

Center: Activity Schedule

To Schedule an Activity:

1. Access **Center Activities > Setup**
2. Select **Schedule**
3. Set the **Start and End dates and the Recurrence**.
4. Select **Add Timeslot(s)**
5. **Save the Activity Schedule**

Continue >

The screenshot shows a web application interface. At the top, there are navigation tabs: Center, Contacts, Operational, Feeder Schools, Activities, Participants, and Miscellaneous. Below the navigation, there is a table of activities with columns for Name, Description, and Status. A 'Schedule' button is highlighted with a red circle and the number 2. Below the table, there is a form titled 'Activity Schedule' with fields for Start Date, End Date, Recurrence, and a 'Save' button. The 'Save' button is highlighted with a red circle and the number 5. A 'Continue >' button is located to the left of the form.

Center: Activity Schedule
Text Captions: Continue >

Center Home - Edvance Training ESD (Cappella HS, Cusick)

The Spring term Due Date is: 8/20/2010 - 67 day

- There are currently 24 Students entered for the center.
- There are currently 1 Adults entered for the center.

Current Snapshot

- **Activities**
 - Total Student Activities: 3
 - Activities with no Enrollment: 1
 - Activities with no Attendance: 1
 - Activities with Attendance: 1
 - Total Adult Activities: 1
 - Activities with no Enrollment: 1
- **Operations**
 - Days per Week: 1
 - Weeks in service: 1 (Anticipated 10)
 - Hours per Week: 1 (Anticipated 10)
 - Before School: 0
 - During School: 0
 - After School: 1
 - Weekend: 0

Select Activities > Setup

The screenshot shows a web application interface. At the top, there are navigation tabs: Center, Contacts, Operational, Feeder Schools, Activities, Participants, and Miscellaneous. Below the navigation, there is a 'Center Information' section with a 'Print' button. A 'Select Activities > Setup' button is highlighted with a red circle and the number 1. Below the 'Center Information' section, there is a 'Current Snapshot' section with a list of statistics. At the bottom, there is a footer with copyright information: © 2004-2009 Texas Education Agency. All rights reserved. TEA Home | TEA Search | TEA Locator | TEA Division.

Slide 2
Text Captions: Select Activities > Setup

Center * Contents * Operational * Feeder Schools * Activities * Participants * Transference *

Activities Enhance Training ESD (Cappella HS, Custer HS, Brown Ele.) Cycle 8 End of Year (Spring: 2010 - C1 / Cappella HS

Note 1: Selecting "All Centers" and Filter will show all activities administered by any Center within the Grant.
 Note 2: Deselecting "Active Only" and Filter will show both Active and Inactive Activities.

Activities

Name	Description	Active	All Centers	Active Only	Filter	Reset
CSI Science 2nd & 3rd Grades	Students will meet via online webinars with Forensic Scientists and solve m...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Filter	Reset
CSI Science 4th & 5th Grades	Students will meet via online webinars with Forensic Scientists and solve m...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Filter	Reset
Family Techies and Digital Arts	Families will learn how to use social media tools to connect with other re...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Filter	Reset
Map for Math	Service Learning project organized by students to determine strategy and de...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Filter	Reset

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TEA Home

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Example:
 CSI Science for 4th and 5th graders is going to be delivered beginning January 11 through May 21 on Mondays and Wednesdays from 3:15 p.m. to 4:15 p.m..

Helpful Tip:
 Only enter your default or basic schedule. Additional timeslots can be added when you record attendance.

Slide 4

Text Captions: Click the Schedule button

Example:

CSI Science for 4th and 5th graders is going to be delivered beginning January 11 through May 21 on Mondays and Wednesdays from 3:15 p.m. to 4:15 p.m..

Helpful Tip:

Only enter your default or basic schedule. Additional timeslots can be added when you record attendance.

Center * Contents * Operational * Feeder Schools * Activities * Participants * Transference *

Activity Schedule Enhance Training ESD (Cappella HS, Custer HS, Brown Ele.) Cycle 8 End of Year (Spring: 2010 - C1 / Cappella HS

Activity Schedule

Activity Name: CSI Science 4th

Start Date:

End Date:

Recurrences: Daily (7 days a week) Weekly Monthly Selected Dates

The Activity Schedule page opens

Activity Times

No timeslots for the current scheduled activity.

