

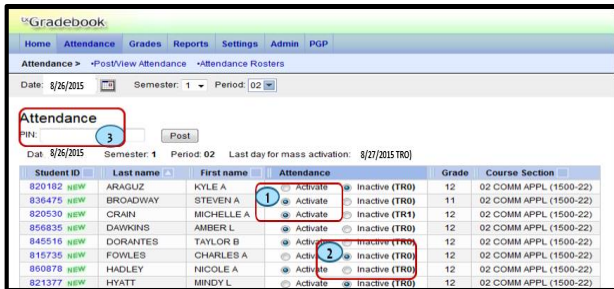
1st Day of School Mass Activation for Elementary Teachers

The accurate and timely activation of students in txGradebook is critical for MISD to determine the number of students enrolled on the first day of school!

Mass Activation is a one-day process that will require teachers to activate students on the 1st day of school during the campus' chosen ADA time between 9:30 and 10:00 am. Teachers will use the Post/View Attendance screen in txGradebook to **ACTIVATE** students.

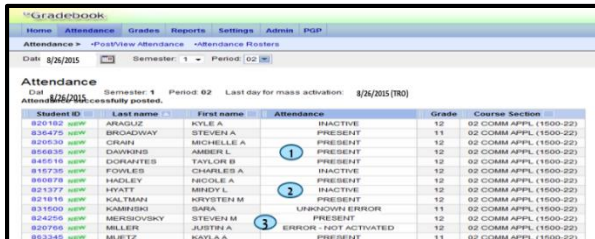
To activate a student, teachers

- 1 Select the radio button for **Activate** next to each student that is present in your classroom.
- 2 Leave students **Inactive** on the roster who **ARE NOT PRESENT** in your classroom.
- 3 Enter your PIN and click **Post**.



After posting, the page will redisplay and

- 1 Any students marked **ACTIVATE** will display as **PRESENT**.
- 2 Any non-activated students will display as **INACTIVE**.
- 3 Any errors will display as shown in the example (**ERROR-NOT ACTIVATED**) and the student will not be activated.



After activating students who are present and posting your class, **print the attendance roster**.

- ❖ If a student is listed in txGradebook as **inactive** and is **not present** in the classroom, no additional action is needed. The student's 1st day status is correct.
- ❖ If a student is **physically present** in the classroom and **their name does not appear in txGradebook**, write the student's name on the bottom of the printed attendance roster.
- ❖ Review the printed attendance roster.
 - ✓ Check the grade level of each student.
 - ✓ Circle any incorrect grade levels and write the correct grade level (i.e. you are a 3rd grade teacher but a student is coded as a 2nd grader).
- ❖ **Sign and date the attendance roster sheet and provide it to the office staff.**

You have now completed the Mass Activation process!

IMPORTANT

Any corrections or errors should be reported to the campus secretary or office clerk, immediately.

Enrollment counts are closely evaluated by district leaders. These numbers are used to evaluate overcrowding of campuses, as well as to determine which campuses can accept students on an affidavit.

FOR THE FIRST 3 DAYS OF SCHOOL, YOU MUST DO A PHYSICAL HEAD COUNT AND TURN IT INTO THE OFFICE NO LATER THAN 11:30 A.M. YOU MUST ALSO PRINT AND VERIFY YOUR ATTENDANCE ROSTER FOR THESE 3 DAYS.

After the 1st Day of School

Active students may then be marked as **Absent or Present** and teachers should post students when the option is available for a student.