Sport Code Fast Loader

This program will provide the user with a way to fast load sport codes to students and also post date ranges that correspond with the sport season.

1. On the left navigation panel, select **Loaders** > **Student Master** > **Sport Code Fast Loader** OR in the upper left search box, type "Sport Code".
2. Setup Options
    a. **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
    b. **Active Only and As of Date** - These choices will list only those students who are actively enrolled as of the date selected in the date field.
3. **Filters** button: Click this button to filter the listing of students. Leave the options blank if no filtering is to be done.
    a. **Grade** - Choose the desired grade level.
    b. **Gender** - Choose the desired gender.
    c. **Sports** - Choose to filter list according to a sport previously assigned to the students.
    d. **Homeroom** - Choose the desired homeroom.
    e. **Class** - Choose the desired class.
    f. **Team** - Choose the desired team.
    g. **Special Ed:**
        i. All - Select to view all students.
        ii. Sped Only - Select to view only Sped students.
        iii. Non Sped - Select to view only non Sped students.
    h. **504:**
        i. All - Select to view all students.
        ii. 504 Only - Select to view only 504 students.
        iii. Non 504 - Select to view only non 504 students.
    i. **LEP:**
        i. All - Select to view all students.
        ii. LEP Only - Select to view only LEP students.
        iii. Non LEP - Select to view only non LEP students.
    j. **Filter Dates**
        i. **From Date and To Date** - This defaults to the start and end of the school year and usually is not changed. The dates are for filtering students who had a sport on or after this date.
    k. **OK** - Click to go back to the original setup box.
4. **OK** - Click to continue to the loader.
5. On the left will be students. On the right will be sport code and descriptions along with a start of the year and end of the year date.
6. **Adding a Sport to a group of students:**
    a. To assign a sport to a group of students, click in the "**Add**" column cell of each student to assign to a sport.
    b. You will notice that an asterisk is placed as a marker in the Add column.
        i. If all the students on the listing are to be added to a sport, click on the "**Select all**" box at the top of the **Add** column. You will notice an asterisk is placed for all students listed.

    c.   Click on the sport on the right.

    d.   The asterisk will change to the sport label with the start and end date of the year shown in bottom right.

    e.   If the student already had this sport assigned, a message will appear indicating that a new one wasn't added because the student already has it.

7. **Removing a Sport from a student or group of students:**
   a. Click on the sport label itself in the "Code" column, such as "FTB". You will notice it will change to an asterisk.
   b. Mark any other students to be removed in the same manner.
   c. On the right, click the blank row at top. The sport code and date will be "blanked out".

8. **Changing an existing sport code from one sport to another:**
   a. Click on the sport code of the student. It will turn to an asterisk.
   b. On the right, click the sport code to reassign it to.

9. **Working with Dates**:
   a. You will find it simplest to keep dates as if all year and remove them completely.
   b. However, if you would like, the start and end dates can be used to show exactly when the student started a sport, and when it ended.
   c. On the bottom right, the start date and end date can be changed to any particular date in the school year. "**Overwrite**" checks mean that whatever date associated with the code will be updated to the date show on bottom right.

Sport List

This program will provide a list of students marked with sport codes. Choose one or more sport codes in the Sport filter box to make a specific sport code list.

1. On the left navigation panel, select **Student Master** > **Lists** > **Sport List** or in the upper left search box, search for "Sport List".
2. Setup Options.
   a. **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
   b. **Grade** - Grade level of students whose names are to be included on a report.
   c. **Sport** - Choose one or more sport codes to make a specific sport code list. Leave blank if all sports are to be included into the report.
   d. **Gender** - Gender of students whose names are to be included on a report.
   e. **Column** - Choose the columns that are to be viewed on the report.
   f. **As of Date and Active Only** - This choice will list only those students who are actively enrolled as of the date selected in the date field.
   g. **Order To List** - This allows for the list to be sorted in the desired way upon clicking OK.
   h. **Print Break On** - This option will create a print break based on the choices chosen below.
      i. **None** - No print break
      ii. **Homeroom** - Print break on homeroom.
      iii. **School** - Print break on

      i.   **OK** - Click to obtain the report.

Sport Count Report

This report will give you counts of students in sports. If run over multiple schools, the count will breakout by school / sport with grand total at bottom.

1. Go to **Student Master > Count > Program, Club, Sport Count** or in the upper left, enter a search for "**Sport Count**".
2. Setup:
   a. **School:** Set for your site. If a supervisor, set for sites needed to report on.
   b. **Type**: Select "**Sport**".
   c. **Code(s)**: Leave blank to report on all sports. If you would like a report on specific sports, click and pick the desired sports to get a count.
   d. **Start Date / End Date**: Usually leave this alone. Trying to get students for the year.
   e. **Filters**: Use if needed to limit report to count students in a certain grade, gender, or other feature.

