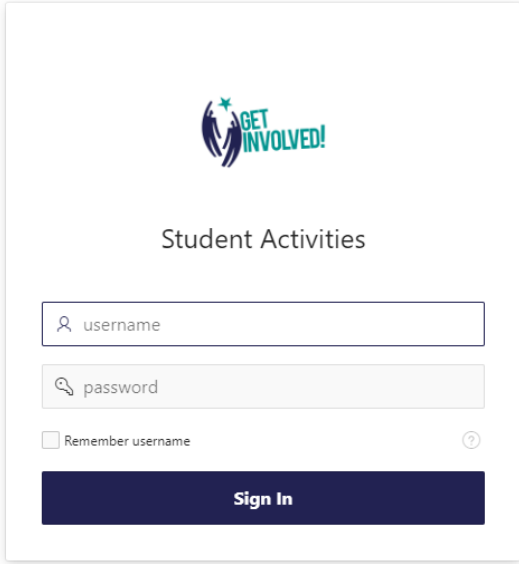


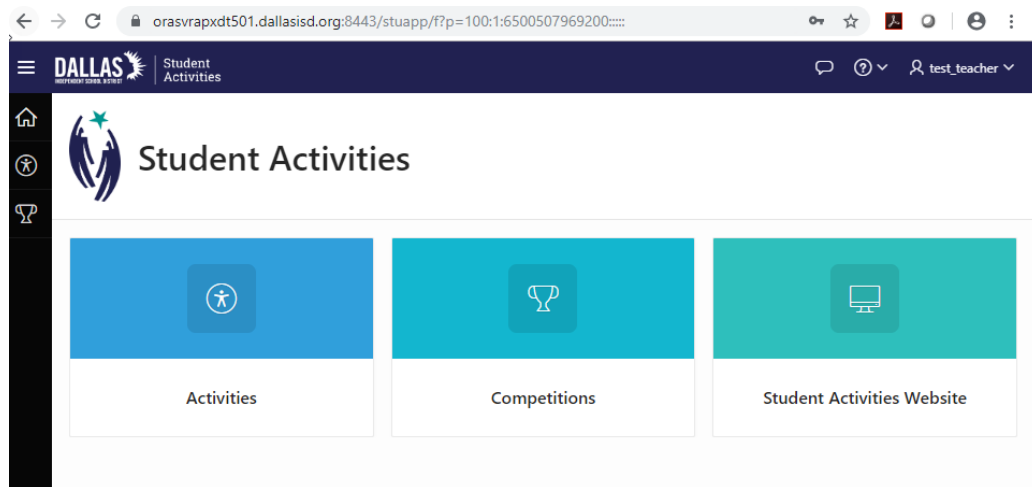
# How to Document Student Involvement

1. Go to activities.dallasisd.org
2. Login with your EAD and password.
3. Click Sign In.



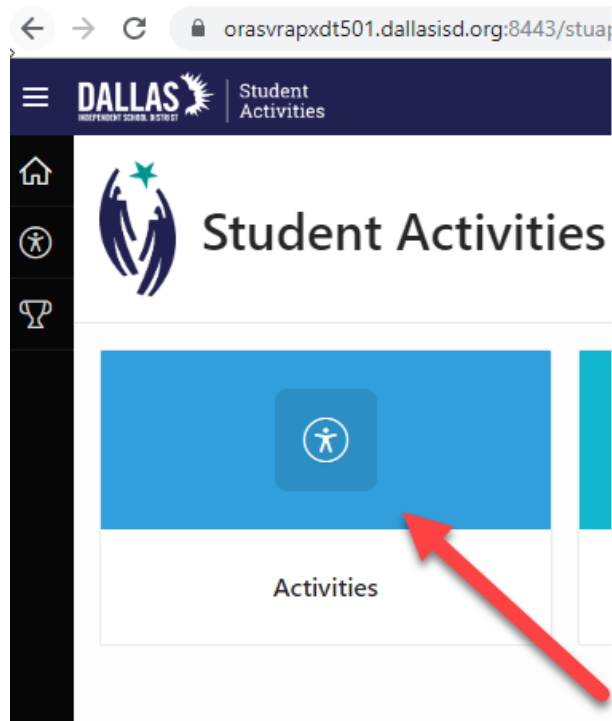
The screenshot shows the login interface for the Student Activities portal. At the top center is the logo with the text "GET INVOLVED!". Below the logo is the heading "Student Activities". There are two input fields: the first is labeled "username" and the second is labeled "password". Below the password field is a checkbox labeled "Remember username" and a small question mark icon. At the bottom of the form is a dark blue button with the text "Sign In" in white.

