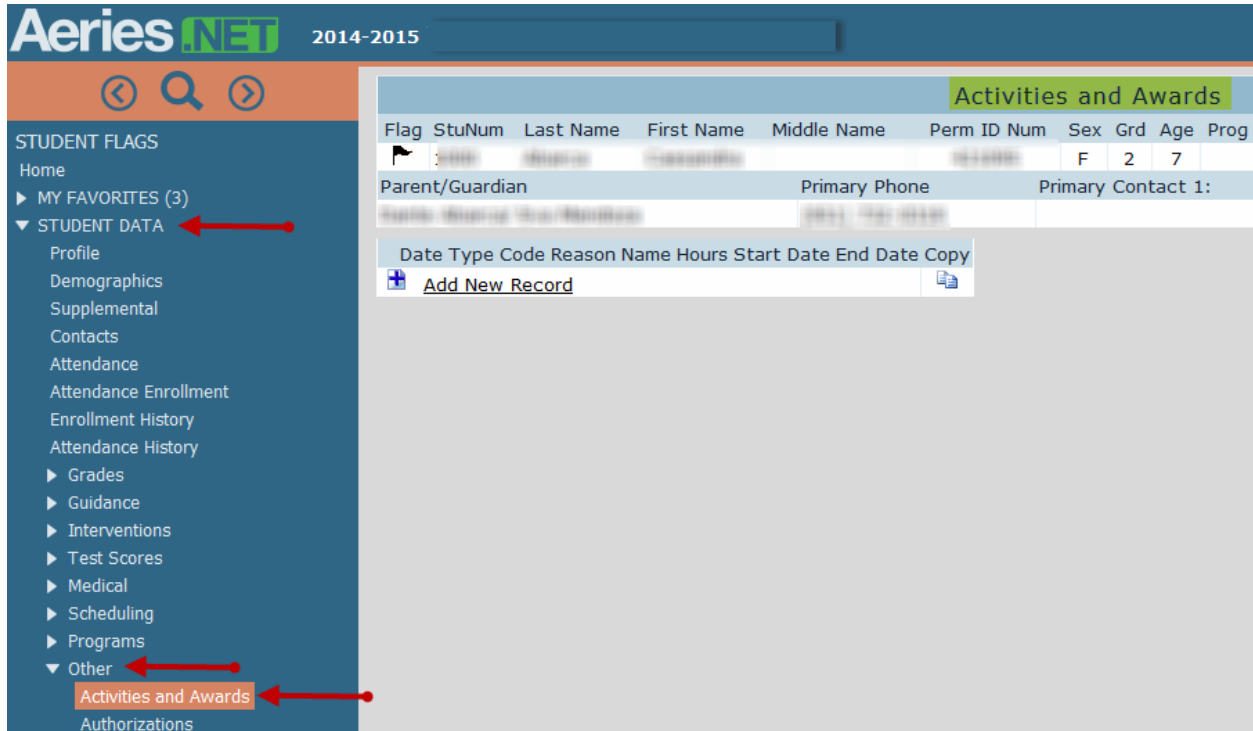


## Activities & Awards Table – Aeries.Net

1. From the **Navigation Tree**, click on the **Student Data**
2. Click on the **Other**
  - a. Click on the **Activities and Awards**
3. From the **Activities and Awards** form, click on the **Add New Record** option.





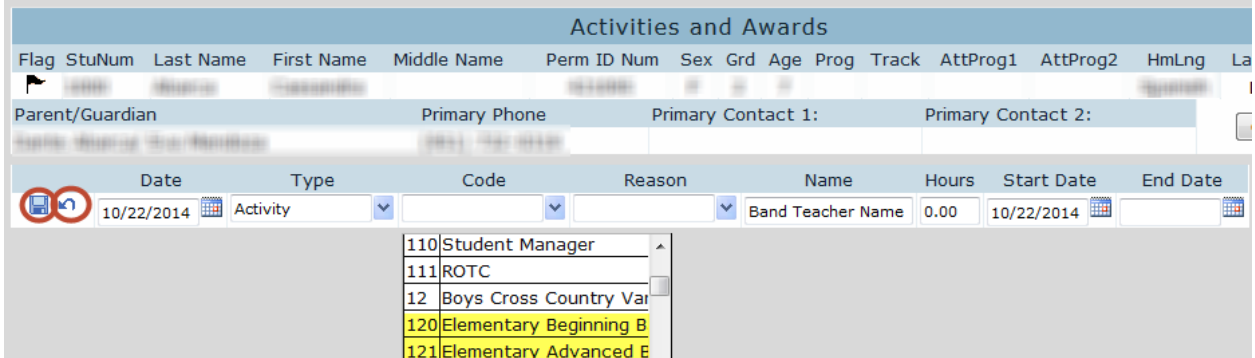
The screenshot shows the Aeries.Net 2014-2015 interface. On the left is a navigation tree under 'STUDENT DATA' with 'Other' expanded to show 'Activities and Awards'. A red arrow points to 'Activities and Awards'. The main content area shows the 'Activities and Awards' form with a table of existing records and an 'Add New Record' button. A red arrow also points to the 'Add New Record' button.

