

Activity Monitor - Start Here

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Tool Search: Activity Monitor

The Activity Monitor manages both existing and upcoming activities, as well as student registrations. The Activity Roster, accessed through the Activity Monitor, provides a detailed view of the students who have registered for an activity.

Getting Started

- [Activity Registration Setup Checklist](#)
- (Optional) [Preapproval configuration for staff-proposed activities](#)

How-To Guides

Manage Activities

- [View activities](#)
- [Create an activity \(no proposal\) | Video](#)
- [Copy activities](#)
- [Update or change activity forms video](#)
- [Cancel or delete an activity](#)

Activity Proposals

- [Process proposed activities | Video](#)

Manage Registrations and Rosters

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

Reference

- [Forms setup](#)
- [Activity proposal processes](#)
- [Tool Rights](#)
- [Activity Registration Ad hoc Reporting fields](#)
- [Understanding Error Payment Statuses](#)

