 2. | Click a tab to use for selecting students. |
| 3. | Select any filters for defining the Students |
| 4. | When all the filters are in place click Add to List. |
| 5. | You can manually tag and untag Student to select them or use the Tag buttons. |
| 6. | Use the appropriate button to work with the selected Students. |

Allocate Co-Curricula Activities

The screenshot shows the 'Co_Curricula View' window with the 'Allocate Co Curricula Activities' tab selected. The form contains the following fields and values:

- Code: BASKJF (with a browse button icon)
- Desc: Basketball Junior
- Teacher/Manager Code: CROTHER P
- Group Code: Junior
- Year Level: Current Year Level
- Travel Mode: Don't Allocate
- Period Id: 09 20
- Desc: 2009 Semester 2
- Tag Set: 16
- Use Tag Set:
- UnTag when done:
- Begin button

| | |
|----|---|
| 1. | You can view the amount of Students selected in the Tag Set. |
| 2. | Click the browse button and select the Code. |
| 3. | Optional; Select a Teacher who will be in charge of this Co-Curricula Activity. |
| 4. | Optional; Select a Group Code. |
| 5. | The Year Level will default to the Students Current Year Level; this can be changed if necessary. |
| 6. | Optional; A Travel Mode can be selected. |
| 7. | The Period ID will default from Utilities/Curriculum Control Files/Subject Period ID, Default Co-Curric Pd. This can be changed if necessary. |
| 8. | Click Begin when all the details are entered. |

Reports

Many Reports can be created based on the information entered into the Co Curriculum module. Several filters are available to refine the information in the Report.

The screenshot shows the 'Co_Curricula View' application window. The menu bar includes '1 Entry', '2 Reports', '3 Activity Code Setup', '4 Activity Allocation', and '5 Quick Data Change'. The main interface has several sections:

- Filters (Yellow Box 1):** Includes 'Restrict to type' (All), 'Activity Code - Blank for all' (3), 'Group Code' (All), 'Year' (with 'Exclude departed students' checked), 'Travel Mode' (All), and 'Teacher'.
- Periods (Yellow Box 2):** Includes 'From Period' (9.20) and 'To Period' (9.20).
- Tag Set (Yellow Box 3):** Includes 'Use Tag Set' (checked), 'Tag Set' (dropdown), 'Email option' (checkbox), and 'Student' (dropdown).
- Report Selection:** 'Report Style' (Student Activity List by Year / Student, 4) and 'Report Alias' (COCUACT1.RPT, 5).
- Output and Export:** 'Output destination' (Print to Window, Export to File, Print to Printer, Export to Mail) and 'Export File Settings' (File Name: CoCurric.pdf, File Type: PDF file, Don't save).
- Action:** A 'Print' button (6).

| | |
|----|--|
| 1. | A Tag Set can be used for selecting Students to print. |
| 2. | The Co-Curric Period will default but can be changed. |
| 3. | If a Tag Set has not been used you can add optional filters for defining Students. |
| 4. | Select a Report to run. |
| 5. | Displays the Report Alias (Name). |
| 6. | Click Begin when all the filters are in place. |

Sample Reports

Student Activity List by Year/Student – Alias (Name) COCUACT1.RPT

| Student Activity Listing | |
|---------------------------------|----------|
| as at 15/07/2009 3:30:29PM | |
| YEAR | 6 |
| Beaver Zoe B | Karate |
| Bell Hyacinth | Karate |
| Biby Brad B | Karate |
| Burns Peter B | Karate |
| Dunn Troy B | Karate |
| Gibson Michael B | Karate |
| Harris Hamlyn A | Karate |

Activity List – with Students – Alias (Name) COCURRIC.RPT

| Rowing Under 19 Girls four | | |
|-----------------------------------|----------------------------|-------------------------|
| Allen Kate 12 - 11 | Allen Kate 12 - 11 | Bell Hariette 12 - |
| Bradstreet Jenny 12 - A | Burt Rosanna 12 - | Chen Victoria 12 - A |
| Cooper Maree 12 - A | Ormsby Leanne 12 - A | Reddy Petrea 12 - A |
| Smith Rebekah 12 - A | Suthichoti Sinpoone 12 - A | Wilson Charlette 12 - A |
| Total | 12 | |

Student Activity Summary – Alias (Name) COCUSUMV.RPT

| Student Activity Summary | | | | | | | | |
|---------------------------------|-----|-------|-----|---|-------|------|-------|-------|
| as at 17/07/2009 9:29:04AM | | | | | | | | |
| | Bas | | KA | | | ROG4 | | Total |
| | | Total | 1st | J | Total | 13 | Total | |
| Allen Kirsty 11 | | | 1 | 1 | 2 | 2 | 2 | 4 |
| Bae Julian 5 | 1 | 1 | | | | | | 1 |
| Beaver Zoe B | | | 1 | | 1 | | | 1 |
| Bell Hariette | | | | 1 | 1 | 1 | 1 | 2 |