| Flag            | StuNum | Last Name      | First Name | Middle Name | Perm ID Num        | Sex | Grd | Age | Prog |
|-----------------|--------|----------------|------------|-------------|--------------------|-----|-----|-----|------|
| ▶               | 0000   | 00000          | 0000000    |             | 000000             | F   | 2   | 7   |      |
| Parent/Guardian |        | Primary Phone  |            |             | Primary Contact 1: |     |     |     |      |
| 0000            |        | 0000 0000 0000 |            |             | 0000 0000 0000     |     |     |     |      |

| Date             | Type | Code | Reason | Name | Hours | Start Date | End Date | Copy |
|------------------|------|------|--------|------|-------|------------|----------|------|
| + Add New Record |      |      |        |      |       |            |          |      |

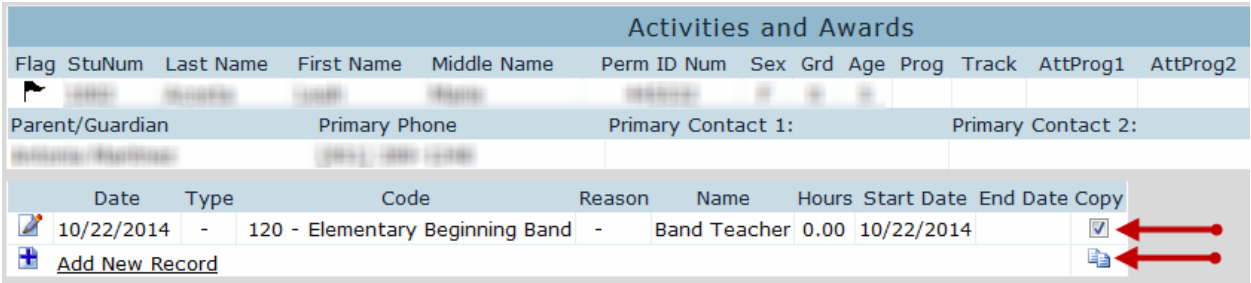
4. If the **Date** that is auto-populated is correct, **Click** on the pull-down in the **Type** field and select the appropriate code from the list.
  - a. **1 – Activity**
  - b. **2 - Award**
5. If the Date is incorrect, click on the **Date** picker to make your date selection, then **Click** on the pull-down in the **Type** field to select the appropriate code from the list.
6. The **Code** field has several options, refer to **Activities Code** list for the correct code then; select the appropriate code from the pull-down list.
7. The **Reason** field has several options; make appropriate code selection from the pull-down list, *if applicable*.
8. The **Name** field is a 'free form' field which allows the user to enter data; however it is preferred that schools are consistent with the data being entered, if used.

9. The **Hours** field allows the user to type in the number of hours or minutes the student is participating in the program (non-mandatory)
10. The **Start Date** and **End Date** fields are non-mandatory fields; although can be used to track the students program/activity participation time, if used.
11. To **Save** the entry, click on the **diskette** icon. 
12. To **Cancel** the entry, click on the **Undo** icon. 



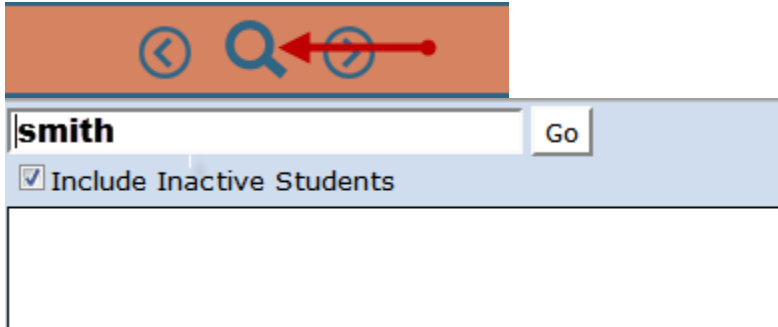
**To Copy a Record from One Student to Another**

