Set up OK Eligibility for the school year

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Path: Student Information > OK Eligibility

Use the OK Eligibility tools to evaluate student eligibility for extracurricular activities based on weekly progress grades. This process allows administrators to:

- Set up eligibility weeks for school calendars.
- Create templates that define which calendars and grading tasks to evaluate.
- Configure week-specific eligibility rules.
- Run weekly eligibility evaluations.
- Update individual eligibility records after the weekly evaluation is completed.

Eligibility is evaluated on a Monday-through-Sunday cycle and records both eligibility and at-risk status.

This article covers the yearly setup for OK Eligibility.

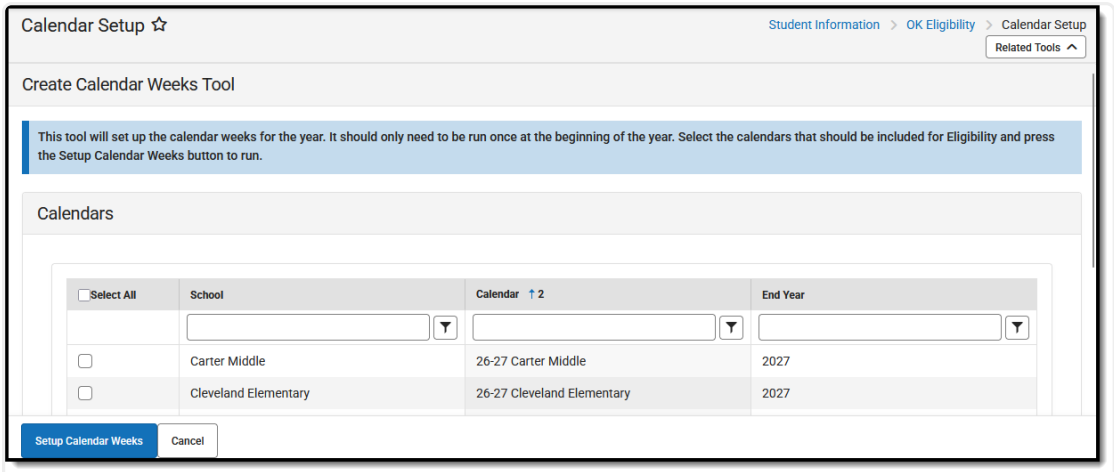
Before you start

- Verify that the current school year is marked as active and is selected in the context switcher.
- Ensure calendars have been set up for use in the active school year. This includes accurate term dates, periods, and day setup for the school year.
- Verify that appropriate tool rights for OK Eligibility are assigned
- Note the following:
  - Weeks run **Monday through Sunday.**
  - The **Effective Date** determines which week gets the results.
  - Automated scheduling takes up to 24 hours to activate.
  - Batch Queue entries can only be canceled via **Batch Queue Admin** in System Administration.

Step 1 - Configure eligibility weeks for calendars

Path: Student Information > OK Eligibility > Calendar Setup

Use Calendar Setup to create eligibility weeks for the calendars you want to evaluate. Only calendars that are not set up to track eligibility are listed.



