

Activity Roster

Last Modified on 05/21/2024 3:48 pm CDT

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Tool Search: Activity Monitor

The Activity Roster provides a detailed view of the students who have registered for an activity and allows you to manage the roster for current and upcoming activities. For each student on a roster, you can see the student's name, ID, and grade, as well as whether their payment and required forms are complete. The Activity Roster is accessed by clicking the **Roster** button for an activity on the Activity Monitor or [Activity Dashboard](#) tool.

Activity Roster - Film Club

4
Total Students

3
Payment Complete

4
Form Complete

Auto Form Lock ?
 OFF

Post to Course Section ?
Do Not Post to Course Section ▼

Add Individual Students

 ▼

Registration Confirmation Process

 OFF

Expand Details

 OFF

Registration Status

All ▼

	Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
		<input type="text" value=""/>					<input type="text" value=""/>
+		Baum, Mary (#161900001) 🔗	11	PAID	☑️	☑️	Film Club
+		Cressman, Lorie (#767) 🔗	10	PAID	☑️	☑️	Film Club View Receipt
+	<input type="checkbox"/>	Cullen, Paris (#109428) 🔗	10		☑️	<input type="checkbox"/>	Select Purchase Details
+		Story, Hunter (#15450002) 🔗	10	PAID	☑️	☑️	Film Club View Receipt

Save
Save & Stay
Cancel
Export ▼

About the Activity Roster

The Activity Roster provides a detailed view of the students who have registered for an activity. You can see the student's name, ID, and grade, as well as whether their payment and required forms are complete. You can also see the activity option that was purchased. If the student was [manually added to the roster](#), the Option Purchased column will display the **Select Purchase Details** button.

▶ [Click here to expand...](#)

Students are added to the Activity Roster and the **Total Students** field is incremented as

purchases for Activity or Athletic activity types are made through the School Store. Field Trip Rosters are created differently. See the following [About Field Trip Rosters](#) topic for more information.

Once a student has registered for an activity, that activity no longer appears for them in the School Store.

Tips

- Click the **Export** button to save a copy of the roster.
 - The Excel file includes a column for each required and/or optional form. Forms are marked as TRUE when they are complete and FALSE when they are incomplete. Required forms include an asterisk (*) in front of the form name.
- The Export Payments option does not include transaction/service fees.
- Use the **Registration Status** dropdown list to limit which registrations display. Registration Status options include the following:
 - All
 - Required Registration Complete
 - **Required Forms**: Action Needed
 - **Required Forms**: Awaiting Signature
 - **Optional Forms**: Complete
 - **Optional Forms**: Review Needed

Activity Roster - Film Club

4
Total Students

3
Payment Complete

4
Form Complete

Auto Form Lock i

OFF

Post to Course Section i

Do Not Post to Course Section ▼

Add Individual Students

Type to search by name ▼

Registration Confirmation Process

ON

Expand Details

OFF

Registration Status

Review Needed ▼

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
-	Baum, Mary (#161900001) i	11	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club
<p>Required Forms *</p>		<p>Optional Forms</p> <p>Activity Registration w/e-signature</p> <p style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block;">REVIEW NEEDED</p>				

Save

Save & Stay

Cancel

Export ▼

About Field Trip Rosters

When purchases are made in the School Store for Activity or Athletic activity types, Campus

increments the **Total Students** field. This does not occur for Field Trip activities. Instead, Campus displays the number of students returning from the Ad Hoc filter associated with the field trip. If you use the [Query Wizard](#) or a [Pass-Through SQL Query](#) filter, Campus updates the number of Total Students based on the filter's results. If you use the [Selection Editor](#) to create your filter, the number of Total Students does not change.

Science Museum, Grade 5 Type: Field Trip 114
Total Students 91
Payment Complete 91
Form Complete

Registration: 08/09/2022 -
Activity Duration: 08/31/2022 - 08/31/2022

REGISTRATION OPEN Roster Edit Remove Copy

Mark Forms as Complete

The **Required Forms Complete** checkbox can be manually marked as complete or can be automatically marked complete if the **Registration Confirmation Process** is turned ON.

Process	Description																																																
Manual	<p>To manually mark the Required Forms Complete checkbox, click the Roster button to display the Activity Roster screen. From here you can mark the necessary checkboxes. Click Save to complete your changes.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Activity Roster - Film Club</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p>4 Total Students</p> </div> <div style="text-align: center;"> <p>3 Payment Complete</p> </div> <div style="text-align: center;"> <p>4 Form Complete</p> </div> <div style="text-align: center;"> <p>Auto Form Lock i</p> <p><input type="radio"/> OFF</p> </div> <div style="text-align: center;"> <p>Post to Course Section i</p> <p>Do Not Post to Course Section ▼</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 25%;"> <p>Add Individual Students</p> <p>Type to search by name ▼</p> </div> <div style="width: 25%;"> <p>Registration Confirmation Process</p> <p><input type="radio"/> OFF</p> </div> <div style="width: 25%;"> <p>Expand Details</p> <p><input type="radio"/> OFF</p> </div> <div style="width: 25%;"> <p>Registration Status</p> <p>All ▼</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;">Select</th> <th style="width: 40%;">Student</th> <th style="width: 10%;">Student Grade</th> <th style="width: 10%;">Payment Status</th> <th style="width: 10%;">Required Forms Complete</th> <th style="width: 10%;">Registration Confirmed</th> <th style="width: 20%;">Option Purchased</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td style="text-align: center;">+</td> <td></td> <td>Baum, Mary (#161900001) i</td> <td style="text-align: center;">11</td> <td style="text-align: center;">PAID</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Film Club</td> </tr> <tr> <td style="text-align: center;">+</td> <td></td> <td>Cressman, Lorie (#767) i</td> <td style="text-align: center;">10</td> <td style="text-align: center;">PAID</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Film Club View Receipt</td> </tr> <tr> <td style="text-align: center;">+</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Cullen, Paris (#109428) i</td> <td style="text-align: center;">10</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Select Purchase Details</td> </tr> <tr> <td style="text-align: center;">+</td> <td></td> <td>Story, Hunter (#15450002) i</td> <td style="text-align: center;">10</td> <td style="text-align: center;">PAID</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Film Club View Receipt</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Save & Stay Cancel Export ▼ </div> </div>		Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased			<input type="text"/>					<input type="text"/>	+		Baum, Mary (#161900001) i	11	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club	+		Cressman, Lorie (#767) i	10	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club View Receipt	+	<input type="checkbox"/>	Cullen, Paris (#109428) i	10		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details	+		Story, Hunter (#15450002) i	10	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club View Receipt
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Process	Description
Automatic	<p>If the Registration Confirmation Process is turned ON, the Required Forms Complete and Registration Confirmed columns are automatically marked if the payment is complete, the parent and/or student signed any required forms that require an e-signature, and the required forms are locked.</p> <p>If there are Optional Forms missing signatures, the Registration Confirmation Process continues and marks the Registration Confirmed checkbox.</p>

Add Students to the Roster

You can manually add students to an activity roster if they are enrolled in the school associated with the activity. This feature is useful if you would like to allow a student to participate, but they do not match the criteria in the Ad Hoc filter selected on the activity.

Students with past and future enrollments in addition to current enrollments can be manually added to an activity. When the **Add Individual Students** dropdown list is selected, Campus checks for enrollments 90 days in the past based on the **Registration Open Date** of the activity and enrollments 90 days in the future based on the **Activity End Date**.

The example below shows the activity's registration open date is 08/05/2022. Students with a past enrollment end date of 05/07/2022 (08/05/2022 minus 90 days) or later can be manually added to this activity.

Activity Name *
Speed & Strength Camp

Status
Registration Open

Type
Activity

School(s) *
Harrison High X

Activity Owners (Primary) *
Aarons, Samantha X

Activity Owners (Secondary)

Registration Open Date
08/05/2022

Registration Close Date
08/12/2022

Created by
Administrator, System

Activity Start Date *
08/15/2022

Activity End Date *
08/26/2022

Add Individual Students
Selecting a student will add them to the roster grid

Type to search by name

- Abegg, Wallace (181900002)
- Alborough, Dallas (109301)
- Anderson, Jack (662478)
- Anderson, Jana (181900003)
- Atwood, Nadia (131900011)
- Barrons, Demetri (201900004)

Enrollments ☆ Student Information > General > Enrollments

Alborough, Dallas Grade: N/A #109301 DOB: 01/01/05 Counselor: Hunter Counselor

HS Graduation Related Tools ^

[New](#) [Print Enrollment History](#) [Notice of Change in Enrollment](#) [New Enrollment History](#) [Documents](#)

Grade	Type	Calendar	Start Date	End Date
12	P	21-22 Harrison High	09/07/2021	06/08/2022
11	P	20-21 Harrison High	07/01/2020	06/09/2021

Start Status: CM1 Enrolled
End Status: active

Start Status: CM1 Enrolled
End Status:

Example Past Enrollment: Student Can be Added Manually

The next example shows the activity's end date is 08/12/2022. Students with a future enrollment date of 11/10/2022 (08/12/2022 plus 90 days) or earlier can be manually added to the activity. This student's enrollment date is *after* 90 days, so his name does **NOT** appear on the Add Individual Students dropdown list.

Activity Name* Speed & Strength Camp Status Registration Open

Type Activity

School(s)* Harrison High X Activity Owners (Primary)* Aarons, Samantha X Activity Owners (Secondary)

Registration Open Date 7/11/2022 Registration Close Date 07/28/2022 Created by Administrator, System

Activity Start Date* 08/01/2022 **Activity End Date* 08/12/2022**

Add Individual Students
Selecting a student will add them to the roster grid

Type to search by name

- Fitzgerald, Sher (1195287)
- Flanders, Jalice (1123)
- Fleischmann, Christine (221900001)
- Fleischmann, Katherine (221900002)
- Fleming, Anne (1127)

Enrollments ☆ Student Information > General > Enrollments

Fleischmann, Brent Grade: 09 #221900003 DOB: 06/01/07 Related Tools ^

New Print Enrollment History Notice of Change in Enrollment New Enrollment History Documents

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
09	P	22-23 Harrison High	11/11/2022	

Start Status: CM1 Enrolled
End Status:

Example Future Enrollment: Student Cannot be Added Manually

When you manually add a student to the roster, all forms must be reviewed and, if applicable, sent for eSignature. First, district staff must fill out any fields on the form that are marked for staff and then the form can be filled out in the Campus Student and/or Campus Parent Portal. (Fields can be marked for staff when you define rules for an interactive form. See the [Custom Forms article](#) for more information.) The only exception to this process is if you take payment for students manually added to the Activity Roster and do NOT open the forms. In this scenario, district staff do not need to fill out any fields on the form that are also marked for portal users or request an eSignature. The exception only applies if the Activity Registration viewing tool is enabled in the [Display Options](#).

District staff can also override the eSignature in the Activity Roster as needed. See the following topic on this page for more information: [Manage Form Participants and Details](#).

1. Click the **Roster** button on the activity.

Result

The Activity Roster displays.

2. Type the student's name in the **Add Individual Students** field and select the student when their name displays.

Result

Campus adds the student with the status of "Pending Save" and they appear at the top of the roster until saved.

3. Mark the **Required Forms Complete** checkboxes. *Optional*
4. Click the **Select Purchase Details** in Option Purchased to add a payment. *Optional*
5. Click **Save** to save your changes.

Add Roster Payments

Roster Payment Processing allows for cash, check, and credit card transactions to be taken for an Activity from within the Activity Registration roster screen.

1. Click the **Roster** button of the activity that will be updated.
2. Add **Individual Students** via that search bar.
3. Click **Select Purchase Details** under Option Purchased. The payment side panel will appear on screen.

4. Select the Purchase Option and Payment Method.
5. Enter the Payment Information.
6. Click **Submit Payment**. A Payment Recorded message will appear.
7. When finished, click Close.

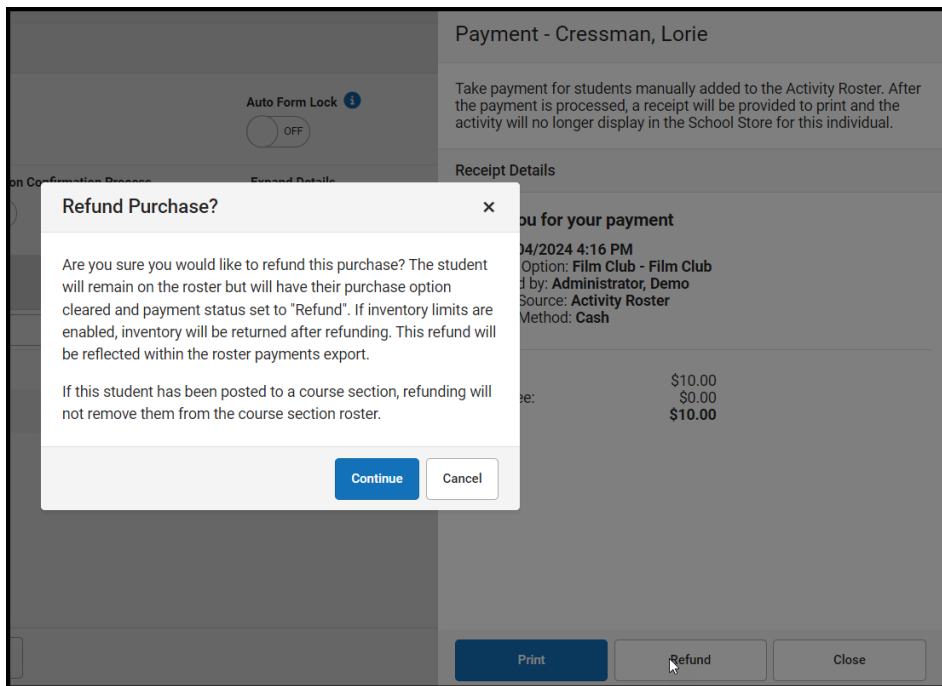
Refunding Roster Payments

These instructions will show you how to refund purchases made with cash or check.

Refunds for credit/debit card purchases must be completed in the [Payments Reporter](#). A link will be provided in the Payments side panel to the Payments Reporter for credit/debit card purchases. Partial refunds can also be made for credit/debit card purchases.

Refunded students will remain on the roster, but will have their purchase option cleared and payment status set to REFUND. If inventory limits are enabled, inventory will be returned after refunding. This refund will be reflected within the roster payments export. If a student has been posted to a course section, refunding will not remove them from the course section roster.

1. Click the **Roster** button of the activity that will be updated.
2. Click **View Receipt** under Option Purchased for the student that will be refunded. The payment side panel will appear on screen.
3. Click **Refund** in the Payment side panel.



4. Click **Continue** in the Refund Purchase alert. You will be returned to the Payment side panel.
5. Click **Cancel** to return to the Activity Roster.

Refunding a Removed Student

Students who have been removed from an activity can have their cash or check payments refunded from the Removed Students List. These students will have the View Receipt button next to their name within the list. Any students that have already received a refund will have a REFUND status next to their name.

Refunds for credit or debit card purchases must be completed from the Payments Reporter.

1. Click **View Removed**. The Removed Students List side panel will appear.





The screenshot shows the 'Activity Roster - Film Club' interface. At the top, it displays statistics: 4 Total Students, 1 Payment Complete, and 2 Form Complete. There are toggle switches for 'Auto Form Lock' and 'Registration Confirmation Process', both currently set to 'OFF'. Below these is a search bar for 'Add Individual Students' and an 'Expand Details' toggle, also 'OFF'. A table lists students with columns for 'Select', 'Student', 'Student Grade', and 'Payment Status'. The table contains four rows: Abegg, Dylan (#171900001) with a 'PAID' status; Baum, Mary (#161900001) with a 'PARTIAL REFUND' status; Crane, Pani (#109197) with a 'REFUND' status; and Cullen, Paris (#109428) with a 'REFUND' status. At the bottom of the table is a 'Remove' button. Below the table are navigation controls for 'Students per page' (set to 25) and buttons for 'Save', 'Save & Stay', 'Cancel', 'Export', and 'View Removed'. On the right side, the 'Removed Students List' panel is open, showing a message: 'Students in this list were chosen to be removed off of the activity roster. All forms have been deleted. If the activity is still open for registrations, and the student is eligible to do so, they can re-register for the activity and therefore be removed from this list.' Below this message, two students are listed: 'Cressman, Lorie (#767)' and 'Story, Hunter (#15450002)', each with a 'View Receipt' button.

2. Click **View Receipt** for the student that will be refunded. The Payment side panel will appear.
3. Click **Refund**.
4. Click Continue in the Refund Purchase alert. You will be returned to the Removed Students List.

Remove Students from the Roster

Remove students from the roster. When removing students, comments must be added explaining why they have been removed, and completed forms can be printed prior to their removal. Once a student has been removed, all their forms will be deleted. After a student has been removed, they can be viewed within the Removed Students List.

1. Click the **Roster** button on the activity.
2. Mark the checkbox in the **Select** column for the student(s) you want to remove.

Select	Student	Student Grade	Payment Status
	<input type="text"/>		
+	Baum, Mary (#161900001) 	11	PARTIAL REFUND
+	Cressman, Lorie (#767) 	10	PAID
+	<input checked="" type="checkbox"/> Cullen, Paris (#109428) 	10	REFUND
+	Story, Hunter (#15450002) 	10	PAID

[Remove](#)

3. Click the **Remove** button. The Remove confirmation box will appear.
4. Enter a required removal comment.

Tip: Use this opportunity to download or print a copy of the student's forms by clicking Print. After the student is removed, all forms will be deleted.

5. Click **Remove**. You will return to the Activity Roster.
6. Click **Save** to save your changes.

Viewing Removed Students List

Students who have been removed from an Activity Roster can be viewed in the Removed Students List by clicking the View Removed button. This button will only appear within an Activity Roster if at least one student has been removed. If the activity is still open for registrations and the student is eligible, they can be added back to the Activity and will no longer appear in the Removed Students List.

This list can be exported in a .xlsx file. The file contains the student's name, when they were deleted, who they were deleted by, and the required comments added when they were deleted.

Activity Monitor ☆ Student Information > Activity Registration > Activity Monitor

Activity Roster - Film Club

4 Total Students 1 Payment Complete 2 Form Complete

Auto Form Lock OFF Post to Course Section Do Not Post to Course Section

Add Individual Students: Type to search by name

Registration Confirmation Process OFF Expand Details OFF Registration Status: All

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
+ <input type="checkbox"/>	Abegg, Dylan (#171900001)	11	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club
+ <input type="checkbox"/>	Baum, Mary (#161900001)	11	PARTIAL REFUND	<input type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details
+ <input type="checkbox"/>	Crane, Pani (#109197)	10		<input type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details
+ <input type="checkbox"/>	Cullen, Paris (#109428)	10	REFUND	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details

Remove

25 Students per page 1 - 4 of 4 Students

Save Save & Stay Cancel Export **View Removed**

1. Click **View Removed**.
2. Click **Export** to download the .xlsx file.

View a Student's Emergency Contacts

Emergency contact information for each student is available on the Roster screen. Click the button next to the student's name to quickly access contact information that is already stored in Campus.

Select	Student	Student Grade
	<input type="text"/>	
+ <input type="checkbox"/>	Baum, Mary (#161900001)	11
+ <input type="checkbox"/>	Cressman, Lorie (#767)	10
+ <input type="checkbox"/>	Cullen, Paris (#109428)	10
+ <input type="checkbox"/>	Story, Hunter (#15450002)	10

Manage Form Participants and Details

[Request an eSignature](#) | [Reassign a Form for eSignature](#) | [Override an eSignature Request](#) | [Create a New Contact Log](#) | [Lock/Complete a Form](#) | [Creating a Form Using Quick Form Fill](#)

Activity Registration supports interactive custom forms. Interactive forms allow users to enter data directly into the PDF and electronically sign when registering for an activity. You can use the Activity Roster to review these forms and ensure everything is filled out correctly and/or signed.

When you manually add a student to the roster, all forms must be reviewed and if applicable sent for eSignature. Forms can then be filled out in the Campus Student and/or Campus Parent Portal in the Documents tool. District staff can also fill out forms (except for the eSignature) in the Activity Roster if necessary.

Request an eSignature

After you manually add a student to a roster and complete forms as necessary, you can request an eSignature from parent/guardians and students when the form requires an eSignature. Requesting eSignatures makes the form read-only; i.e., you cannot make additional changes.

1. Select the form that requires an eSignature.

Result

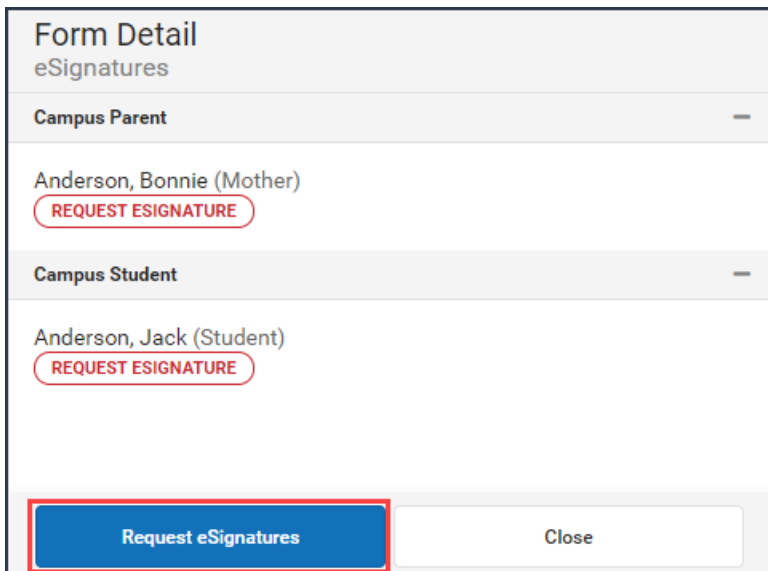
The Form displays.

2. Click **Review Participants**.

Result

The Form Details panel displays.

3. Click the **Request eSignatures** button.



The screenshot shows a 'Form Detail' panel with the following structure:

- Form Detail** (header)
- eSignatures** (sub-header)
- Campus Parent** (section header)
- Anderson, Bonnie (Mother)
 - REQUEST ESIGNATURE** (button)
- Campus Student** (section header)
- Anderson, Jack (Student)
 - REQUEST ESIGNATURE** (button)
- Request eSignatures** (button) - highlighted with a red box
- Close** (button)

Result

A confirmation message displays.

4. Click **Request eSignatures**.

Result

A confirmation message displays and the Form Detail panel closes. The eSignature statuses change to **Pending** on the Form Detail panel. Forms can then be filled out in the Campus

Student and/or Campus Parent Portal in the Documents tool.

Reassign a Form for eSignature

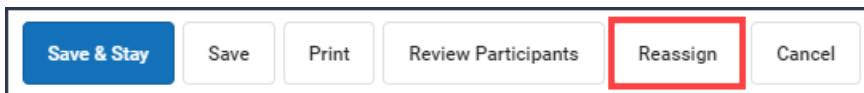
This option allows you to reassign a custom form to a user who did not have an active Campus Student or Campus Parent account when the student was registered for an activity.

1. Select the form that requires a signature.

Result

The form displays in a side panel.

2. Click the **Reassign** button.



Result

An error message displays if the users does not have an active portal account. Otherwise, a confirmation message displays and the user can go to the Documents tool in the portal and complete the form.

Override an eSignature Request

District staff cannot sign for students/parents; however, the eSignature can be overridden. As a best practice, [create a new contact log](#) to document any communication that resulted in overriding the eSignature.

▶ [Click here to expand...](#)

1. Select the form that requires a signature.
It will say **Action Required** next to the form.

	Select	Student	Student Grade
		<input type="text"/>	
–	<input type="checkbox"/>	Abegg, Dylan (#171900001)	11
Required Forms * Activity Registration w/e-signature ACTION REQUIRED			

Result

The form displays.

2. Click **Review Participants**.

Result

The Form Details panel displays.

3. Select the checkbox next to the person's name and then enter Comments explaining why you are overriding the eSignature.

Form Detail
eSignatures

Campus Parent —

Abegg, Donald (Father)
SIGNED

Campus Student —

Abegg, Dylan (Student)
PENDING

Override eSignature Request —

Select Person(s) *

Abegg, Dylan (Student)

Override Comment *

Student will not be attending events off campus.

//

Save Override

4. Click **Save Override**.

Result

A confirmation message displays as the status changes to Overridden.

Form Detail
eSignatures

Campus Parent

Abegg, Donald (Father)
SIGNED

Campus Student

Abegg, Dylan (Student)
OVERRIDDEN ←

Student will not be attending events off campus.

//

Create a New Contact Log

The Activity Roster allows you to record an communication you have with participants by phone, mail, email or in person.

1. Select the form where you want to add a Contact Log.

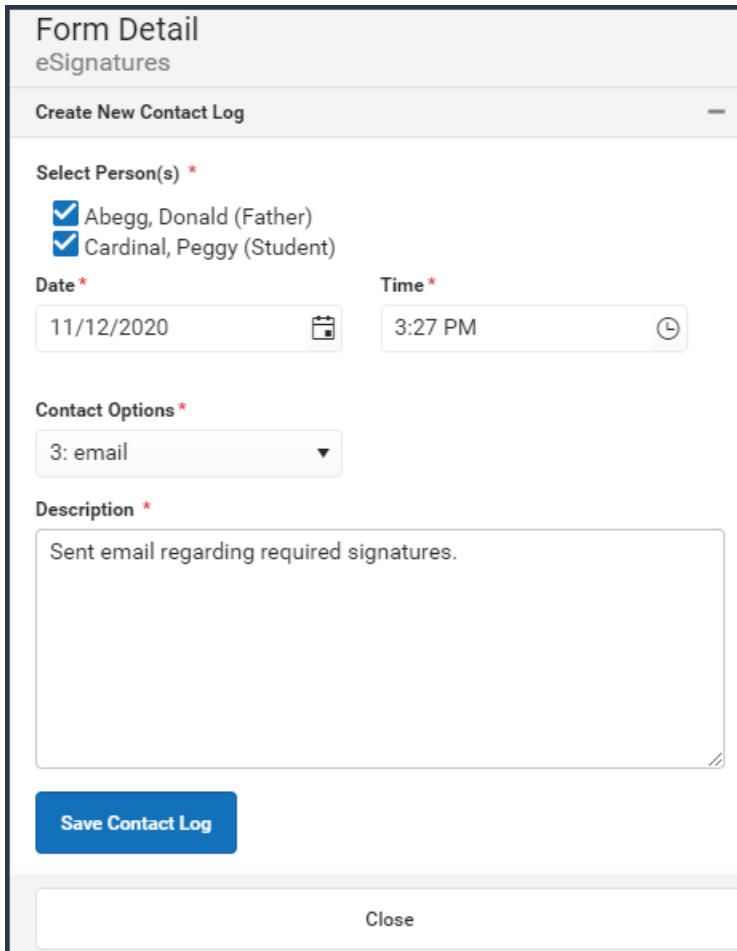
Result

The form displays.

2. Click **Review Participants**.

Result

The Form Details displays.



3. Mark the checkboxes next to the appropriate person(s).
4. Adjust the Date and Time as necessary.
5. Select one of the following **Contact Options**: *1: Telephone, 2: U.S. Mail, 3: email, 4: In Person.*
6. Enter a **Description**.
7. Click **Save Contact Log**.

Result

Campus creates a contact log for each person you selected.

Form Detail	
eSignatures	
Contact Details —	
Donald Abegg (Father)	11/12/2020 3:27 PM
Contact Option: 4: In Person	Description
Sent email regarding required signatures.	
Peggy Cardinal (Student)	
11/12/2020 3:27 PM	Contact Option: 4: In Person
Description	Sent email regarding required signatures.

Lock/Complete a Form

Required forms display the status **Action Required** until the form is locked. (Forms for manually added students do not display that status until the form is first opened.) A locked form indicates no additional changes can be made.

Locking and completing forms can be done manually or automatically.

If a form is interactive and it is marked as Required, then the **Complete** button appears. If the form is **NOT** interactive, but it is marked as Required, the **Lock** button appears. Both buttons perform the same function.

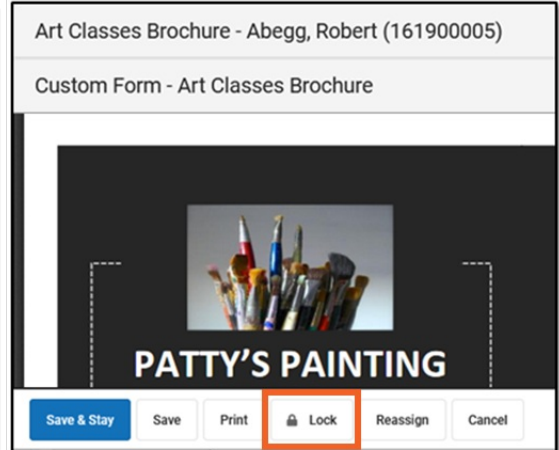
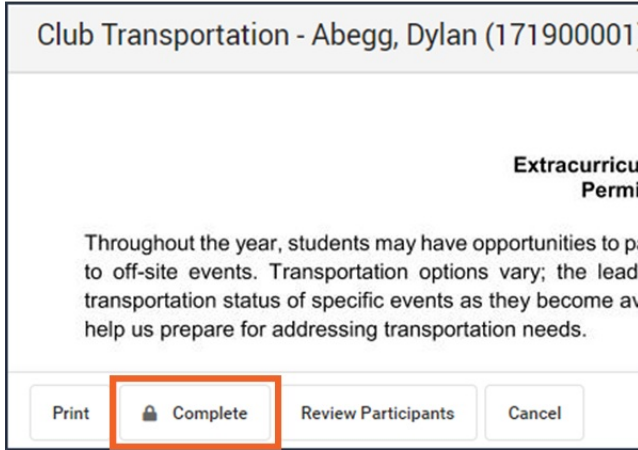
Manually Lock/Complete a Form

Manually locking and completing forms gives you the chance to review a form and ensure the necessary information has been supplied and/or it has been signed.

1. Select the form that you want to Lock. It will say **Action Required** next to the form.

Result

The form displays.



2. Click the **Complete** or **Lock** button.

Result

The Complete Form or Lock Form confirmation message displays.

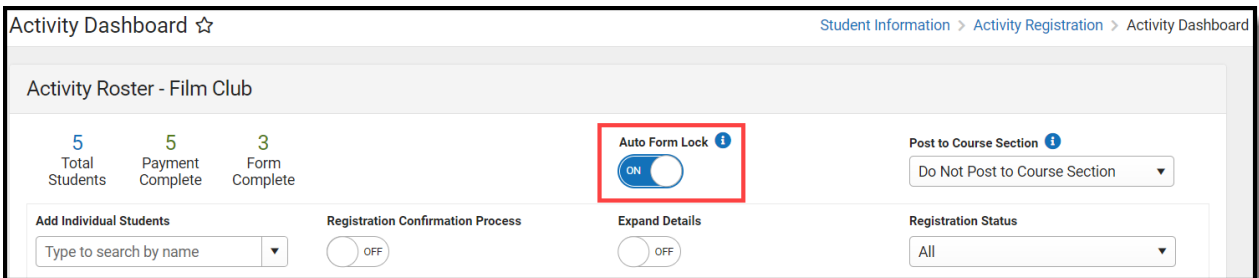
3. Click **Complete** or **Lock**.

Result

A confirmation message displays saying the form is locked and the form's status changes to *Complete*.

Automatically Lock/Complete a Form

Locking and completing forms is done automatically when you slide the **Auto Form Lock** toggle to **ON**. When a form has been completed and/or signed, the form is automatically locked and marked as Complete; the form does not require manual completion.



Creating a Form Using Quick Form Fill

The Quick Form Fill tool allows for custom forms in Activity Registrations to be populated with ad hoc data that is selected for the individual form fields. This tool will only appear when the data returned for the ad hoc provides multiple results and therefore needs input to decide which value to populate into the field. For example, a course name ad hoc populated into an Activity Registration form field will likely have multiple values returned. The Quick Form Fill tool will prompt for the correct course to populate on opening of the form. The Quick Form Fill tool is also available for parents/students to use in the School Store.

The screenshot displays the 'Activity Roster - Campus Science Fair' interface. At the top, it shows summary statistics: 1 Total Student, 0 Payment Complete, and 0 Form Complete. There are controls for 'Auto Form Lock' (OFF) and 'Post to Course Section' (Do Not Post to Course Section). Below these are sections for 'Add Individual Students', 'Registration Confirmation Process' (OFF), 'Expand Details' (OFF), and 'Registration Status' (All). A table lists the student 'Test, Tyler (#231900001)' with a student grade of 10. Below the table, a 'Required Forms' section lists 'Campus Science Fair Consent Form'. A sidebar on the right, titled 'Campus Science Fair Consent Form - Test, Tyler', contains a 'Quick Form Fill' section with instructions and a 'Course Section 1' dropdown menu. At the bottom of the sidebar are 'Create Form', 'Preview Form', and 'Cancel' buttons. The main interface has 'Save', 'Save & Stay', 'Cancel', and 'Export' buttons at the bottom left, and a 'Students per page' selector (set to 25) and '1 - 1 of 1 Students' indicator at the bottom right.

