

# Activity Roster [.2351-.2403]

Last Modified on 01/27/2026 11:57 am CST

[About the Activity Roster](#) | [About Field Trip Rosters](#) | [Mark Forms as Complete](#) | [Add Students to the Roster](#) | [Add Roster Payments](#) | [Refunding Roster Payments](#) | [Remove Students from the Roster](#) | [View a Student's Emergency Contacts](#) | [Manage Form Participants and Details](#) | [Post to Course Section](#) | [Activity Roster Filter Fields for Ad hoc Reporting](#)

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.

What can I do?	What do I need to know?
<ul style="list-style-type: none"><li>• <a href="#">Mark Payments and Forms as Complete</a></li><li>• <a href="#">Add Students to the Roster</a></li><li>• <a href="#">Remove Students from the Roster</a></li><li>• <a href="#">View a Student's Emergency Contacts</a></li><li>• <a href="#">Manage Form Participants and Details</a><ul style="list-style-type: none"><li>◦ <a href="#">Request an eSignature</a></li><li>◦ <a href="#">Reassign a Form for eSignature</a></li><li>◦ <a href="#">Override an eSignature Request</a></li><li>◦ <a href="#">Create a New Contact Log</a></li><li>◦ <a href="#">Lock/Complete a Form</a></li></ul></li><li>• <a href="#">Post to Course Section</a><ul style="list-style-type: none"><li>◦ <a href="#">Manual Post to Course Section</a></li><li>◦ <a href="#">Auto-Post to Course Section</a></li></ul></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">About the Activity Roster</a></li><li>• <a href="#">Activity Roster Filter Fields for Ad hoc Reporting</a></li><li>• <a href="#">About Field Trip Rosters</a></li></ul>

### Activity Roster - Film Club

4 Total Students		3 Payment Complete		4 Form Complete		Auto Form Lock <span style="color: blue;">i</span>		Post to Course Section <span style="color: blue;">i</span>	
<input type="checkbox"/>	OFF	<input type="checkbox"/>	OFF	<input type="checkbox"/>	OFF	<input type="checkbox"/>	OFF	<input type="checkbox"/>	Do Not Post to Course Section
Add Individual Students		Registration Confirmation Process		Expand Details		Registration Status			
<input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px; margin-right: 10px;" type="text" value="Type to search by name"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">OFF</span>		<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">OFF</span>		<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">OFF</span>		<input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px; margin-right: 10px;" type="text" value="All"/> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 10px;">All</span>			
Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased			
<span style="color: green;">+</span>	Baum, Mary (#161900001) <span style="color: blue;">i</span>	11	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club			
<span style="color: green;">+</span>	Cressman, Lorie (#767) <span style="color: blue;">i</span>	10	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 10px;">View Receipt</span>			
<span style="color: green;">+</span>	<input type="checkbox"/> Cullen, Paris (#109428) <span style="color: blue;">i</span>	10		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 10px;">Select Purchase Details</span>			
<span style="color: green;">+</span>	Story, Hunter (#15450002) <span style="color: blue;">i</span>	10	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 10px;">View Receipt</span>			

## 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...](#)

Student	Stu... Gra...	Payment Status	Forms Comple...	Regis... Conf...	Option Purchased
Baum, Mary (#161900001) <span style="color: blue;">i</span>	11	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club
Cressman, Lorie (#767) <span style="color: blue;">i</span>	10	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 10px;">View Receipt</span>
<input type="checkbox"/> Cullen, Paris (#109428) <span style="color: blue;">i</span>	10		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 10px;">Select Purchase Details</span>
Story, Hunter (#15450002) <span style="color: blue;">i</span>	10	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 10px;">View Receipt</span>

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

Total Students	Payment Complete	Form Complete	Auto Form Lock	Post to Course Section		
4	3	4	<input type="button" value="OFF"/>	<input type="button" value="Do Not Post to Course Section"/>		
Add Individual Students			Registration Confirmation Process	Expand Details	Registration Status	
<input type="text" value="Type to search by name"/>			<input type="button" value="ON"/>	<input type="button" value="OFF"/>	<input type="button" value="Review Needed"/>	
Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
-	Baum, Mary (#161900001)	11	<input type="button" value="PAID"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club
Required Forms *			Optional Forms			
			<a href="#">Activity Registration w/e-signature</a> <input type="button" value="REVIEW NEEDED"/>			
<input type="button" value="Save"/>	<input type="button" value="Save &amp; Stay"/>	<input type="button" value="Cancel"/>	<input type="button" value="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				
<a href="#">REGISTRATION OPEN</a>			<a href="#">Roster</a>	<a href="#">Edit</a>
			<a href="#">Remove</a>	<a href="#">Copy</a>

