

First Day Counts Control

Table of Contents

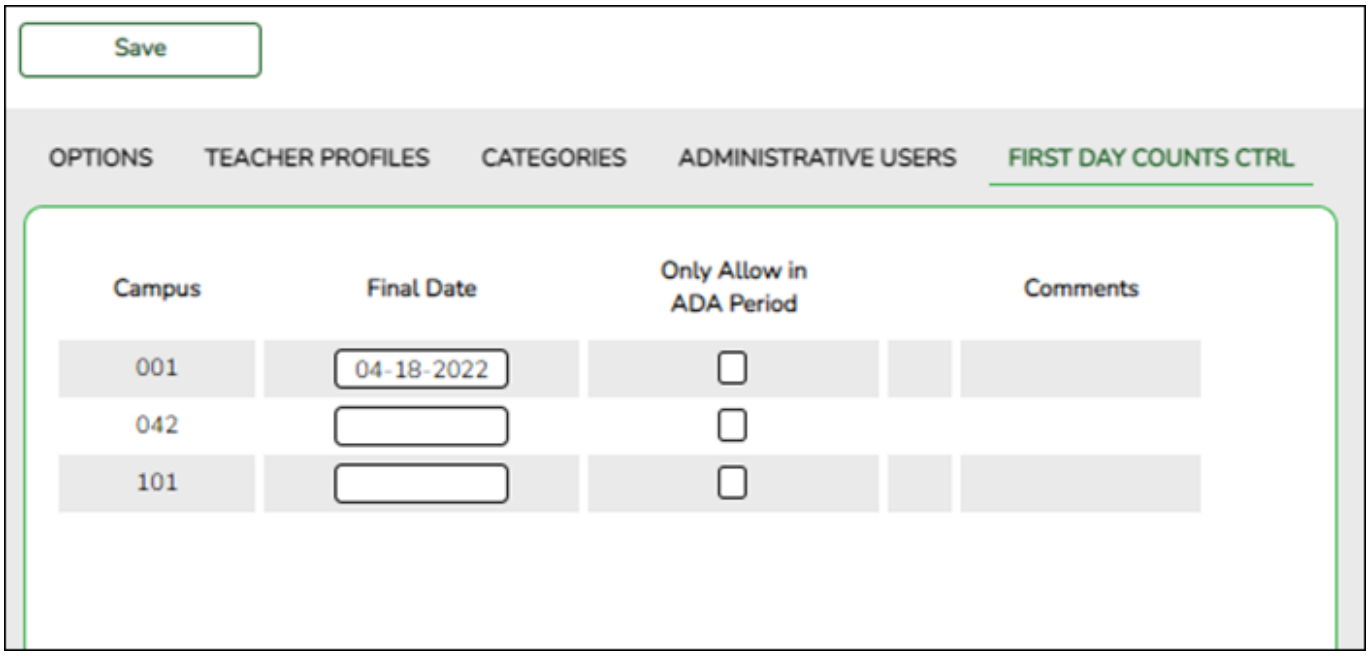
First Day Counts Control 1

First Day Counts Control

Grade Reporting > Maintenance > TeacherPortal Options > Campus > First Day Counts Ctrl

This tab allows you to set campus-level options for Student Activation/First Day Counts, and allows you to inactivate students. All students must be inactivated prior to recording attendance on the first day of school.

This page uses data from the attendance calendars, so all attendance calendars must already exist.

