

# **Activity Dashboard - Start Here**

Last Modified on 12/03/2025 1:17 pm CS7

Tool Search: Activity Dashboard

The Activity Dashboard allows primary and secondary activity owners to manage their activities and rosters. Users with proper tool rights can create and submit proposed activities for approval.

#### How-To Guides

## **Manage Activities**

- View activities
- Create an activity proposal | Video
- Copy activities
- Cancel or delete an activity

### **Manage Registrations and Rosters**

- Process registrations video
- Manually add students | Video
- Remove or transfer students
- Refund payments
- Manage waitlists | Video
- Post to Course/Section
- Accept or decline a document upload

#### Reference

- Activity Proposal Processes
- <u>Preapproval Configuration</u>
- Forms Setup
- Tool Rights
- Activity Registration Ad hoc Reporting fields