## Mark Forms as Complete

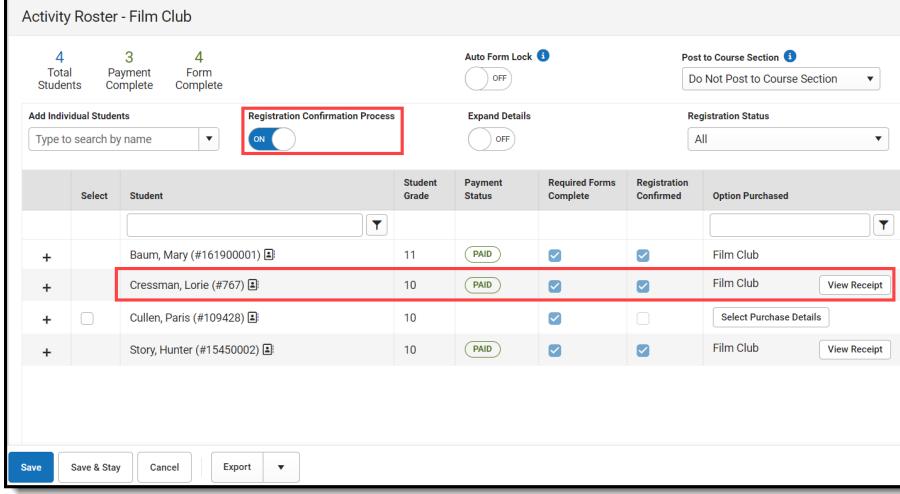
The **Required Forms Complete** checkbox can be manually marked as complete or can be automatically marked complete if the **Registration Confirmation Process** is turned ON.

Process	Description
<b>Manual</b>	To manually mark the <b>Required Forms Complete</b> checkbox, click the <b>Roster</b> button to display the Activity Roster screen. From here you can mark the necessary checkboxes. Click <b>Save</b> to complete your changes.

Activity Roster - Film Club

Add Individual Students			Registration Confirmation Process		Expand Details		Registration Status	
<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text"/> Type to search by name			<input style="width: 20px; height: 20px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="checkbox"/> OFF		<input style="width: 20px; height: 20px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="checkbox"/> OFF		<input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text"/> All	
Select	Student		Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased	
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
+	Baum, Mary (#161900001)		11	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; margin-right: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club	
+	Cressman, Lorie (#767)		10	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; margin-right: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club	
+	<input type="checkbox"/> Cullen, Paris (#109428)		10		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Receipt</a>	
+	Story, Hunter (#154500002)		10	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; margin-right: 10px;">PAID</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club	
							<a href="#">View Receipt</a>	

[Save](#) [Save & Stay](#) [Cancel](#) [Export](#)

Process	Description
<b>Automatic</b>	<p>If the <b>Registration Confirmation Process</b> is turned ON, the <b>Required Forms Complete</b> and <b>Registration Confirmed</b> 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 <a href="#">required forms are locked</a>.</p> <p>If there are Optional Forms missing signatures, the Registration Confirmation Process continues and marks the <b>Registration Confirmed</b> 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 *	Status	
Speed & Strength Camp	Registration Open	
Type		
Activity		
School(s) *	Activity Owners (Primary) *	Activity Owners (Secondary)
Harrison High	Aarons, Samantha	
Registration Open Date	Registration Close Date	Created by
08/05/2022	08/12/2022	Administrator, System
Activity Start Date *	Activity End Date *	
08/15/2022	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)
- Rarons, Demitri (201900004)

Enrollments ☆

Student Information > General > Enrollments

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

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

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
12	P	21-22 Harrison High	09/07/2021	06/08/2022
Start Status: CM1 Enrolled End Status: active				
11	P	20-21 Harrison High	07/01/2020	06/09/2021
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, Julice (1123)

Fleischmann, Christine (221900001)

Fleischmann, Katherine (221900002)

Fleming, Anne (1127)

Enrollments ☆

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

Student Information > General > Enrollments

Related Tools ▾

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

Enrollment Editor

Grade	Type
09	P
22-23 Harrison High	
Start Status: CM1 Enrolled	
End Status:	

Start Date 11/11/2022 End Date

### 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.

Add Individual Students

- Pieper, Jack (#126317)
- Schalk, Jackie (#129431)

### 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.

Student Information > Activity Registration > Activity Monitor

Payment - Cressman, Lorie

Take payment for students manually added to the Activity Roster. After the payment is processed, a receipt will be provided to print and the activity will no longer display in the School Store for this individual.

