



How to Add an Activity, Students and Sponsors

16 Steps

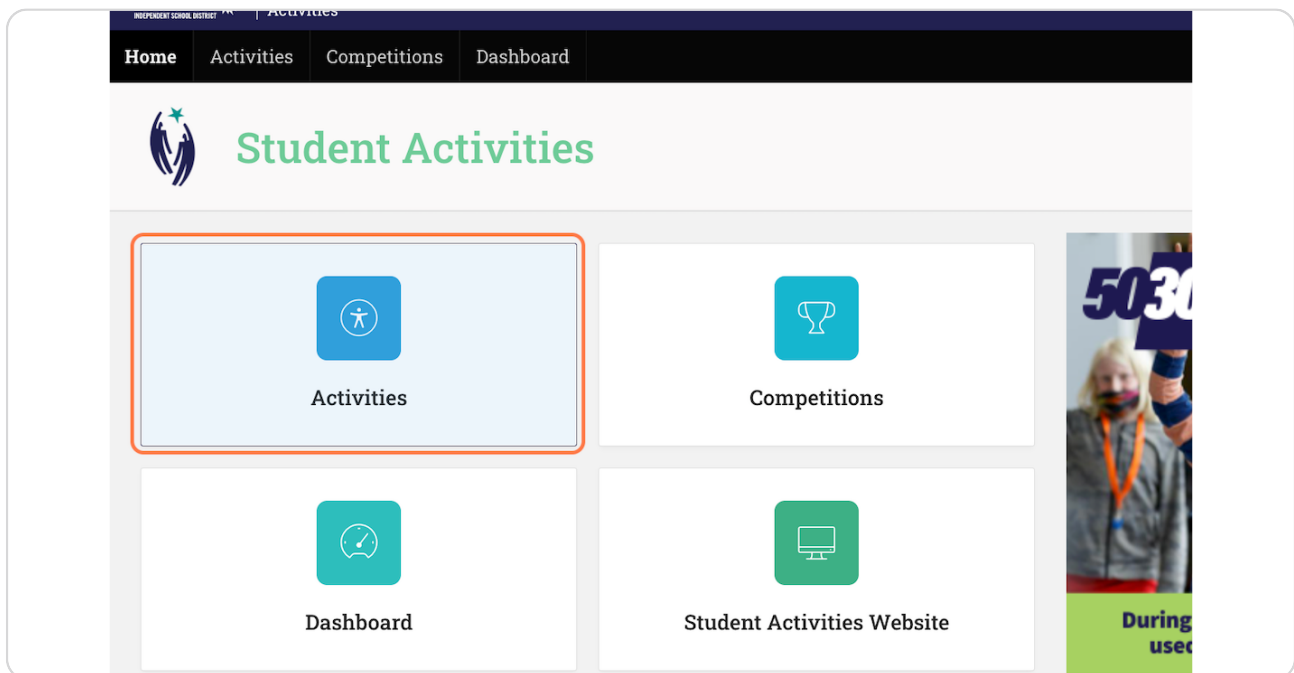
STEP 1

Go to the Student Activities Tracking Application

Log in at activities.dallasisd.org

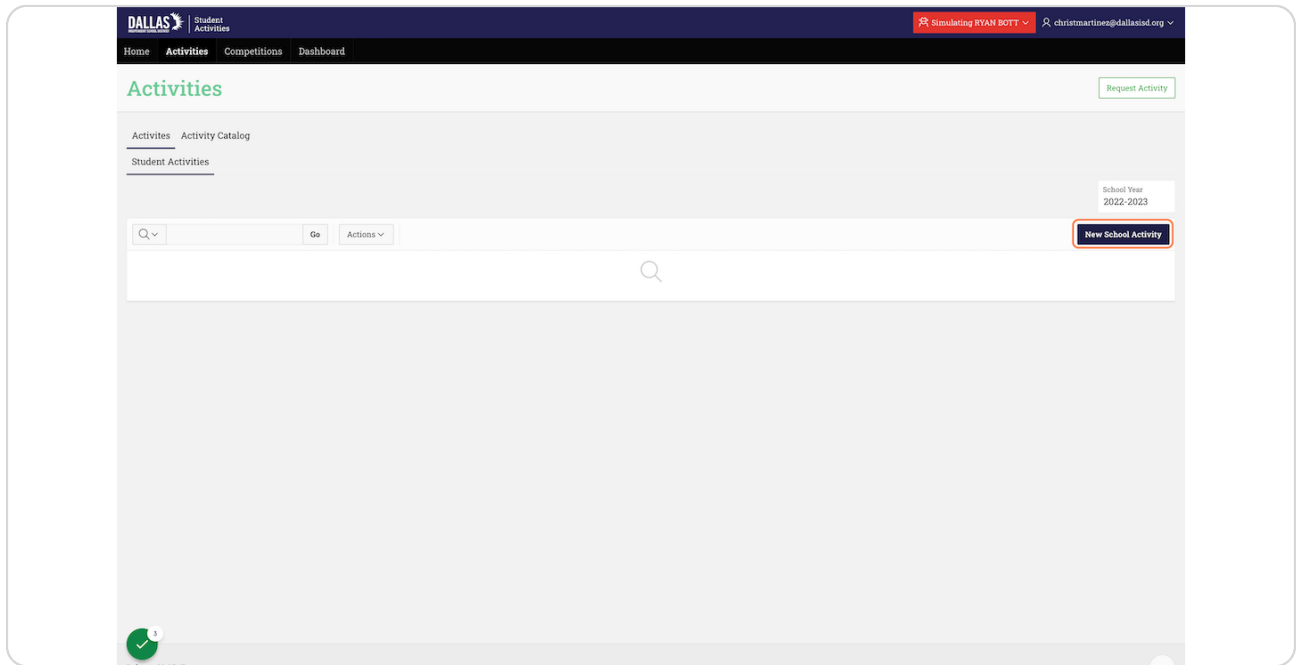
STEP 2

Click on Activities



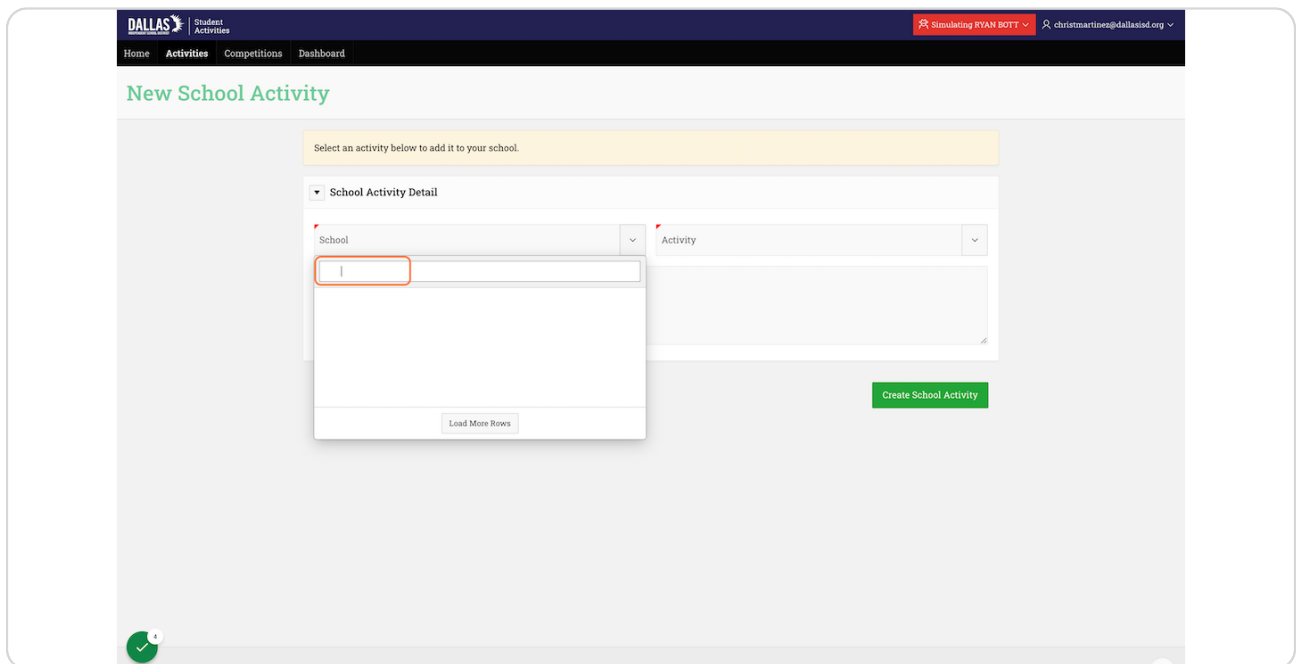
STEP 3

Click on New School Activity



STEP 4

Click on School



STEP 5

Select your Campus

Select an activity below to add it to your school.

▼ School Activity Detail

School
001 - Bryan Adams High School Leadership Academy

Notes

STEP 6

Click on Activity

New School Activity

Select an activity below to add it to your school.

▼ School Activity Detail

School
001 - Bryan Adams High School Leadership Academy

Activity

Notes

Load More Rows

STEP 7

Select your Campus Activity

Activity
ACADEMIC DECATHLON

Activity must have some value.

Create School Activity

STEP 8

Select your School Category

Some activities have dual categories. Select the category that best works for your campus. This can be changed at a later time.

