Activity Monitor - Start Here

Last Modified on 12/02/2025 10:02 am CST

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](#)
- [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](#)