

acivatestudents_select

Table of Contents

Activate Students by Student 1

Activate Students by Student

Criteria For Reset	
Students That Meet Criteria (left grid)	Students who meet the specified criteria are listed. 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 Activated**.

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. 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 activated. They will be listed in the left grid again.

Click **Save** to activate 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 Activate Students page.


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Back Cover