


# UIL Activity

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# UIL Activity

***Registration > Maintenance > Non-Enrolled Student > UIL Activity***

This tab allows users to enter UIL Activity information for non-enrolled students.

## Update data:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

| | |
|---|---|
| **Student** | Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.<br><br>The student can also be located by typing the name in one of the following formats:<br><br>• Last name, comma, first name (smith, john)<br>• Last name initial, comma, first name initial (s,j)<br>• Comma, first name (,j) |
| **Texas Unique Stu ID** | Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed.<br><br>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.<br>Review the Assign a TSDS Unique ID guide for additional information. |
| **Directory** | Click to select a student from the Directory. |
| **(photo)** | If a photo exists for the student, the student photo is displayed.<br><br>From Registration > Maintenance > Student Enrollment, you can change the student photo:<br><br>1. Hover over the image, and click **Change**. The Change Student Photo window opens.<br><br>2. Click **Choose File**. Locate and open the file for the new image.<br><br>3. Click **Save**. The window closes, and the new image is displayed.<br><br>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores. |

❑ Click **+Add** to add a record.

The fields below the grid are enabled.

| | |
|---|---|
| **UIL Activity Code** | Select the UIL Activity Code from the drop-down menu. A student can have multiple activity codes.<br><br>**NOTE**: A student cannot have a duplicate UIL Activity Code unless one of them has an end date. |
| **Campus** | Select the campus from the drop-down menu. |
| **Entry Date** | Type the begin date using the MMDDYYYY format. Or, click to select the date from a calendar. |
| **Exit Date** | Type the exit date using the MMDDYYYY format. Or, click to select the date from a calendar. |

❑ Click **Save**.

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## Other functions and features:

| | |
|---|---|
| | Delete a row.<br>1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |


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