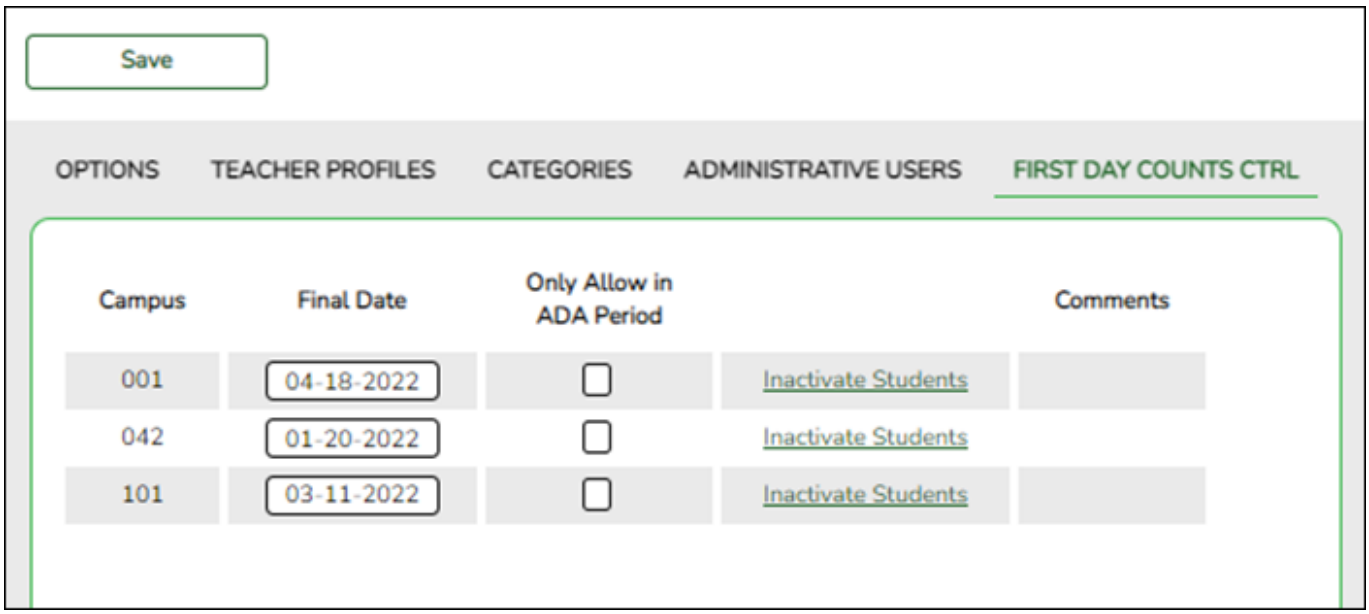


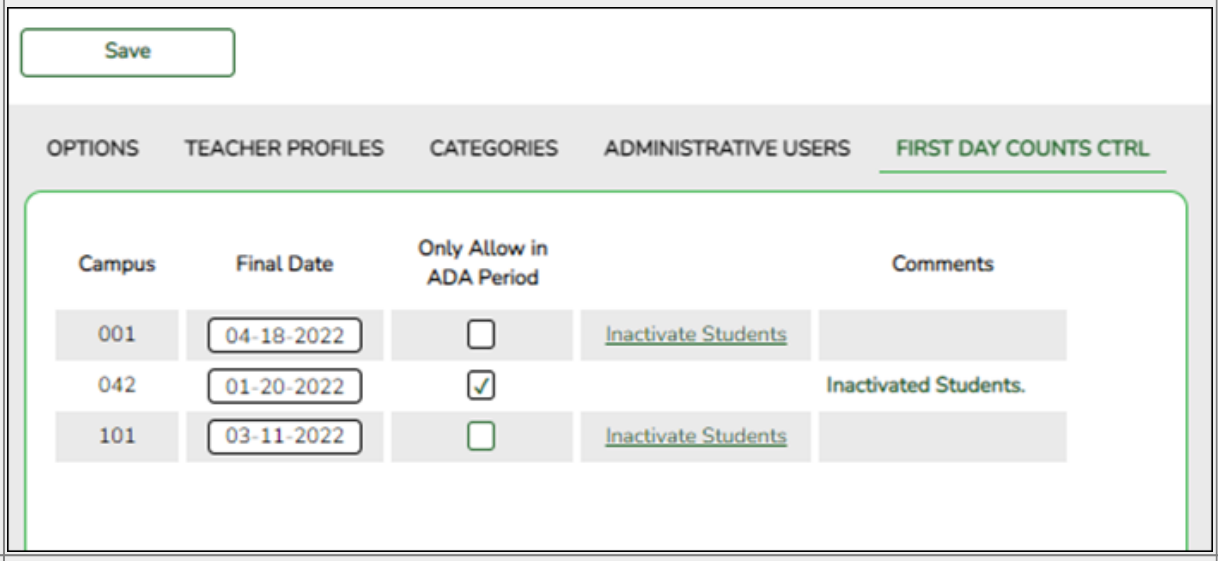
Set options:

Campus	Every campus that has an attendance calendar is listed, regardless of tracks. Only campuses that you have access to are listed.
Final Date	(Required) Enter the final date allowed for student activation. Students cannot be inactivated without this date. This should be on or after the first day of school for all tracks. **The Final Date can be the first day of school.** It is recommended that you keep this window as short as possible. **NOTE:** The date is very important. For example: If the first day of school is September 1 and you activate a student on September 2, (or any date prior to **Final Date**), both a No Show record and an entry record are created. The student's enrollment date for the campus, semester one courses, and special programs is changed to September 2.

Only Allow in ADA Period	Select to only allow students to be activated during the ADA period. **It is recommended that you select this option.** • If selected, and if the ADA period is 02, then students cannot be activated during any period other than the ADA period prior to the **Final Date**. • If not selected, students can be activated in any period and are enrolled on that date. **NOTE:** If selected, the student must be activated during the ADA period to avoid having a No Show record created. If student is not present in the ADA period but is present in any other period, both a No Show record and also an enrollment record are created.

❑ Click **Save**.



Inactivate Students	The **Inactivate Students** link is displayed once you enter a **Final Date** and click **Save**. ❑ Click the link to inactivate all students at the campus. The following occurs: • The message “Inactivated Students” is displayed in the **Comments** column. • The **Inactivate Students** link is no longer displayed. • The **Rep Excl** field on Registration > Maintenance > Student Enrollment > Demo1 is set to A (i.e., *excluded from attendance reporting*) and disabled for all students at the campus. The **Rep Excl** field is not re-enabled until the Create No Show Records utility is run. ❑ Repeat for each campus. 
Comments	One of the following messages is displayed, depending on where you are in the process: **Inactivated Students** is displayed once you have clicked the **Inactivate Students** Link. **No-Show has already been run on MM-DD-YYYY** is displayed once you run the Create No Show Records utility.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover