Track Activities

Activities are categories that are user-definable and specific to either a student, parent, teacher, or class. HeadMaster comes with some of the lists predefined, but you can define the lists of activities that your students, parents, teachers, and classes participate in.

Defined activities display on the Activities tabs for students, parents, teachers, and classes. Each type of individual or group has its own activity list available. For example, the student activity list is different from the teacher activity list which is different from the parent activity list. Classes also have their own activities. For more information, see Set Up an Activity List.

> ⓘ **Useful Information**
>
> You can add multiple individuals to an activity using the Manage Activities feature. For more information, see Manage Activities.

1. On the Home screen, click **Students**, **Parents**, **Teachers**, or **Classes**.
2. Double-click a list entry.
3. Click the **Activities** tab.
4. Click **Add**. The Enter Activity Information dialog box displays.
5. Select a description, and enter the dates.
6. Click **OK** > **OK**.

1. On the Home screen, click **Students**, **Parents**, or **Teachers**.
2. Double-click a list entry.
3. Click the **Activities** tab.
4. Select an activity, and click **Delete**.