

Activate Students

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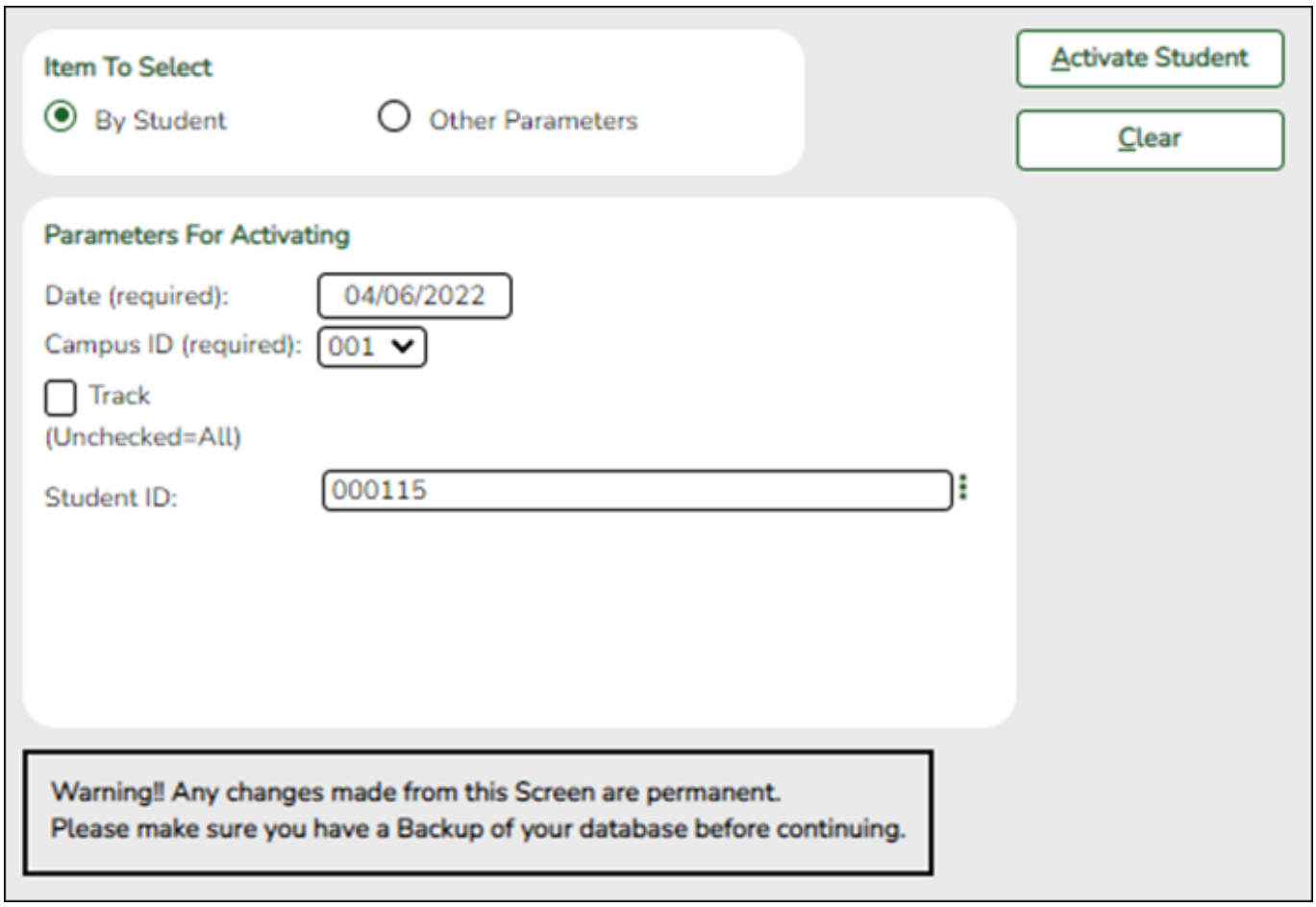
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Activate Students

Registration > Utilities > Activate Students

This utility allows campus staff to activate individual or groups of students who could not be activated from TeacherPortal, such as a student who shows up on the first day of school but was not on any attendance rosters.

Users can activate a group of students in a particular grade level or course; or they can activate an individual student if needed.



❑ Under **Item To Select**:

By 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.

The following fields are displayed according to the selected item.

Grade Level (Unchecked=All)	This field is only displayed if you selected **Other Parameters**. Select if you want to activate students from a particular grade level, or leave blank if you want to activate students from all grade levels. If selected, select a grade level from the drop-down list.
Course Nbr (Unchecked=All)	This field is only displayed if you selected **Other Parameters**. 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. If selected, select a course and section.
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 **Activate Student**.

The Activate Students By Student pop-up window opens.

Students That Meet Criteria (left grid)	Students who meet the specified criteria are listed. Select the students to be activated. Clear the field for any students who should not be selected.

❑ Click **-»** to move all students from the left grid to the right grid (whether selected or not). The selected students are displayed on the right side of the page under **Students To Be Activated**.

❑ Click **→** to move only the selected students from the left grid to the right grid.

Students To Be Activated (right grid)	The selected students are listed. Select any students who need to be removed from the list.

❑ Click **«–** to move all students from the right grid to the left grid (whether selected or not). All students return to the left grid.

❑ Click **←** to remove any selected students from the list to be activated. They will be listed in the left grid again.

❑ Click **Save** to activate the selected students.

- You are prompted to print the report.

Click **Yes** to print the report.

- Review, save, and/or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

❑ Click **Close** to close the window and return to the Activate Students page.

Other functions and features:

Clear	Clear your selections on the page.

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.
Course Nbr	This field is only displayed if you selected **Other Parameters**. 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. If selected, select a course and section.

❑ Click **Reset Values**...

The Activate Students By Student pop-up window opens.

Clear	Clear your selections on the page.


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