3. The resulting report will show counts of the sports assigned to students along with a grand total at the bottom for the school site.

Athletic Eligibility

This report will show the athletic eligibility for student athletes. The program will show the color red in the blocks and indicates that the data is possibly not in compliance with LHSAA guidelines. This report uses a 4.0 scale.

4. This report will show current year gpa's. Prior to running this report, it would be good to ask the grades coordinator of the school to update the current year gpa's of the students.
   a. This is normally done on the Report Card screen by hitting the Update GPA button at the bottom.
5. On the left navigation panel, select **Grades > Lists > Athletic Eligibility** or in the upper left search box, enter "athletic".
6. **Setup Options**
   a. **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
   b. **Grade** - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade.
   c. **Gender** - Leave blank or select all to include both genders. Otherwise, choose the desired gender.
   d. **Sport** - Click in the field to the right of Sports to select the desired sport(s) to view.
   e. **As-of-date** - Limits the list to those students who are actively enrolled as of the date selected.
   f. **Sped** - This will allow user to filter Special Education students on the report.
7. **OK** - Click to continue.
8. A table of information on students will be displayed on the screen.

   a. **SIDNO** - Student's identification number
   b. **Student Name** - Student's full name
   c. **Gear** - Use the iGear to get demographic, schedule, grades, discipline, transcript, and test score information for the student.
   d. **Grd** - Student's grade of enrollment
   e. **Gen** - Student's gender
   f. **Eth** - Student's race/ethnicity
   g. ~~**NEW** - New students to the school~~
   h. **CUE** - Report card credits earned last year.
   i. **GPA** - This is last year's grade point average. Cells shaded in red would indicate that the data is possibly not in compliance with LHSAA guidelines.
   j. **BC** - Birth certificate posted - yes/no (Comes from student master / birth date field. We do not mandate that school registration folks put this in, but it can be entered to show here)

- k. **SSN** - Last four digits of the social security number
- l. **P 1-6** - Current year grading period GPA
- m. ~~S 1-2~~ ~~Current semester GPA~~ (Not used in Jefferson Parish)
- n. **F 1** (Fall), **F2** (Spring): - Current final grades GPA. Will not show until end of term.
- o. **CUMM** - Cumulative GPA of the current school year (All grades calculated together)

Report Cards / Progress Reports for Sports

1. Remember that report cards reflect grades that are constantly changing. If you print something today, it may be different tomorrow.
2. Go to Grades > Lists > Report Cards.
3. On the left, make sure Year is current. Go down to "Sports" and select the sport of the group to report on.

```
┌─ Student Selection -09.06.19 ─────────────────────┐
│        Year :  1920                          ▾     │
│     District :  026                          ▾     │
│      School :  022                                 │
│       Grade :                                      │
│ Special Codes :                                    │
│     Program :                                      │
│      Gender :                                      │
│      Ethnic :                                      │
│    Homeroom :                                      │
│    Counselor :                                     │
│      Advisor :                                     │
│       Clubs :                                      │
│      Sports :  GBB                                 │
│        Team :                                      │
│    Zip Code :                                      │
│   As Of Date :  Sep  ▾  16  ▾  2019  ▾  ▦          │
│  Display Date :  Sep  ▾  16  ▾  2019  ▾  ▦          │
│        Sped :  ◉ All  ○ Sped Only  ○ Non Sped      │
│        504 :  ◉ All  ○ 504 Only  ○ Non 504         │
│        LEP :  ◉ All  ○ LEP Only  ○ Non LEP         │
│   Hold Card :  ◉ All  ○ Hold Only  ○ Non Hold      │
│  Order To List :  Alpha                  ▾         │
│               ☐ Show Remote Scheduled              │
│               ☐ Limit to final weight courses      │
│     Students :                                     │
└────────────────────────────────────────────────────┘
```

4. On the right, there is a bunch of options, but the most important are:
    a. **Grading Period**: Be sure to set to correct grading period. For IPR purposes, will show grades in progress as of today in the gradebook.

    b. **Order Courses by**: Class Period Order

    c. **Show Active Courses Only**.

    d. **Show Class Period**.

5. **Bottom Right key fields**

    a. Dates: Set from beginning of school to today.

    b. Skip Absence Codes: Select everything but the "U" and "S" codes.

    c. Absentee Course and Absentee Summary: Check these off.

6.   Click the "**Print**" button to print the report cards or IPR's.