



Other functions and features:

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Under **Item To Select:**

| | |
|-------------------------|--|
| By Student | Select if you are activating one student. |
| Other Parameters | 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:**

| | |
|------------------|--|
| Date | (Required) Type the date on which students are activated. This is the date the student was first present for the ADA period within the activation window. NOTE: Once the activation window has ended and the Create No Show Records utility has been run, you will go back to normal attendance taking. |
| Campus ID | (Required) Select the campus at which you are activating students. |
| Track | 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.

| | |
|------------------------------------|--|
| Grade Level (Unchecked=All) | This field is only displayed if you selected Other Parameters . 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. |
| Course Nbr (Unchecked=All) | This field is only displayed if you selected Other Parameters . 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. |
| Student ID | This field is only displayed if you selected By Student . 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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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 search for a student . |

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

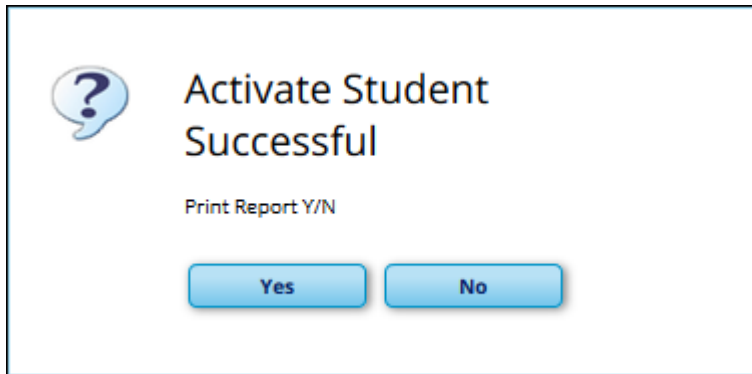
Warning!! Any changes made from this Screen are permanent. Please make sure you have a Backup of your database before continuing.

| | |
|--|---|
| 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 print the report.







Click **Yes** to print the report.



| | | | | | |
|------------------------------|--------------------------------|---------------|--------------|------------|--------------------|
| Date Run: 11:09 AM | Activated Students List | | | | Program ID: |
| Cnty-Dist: 987-654 | Sch Year: 2020 | | | | Page: |
| | Activation Date: | | | | |
| Campus ID: 041 | | | | | |
| Grade Level: 06 | | | | | |
| Track: 01 | | | | | |
| Course Nbr: | | | | | |
| Sec / Prd: | | | | | |
| Name | Stu ID | Campus | Grade | Trk | |
| AWALDT, JACOB | 015587 | 041 | 06 | 01 | |
| BABYAK, ZANE | 015156 | 041 | 06 | 01 | |
| Total for Grade 06: 2 | | | | | |

- [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.

Clear Clear your selections on the page.



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