



Other functions and features:

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☐ Under **Item To Select:**

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.
By Student	Select if you are activating one student.

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 The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show.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

The Activate Students By Student pop-up window opens.

Save
Close

Students That Meet Criteria:

Select	Name	Stu ID	Cmp	Grade	Trk
☐	BALDWIN, DREW	014219	041	06	01
☐	BALLARD, FAITH	016236	041	06	01
☐	BARNETT, LONDON	015463	041	06	01
☐	BASKIN, ANAIYAH	015791	041	06	01
☐	BERG, BRADY	014125	041	06	01
☐	BILBO, JAYDEN	014111	041	06	01
☐	BOYER, REX	015879	041	06	01
☐	BRADLEY, ZANIA	016430	041	06	01
☐	BROCHU, NOAH	016734	041	06	01
☐	BURDICK, CASSIDY	014201	041	06	01
☐	BURLESON, FLETCHER	016023	041	06	01
☐	BYCZKOWSKI, MAGDALENA	016409	041	06	01
☐	CAMPBELL, DESTANEY	016763	041	06	01
☐	COBURN, MADDIX	014119	041	06	01
☐	COLPITTS, REYAH	015726	041	06	01
☐	CROMER, TROY	016094	041	06	01
☐	CRUZ, ALLIE	016171	041	06	01
☐	DANIELS, ZACHARY	016932	041	06	01
☐	DENNY, ZAHRA	016165	041	06	01
☐	DICKIE-COLEMAN, CODY	016712	041	06	01
☐	ELLIS, RYAN	016398	041	06	01
☐	ELY, ISABEL	016546	041	06	01
☐	ENGLISH, HENRY	016492	041	06	01
☐	FAGAN, GABRIEL	014189	041	06	01
☐	FARBER, CIARA	014123	041	06	01
☐	FERGUSON, EMALEE	016151	041	06	01
☐	FIQUETT, MARISA	016861	041	06	01
☐	FISCHER, GABRIELLA	014740	041	06	01
☐	FLOYD, QUENTIN	015290	041	06	01
☐	GILBERT, ERICA	016947	041	06	01

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Students to be Activated:

Select	Name	Stu ID	Cmp	Grade	Trk
☐	AWALDT, JACOB	015587	041	06	01
☐	BABYAK, ZANE	015156	041	06	01

Print
Print

Warning!! Any changes made from this Screen are permanent. Please make sure you have a Backup of your database before continuing.

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.

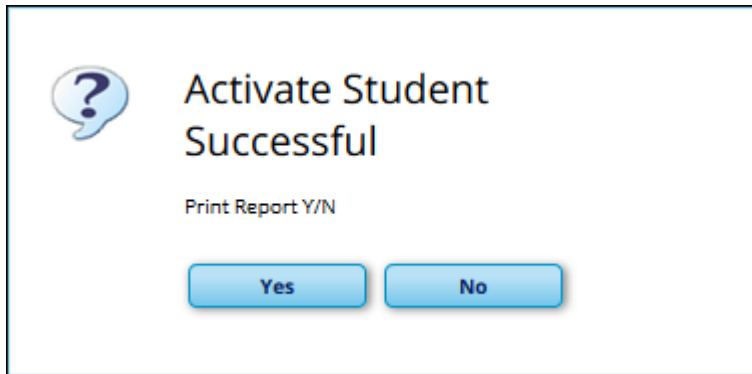
- ☐ Click →→ to move all students from the left grid to the right grid (whether selected or not). The selected students are displayed on the right side of the page under **Students To Be Activated**.
- ☐ Click → to move only the selected students from the left grid to the right grid.

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.

Date Run: 11:09 AM		Activated Students List		Program ID:
Cnty-Dist: 987-654		Sch Year: 2020		Page:
		Activation Date:		
Campus ID:	041			
Grade Level:	06			
Track:	01			
Course Nbr:				
Sec / Prd:				
Name	Stu ID	Campus	Grade	Trk
AWALDT, JACOB	015587	041	06	01
BABYAK, ZANE	015156	041	06	01
Total for Grade 06: 2				

- [Review, save, and/or print the report.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  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.

Clear Clear your selections on the page.



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