


# Activate Students

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# Activate Students

***Registration > Utilities > Activate Students***

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

## Update data:

❑ Under **Item To Select**:

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| **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**:

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| **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.<br>**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.<br><br>If selected, select a track from the drop-down list.<br><br>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**.<br><br>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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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.<br><br>If you do not know the student ID, click ⋮ to search for a student. |
| **Course Nbr** | This field is only displayed if you selected **Other Parameters**.<br><br>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.<br><br>If selected, select a course and section. |

❑ Click **Reset Values**...

The Activate Students By Student pop-up window opens.

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| **Clear** | Clear your selections on the page. |


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