

Activity Monitor

Last Modified on 09/30/2025 1:27 pm CDT

Tool Search: Activity Monitor

The Activity Monitor manages and monitors existing and upcoming activities and student registrations. The Activity Roster is accessed through the Activity Monitor tool and 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) [Article](#) | [Video](#)
- [Copy](#) Activities
- [Cancel/Delete](#) an Activity

Activity Proposals

- Process Proposed Activities [Article](#) | [Video](#)

Manage Registrations and Rosters

- Process Registrations: [Video](#)
- Manually Add Students [Article](#) | [Video](#)
- Remove/Transfer Students [Article](#) | [Video](#)
- [Refund](#) Payments
- Manage Waitlists [Article](#) | [Video](#)
- [Post to Course/Section](#)
- [Manage Incomplete Registrations](#)
- [Accept or Decline a Document Upload](#)

Reference

- [Forms Setup](#)
- [Activity Proposal Processes](#)
- [Tool Rights](#)
- Activity Registration [Fields for Ad hoc Reporting](#)

