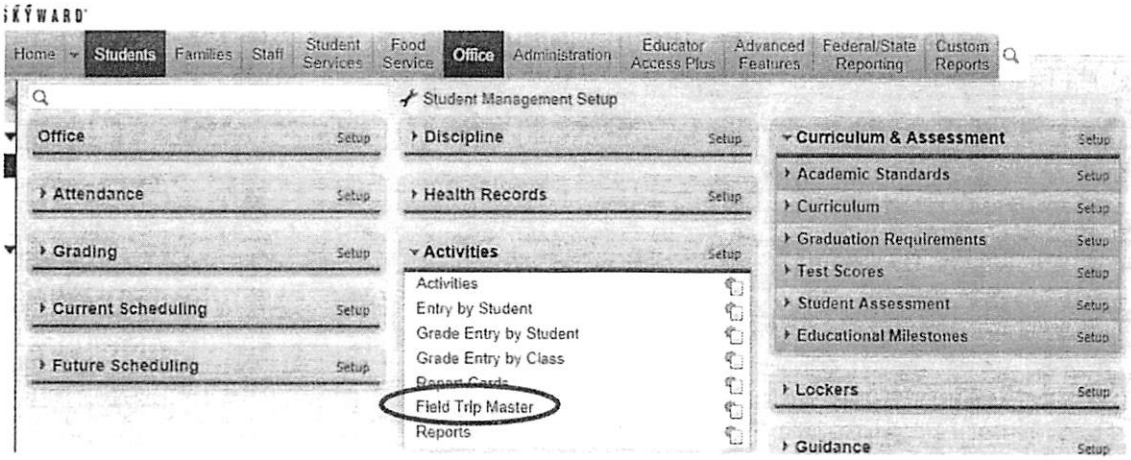
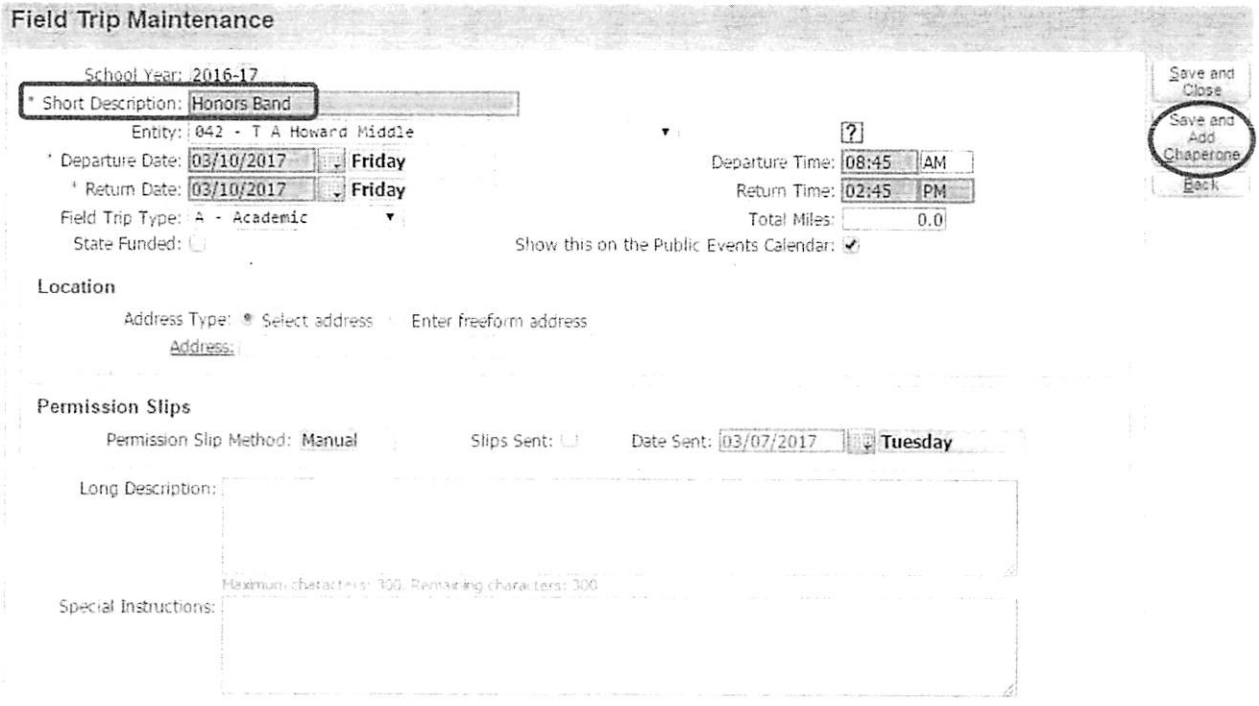
Field Trip Master