4. This will take you to the Home Screen.

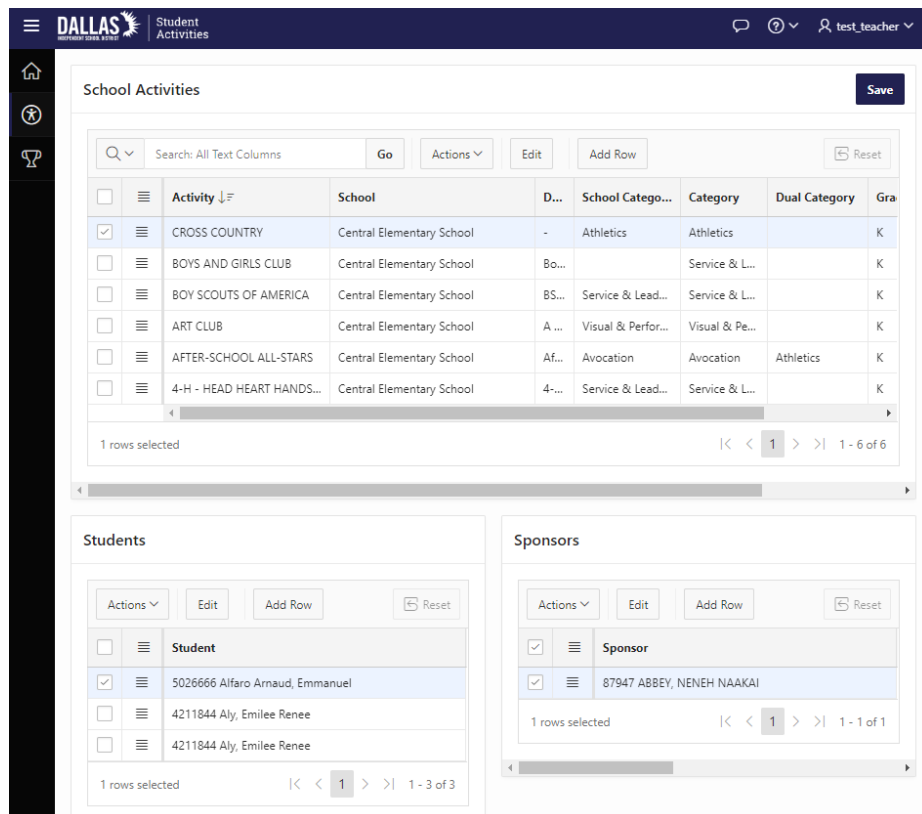


# How to Document Student Involvement

5. Click on Activities.

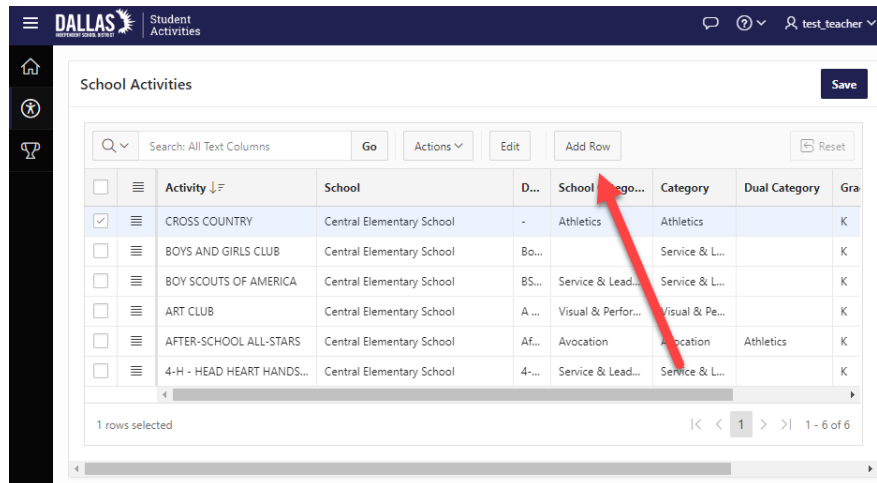


6. This will take you to the Activities Home Screen.

