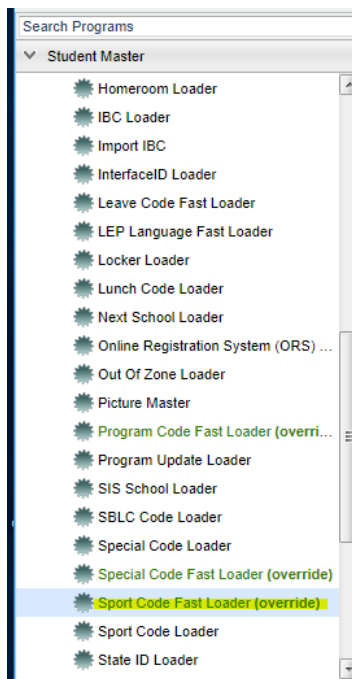# Sport Code Fast Loader

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.

Menu Location

On the left navigation panel,
select **Loaders** > **Student Master** > **Sport Code Fast Loader**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

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.

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.

OK - Click to continue.

Select specific grade or leave blank for all grades.

Select the date range needed.

Additional Filters:

Grade - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade level.
Gender - Leave blank or select all to include both genders. Otherwise, choose the desired gender.
Ethnic - Leave blank or select all to include all ethnicities. Otherwise, choose the desired enthnicity.
Sports - Leave blank or select all to include all sports. Otherwise, choose the desired sport.
Homeroom - Leave blank or select all to include all homerooms. Otherwise, choose the desired homeroom.
Class - Leave blank or select all to include all classes. Otherwise, choose the desired class.
Team - Leave blank or select all to include all teams. Otherwise, choose the desired team.

Special Ed:
All - Select to view all students.
Sped Only - Select to view only Sped students.
Non Sped - Select to view only non Sped students.
504:
All - Select to view all students.
504 Only - Select to view only 504 students.
Non 504 - Select to view only non 504 students.
LEP:
All - Select to view all students.
LEP Only - Select to view only LEP students.
Non LEP - Select to view only non LEP students.
Filter Dates
From Date and To Date - This date is for filtering students who had a service on or after this date. From date can be blank, but the To Date must also be blank.

OK - Click to continue.

Main

To ADD a code:

1. On the bottom right, select the date range you need. You can also blank out the end date if needed by clicking in the month field and selecting the blank space. You may have to select "Overwrite" dates already exist for a code.

2. Add a code by clicking the blank cells under the Add column for each specific student. An * will appear in the column.

3. Select the sports code from the right side list that you want to assign to those particular students. Once you click the code, they should appear in the left side list next to the students name.

To edit existing **Begin and/or End** Dates:

▪ Click on the existing code and an asterisk will appear.

▪ Add the desired begin and/or end date and check the **Overwrite** checkbox in the lower right corner.

▪ Re-choose the original code and the begin and/or end date will display.

Left Column Headers

SIDNO - Student's identification number

Student Name - Student's full name

Grade - Student's grade of enrollment

School - School site number of enrollment

Code - Student's program code - Click in the **Code** field and an asterisk will appear.

Begin Date - Student's code begin date

End Date - Student's code end date

Add - Add new code.

To find definitions of commonly used column headers, follow this link: Common Column Headers.

Right Column Headers

Code - Choose the sport code from the list on the right and the asterisk will change to that code. Choose the appropriate begin/end dates using the **Post Dates** at the bottom. This will indicate the timeline that the student was in the program.

Description - Sport Codes description

Post Dates

Begin Date - This date is for the values posted as begin dates.

End Date - This date is for the values posted as end dates.

Overwrite - Overwrite the Existing Begin Date(s) with this date. (Checked=yes, Unchecked=no)

Overwrite - Overwrite the Existing End Date(s) with this date. (Checked=yes, Unchecked=no)