Go to Office/Activities/Field Trip Master



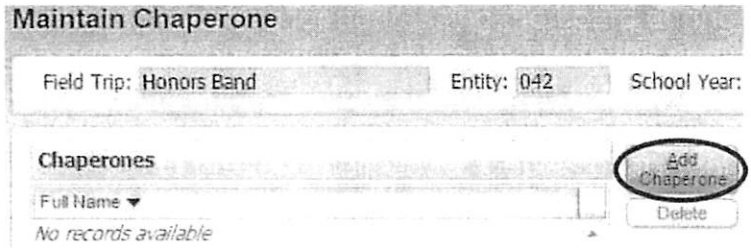
Click Add to add a new group.

Enter a Short Description, the dates of the trip and the times (if desired). Click Save and Close.

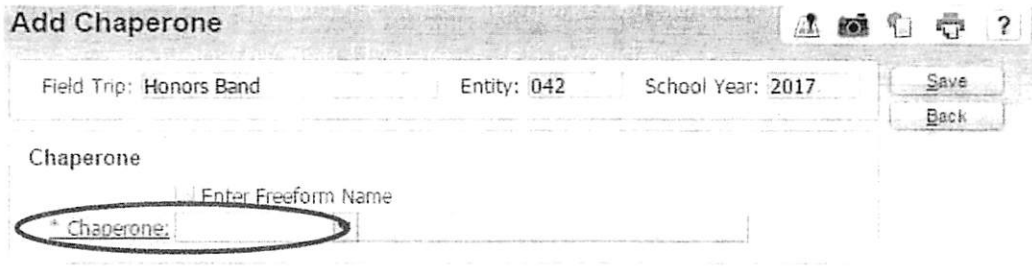


Revised 03/07/2017

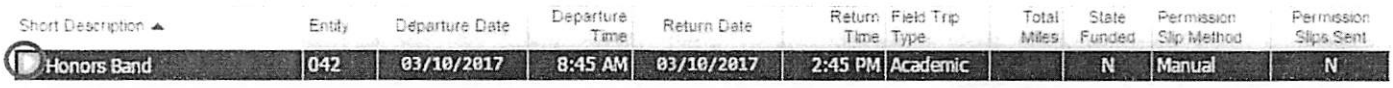
To enter the chaperones that will also be attending the field trip, click Save and Add Chaperone on the first screen and then click Add Chaperone here.



