



## Other functions and features:



# Table of Contents




Under **Item To Select:**

<b>By Student</b>	Select if you are activating one student.
<b>Other Parameters</b>	Select if you are activating multiple students by course or grade level. You can activate specific students who are in a particular grade level or course.

Under **Parameters for Activating:**

<b>Date</b>	(Required) Type the date on which students are activated. This is the date the student was <b>first present for the ADA period</b> within the activation window. <b>NOTE:</b> Once the activation window has ended and the <a href="#">Create No Show Records utility</a> has been run, you will go back to normal attendance taking.
<b>Campus ID</b>	(Required) Select the campus at which you are activating students.
<b>Track</b>	Select to activate students from one track, or leave blank to activate students from all tracks.  If selected, select a track from the drop-down list.  A track must be selected if the campus has multiple tracks with different dates for the first day of school.

The following fields are displayed according to the selected item.

<b>Grade Level (Unchecked=All)</b>	This field is only displayed if you selected <b>Other Parameters</b> .  Select if you want to activate students from a particular grade level, or leave blank if you want to activate students from all grade levels.  If selected, select a grade level from the drop-down list.
<b>Course Nbr (Unchecked=All)</b>	This field is only displayed if you selected <b>Other Parameters</b> .  Select if you want to activate students from a particular course-section, or leave blank if you want to activate students from all course-sections.  If selected, select a course and section.
<b>Student ID</b>	This field is only displayed if you selected <b>By Student</b> .  Begin typing the student's last name or ID (including leading zeros). As you begin typing the name or number, a drop-down list displays students whose name or ID <i>begins with</i> the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student.  If you do not know the student ID, click  to <a href="#">search for a student</a> .

Click **Activate Student**.

The Activate Students By Student pop-up window opens.

<b>Students That Meet Criteria (left grid)</b>	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.





<b>Students To Be Activated (right grid)</b>	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 print the report.




Click **Yes** to print the report.

- [Review, save, and/or print the report.](#)

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

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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.

## Other functions and features:

**Clear** Clear your selections on the page.



## Back Cover