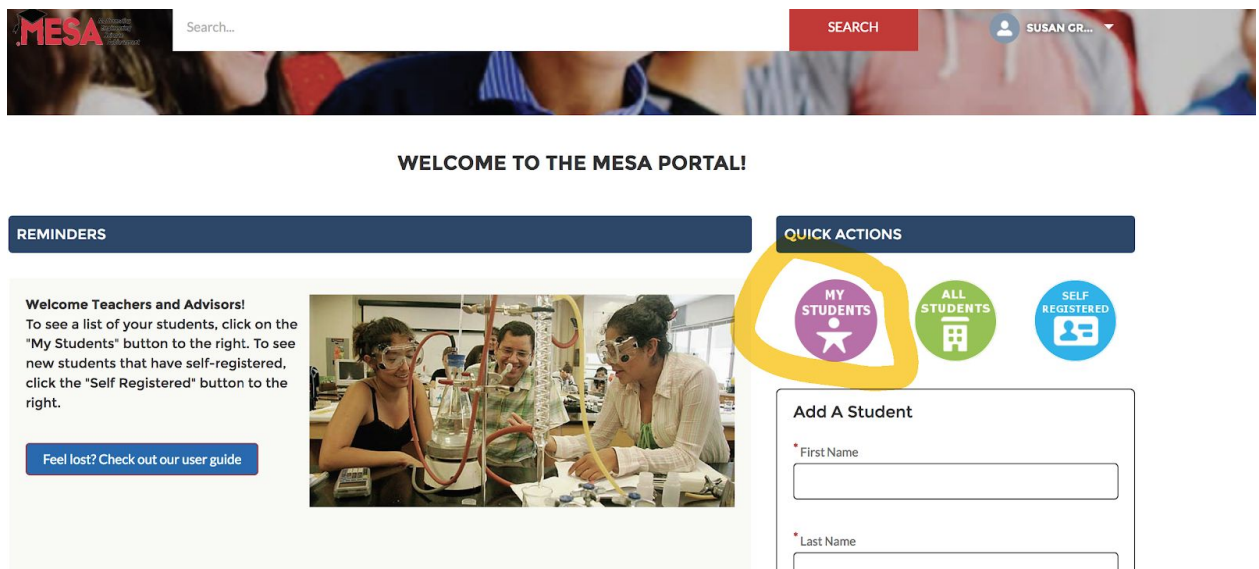


Batch Student Activation

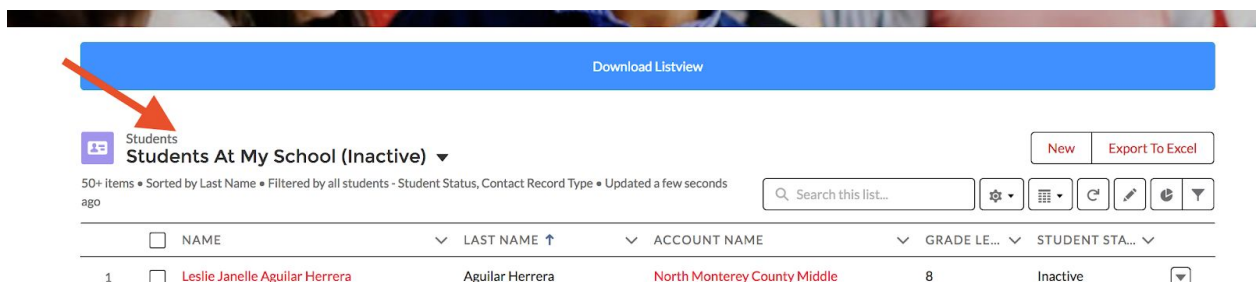
Make sure all existing students in the database that are part of MESA this year are activated.

To activate students, follow these steps:

1. Log in to your mesa.force.com account
2. Click on “My Students” in the middle right hand side.



3. Click on the top left hand corner to pull down the drop down menu
4. Select “Students at my school (inactive)”



- Click the box for any students that you are going to be enrolling. Boxes will be on the left hand side of your roster.

Students
Students At My School (Inactive) ▼

50+ items • Sorted by Last Name • Filtered by all students - Student Status, Contact Record Type • Updated 2 minutes ago

Search this list...

New Export To Excel

	<input type="checkbox"/>	NAME	LAST NAME ↑	ACCOUNT NAME	GRADE LE...	STUDENT STA...
1	<input type="checkbox"/>	Leslie Janelle Aguilar Herrera	Aguilar Herrera	North Monterey County Middle	8	Inactive
2	<input type="checkbox"/>	Ramon Solorzano Aguirre	Aguirre	North Monterey County Middle	8	Inactive
3	<input type="checkbox"/>	Neida Amezcua Cruz	Amezcua Cruz	North Monterey County Middle	8	Inactive
4	<input type="checkbox"/>	Alexandra Andrade	Andrade	North Monterey County Middle	8	Inactive
5	<input type="checkbox"/>	Angel Bautista	Bautista	North Monterey County Middle	8	Inactive
6	<input type="checkbox"/>	Nayeli Nells Cortez	Cortez	North Monterey County Middle	8	Inactive
7	<input type="checkbox"/>	Antoinio Tony Cosio	Cosio	North Monterey County Middle	8	Inactive
8	<input type="checkbox"/>	Yovanny Gabriel Cruz	Cruz	North Monterey County Middle	8	Inactive
9	<input type="checkbox"/>	Oscar Enrique Cruz Aguayo	Cruz Aguayo	North Monterey County Middle	8	Inactive
10	<input type="checkbox"/>	Garrett Doering	Doering	North Monterey County Middle	8	Inactive

- After you have clicked on the boxes, click on the pencil in the student enrollment column for the first student on the roster. In the dropdown menu, click “Active”

Students
Students At My School (Inactive) ▼

50+ items • Sorted by Last Name • Filtered by all students - Student Status, Contact Record Type • Updated 5 minutes ago

Search this list...

New Export To Excel

	<input type="checkbox"/>	NAME	LAST NAME ↑	ACCOUNT NAME	GRADE LE...	STUDENT STA...
1	<input type="checkbox"/>	Leslie Janelle Aguilar Herrera	Aguilar Herrera	North Monterey County Middle	8	Active
2	<input type="checkbox"/>	Ramon Solorzano Aguirre	Aguirre	North Monterey County Middle	8	Inactive
3	<input type="checkbox"/>	Neida Amezcua Cruz	Amezcua Cruz	North Monterey County Middle	8	Inactive
4	<input type="checkbox"/>	Alexandra Andrade	Andrade	North Monterey County Middle	8	Inactive
5	<input type="checkbox"/>	Angel Bautista	Bautista	North Monterey County Middle	8	Inactive
6	<input type="checkbox"/>	Nayeli Nells Cortez	Cortez	North Monterey County Middle	8	Inactive
7	<input type="checkbox"/>	Antoinio Tony Cosio	Cosio	North Monterey County Middle	8	Inactive
8	<input type="checkbox"/>	Yovanny Gabriel Cruz	Cruz	North Monterey County Middle	8	Inactive

- Select “Update X selected items”
- Click on “Apply”. It should apply this change, from inactive to active, for all students with checked boxes.