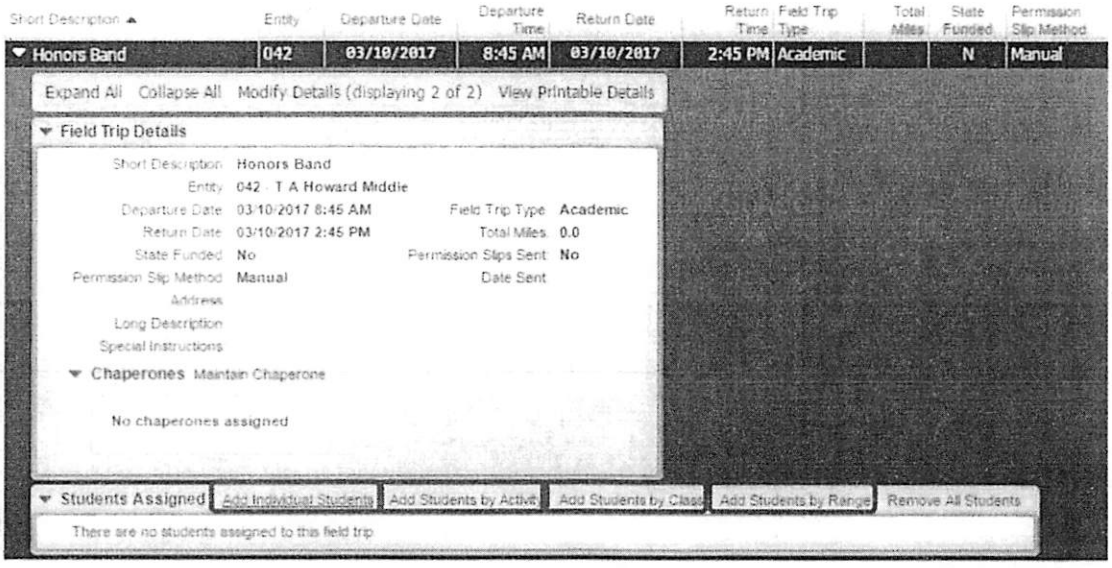
Type in the namekey of the staff member or parent, or click on the Chaperone link and choose from the list. If the name is not listed, click Enter Freeform Name and type in the name. Enter as many chaperones as needed and click Save.



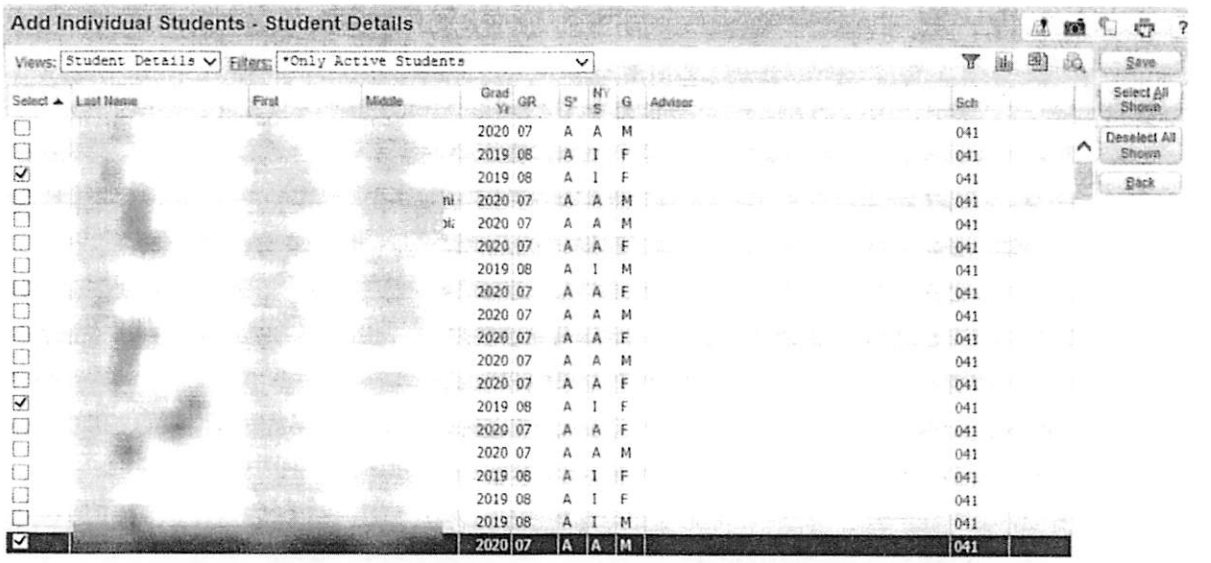
Now, expand the field trip that was set up by clicking the arrow key.



