



## Other functions and features:



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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.<br><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.<br><br>If selected, select a track from the drop-down list.<br><br>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> .<br><br>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.<br><br>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> .<br><br>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.<br><br>If selected, select a course and section.   |
| <b>Student ID</b>                  | This field is only displayed if you selected <b>By Student</b> .<br><br>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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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.<br><br>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, EMALEE      | 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

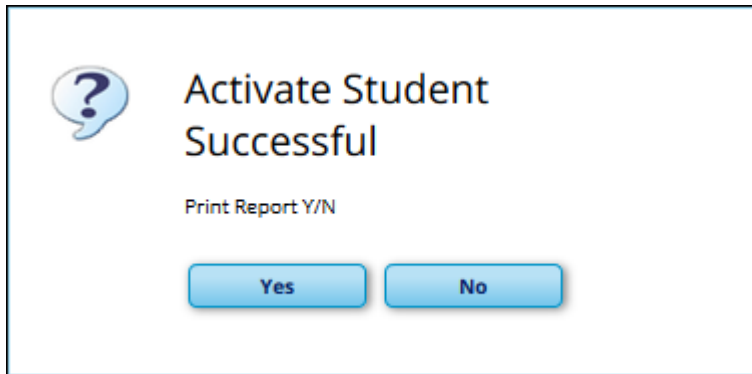
Warning!! Any changes made from this Screen are permanent. Please make sure you have a Backup of your database before continuing.

|  |  |
|--|--|
| <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 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.

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



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