1. Select the Expand Details (+) of the student whose form you wish to fill in.
2. Select a form from the Required Forms.
3. Select from the Quick Form Fill options available.
4. Preview the form using the Preview Form button. It will appear in a new tab.
5. Click Create Form.

Notes about the Quick Form Fill tool:

- Only the Roster version of Quick Form Fill tool will display contextual data (extra info to help the activity staff make the right selection).
- The first user to fill in the form in the Roster and/or Portal will get the Quick Form Fill tool.
- The Quick Form Fill tool does NOT function in the Documents tab or the Activity Registration viewing tool (it only works in the School Store and Activity Roster). If a form is clicked in either of these, it will populate non-ambiguous data and leave any ambiguous fields BLANK.

Post to Course Section

The Post to Course Section feature allows you to associate an activity with a Course and Section and update the roster once the activity is in one of these statuses:

- Registration Open
- Registration Closed
- Active - Registration Open
- Active - Registration Closed
- Ready
- Approved

Posting to a Course Section is done for activities appearing on the Current or Upcoming tabs of the Activity Monitor.

Posting registered students to a Course Section allows you to track attendance using Campus Instruction and puts the activity on the student's schedule.

Only students who have the Registration Confirmed checkbox marked can be added to a Course Section roster. The students must have just one primary enrollment.

Activity Roster - Film Club

4 Total Students, 3 Payment Complete, 4 Form Complete

Auto Form Lock: OFF

Post to Course Section: Do Not Post to Course Section

Add Individual Students: Type to search by name

Registration Confirmation Process: OFF

Expand Details: OFF

Registration Status: All

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
+	Baum, Mary (#161900001)	11	PAID	✓	✓	Film Club
+	Cressman, Lorie (#767)	10	PAID	✓	✓	Film Club View Receipt
+	<input type="checkbox"/> Cullen, Paris (#109428)	10		✓	<input type="checkbox"/>	Select Purchase Details
+	Story, Hunter (#15450002)	10	PAID	✓	✓	Film Club View Receipt

Buttons: Save, Save & Stay, Cancel, Export

This process only adds students to the Course Section Roster. If you need to remove a student from this roster, you must remove them manually using the [Section Roster Setup](#) tool.

Posting to a Course Section can be done manually or automatically.

Manual Post to Course Section

Students are manually added to a section roster by selecting Manual Post to Course Section from the Post to Course Section dropdown list.

If students are added to the Activity Registration roster after the initial section roster is updated, you can complete the following steps again and Campus will update the section roster with the newly added students.

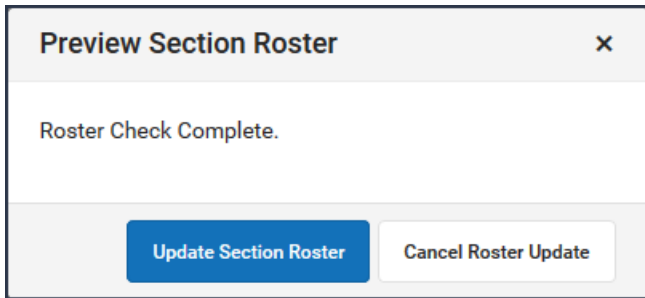
- Once the activity has the [proper status](#), choose **Manual Post to Course Section** from the Post to Course Section dropdown list.

Result

The Post to Course Section area displays.

▶ [Click here to expand...](#)

2. Select the **Calendar, Course** and **Section**.
 3. Click the **Preview Section Roster** button.
- A preview message displays.



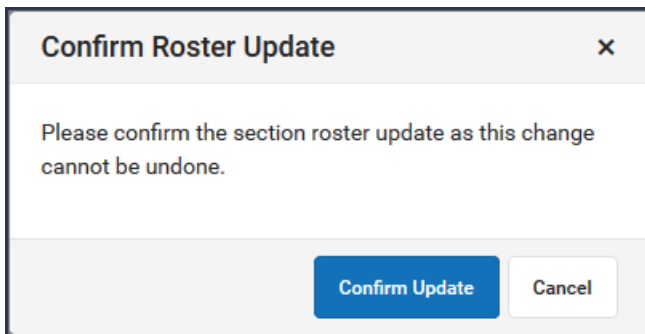
If there are students who cannot be added to the roster, their names display on the preview message. This could include students who do not have a primary enrollment. After reviewing these students and correcting any issues, you can complete these steps again to append these students to the section roster.

▶ [Click here to expand...](#)

4. Click the **Update Section Roster** button.

Result

A confirmation message displays.



5. Click the **Confirm Update** button.

Result

Campus updates the Section Roster.

▶ [Click here to expand...](#)

Auto-Post to Course Section

If the option Auto-Post to Course Section is selected, students are automatically added to the section as soon as the Registration Confirmed checkbox is marked and the activity has been saved.

It may take up to a minute after the Registration Confirmed checkbox is marked AND the roster has been saved before the student appears in the section roster.

When Auto-Post to Course Section is selected, the Registration Confirmation Process toggle is

automatically turned on. The Registration Confirmed checkbox will be marked for those participants who have made payment and have all forms completed (the Payment Status will appear as PAID and Required Forms Complete checkbox will be marked).

1. Once the activity has the [proper status](#), choose **Auto-Post to Course Section** from the Post to Course Section dropdown list.

Result

The Registration Confirmation Process toggle is turned ON and the Post to Course Section area displays.