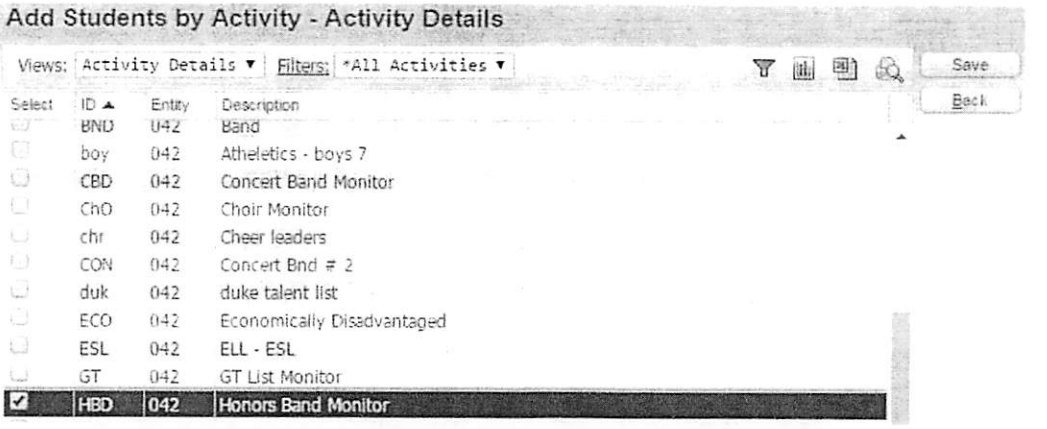
Students can be added to the field trip by individual student, by Activity Group, by class, or by a range of students.



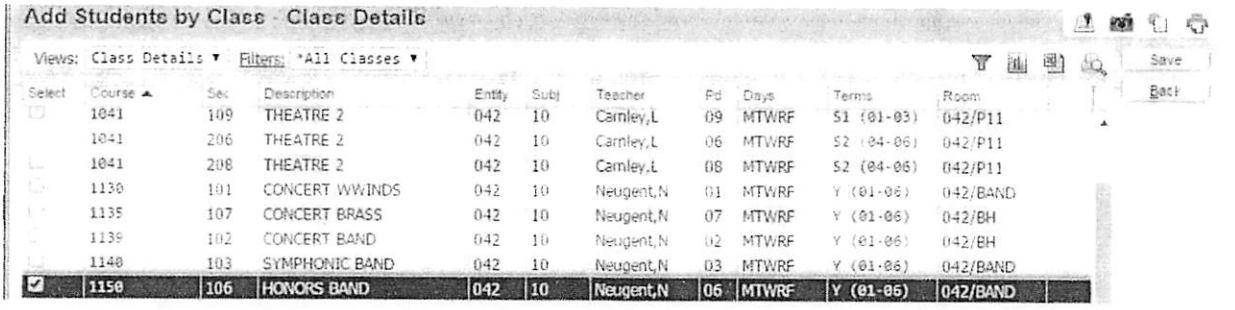
Click Add Individual Students to enter a list of random students that aren't associated with a class or activity group. Select the box next to the names of the students that will be attending the field trip and click Save.



Click Add Students by Activity to enter a particular activity group going on the field trip. Select the box or boxes next to the group that is going and click Save.

