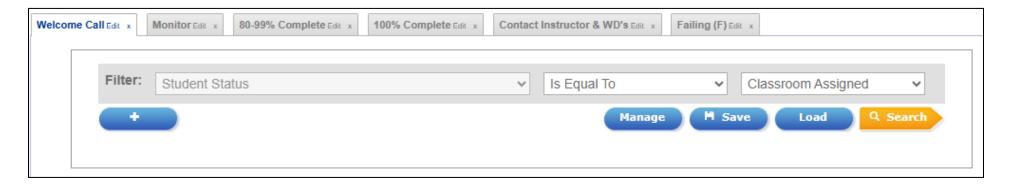
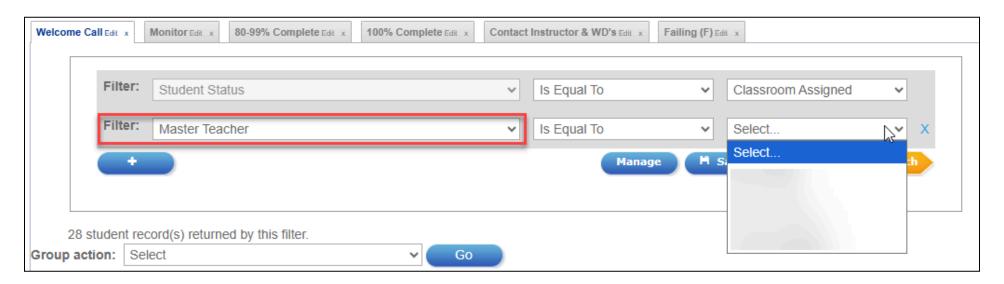
## **Activating Students in VSA**

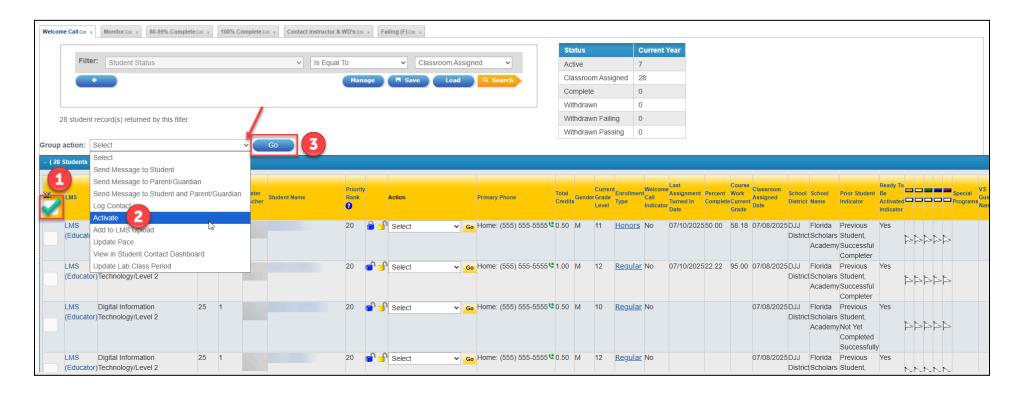
Any time a student receives a new enrollment with you, they will be placed into your **Welcome Call** tab within VSA. Please ensure your filters are set up exactly the same way, with the **Student Status** set equal to **Classroom Assigned**:



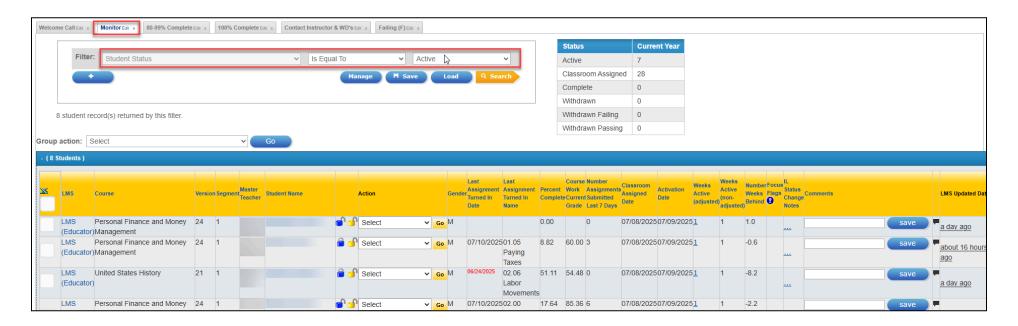
Note - You may choose to add the "Master Teacher" filter if you would like to see ONLY enrollments assigned to the staff you pick. This is optional.



Once you have your filters correct, you will click on the far left box within the yellow toolbar to select ALL students, then click on the Group Action → Activate, and then click Go to activate all students at once. See below:



Once you have activated students, they will then move over to your **Monitor tab**. Please ensure the Student Status is set equal to **Active**.



Please make sure you are checking your **Welcome Call** tab *daily* for any new students or enrollments you might receive throughout the week and activate them if they have a computer and are ready to work!

Remember, timely activation of students is important in order to keep their Weeks Active number correct! It should NOT take a student more than 18 weeks in order to complete one segment of a course.

Reach out to your IC if you have any questions or issues with the process!

Happy to help, Ashley, Traci, Kristin, + Hope