1. From **Activities and Awards** form click on the **Copy checkbox** and then the **Copy** icon



| Date       | Type | Code                            | Reason | Name         | Hours | Start Date | End Date | Copy                                |
|------------|------|---------------------------------|--------|--------------|-------|------------|----------|-------------------------------------|
| 10/22/2014 | -    | 120 - Elementary Beginning Band | -      | Band Teacher | 0.00  | 10/22/2014 |          | <input checked="" type="checkbox"/> |

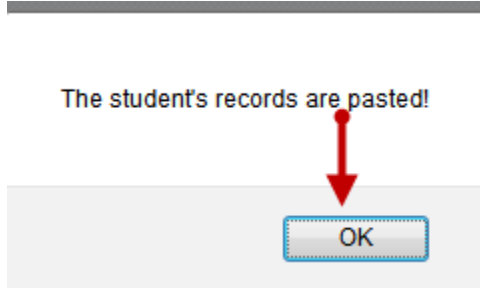
2. Find the next student using the magnify glass and type student name or student ID



3. **Paste** the record into the next student

| Activities and Awards |                                |           |                |             |             |                    |          |      |      |  |  |
|-----------------------|--------------------------------|-----------|----------------|-------------|-------------|--------------------|----------|------|------|--|--|
| Flag                  | StuNum                         | Last Name | First Name     | Middle Name | Perm ID Num | Sex                | Grd      | Age  | Prog |  |  |
| ▼                     | 0000                           | 000000    | 000000000      | 0000        | 000000      | M                  | 00       | 00   | 000  |  |  |
| Parent/Guardian       |                                |           | Primary Phone  |             |             | Primary Contact 1: |          |      |      |  |  |
| 00 - 000000-0000      |                                |           | 0000-0000-0000 |             |             |                    |          |      |      |  |  |
| Date                  | Type                           | Code      | Reason         | Name        | Hours       | Start Date         | End Date | Copy |      |  |  |
| +                     | <a href="#">Add New Record</a> |           |                |             |             |                    |          |      |      |  |  |

4. Click Ok and you will see the copied record on the student



| Activities and Awards |                                |           |                                 |             |              |                    |            |      |                    |       |          |          |
|-----------------------|--------------------------------|-----------|---------------------------------|-------------|--------------|--------------------|------------|------|--------------------|-------|----------|----------|
| Flag                  | StuNum                         | Last Name | First Name                      | Middle Name | Perm ID Num  | Sex                | Grd        | Age  | Prog               | Track | AttProg1 | AttProg2 |
| ▼                     | 0000                           | 000000    | 000000000                       | 0000        | 000000       | M                  | 00         | 00   | 000                |       |          |          |
| Parent/Guardian       |                                |           | Primary Phone                   |             |              | Primary Contact 1: |            |      | Primary Contact 2: |       |          |          |
| 00 - 000000-0000      |                                |           | 0000-0000-0000                  |             |              |                    |            |      |                    |       |          |          |
| Date                  | Type                           | Code      | Reason                          | Name        | Hours        | Start Date         | End Date   | Copy |                    |       |          |          |
| +                     | 10/22/2014                     | -         | 120 - Elementary Beginning Band | -           | Band Teacher | 0.00               | 10/22/2014 |      |                    |       |          |          |
| +                     | <a href="#">Add New Record</a> |           |                                 |             |              |                    |            |      |                    |       |          |          |

### To Print Activity/Awards Report

1. From the **Navigation Tree** click on the **Query** button.
2. From the **Query** form type the following **Query**.

LIST STU ACT STU.SC STU.ID STU.LN STU.FN STU.GR ACT.DT ACT.CD ACT.NM ACT.SD ACT.ED ACT.HR IF  
ACT.CD = 120 or (The code for the Activity/Awards)

| 2014-2015    |     |     |        |        |        |        |        |        |         |        |        |        |    |
|--------------|-----|-----|--------|--------|--------|--------|--------|--------|---------|--------|--------|--------|----|
| LIST         | STU | ACT | STU.SC | STU.ID | STU.LN | STU.FN | STU.GR | ACT.CD | ACT.CD? | ACT.SD | ACT.ED | ACT.HR | IF |
| ACT.CD = 120 |     |     |        |        |        |        |        |        |         |        |        |        |    |