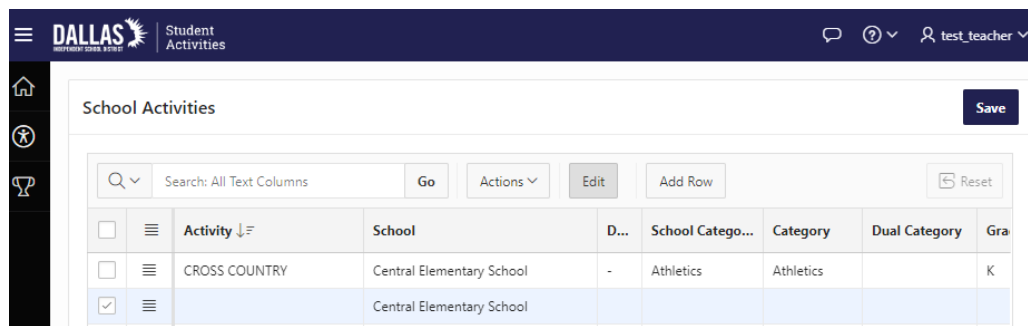


# How to Document Student Involvement

7. Click Add Row.

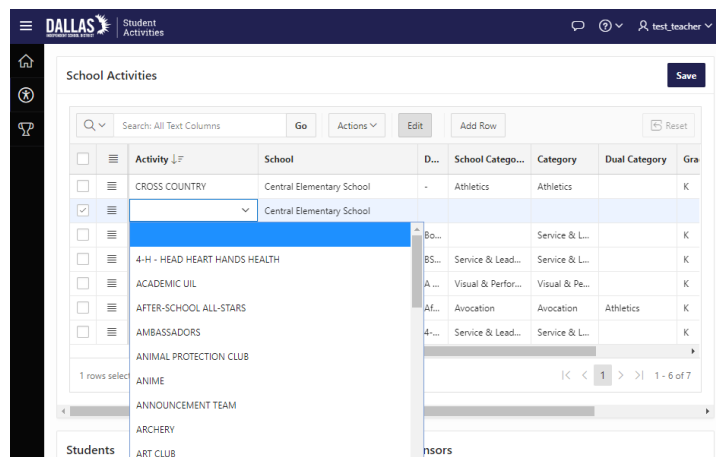


8. A new blank row will appear.



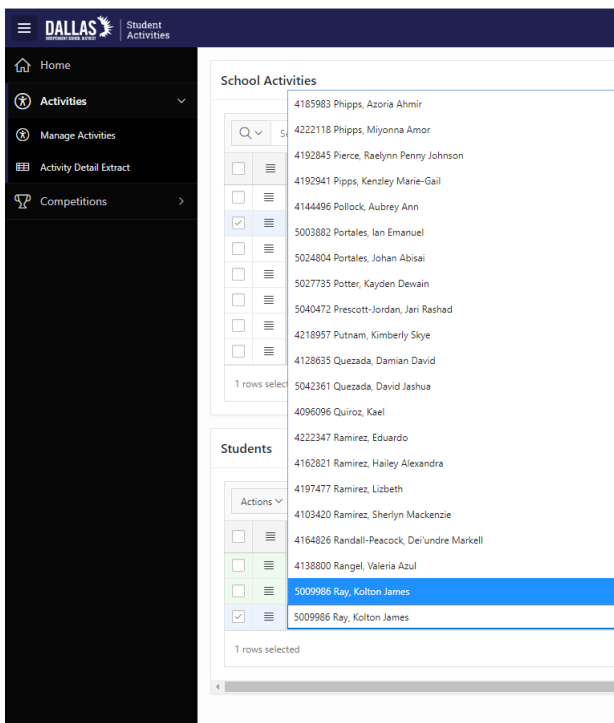
9. Click on the box under Activity Column.