Payment Options i

Purchase Option \*

Payment Method \*

**Submit Payment** **Cancel**

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.

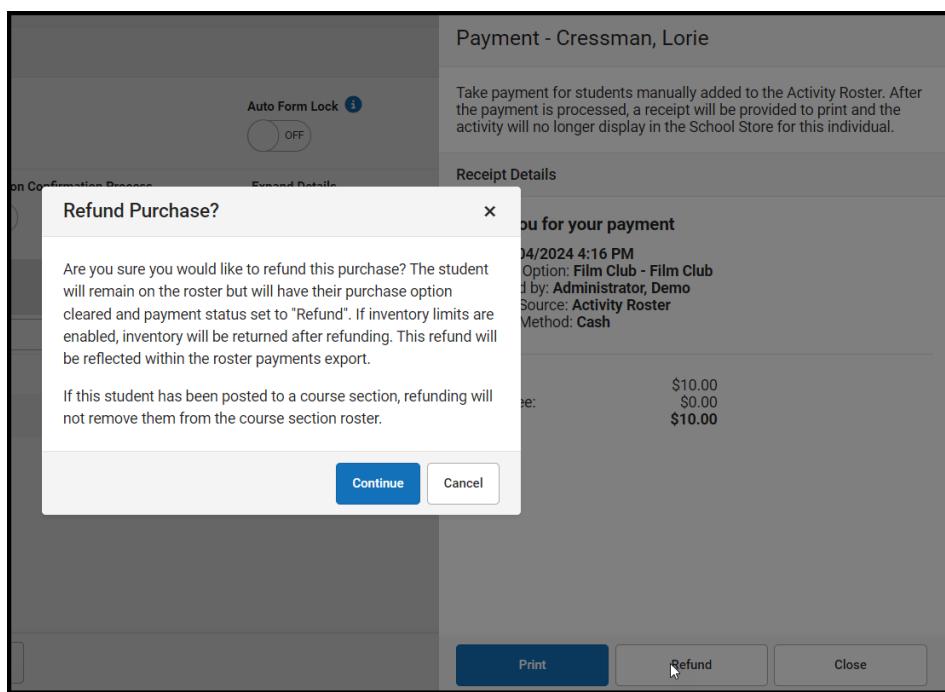
# Refunding Roster Payments

To remove a student from an activity who has already paid, students must receive a full refund of the activity. 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.

## Remove Students from the Roster

You can manually remove students from the roster if the student was manually added and has not paid. If the Payment Status is blank or REFUND, the student can be removed.

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

**Result**

The Activity Roster displays.

2. Mark the checkbox in the **Select** column for the student(s) you want to remove.

Select	Student	Student Grade	Payment Status
+	Baum, Mary (#161900001) 	11	PARTIAL REFUND
+	Cressman, Lorie (#767) 	10	PAID
<input checked="" type="checkbox"/>	Cullen, Paris (#109428) 	10	REFUND
+	Story, Hunter (#154500002) 	10	PAID

3. Click the **Remove** button.

**Result**

Campus remove the student from the table.

4. Click **Save** to save your changes.

## 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
+	Baum, Mary (#161900001) 	11
+	Cressman, Lorie (#767) 	10
<input type="checkbox"/>	Cullen, Paris (#109428) 	10
+	Story, Hunter (#154500002) 	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**

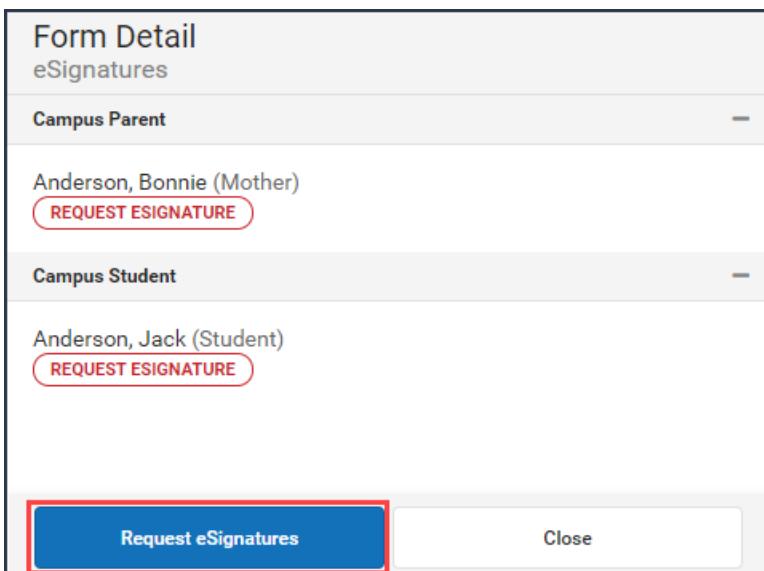
The Form displays.

2. Click **Review Participants**.

**Result**

The Form Details panel displays.

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



The screenshot shows the 'Form Detail' panel with the 'eSignatures' tab selected. It lists two participants: 'Campus Parent' and 'Campus Student'. Each participant has a name and a 'REQUEST ESIGNATURE' button. At the bottom left of the panel, there is a large blue 'Request eSignatures' button, which is highlighted with a red box. At the bottom right, there is a '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

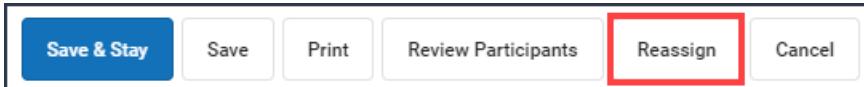
Student or Campus Parent account when the student was registered for an activity.

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 user 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...](#)

### Club Transportation - Abegg, Dylan (171)

Throughout the year, students may have opportunities to attend off-site events. Transportation options vary based on the transportation status of specific events as they help us prepare for addressing transportation needs.

- Step 1: Complete the Student Information
- Step 2: Review the Transportation Permissions
- Step 3: Complete the Parent/Guardian Signature
- Step 4: Initial all Transportation Permissions

Student Information	
Full Name	Dylan Victor
Grade	10
Teacher	

Parent/Guardian Signature	
Full Name	Donald Abegg
Date	11/12/2020

Transportation Permissions	
I give my student permission to ride with the transportation, under the supervision of administration.	

[Print](#)
Review Participants
[Cancel](#)

**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 of school property.

[Save Override](#)

1. Select the form that requires a signature.

It will say **Action Required** next to the form.

	Select	Student	Student Grade
-	<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)  
OVERIDDEN ←

Student will not be attending events off campus.

# Create a New Contact Log

The Activity Roster allows you to record 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.

The screenshot shows a modal dialog box titled "Create New Contact Log". The form fields are as follows:

- Select Person(s) \***: Two checkboxes are checked: "Abegg, Donald (Father)" and "Cardinal, Peggy (Student)".
- Date \***: Set to 11/12/2020.
- Time \***: Set to 3:27 PM.
- Contact Options \***: A dropdown menu is set to "3: email".
- Description \***: The text "Sent email regarding required signatures." is entered.
- Buttons**: A blue "Save Contact Log" button at the bottom left and a "Close" button at the bottom right.

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
<b>Contact Details</b>
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.

Club Transportation - Abegg, Dylan (171900001)

Extracurricular Permission

Throughout the year, students may have opportunities to participate in off-site events. Transportation options vary; the leader will provide transportation status of specific events as they become available. Please help us prepare for addressing transportation needs.

Print Complete Review Participants Cancel

Art Classes Brochure - Abegg, Robert (161900005)

Custom Form - Art Classes Brochure



PATTY'S PAINTING

Save & Stay Save Print Lock Reassign Cancel

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.

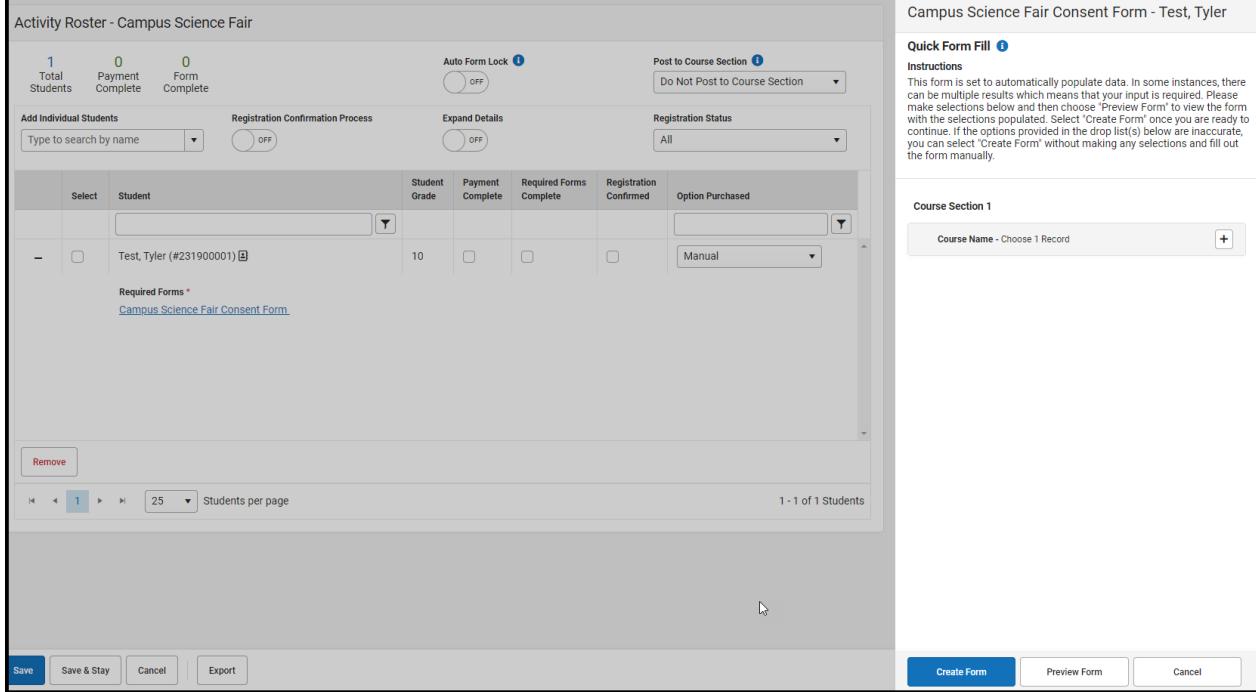
Activity Dashboard ☆ Student Information > Activity Registration > Activity Dashboard