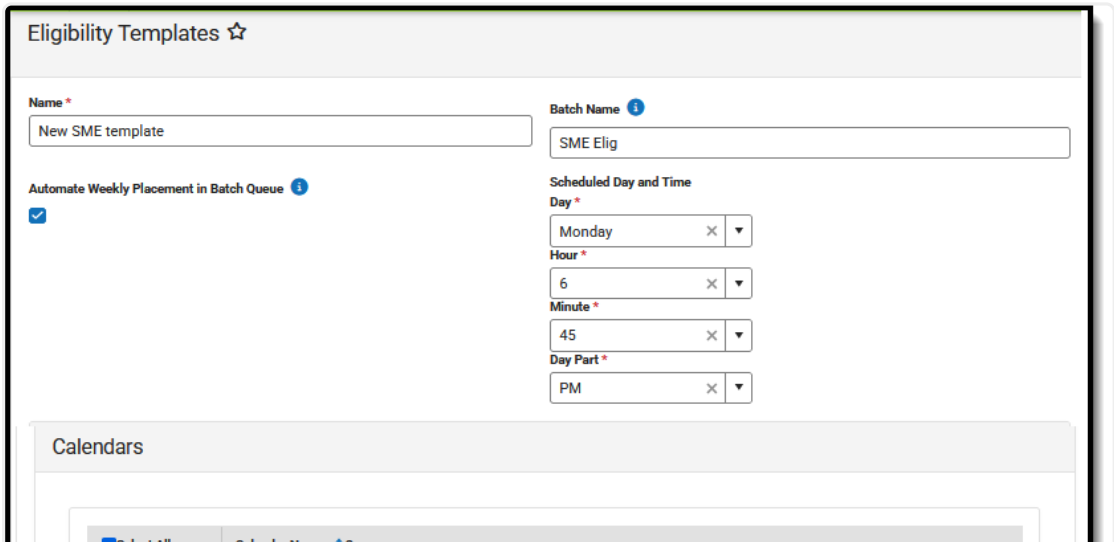
Select which calendars to track eligibility.

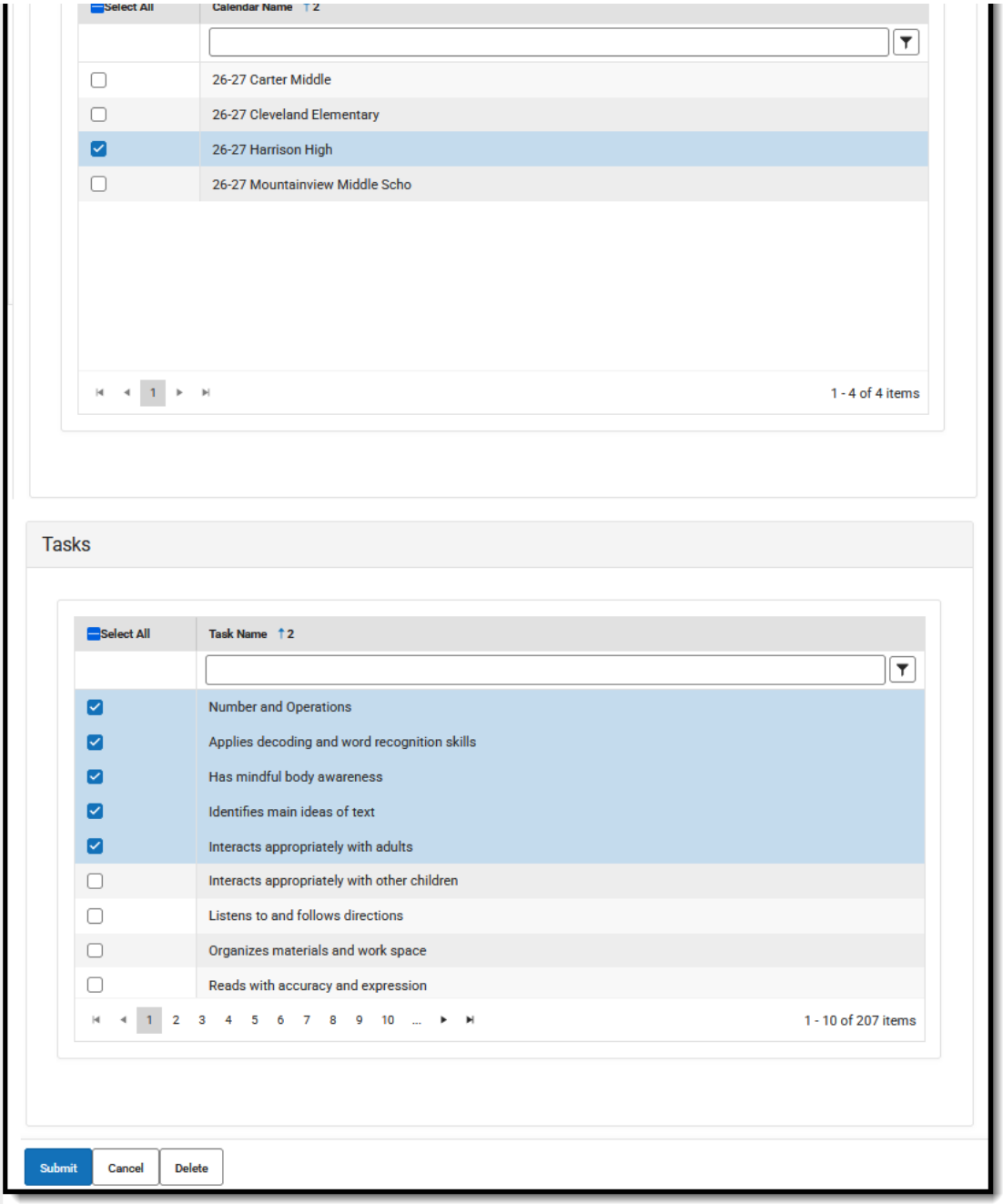
1. Click the **Add New Calendar(s)** button. A **Create Calendar Weeks Tool** displays.
2. Select one or more calendars to track student eligibility. You can:
    - Mark the Select All checkbox in the filter header to track eligibility for all calendars in the list;
    - Use the available filter fields to narrow the list of calendars. Enter the name of the School, the Calendar name, or the End Year.
    - Scroll through the list of calendars and mark the checkbox to the left of the calendar name.
3. Click **Setup Calendar Weeks** to save the selection. The system automatically creates Monday-through-Sunday eligibility weeks for the selected calendars. When the weeks have been generated, the list of selected calendars displays in a table. Select one of the calendars in that table to view the generated eligibility weeks.