Save Cancel Activity List

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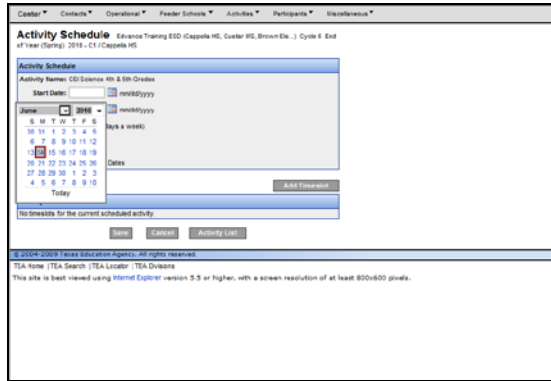
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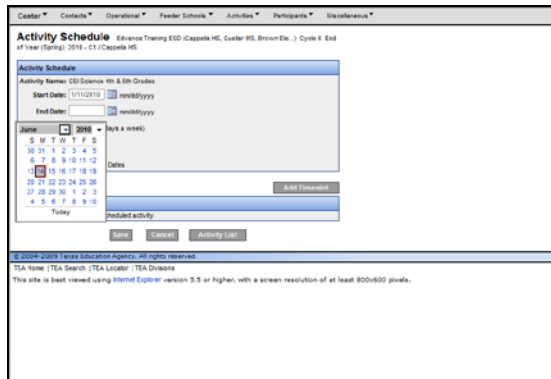
Slide 6

Text Captions: The Activity Schedule page opens

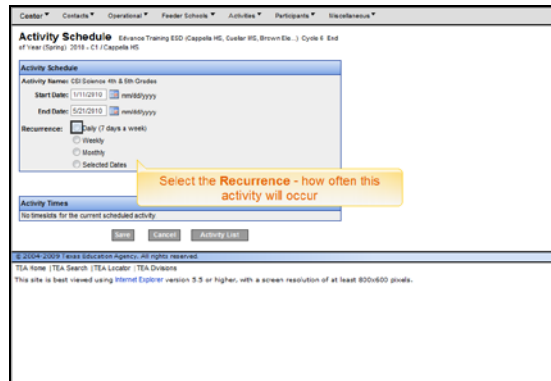
Select the Activity start date



Slide 7



Slide 11



The screenshot shows a web application interface for scheduling an activity. At the top, there are navigation tabs: Center, Contacts, Operational, Feeder Schools, Activities, Participants, and Transference. The main heading is "Activity Schedule" with a subtitle "Advance Training ESD (Cappella HS, Coaler HS, Brown Ele.) Cycle 8 End of Year (Spring) 2010 - E1 / Cappella HS".

The "Activity Schedule" section contains the following fields:

- Activity Name: CE Science 4th & 5th Grades
- Start Date: 1/11/2010
- End Date: 5/21/2010
- Recurrence: Daily (7 days a week), Weekly, Monthly, Selected Dates

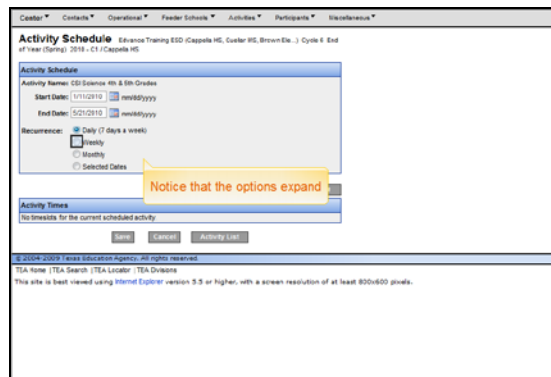
A yellow callout box with the text "Select the Recurrence - how often this activity will occur" points to the Recurrence radio buttons.

Below the form, there is an "Activity Times" section with the text "No timeslots for the current scheduled activity." and buttons for "Save", "Cancel", and "Activity List".

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Slide 14

Text Captions: Select the Recurrence - how often this activity will occur



This screenshot is identical to the one above, showing the "Activity Schedule" form. However, the "Recurrence" section now shows a dropdown menu expanded to the right of the radio buttons. The dropdown menu contains the following options:

- Daily (7 days a week)
- Weekly
- Monthly
- Selected Dates

A yellow callout box with the text "Notice that the options expand" points to the expanded dropdown menu.

