



## Activate Students



# Table of Contents

**Activate Students** ..... 1



# Activate Students

## Registration > Utilities > Activate Students


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

### Update data:

Under **Item To Select:**

<b>Student</b>	Select if you are activating one student.
<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.

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. <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.  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.
<b>Student ID</b>	This field is only displayed if you selected <b>By Student</b> .  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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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 <a href="#">search for a student</a> .

Click **Reset Values**.



## Back Cover