Activity Roster - Film Club

5 Total Students	5 Payment Complete	3 Form Complete	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">Auto Form Lock <small>i</small></span> <input checked="" type="checkbox"/> ON
<a href="#">Add Individual Students</a> <a href="#">Type to search by name</a>		<a href="#">Registration Confirmation Process</a> <input type="checkbox"/> OFF	<a href="#">Expand Details</a> <input type="checkbox"/> OFF
<a href="#">Registration Status</a> <input type="checkbox"/> All			

## 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 shows the 'Activity Roster - Campus Science Fair' page. At the top, it displays '1 Total Students', '0 Payment Complete', and '0 Form Complete'. There are buttons for 'Auto Form Lock' (OFF), 'Post to Course Section' (Do Not Post to Course Section), and 'Expand Details' (OFF). The 'Registration Confirmation Process' section includes a search bar ('Type to search by name') and a 'Registration Status' dropdown ('All'). Below this is a table for 'Add Individual Students' with columns for 'Select', 'Student', 'Student Grade', 'Payment Complete', 'Required Forms Complete', 'Registration Confirmed', and 'Option Purchased'. A single student, 'Test, Tyler (#23190001)', is listed with a grade of 10 and 'Manual' as the option purchased. The 'Required Forms' section lists 'Campus Science Fair Consent Form'. At the bottom, there are buttons for 'Save', 'Save & Stay', 'Cancel', 'Export', 'Create Form' (highlighted in blue), 'Preview Form', and 'Cancel'.

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

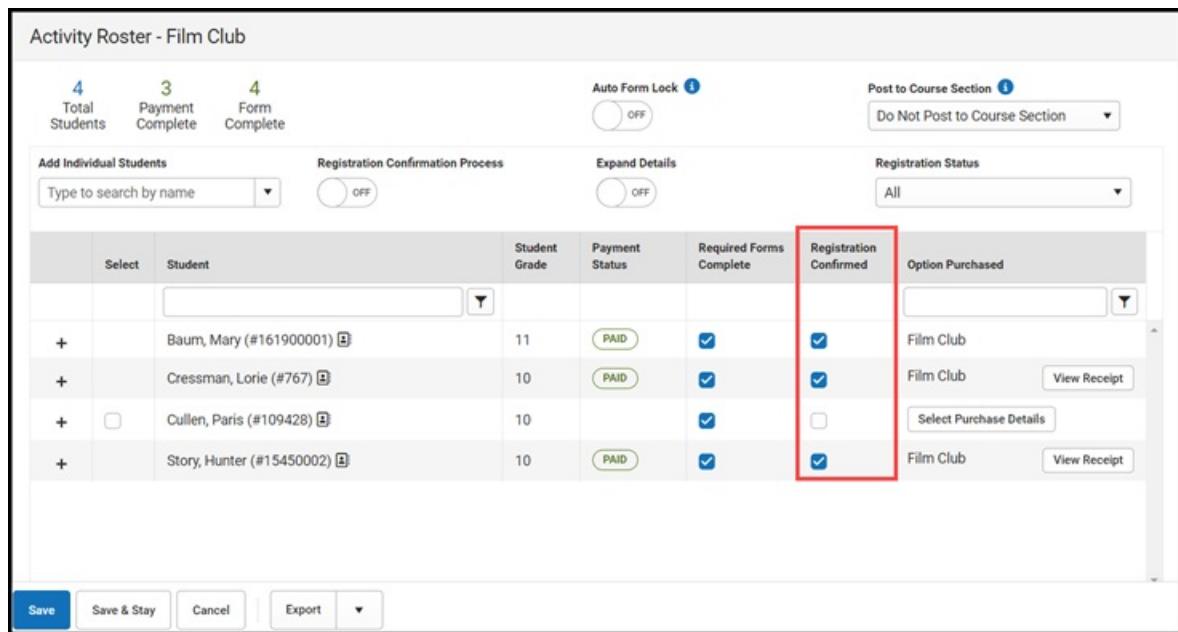
The Post to Course Section feature allows you to associate an activity with a Course and Section and update the roster once the activity is in one of these statuses:

