


# acivatestudents_select

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# Activate Students by Student

| Criteria For Reset | |
|---|---|
| **Students That Meet Criteria (left grid)** | Students who meet the specified criteria are listed.<br><br>Select the students to be activated. Clear the field for any students who should not be selected. |

Click **–»** to move all students from the left grid to the right grid (whether selected or not). The selected students are displayed on the right side of the page under **Students To Be Reset**.

Click **→** to move only the selected students from the left grid to the right grid.

| | |
|---|---|
| **Students To Be Activated (right grid)** | The selected students are listed.<br><br>Select any students who need to be removed from the list. |

Click **«–** to move all students from the right grid to the left grid (whether selected or not). All students return to the left grid.

Click **←** to remove any selected students from the list to be reset. They will be listed in the left grid again.

Click **Save** to reset the values for the selected students.

- You are prompted to confirm that you wish to reset the values. Click **Yes**.
- A message is displayed indicating the number of records updated. Click OK.
- You are prompted to print the report. Click **Yes** to print the report. Review, save, and/or print the report.

  **Review the report using the following buttons**:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  **The report can be viewed and saved in various file formats**.

  Click to save and print the report in PDF format.
  Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Close** to close the window and return to the Reset Values page.


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