



## **Other functions and features:**



# Table of Contents




Under **Item To Select:**

<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.
<b>By Student</b>	Select if you are activating one student.

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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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.

Save
Close

**Students That Meet Criteria:**

Select	Name	Stu ID	Cmp	Grade	Trk
<input type="checkbox"/>	BALDWIN, DREW	014219	041	06	01
<input type="checkbox"/>	BALLARD, FAITH	016236	041	06	01
<input type="checkbox"/>	BARNETT, LONDON	015463	041	06	01
<input type="checkbox"/>	BASKIN, ANAIYAH	015791	041	06	01
<input type="checkbox"/>	BERG, BRADY	014125	041	06	01
<input type="checkbox"/>	BILBO, JAYDEN	014111	041	06	01
<input type="checkbox"/>	BOYER, REX	015879	041	06	01
<input type="checkbox"/>	BRADLEY, ZANIA	016430	041	06	01
<input type="checkbox"/>	BROCHU, NOAH	016734	041	06	01
<input type="checkbox"/>	BURDICK, CASSIDY	014201	041	06	01
<input type="checkbox"/>	BURLESON, FLETCHER	016023	041	06	01
<input type="checkbox"/>	BYCZKOWSKI, MAGDALENA	016409	041	06	01
<input type="checkbox"/>	CAMPBELL, DESTANEY	016763	041	06	01
<input type="checkbox"/>	COBURN, MADDIX	014119	041	06	01
<input type="checkbox"/>	COLPITTS, REYAH	015726	041	06	01
<input type="checkbox"/>	CROMER, TROY	016094	041	06	01
<input type="checkbox"/>	CRUZ, ALLIE	016171	041	06	01
<input type="checkbox"/>	DANIELS, ZACHARY	016932	041	06	01
<input type="checkbox"/>	DENNY, ZAHRA	016165	041	06	01
<input type="checkbox"/>	DICKIE-COLEMAN, CODY	016712	041	06	01
<input type="checkbox"/>	ELLIS, RYAN	016398	041	06	01
<input type="checkbox"/>	ELY, ISABEL	016546	041	06	01
<input type="checkbox"/>	ENGLISH, HENRY	016492	041	06	01
<input type="checkbox"/>	FAGAN, GABRIEL	014189	041	06	01
<input type="checkbox"/>	FARBER, CIARA	014123	041	06	01
<input type="checkbox"/>	FERGUSON, EMALIE	016151	041	06	01
<input type="checkbox"/>	FIQUETT, MARISA	016861	041	06	01
<input type="checkbox"/>	FISCHER, GABRIELLA	014740	041	06	01
<input type="checkbox"/>	FLOYD, QUENTIN	015290	041	06	01
<input type="checkbox"/>	GILBERT, ERICA	016947	041	06	01









**Students to be Activated:**

Select	Name	Stu ID	Cmp	Grade	Trk
<input type="checkbox"/>	AWALDT, JACOB	015587	041	06	01
<input type="checkbox"/>	BABYAK, ZANE	015156	041	06	01

Print
Print

Warning!! Any changes made from this Screen are permanent. Please make sure you have a Backup of your database before continuing.

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

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>	<p>The selected students are listed.</p> <p>Select any students who need to be removed from the list.</p>
--	---


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  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.

---

<b>Clear</b>	Clear your selections on the page.
--------------	------------------------------------



## Back Cover