Activity List by Year Level with Grid – COCLSTGD.RPT

| | | CO CURRICULUM ACTIVITY LIST REPORT | | | | | | | | | | | | | | | |
|--------------------|-------------------|------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | as at 17/07/2009 9:30:33AM | | | | | | | | | | | | | | | |
| Year | 12 | | | | | | | | | | | | | | | | |
| Karate | | | | | | | | | | | | | | | | | |
| KA | | | | | | | | | | | | | | | | | |
| All Classes | | | | | | | | | | | | | | | | | |
| | Allen Kirsty 11 | 1 | | | | | | | | | | | | | | | |
| J | Allen Kirsty 11 | 1 | | | | | | | | | | | | | | | |
| J | Bell Harlette | 2 | | | | | | | | | | | | | | | |
| J | Bradstreet Jeny A | 3 | | | | | | | | | | | | | | | |
| J | Burt Ros | 4 | | | | | | | | | | | | | | | |
| J | Chen Vicky A | 5 | | | | | | | | | | | | | | | |
| J | Cooper Maree A | 6 | | | | | | | | | | | | | | | |
| J | Gu Ming A | 7 | | | | | | | | | | | | | | | |
| J | Houlain Darnie A | 8 | | | | | | | | | | | | | | | |

Count of Students in Activities – COCUSUM1.RPT

| Count of Students in Activities | |
|--|--------|
| Activity: | Karate |
| Group: | |
| Students in Group: | 17 |
| Group: 1st | |
| Students in Group: | 11 |
| Group: Junior | |
| Students in Group: | 10 |
| <hr/> | |
| Total Participants in Activity: | 38 |

Checklist – Alias (Name) COCUCCHK.RPT

| Co Curriculum Teacher CheckList | |
|--|---------------|
| Teacher: | Mr P Brush |
| Activity: | Karate |
| Group: | |
| <hr/> | |
| | Kirsty Allen |
| | Zoe Beaver |
| | Hyacinth Bell |
| | Brad Bilby |
| | Peter Burns |

Quick Data Change

Selection Criteria

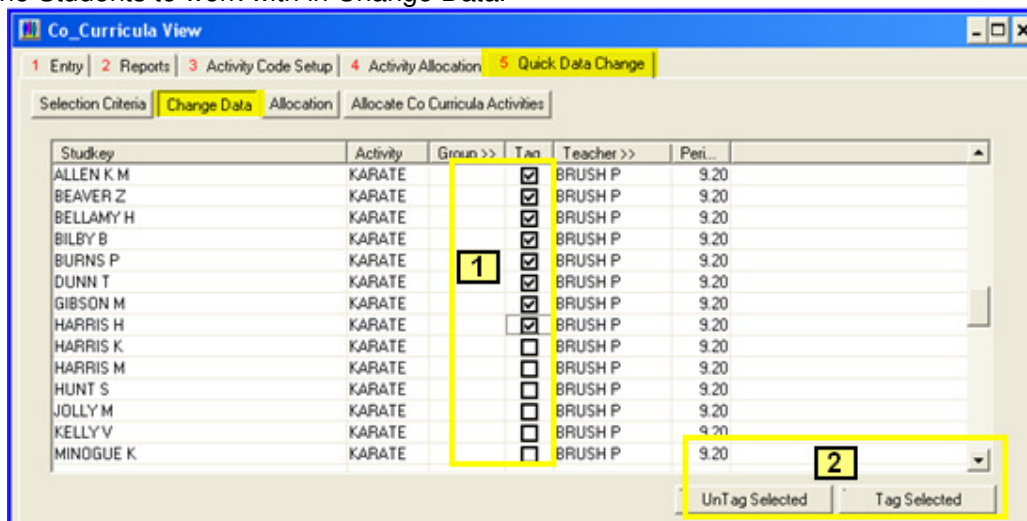
Quick Data Change caters for global changes to Co-Curricula Activities. In Selection Criteria you can select the items to change.

If Allocating new Co-Curricula Activities you will need to select

| | |
|----|--|
| 1. | Check you are working in the correct Period. |
| 2. | You can work with All records or remove the tick to select filters; this step is not necessary if you use the Tag Set in Allocation for changes. |
| 3. | Select any filters to define the Students to Tag; this step is not necessary if you use the Tag Set in Allocation for changes. |
| 4. | Check the Radio Box of any item you wish to modify. |

Change Data

Select the Students to work with in Change Data.