▶ [Click here to expand...](#)

2. Select the **Calendar**, **Course** and **Section**.
3. Click the **Save** or **Save & Stay** button.

Result

Students who already have the **Registration Confirmed** checkbox marked are automatically placed in the section roster.

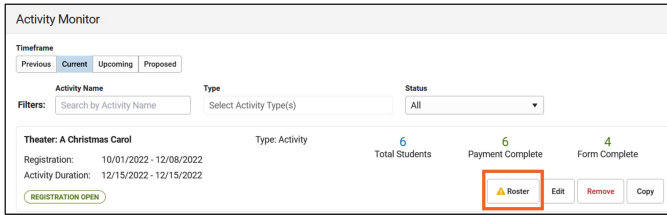
As students are added to the activity and their registrations are confirmed, they will be added to the section roster.

Preview Section Roster

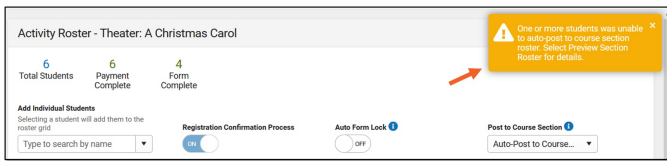
If students' names appear on the preview message after clicking the **Preview Section Roster** button, it means there is an issue with their enrollment, or their registration has not been confirmed.

Issue	How do I fix it?
The registration has not been confirmed.	<ol style="list-style-type: none"> 1. Ensure payment has been made for the student and the Payment Status is PAID. 2. The forms for the student have a status of Completed and the Required Forms Complete checkbox is marked. <p>The Registration Confirmed checkbox will be marked automatically if Auto-Post to Course Section is selected from the Post to Course Section dropdown list.</p>

A student does not have a primary enrollment or has two or more primary enrollments. The Warning symbol appears on the **Roster** button in Activity Monitor...



...and a warning message appears after clicking the **Roster** button.



1. Resolve the enrollment issue.
2. Choose the Activity Monitor tool and click the **Roster** button for the activity with the warning.
3. If the **Payment Status** is PAID and the **Required Forms Complete** checkbox is marked, the student will **NOT** be automatically appended to the section roster even though Auto-Post to Course Section is selected.
4. Scroll down to the **Post to Course Section** area. Click the **Preview Section Roster** button, click **Update Section Roster** and then click **Confirm Update**.
5. Save.

After all enrollment issues have been resolved and the students have been posted manually, the warning messages no longer display.

View and Delete In Progress Registrations

When a parent starts a registration for their child, completes the required forms, but does not complete the payment, a registration will receive a status of In Progress. If there are In Progress registrations for an activity, the View In Progress button will appear in the Activity Roster. When clicked, a side panel displays the students who have a registration started as indicated by the IN PROGRESS status. These can be deleted individually for each activity.

Activity Dashboard ☆ Student Information > Activity Registration > Activity Dashboard

Activity Roster - Film Club (Winter & Spring 24)

4 Total Students 3 Payment Complete 1 Form Complete

Add Individual Students: Registration Confirmation Process: OFF

Select	Student	Student Grade	Payment Status
+	Baum, Mary (#161900001)	11	PAID
+	Cressman, Lorie (#767)	10	PAID
+	<input type="checkbox"/> Cullen, Paris (#109428)	10	PAID
+	Story, Hunter (#15450002)	10	PAID

Buttons: Save, Save & Stay, Cancel, Export, View In Progress

Delete In Progress Registrations

Utilize the list(s) below to view or delete in progress registrations and their corresponding forms. Please note that if the activity is currently open for registration, these individuals may actively be filling out forms.

In Progress Registrations

Film Club (Winter & Spring 24) - Choose 1 or more -

Student	Required Forms	Optional Forms
<input checked="" type="checkbox"/> Abegg, Dylan Started By: Abegg, Donald Date: 2/12/24	Activity Reg Form IN PROGRESS	
<input checked="" type="checkbox"/> Cardinal, Peggy Started By: Abegg, Donald Date: 2/12/24	Activity Reg Form IN PROGRESS	

Buttons: Delete, Cancel, Export

1. Click **View In Progress**.
2. Click + to show a drop-down of each student with an In Progress registration.
3. Select the students whose registrations will be removed. This will be indicated by a green checkmark next to their name.
4. Click **Delete**. The Delete In Progress Registrations message box will appear.
5. Click **Delete** to remove the incomplete registrations.
6. Click the **Export** button to download an Excel file to review the activity name, student name, deleted forms, and who they were started by.

Activity Roster Filter Fields for Ad hoc Reporting

The [Ad hoc Reporting](#) tools allow users to create custom queries and reports on various types of information stored within the Campus database. The following Activity Roster fields are available for creating queries with the Filter Data Type of Student (Student > Activity Registration > Roster)

Roster Data	Ad hoc Field Name
Person ID	actRegRoster.personID
Activity Type	actRegRoster.activityType
Activity Name	actRegRoster.activityName
Item Name	actRegRoster.itemName
Activity Start	actRegRoster.activityStart
Activity End	actRegRoster.activityEnd

Roster Data	Ad hoc Field Name
Registration Start	actRegRoster.regStart
Registration End	actRegRoster.regEnd
Sign Up Date	actRegRoster.signUpDate
Payment Complete	actRegRoster.paymentComplete
Forms Complete	actRegRoster.formsComplete
Registration Complete	actRegRoster.registrationComplete
Posted to Course Section	actRegRoster.postedToCourseSection

Previous Version

- [Activity Roster \[.2323 - .2351\]](#)
- [Activity Roster \[.2235 - .2239\]](#)
- [Activity Roster \[.2231\]](#)