Slide 15

Text Captions: Notice that the options expand

The screenshot shows a web application interface for scheduling activities. At the top, there are navigation tabs: Center, Contacts, Operational, Feeder Schools, Activities, Participants, and Transference. The main title is "Activity Schedule" with a subtitle "Advance Training ESO Cappelia HS, Coker HS, Brown Ele. - Cycle 8 End of Year (Spring) 2010 - C1 / Cappelia HS".

The "Activity Schedule" section contains the following fields and options:

- Activity Name: CCI Science 4th & 5th Grades
- Start Date: 1/11/2010
- End Date: 5/21/2010
- Recurrence: Daily (7 days a week), Weekly, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Monthly: Monthly, Selected Dates

Below the recurrence options is an "Add Time-slot" button. The "Activity Times" section shows "No timeslots for the current scheduled activity" with "Save", "Cancel", and "Activity List" buttons.

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Slide 16

This screenshot is identical to the one above, but the "Monthly" radio button is selected. The "Monthly" section now includes a text input field: "Note: Enter a day of the month from 1 to 31."

Slide 17

The screenshot shows a web form titled "Activity Schedule" for "CEI Science 4th & 5th Grades". The form includes fields for "Start Date" (1/11/2010) and "End Date" (5/21/2010). Under the "Recurrence" section, the "Selected Dates" option is selected. Below the form is an "Add Timeslot" button and a section for "Activity Times" which currently shows "No timeslots for the current scheduled activity". At the bottom, there are "Save", "Cancel", and "Activity List" buttons. A footer contains copyright information and browser requirements.

Slide 18

This screenshot is identical to Slide 18, but the "Recurrence" section is expanded to show the "Weekly" options. The "Weekly" radio button is selected, and the days of the week are listed with checkboxes: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The "Selected Dates" option is also visible.

Slide 19

Center * Contacts * Operational * Feeder Schools * Activities * Participants * Transference *

Activity Schedule

Advanced Training ESD (Cappella HS, Coaker HS, Brown Ew.) Cycle 4 End of Year (Spring) 2010 - E1 / Cappella HS

Activity Schedule

Activity Name: CEI Science 4th & 5th Grades

Start Date: 1/11/2010 [calendar icon] [clear] [help]

End Date: 5/21/2010 [calendar icon] [clear] [help]

Recurrence: Daily (7 days a week) Weekly Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Monthly Selected Dates

Activity Times

No timeslots for the current scheduled activity.

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Slide 20

Center * Contacts * Operational * Feeder Schools * Activities * Participants * Transference *

Activity Schedule

Advanced Training ESD (Cappella HS, Coaker HS, Brown Ew.) Cycle 4 End of Year (Spring) 2010 - E1 / Cappella HS

Activity Schedule

Activity Name: CEI Science 4th & 5th Grades

Start Date: 1/11/2010 [calendar icon] [clear] [help]

End Date: 5/21/2010 [calendar icon] [clear] [help]

Recurrence: Daily (7 days a week) Weekly Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Monthly Selected Dates

Activity Times

No timeslots for the current scheduled activity.

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Slide 21

The screenshot shows the 'Activity Schedule' form for 'Advanced Training ESD (Cappella HS, Coker HS, Brown Ele.) Cycle 4 End of Year (Spring) 2010 - E1 (Cappella HS)'. The 'Activity Name' is 'CSI Science 4th & 5th Grades'. The 'Start Date' is 1/11/2010 and the 'End Date' is 5/21/2010. The 'Recurrence' is set to 'Weekly' with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A callout box with a red circle containing the number '4' points to the 'Add Timeslot' button. The callout text reads: 'Click the Add Timeslot button to add the Times this activity is offered.' Below the form, there is a section for 'Activity Times' with a message 'No timeslots for the current scheduled activity.' and a 'Scheduling Tips' box containing the following text:

- An activity cannot be scheduled for more than 10 hours in one day
- A schedule cannot be changed once attendance has been entered in TX21st for that activity
- Do not "over schedule." Only add the regular timeslots here and add impromptu timeslots when entering attendance.

Slide 22

Text Captions: Click the Add Timeslot button to add the Times this activity is offered.

Scheduling Tips:

An activity cannot be scheduled for more than 10 hours in one day
 A schedule cannot be changed once attendance has been entered in TX21st for that activity

Do not "over schedule." Only add the regular timeslots here and add impromptu timeslots when entering attendance.