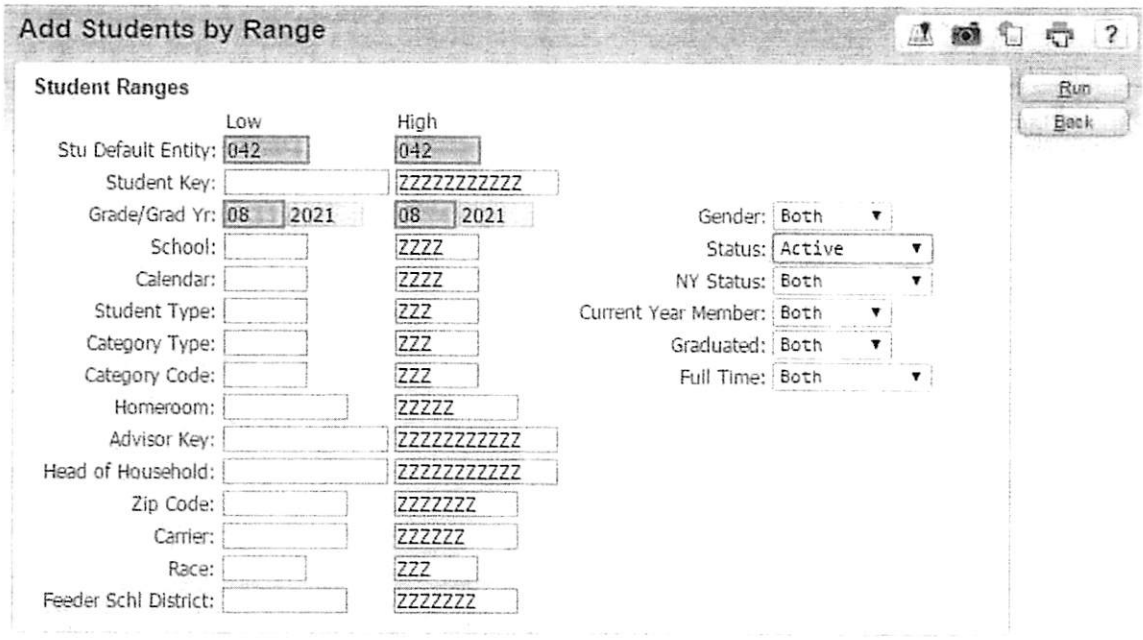


Click Add Students by Class if a particular class or classes are going on the field trip. Select the box or boxes next to the class or classes that are going and click Save.

