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](http://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)”
5. Click the box for any students that you are going to be enrolling. Boxes will be on the left hand side of your roster.

6. 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”

7. Select “Update X selected items”

8. Click on “Apply”. It should apply this change, from inactive to active, for all students with checked boxes.