This screenshot is similar to the previous one, showing the 'Activity Schedule' form. The 'Recurrence' is still 'Weekly' with 'Monday' and 'Wednesday' checked. A callout box with an orange background points to the 'Add Timeslot' button. The callout text reads: 'Click the Add Timeslot button'. Below the form, the 'Activity Times' section shows 'No timeslots for the current scheduled activity.' and buttons for 'Save', 'Cancel', and 'Activity List'. The footer contains copyright information for 2004-2009 Texas Education Agency.

Slide 23

Text Captions: Click the Add Timeslot button

The screenshot shows a web application interface for scheduling activities. At the top, there are navigation tabs: Center, Contacts, Operational, Feeder Schools, Activities, Participants, and Transference. The main heading is "Activity Schedule" for "Edvance Training ESD (Cappella HS, Custer HS, Brown Ee.) Cycle 4 End of Year (Spring) 2010 - C1 (Cappella HS)".

The "Activity Schedule" section includes:
- Activity Name: CCI Science 4th & 5th Grades
- Start Date: 1/11/2010
- End Date: 5/21/2010
- Recurrence: Weekly (selected), Monday, Tuesday, Wednesday, Thursday, Friday (checked), Saturday, Sunday (unchecked).
- Radio buttons for Monthly and Selected Dates are also present.

The "Activity Times" section has a table with columns for Start Time and End Time. The start time is currently set to 8:00 AM. A callout box points to this field with the text "Select the start time". Another callout box above the table says "The Activity Times options appear."

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Slide 25
Text Captions: Select the start time
The Activity Times options appear.

This screenshot shows the same "Activity Schedule" form as Slide 25, but with additional UI elements. In the "Activity Times" section, an "Add Time Slot" button is now visible to the right of the table. Below the table, there are three buttons: "Save", "Cancel", and "Activity List...". The rest of the form, including the activity name, dates, and recurrence settings, remains the same as in the previous slide.

Slide 27

The screenshot shows a web-based form titled "Activity Schedule" for "Advanced Training ESO (Cappella HS, Coker HS, Brown Etc.) Cycle 4 End of Year (Spring) 2010 - C1 (Cappella HS)". The form includes sections for "Activity Schedule" (with fields for Activity Name, Start Date, and End Date) and "Activity Times" (with fields for Start Time and End Time). The "End Time" dropdown is highlighted with a yellow callout box containing the text "Select the end time".

Slide 28
Text Captions: Select the end time

This screenshot is similar to the previous one, but the "End Time" dropdown now shows "2:15 PM". A yellow callout box with the text "Click the Save button" points to the "Save" button located below the "Activity Times" section.

Slide 30
Text Captions: Click the Save button

The screenshot shows a web application interface for managing an activity schedule. At the top, there are navigation tabs: Center, Contacts, Operational, Teacher Schedule, Activities, Participants, and Transference. The main heading is "Activity Schedule" for "Advanced Training ESO Coppola HS, Coaker HS, Brown Etc. | Cycle 4 End of Year (Spring) 2010 - E1 / Coppola HS". A green notification box at the top left states "The Activity Schedule was saved successfully." Below this is the "Activity Schedule" form. The "Activity Name" is "CS Science 4th & 5th Grades". The "Start Date" is "07/12/10" and the "End Date" is "08/02/10". The "Recurrence" section has radio buttons for "Daily (7 days a week)", "Weekly", "Monthly", and "Selected Dates". Under "Weekly", there are checkboxes for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday", with "Monday" and "Tuesday" checked. Below the recurrence options is the "Activity Times" section, which has a table with "Start Time" and "End Time" columns. The "Start Time" is "3:15 PM" and the "End Time" is "4:15 PM". There are "Save", "Cancel", and "Activity List" buttons at the bottom of the form. Two text boxes with arrows pointing to the interface provide instructions: an orange box says "A notification appears if it was done correctly." and a green box says "Next Step: Be sure that you have added participants (students and family members) into your program and then enroll them into each of the activities that they are signed up for. Once this is done, you can begin to record attendance in TX21st for each activity." At the bottom of the page, there is a footer with the text "© 2009 Texas Education Agency. All rights reserved." and "TEA Home | TEA Search | TEA Locator | TEA Division". A note at the bottom states "This site is best viewed using Internet Explorer version 5.5 or higher, with a screen resolution of at least 800x600 pixels."

Slide 32

Text Captions: A notification appears if it was done correctly.

Next Step: Be sure that you have added participants (students and family members) into your program and then enroll them into each of the activities that they are signed up for. Once this is done, you can begin to record attendance in TX21st for each activity.