



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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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



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