- 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.



The screenshot shows the 'Activity Roster - Film Club' interface. At the top, there are counts for Total Students (4), Payment Complete (3), and Form Complete (4). There are also 'Auto Form Lock' and 'Post to Course Section' settings. The 'Post to Course Section' dropdown is set to 'Do Not Post to Course Section'. Below this, there are sections for 'Add Individual Students' and 'Registration Confirmation Process'. The main table lists four students: Baum, Mary; Cressman, Lorie; Cullen, Paris; and Story, Hunter. The 'Registration Confirmed' column for all four students has a red box around it. The 'Post to Course Section' dropdown is set to 'Do Not Post to Course Section'.

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.

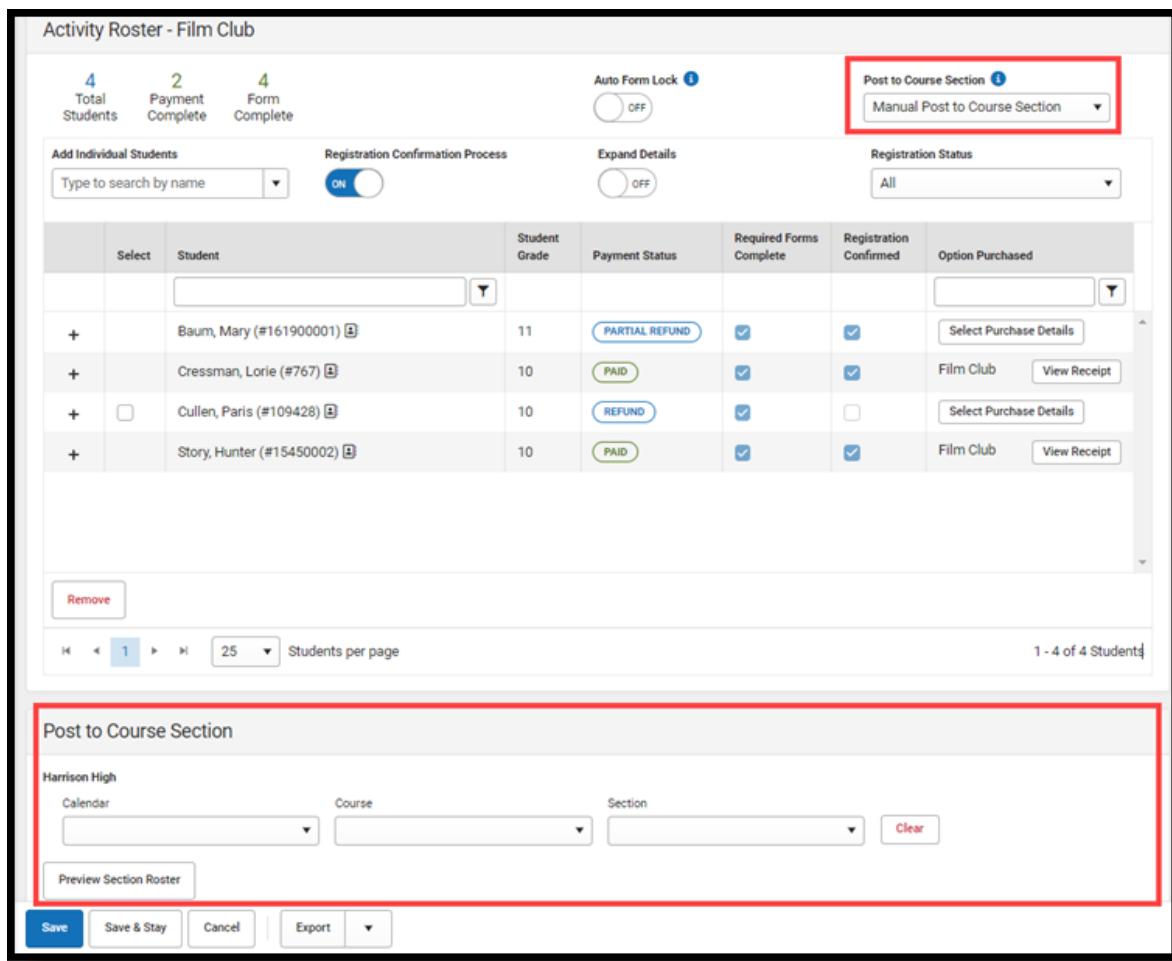
If students are added to the Activity Registration roster after the initial section roster is updated, you can complete the following steps again and Campus will update the section roster with the newly added students.