Eligibility weeks start with the first full week in which Calendar Days have been marked for instruction, always begin on a Monday, and run through Sunday.

Step 2 - Create an eligibility template

Path: Student Information > OK Eligibility > Eligibility Templates





Eligibility Templates include selected calendars and tasks, and are run each week at the same time.

Eligibility templates define which calendars and grading tasks are evaluated during weekly eligibility processing. Templates save the selected calendars and tasks, so the same settings can be applied again without having to choose them manually each time.

Creating templates is optional; however, having a template provides a way to schedule the Eligibility run consistently.

You can also use the **Weekly Scheduler** to automatically run the Eligibility Tool on a specific day

and time. The scheduler updates overnight at 3:00 AM, so it can take up to 24 hours for your schedule to become active.

Make sure your weeks are marked as **eligible**. The scheduler only creates Batch Queue entries for eligible weeks. It automatically creates entries for the next two weeks if they do not already exist. When a Batch Queue entry is no longer needed, remove it using the **Batch Queue Admin** tool.

1. Click **Add New Template**. The Eligibility Templates
2. Enter a **Name** for the template.
3. Enter a **Batch Name** (optional). This name displays as the Report Title when using Batch Queue.
4. Mark the **Automate Weekly Placement in Batch Queue** checkbox (optional). This places the template in the Batch Queue every week for all included weeks with the selected date and time.
5. Select the desired **Day** of the week and **Hour, Minute**, and **AM/PM** selection for the Batch Queue to run. These are required fields and only display when the Automate Weekly Placement checkbox is marked.
6. Select the calendars to apply to this template.
7. Select which grading tasks to evaluate. The selected grading tasks are evaluated weekly as part of the eligibility process.
8. Click **Submit**. The new template is saved.

Scheduled eligibility runs occur nightly at 3 AM. Entries are automatically added to the Batch Queue (following the time the report is scheduled to run) for upcoming eligible weeks. It may take up to 24 hours for a scheduler change to appear in the Batch Queue.

Step 3 - Configure weekly overrides

Path: Student Information > OK Eligibility > Eligibility Setup

As noted above, Eligibility is performed weekly unless a week is excluded from the reports. Use the **Weekly Setup** tool to mark specific weeks for a selected calendar as excluded. Excluded weeks are typically weeks in which school is not in session, e.g., Fall/Winter/Spring Break.

Use Weekly Setup to:

- Exclude holiday or break weeks.
- Define minimum instructional day requirements.
- Apply special eligibility overrides.

