

## Activate or Deactivate a Group of Individuals

When multiple individuals need to be deactivated or activated, you can save time by using the Mass Change feature.

1. On the File menu, click **Mass Change**.
2. Double-click **Individual**.
3. Click **Individual Types**.
4. In the Select Type drop-down list, select **Student, Parent, Teacher, or Staff**.
5. Click a name to select an individual. To select multiple individuals, on your keyboard, press and hold **Ctrl** while clicking individual names. To select a block of individuals, click the first name in the block, press and hold **Shift**, and then click the last name in the block.
6. Select either **Activate** or **Deactivate**.
7. Click **Change**.
8. To confirm, click **Yes**.
9. Click **OK**.