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
- Activity Roster field descriptions
- Activity Registration Ad hoc Reporting fields
- Understanding Error Payment Statuses

Administrator setup

- Activity Monitor Tool Rights