- 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...



Activity Roster - Film Club

4 Total Students 2 Payment Complete 4 Form Complete

Auto Form Lock

Post to Course Section

Add Individual Students Registration Confirmation Process Expand Details Registration Status

Type to search by name   All

Student Grade Payment Status Required Forms Complete Registration Confirmed Option Purchased

+	Baum, Mary (#16190001)	11	PARTIAL REFUND	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Select Purchase Details"/>
+	Cressman, Lorie (#767)	10	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <input type="button" value="View Receipt"/>
+	Cullen, Paris (#109428)	10	REFUND	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select Purchase Details"/>
+	Story, Hunter (#15450002)	10	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <input type="button" value="View Receipt"/>

Remove

1 25 Students per page 1 - 4 of 4 Students

Post to Course Section

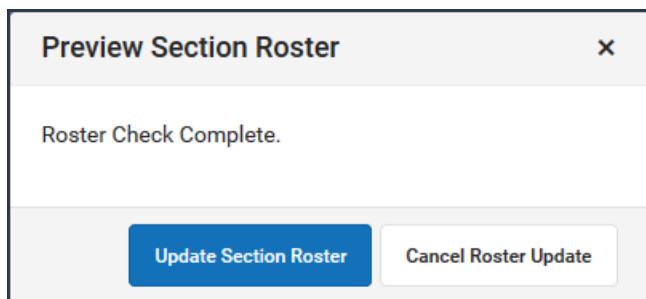
Harrison High

Calendar Course Section

2. Select the **Calendar**, **Course** and **Section**.

3. Click the **Preview Section Roster** button.

A preview message displays.

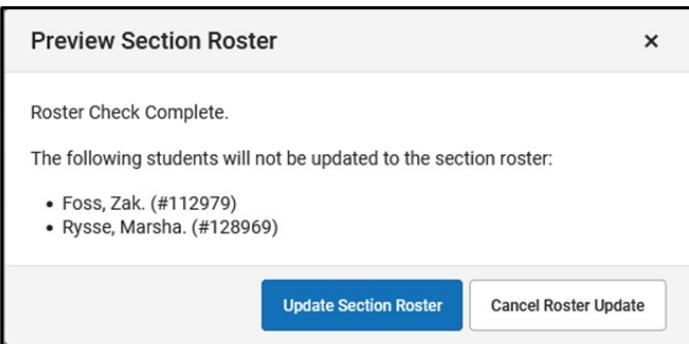


Preview Section Roster

Roster Check Complete.

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.

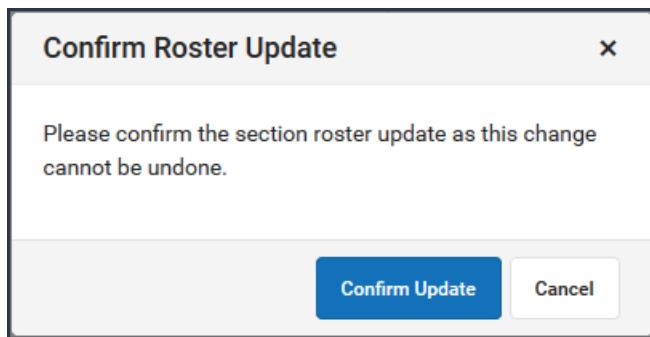
► Click here to expand...



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...](#)

Section Roster ☆

DRAMA-1 Drama Club Teacher: Thomas, Adrian

 Print Options

Active Students

Active Students										
Active Students: 3		Males: 2		Grade 04: 1						
				Grade 05: 2						
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
05 Campus, Harry #171000003	M	09/15/2012			(952)555-7854 Mary Campus 					
1234 109th Ave NE Blaine, MN 55449										
04 Campus, Ian #171000004	M	09/15/2012			(952)555-7854 Mary Campus 					
1234 109th Ave NE Blaine, MN 55449										
05 Metz, Virginia #123715	F	08/19/2012			(555)555-7177 Mayling Metz 					
1267 Mackubin Ave N Stefano Metz 										
Blaine, MN 55449										

Section Roster Setup ☆

DRAMA-1 Drama Club Teacher: Thomas, Adrian

 Save Student List and/or Copy Section

Copy student from this section:

Current Roster(3)

Campus, Harry (05) 171000003
Campus, Ian (04) 171000004
Metz, Virginia (05) 123715

## 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).

- 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...