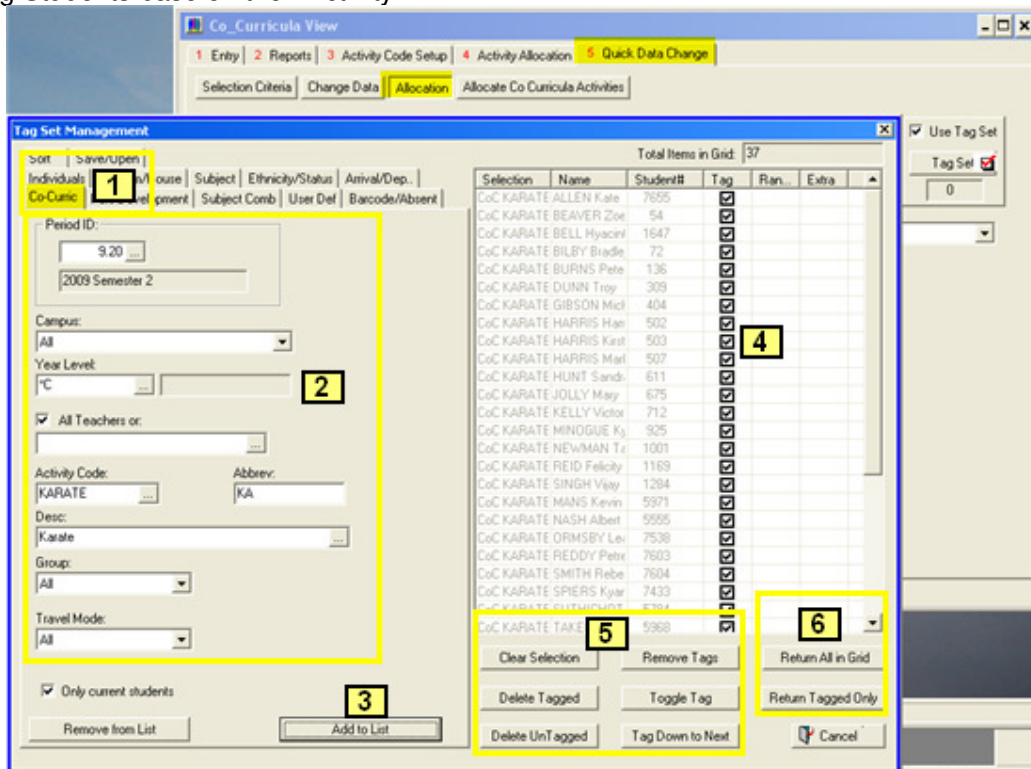


1. You can manually Tag Students who are to receive the changes.

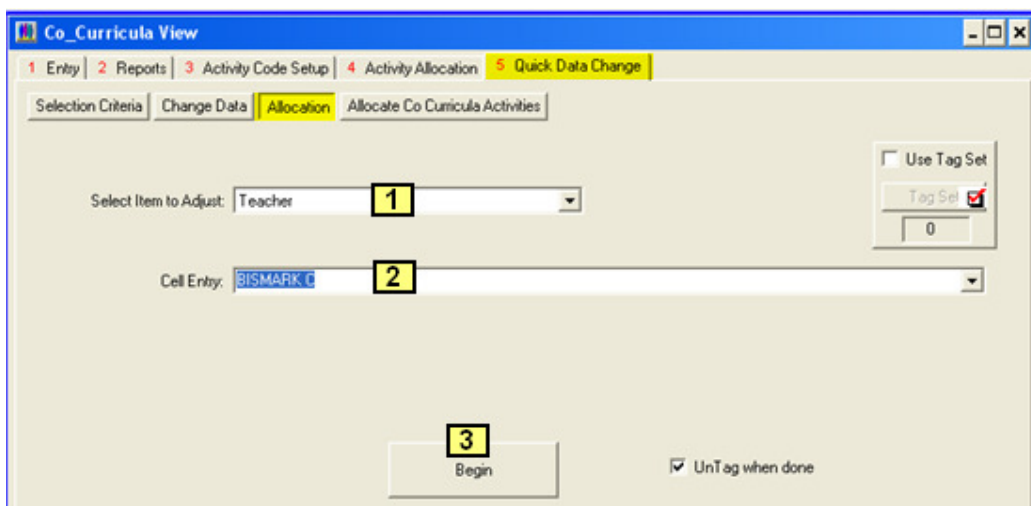
2. To Tag on a Global basis us the Tag buttons.

Allocation

This feature is available for making changes to Students Activities, a Tag Set can be used for selecting Students base on their Activity.



1. You can use a Tag Set to select Students for updating the details of the Items you ticked in Selection Criteria.
2. Enter any filters and select an Activity.
3. Click Add to List. You can select other Activities to add also if the changes are to be the same.



1. Select the Item you wish to adjust.
2. Select the correct entry.
3. Click Begin.

Allocate Co-Curricula Activities

To make Add To, Replace or Remove Activities from the Students you must use Selection Criteria to select the Activity and in Change Data select the Students. This does not work with a Tag Set.

| | |
|----|--|
| 1. | Select the Option you wish to implement. |
| 2. | Select the Code to adjust. |
| 3. | Select any optional data. |
| 4. | Click Begin. |