10. Choose your campus activity from the dropdown.



# How to Document Student Involvement

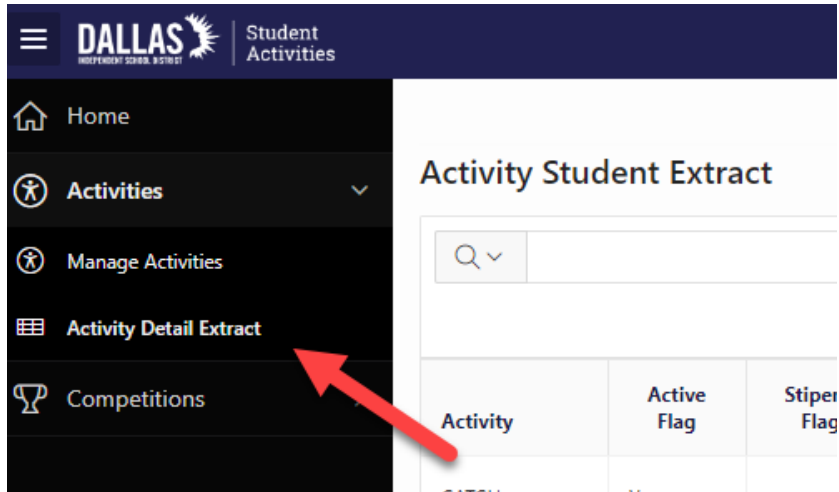
11. After you choose your activity, click Save in the top right.
12. Now that the activity is saved, you can add students.
13. To add students, ensure the activity is checked. You can only add students to one activity at a time.
14. Go down to the student section in the bottom left, click on the row below Student. Type the student id or search for the student alphabetically by last name.
15. To add another student, click Add Row then continue process until the entire club is listed. When you are finished. Click on Save in the bottom right corner.
16. Follow the same process to add sponsors.



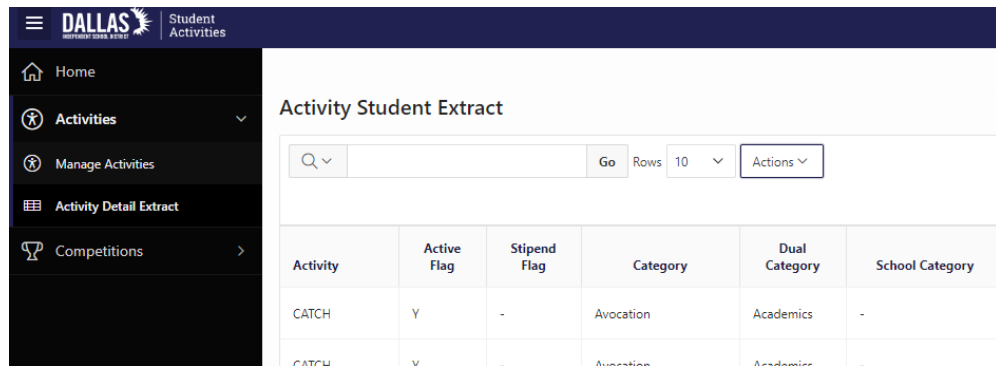
## 17. Activity Report

# How to Document Student Involvement

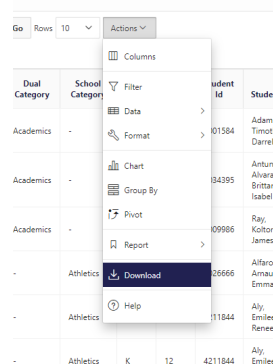
18. In full screen view, click Activity Detail Extract