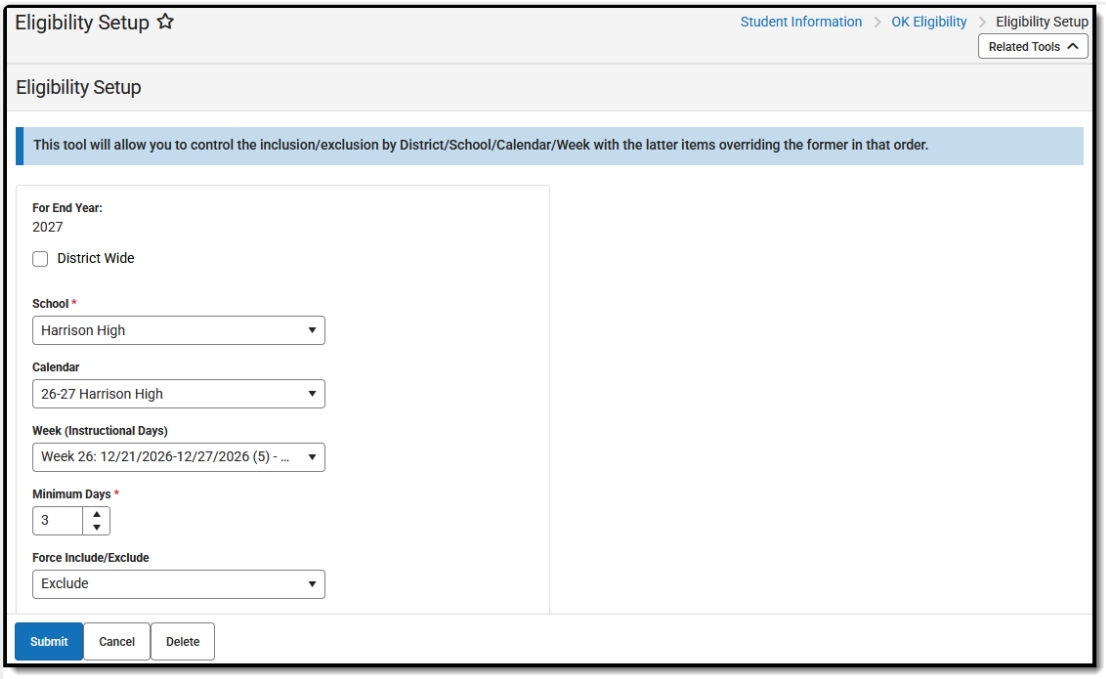
Once a setup is submitted, it may take up to 24 hours for it to be included in the nightly job.

Setup rules follow a hierarchy, from the District to the Week.

1. **District** - All schools within the district use the same Eligibility setup.
2. **School** - The selected school uses the same Eligibility setup for all calendars associated with that school.
3. **Calendar** - The selected calendar for the selected school uses the Eligibility setup for just

that calendar. A

4. **Week** - The selected week can be set to either include or exclude. Eligibility runs for the weeks with at least the entered minimum days of instruction.



Excluded weeks are not included in the weekly Eligibility reports

Verify the correct school year is selected in the context switcher.

Set an override for the entire district

1. Click **Add New Entry**. The Eligibility Setup tool displays with the end year listed, based on the school year chosen in the context switcher.
2. Mark the **District Wide** checkbox to exclude all weeks from all schools during the school year.
3. Set the **Minimum Days** of instruction days in a week that need to be held in order for eligibility reports to run.
4. Click **Submit.** On the Weekly Setup view, an All Schools entry is listed.

Set an override for a specific school

1. Click **Add New Entry**. The Eligibility Setup tool displays with the end year listed, based on the school year chosen in the context switcher.
2. Select the desired **School** from the dropdown.
3. Leave the **Calendar** field blank.
4. Set the **Minimum Days** of instruction days in a week that need to be held in order for eligibility reports to run.
5. Click **Submit.** On the Weekly Setup view, an All Schools entry is listed.

