

Activate Students

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Registration > Utilities > Activate Students

This utility allows you to activate students and create No Show records.

Update data:

❑ Under **Item To Select**:

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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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


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