4 Total Students    2 Payment Complete    4 Form Complete

Auto Form Lock  OFF  ON

Post to Course Section  Auto-Post to Course Section

Add Individual Students  Registration Confirmation Process  Expand Details  Registration Status

Registration Confirmation Process  ON

Registration Status  All

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
	Baum, Mary (#161900001)	11	PARTIAL REFUND	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Select Purchase Details"/>
	Cressman, Lorie (#767)	10	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <input type="button" value="View Receipt"/>
<input type="checkbox"/>	Cullen, Paris (#109428)	10	REFUND	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select Purchase Details"/>
	Story, Hunter (#154500002)	10	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club <input type="button" value="View Receipt"/>

Remove

1 Students per page

1 - 4 of 4 Students

Post to Course Section

Harrison High

Calendar  Course  Section  Clear

Preview Section Roster

Save  Cancel

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.

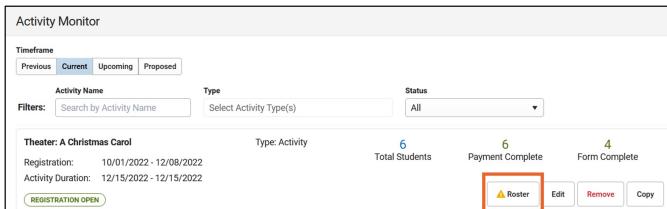
Issue	How do I fix it?
-------	------------------

The registration has not been confirmed.

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.

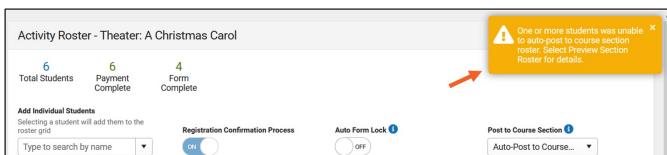
The **Registration Confirmed** checkbox will be marked automatically if **Auto-Post to Course Section** is selected from the **Post to Course Section** dropdown list.

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...



The screenshot shows the 'Activity Monitor' interface. At the top, there are tabs for 'Previous', 'Current' (which is selected), 'Upcoming', and 'Proposed'. Below the tabs are filters for 'Activity Name' (Search by Activity Name) and 'Type' (Select Activity Type(s)). The status dropdown is set to 'All'. The main area displays activity details: 'Theater: A Christmas Carol', 'Type: Activity', 'Registration: 10/01/2022 - 12/08/2022', and 'Activity Duration: 12/15/2022 - 12/15/2022'. Below these are counts: '6 Total Students', '6 Payment Complete', and '4 Form Complete'. A prominent yellow warning box with a triangle icon is positioned over the 'Roster' button, which is highlighted with a red border. Other buttons in the row are 'Edit', 'Remove', and 'Copy'.

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



The screenshot shows the 'Activity Roster' interface for 'Theater: A Christmas Carol'. At the top, it shows '6 Total Students', '6 Payment Complete', and '4 Form Complete'. A yellow warning box with a triangle icon is overlaid on the screen, pointing to the 'Roster' button. The text in the box reads: 'One or more students was unable to auto-post to course section. Click the Preview Section Roster for details.' Below the warning, there are buttons for 'Add Individual Students', 'Registration Confirmation Process' (ON/OFF), 'Auto Form Lock' (ON/OFF), and 'Post to Course Section' (ON/OFF). A search bar 'Type to search by name' is also present.

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.

## 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

<b>Roster Data</b>	<b>Ad hoc Field Name</b>
<b>Activity Type</b>	actRegRoster.activityType
<b>Activity Name</b>	actRegRoster.activityName
<b>Item Name</b>	actRegRoster.itemName
<b>Activity Start</b>	actRegRoster.activityStart
<b>Activity End</b>	actRegRoster.activityEnd
<b>Registration Start</b>	actRegRoster.regStart
<b>Registration End</b>	actRegRoster.regEnd
<b>Sign Up Date</b>	actRegRoster.signUpDate
<b>Payment Complete</b>	actRegRoster.paymentComplete
<b>Forms Complete</b>	actRegRoster.formsComplete
<b>Registration Complete</b>	actRegRoster.registrationComplete
<b>Posted to Course Section</b>	actRegRoster.postedToCourseSection