Set an override for a specific calendar

For schools with multiple calendars (e.g., 6th and 7th grades are in one calendar for middle school, and 8th grade is in another calendar), use this option to exclude weeks from that calendar.

1. Click **Add New Entry**. The Eligibility Setup tool displays with the end year listed, based on the school year chosen in the context switcher.
2. Select the desired **School** from the dropdown.
3. Select the desired **Calendar** from the dropdown.
4. Select the desired **Week** from the dropdown.
5. Set the **Minimum Days** of instruction days in a week that need to be held in order for eligibility reports to run.
6. Select to either Include or Exclude the selected week from the **Force Include/Exclude** dropdown.
7. Click **Submit.** On the Weekly Setup view, a record for that calendar is listed.

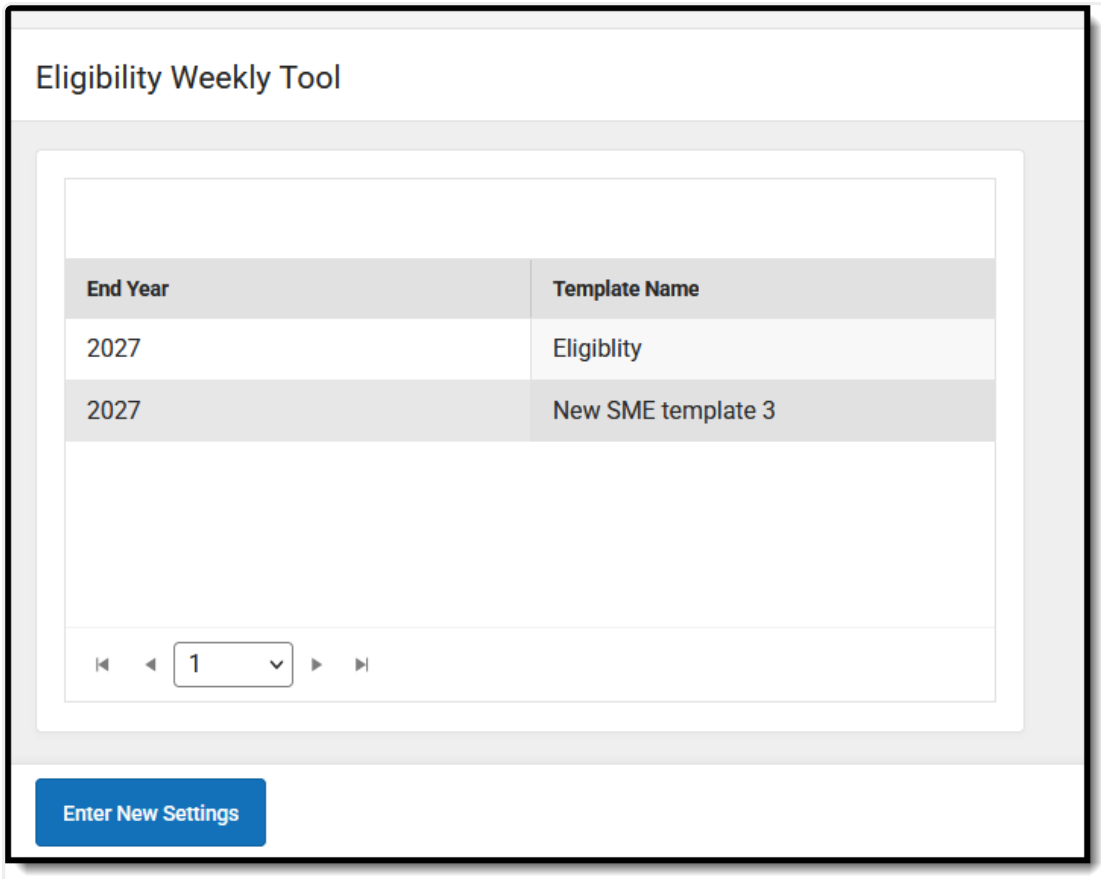
Repeat these steps to set an additional week in the same calendar to exclude or include.