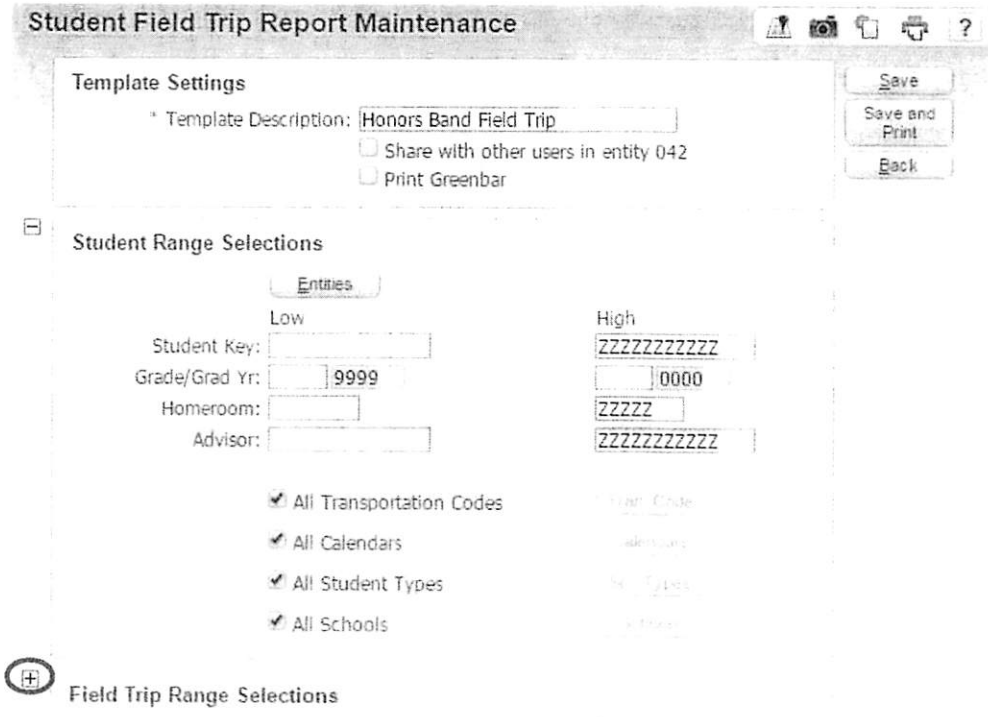
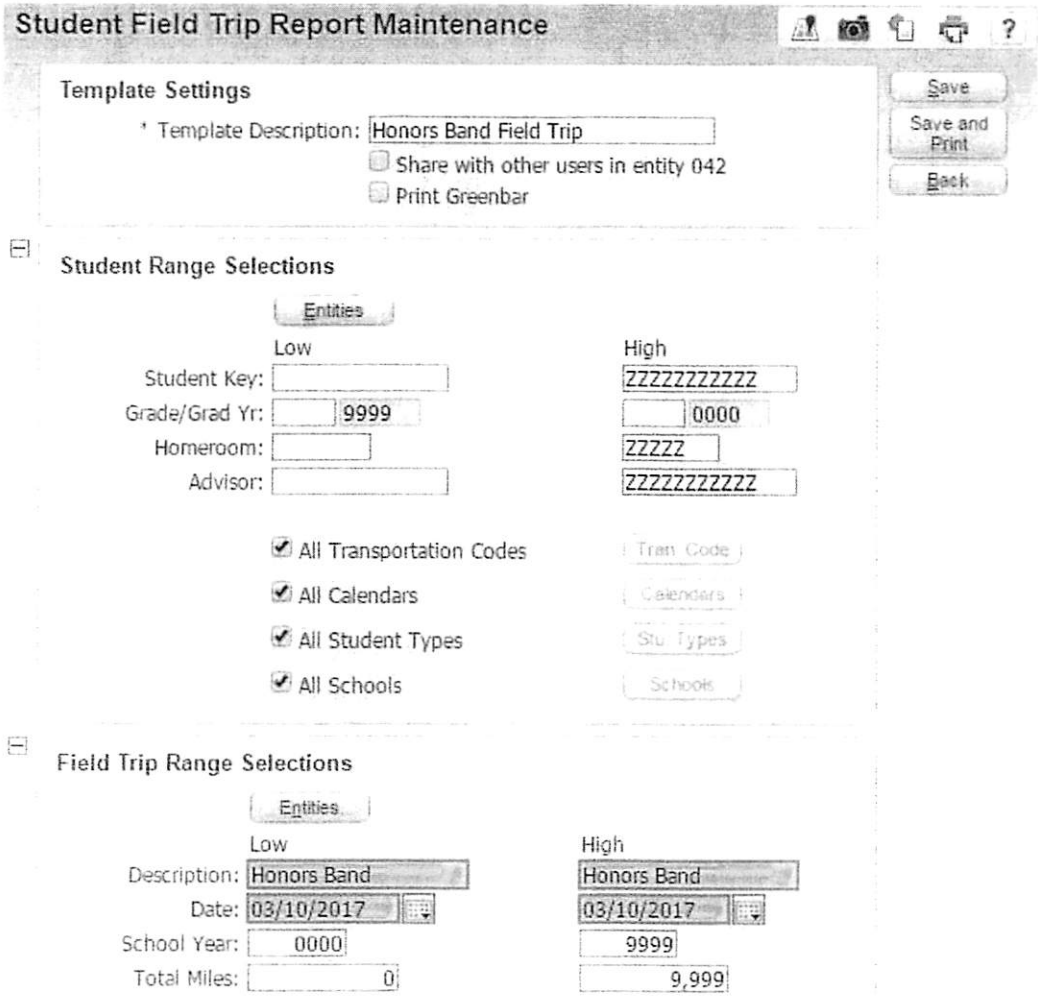


Click Add Students by Range if a particular grade level will be going on the field trip.

Select the entity number for your campus. Enter the grade level of the group going and select Active status for only active students. Click Run to process the students.



Once you have selected the students that are going, go to Office/Activities/Reports and choose the Student Field Trip report. Click Add to add a new template. Name the template. Expand the Field Trip Range Selections area.



Enter the Description from the Field Trip Master. Enter the dates for the trip, and click Save and Print.