Academic Decathlon

School Activity Detail

School: 001 - Bryan Ad

Activity: ACADEMIC DE

School Category: Academics

Notes

Activity Information

Description
The United States Academic Decathlon (USAD) is an academic competition for high school students in the United States. The Academic Decathlon consists of 10 events: Art, Economics, Essay, Interview, Language and Literature, Math, Music, Science, Social Science, Speech and Super Quiz.

Category: Academics

Dual Category

Department: Student Activities

Grade(s): 9 - 12

Stipend: Y

Create School Activity

STEP 9

Click on Create School Activity

School Activity Detail

School: 001 - Bryan Ad | Activity: ACADEMIC DE | School Category: Academics

Notes

Activity Information

Description: The United States Academic Decathlon (USAD) is an academic competition for high school students in the United States. The Academic Decathlon consists of 10 events: Art, Economics, Essay, Interview, Language and Literature, Math, Music, Science, Social Science, Speech and Super Quiz.

Category: Academics | Dual Category

Department: Student Activities | Grade(s): 9 - 12 | Stipend: Y

Create School Activity

STEP 10

Once the Activity has been added. You can add students and sponsors.

When adding students, you can search via ID number or name.

Academic Decathlon School Activity Detail

School: 001 - Bryan Adams High School Leadership Academy | Activity: ACADEMIC DECATHLON | School Category: Academics

Notes

Activity Information

Description: The United States Academic Decathlon (USAD) is an academic competition for high school students in the United States. The Academic Decathlon consists of 10 events: Art, Economics, Essay, Interview, Language and Literature, Math, Music, Science, Social Science, Speech and Super Quiz.

Category: Academics | Dual Category

Department: Student Activities | Grade(s): 9 - 12 | Stipend: Y

Activity Schedule

Recurring Weekly: Yes No

Students

Add Student

Sponsors

Add Sponsor

Delete | **Apply Changes**

STEP 11

Click on Add Student.

Type Student's name or ID number to locate student in drop down menu.

Academic Decathlon School Activity Detail

Activity Information

School: 001 - Bryan Adams High School Leadership Academy

Activity: ACADEMIC DECATHLON

School Category: Academics

Description: The United States Academic Decathlon (USAD) is an academic competition for high school students in the United States. The Academic Decathlon consists of 10 events: Art, Economics, Essay, Interview, Language and Literature, Math, Music, Science, Social Science, Speech and Super Quiz.

Category: Academics

Dual Category:

Department: Student Activities

Grade(s): 9 - 12

Stipend: Y

Notes:

Search for student: |

Load More Rows

Add Student

Sponsors:

Add Sponsor

Delete

Apply Changes

STEP 12

Once you locate student, click Add Student.

Students

Add Student

ACEVEDO, NATHAN LEE (4076347)