Step 4 - Run Weekly Eligibility

Path: Student Information > OK Eligibility > Eligibility Tool

The Weekly Eligibility Tool creates a snapshot of eligibility data for the selected Eligibility Template (optional) and selected calendars. The Eligibility Weekly Tool acts as an evaluation of student eligibility. For best results, run this at the same time every week.

- Run the **Weekly Tool first**, then use **Update** for corrections.
- **Do not run eligibility during weeks that have been excluded through Weekly Setup.**



The Eligibility Tool establishes a snapshot of student eligibility.

1. Select an existing eligibility template. Or, choose **Enter New Settings** to select calendars and grading tasks.
2. Enter an **Effective Date** within the eligibility week you want to evaluate.
3. Mark the **Allow an Effective Date in the Future** checkbox. This allows an effective date to be after the current date. This should only be used for Batch Queue entries for future weeks.
4. Verify the appropriate calendars are selected. Or, mark the appropriate calendars.
5. Verify the appropriate grading tasks are selected. Or, mark the appropriate grading tasks.
6. Select the desired options for Report Processing - **Generate Now** or **Submit to Batch Queue**.
7. Choose **Run**. The entered selections are processed. The report can be viewed through the Batch Queue tool.

No alert displays when the process is complete. This is a behind-the-scenes action.

When eligibility runs:

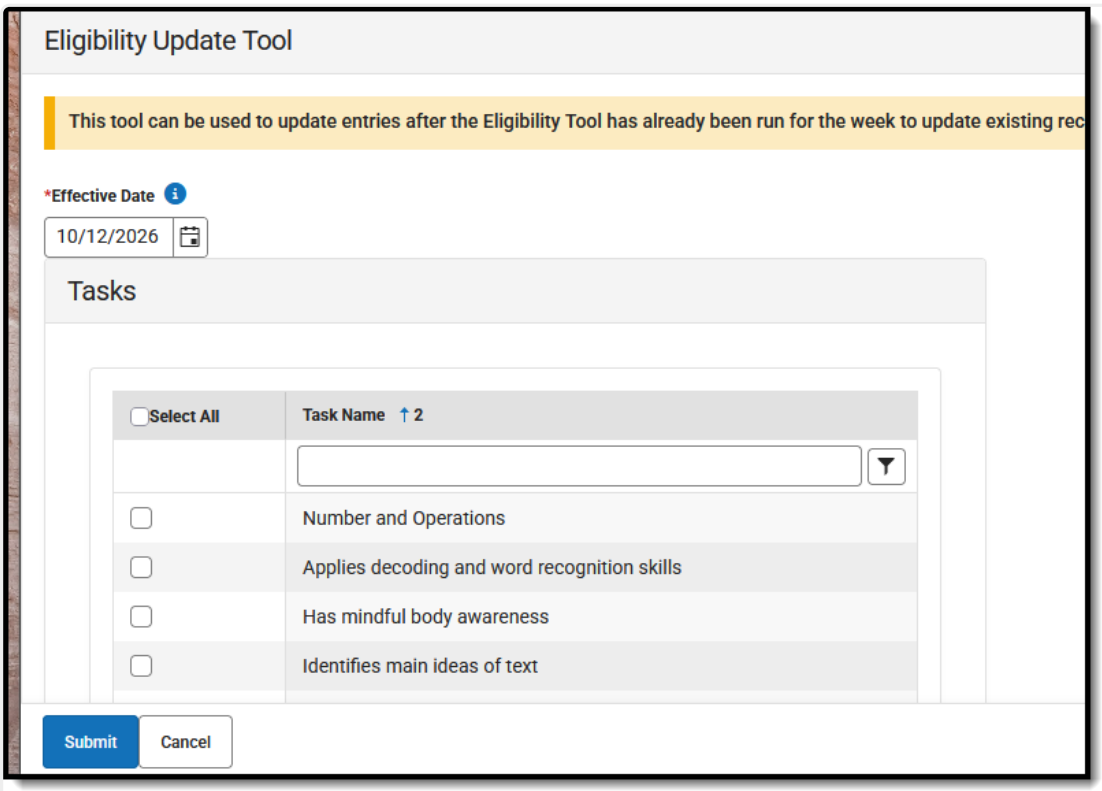
- Eligibility records are created for the week.
- Student progress grades are evaluated.
- Students with failing grades are identified,
- Students with At Risk eligibility status are updated.
- Audit information is recorded.

