

Set Up an Activity List

You can define activities and apply them to students, parents, teachers, or classes. HeadMaster contains some predefined activity lists, but you can customize the lists to suit your needs.

Once you set up activity lists, they display on the Activity tab of the student, parent, teacher, or class record.

1. On the Home screen, click **Activities**.
2. Select **Student, Parent, Teacher, or Class**.
3. Click **Add**.
4. Enter a name for the new activity.
5. Click **OK**.

1. On the Home screen, click **Activities**.
2. Select **Student, Parent, Teacher, or Class**.
3. Under List of Available Activities, double-click the description you want to change.
4. Change the name of the activity.
5. Click **OK**.

1. On the Home screen, click **Activities**.
2. Select **Student, Parent, Teacher, or Class**.
3. Under List of Available Activities, click the description you want to remove.
4. Click **Delete**.
5. When the confirmation message displays, click **OK**.