Add Student

Sponsors

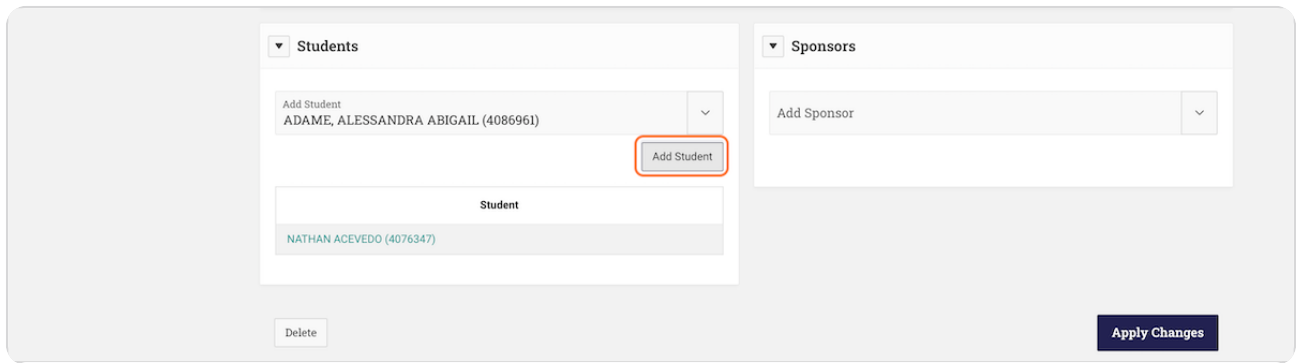
Add Sponsor

Delete

Apply Changes

STEP 13

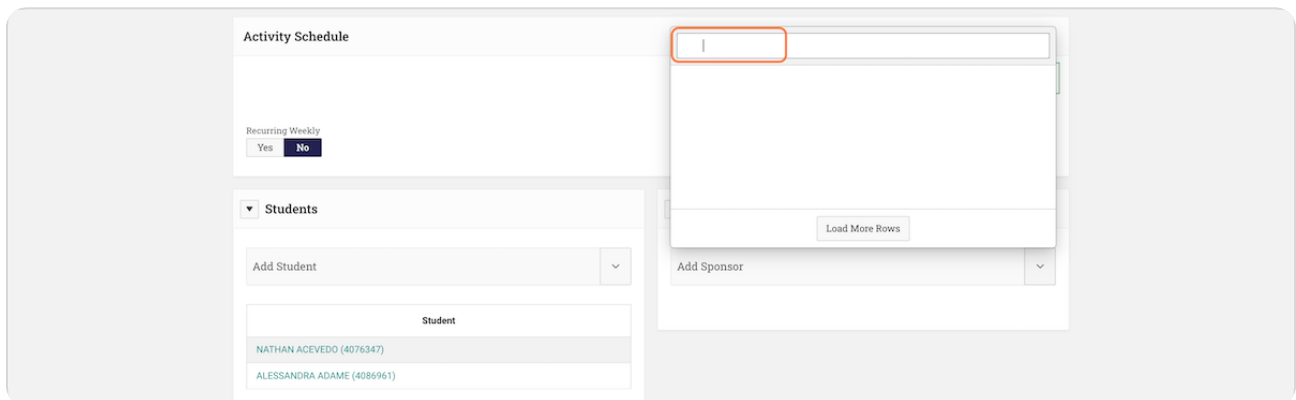
You can add additional students. Be sure to always click Add Student.



STEP 14

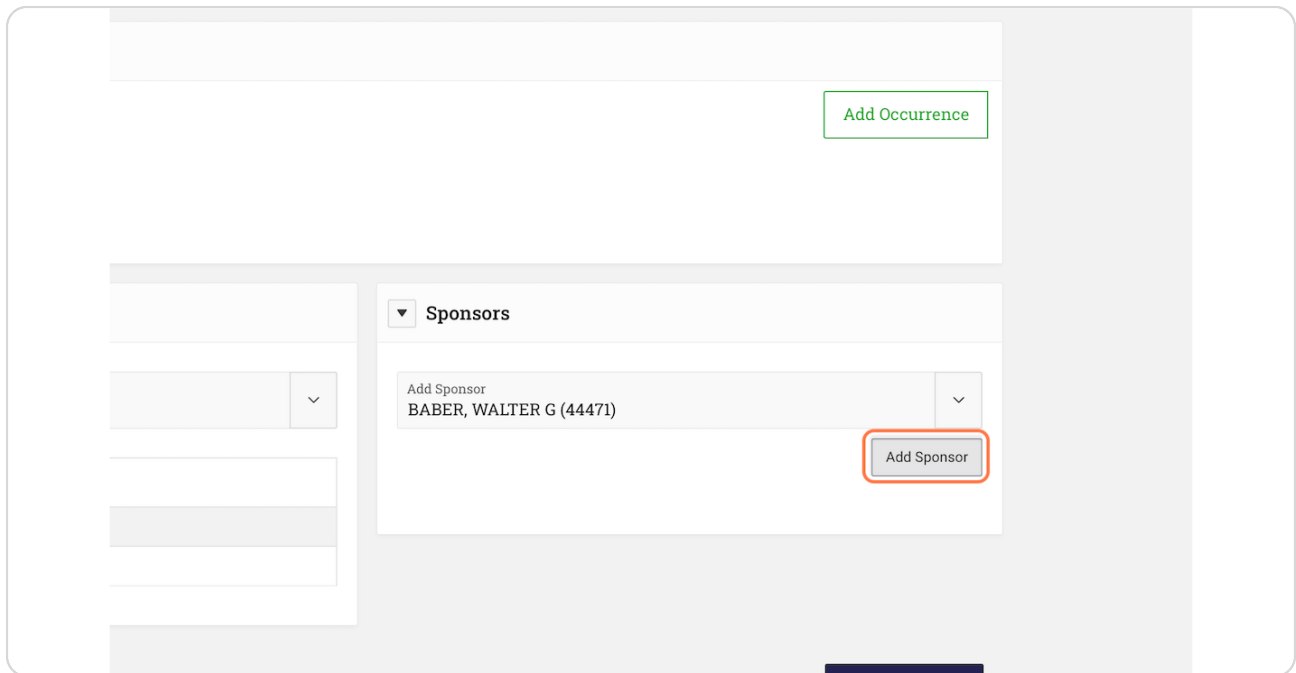
Now, you can add Sponsors.

Type Sponsor's name or ID number to locate them in drop down menu.



STEP 15

Click on Add Sponsor



STEP 16

Click on Apply Changes