Update individual eligibility records

Path: Student Information > OK Eligibility > Eligibility Update Tool

Use the Eligibility Update tool when a student's eligibility status needs to be corrected after the weekly process has run. Use this tool for the following situations:

- A grade is corrected after eligibility has been posted.
- Individual student records require adjustment.
- Administrative corrections are needed.



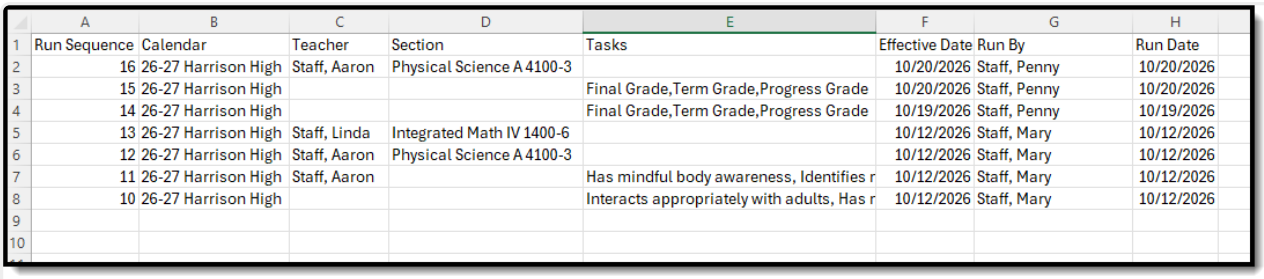
Use the Eligibility Update Tool to update individual student records AFTER the Weekly Tool is run.

1. Enter the **Effective Date** for the week you want to update.
2. Select one or more grading **Tasks.**
3. Select a **Calendar**, **Teacher**, and **Section** (optional).
4. Select the specific **Students** to include in the update.
5. Click **Submit**. An Update Run success message displays.

Weekly Tool/Update Tracker

Path: Student Information > OK Eligibility Tracker > Weekly Tool/Update Tracker

Any time the Eligibility Tool or Eligibility Update Tracker is run, a record of that "run" is included in the Weekly Too/Update Tracker report. This generates a CSV file of the Calendar, Teacher, Section, Tasks, plus the effective Date, who generated the report, and when it was generated.



	A	B	C	D	E	F	G	H
1	Run Sequence	Calendar	Teacher	Section	Tasks	Effective Date	Run By	Run Date
2	16	26-27 Harrison High	Staff, Aaron	Physical Science A 4100-3		10/20/2026	Staff, Penny	10/20/2026
3	15	26-27 Harrison High			Final Grade,Term Grade,Progress Grade	10/20/2026	Staff, Penny	10/20/2026
4	14	26-27 Harrison High			Final Grade,Term Grade,Progress Grade	10/19/2026	Staff, Penny	10/19/2026
5	13	26-27 Harrison High	Staff, Linda	Integrated Math IV 1400-6		10/12/2026	Staff, Mary	10/12/2026
6	12	26-27 Harrison High	Staff, Aaron	Physical Science A 4100-3		10/12/2026	Staff, Mary	10/12/2026
7	11	26-27 Harrison High	Staff, Aaron		Has mindful body awareness, Identifies r	10/12/2026	Staff, Mary	10/12/2026
8	10	26-27 Harrison High			Interacts appropriately with adults, Has r	10/12/2026	Staff, Mary	10/12/2026
9								
10								

Click Generate Report to see when the Eligibility Tool or Eligibility Update Tracker was run.

Impact

Eligibility setup is complete for the selected year.

What's next

After eligibility has been processed, use the **Eligibility Report** to review student eligibility status and identify students who may require follow-up or intervention. If eligibility status changes after posting, use **Eligibility Update** to apply targeted corrections without rerunning the entire weekly evaluation.