19. This will show you students and clubs on your campus. To get a report that you can share, click on Actions.

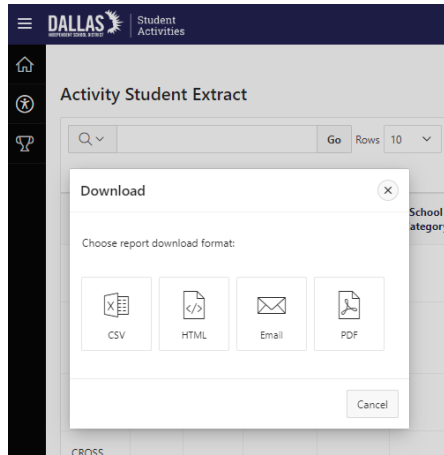


20. Choose Download.



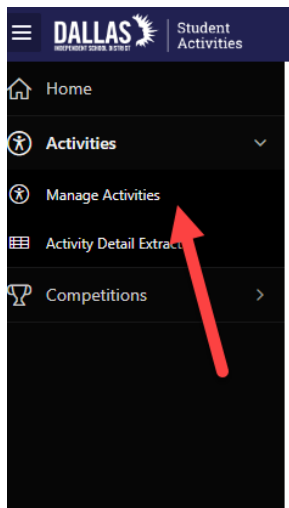
# How to Document Student Involvement

21. Then you can choose your report format.



22. View all Activities or Request a new activity.

23. Go to full screen mode and click Manage Activities.

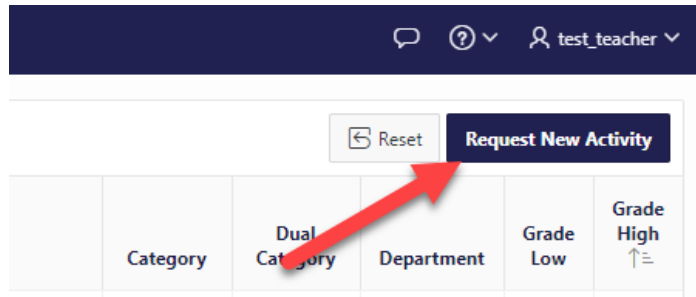


24. All activities are listed.

Name	Active	Signed	Description	Category	Dual Category	Department	Grade Level	Grade High (T)
FUTSAL	Y	-	Futsal (also known as indoor soccer or football) is a modified form of soccer played with five players per side on a smaller, typically indoor, field.	Athletics	-	STEM, Health & PE	K	5
T-BALL	Y	-	-	Athletics	-	-	K	5
BIG THOUGHT?	Y	-	Big Thought is a non-profit organization that works with partners across the city to provide creative learning programs that enrich the lives of youth.	Avocation	Academics	-	K	5
CAMP FIRE	Y	-	Camp Fire offers a variety of programs including school-year programs, teen service and leadership, camps and outdoor education. Afterschool programs allow for homework mentoring and tutoring, but also teach many other skills.	Academics	Service & Leadership	-	K	5
ASPIRE AFTERSCHOOL LEARNING	Y	-	Aspire bolsters upper elementary students' reading by providing targeted daily support, using guided reading strategies based on the research of Fouris and Flierl (1990). Our evidence-based methods work. Aspire also bolsters STEM/STEAM (Science, Technology, Engineering, Art & Math) skills and nurtures general academic content through regular project-based learning activities, including our annual science fair.	Academics	-	-	K	5
CATCH	Y	-	CATCH stands for a Coordinated Approach to Child Health. This is the most important way that CATCH creates behavior change are by enabling children to identify healthy foods, and by increasing the amount of moderate to vigorous physical activity (MVPA) children engage in each day.	Avocation	Academics	-	K	5
READERS' THEATRE	Y	-	In readers' theatre, students "actform" by reading scripts created from grade-level books or stories. Usually they do so without costumes or props. Reader's theatre is a strategy that combines reading practice and performing.	Visual & Performing Arts	Academics	-	K	5
NATIONAL ELEMENTARY HONOR SOCIETY	Y	-	As the nation's oldest student recognition program, NHS joins the National Junior Honor Society (NJHS) and National Honor Society (NHS), the nation's two oldest and largest student recognition programs, in creating a continuum of excellence being established throughout the elementary, middle, and high school education community.	Service & Leadership	Academics	-	K	5
GIRL SCOUTS	Y	-	The Girl Scouts of America or a similar organization of girls that promotes character, outdoor activities, good citizenship, and service to others.	Service & Leadership	-	-	K	5

# How to Document Student Involvement

25. To request that a club or activity be added, click Request New Activity in the top right corner.



26. Then completely fill out the following form.

A screenshot of a 'Request Activity' form. The form has a title 'Request Activity' and a close button. Below the title, there is a section titled 'Extracurricular Activity Requirements:' with a list of bullet points: 'Activities must be approved by the principal.', 'Students should have a choice in participating. The activity should be optional.', 'Activities should be fun and memorable.', 'Activities should help students feel connected to the school or a part of a team.', and 'Activities should engage participants in student-centered learning.' Below the requirements, there are several input fields: 'Activity Name' (text input), 'Category' (dropdown), 'Dual Category' (dropdown), 'Department' (dropdown), 'Grade Low' (dropdown), 'Grade High' (dropdown), and 'Stipend' (radio buttons for 'Yes' and 'No', with 'No' selected). At the bottom, there are 'Cancel' and 'Create' buttons.

27. Please note activities will have to receive approval to be added to the system.