

Process Activity Proposals

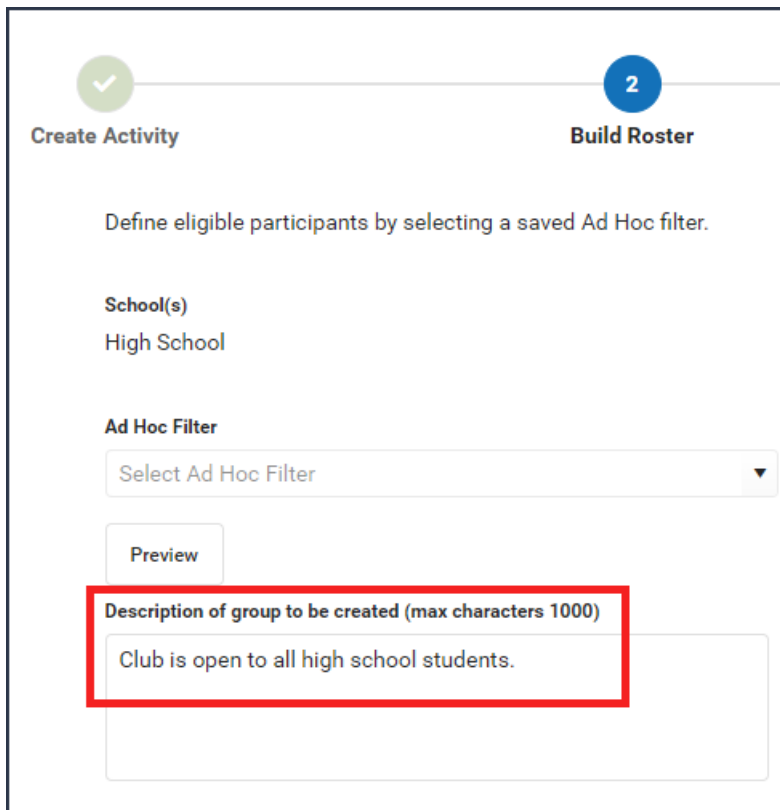
Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Activity Monitor

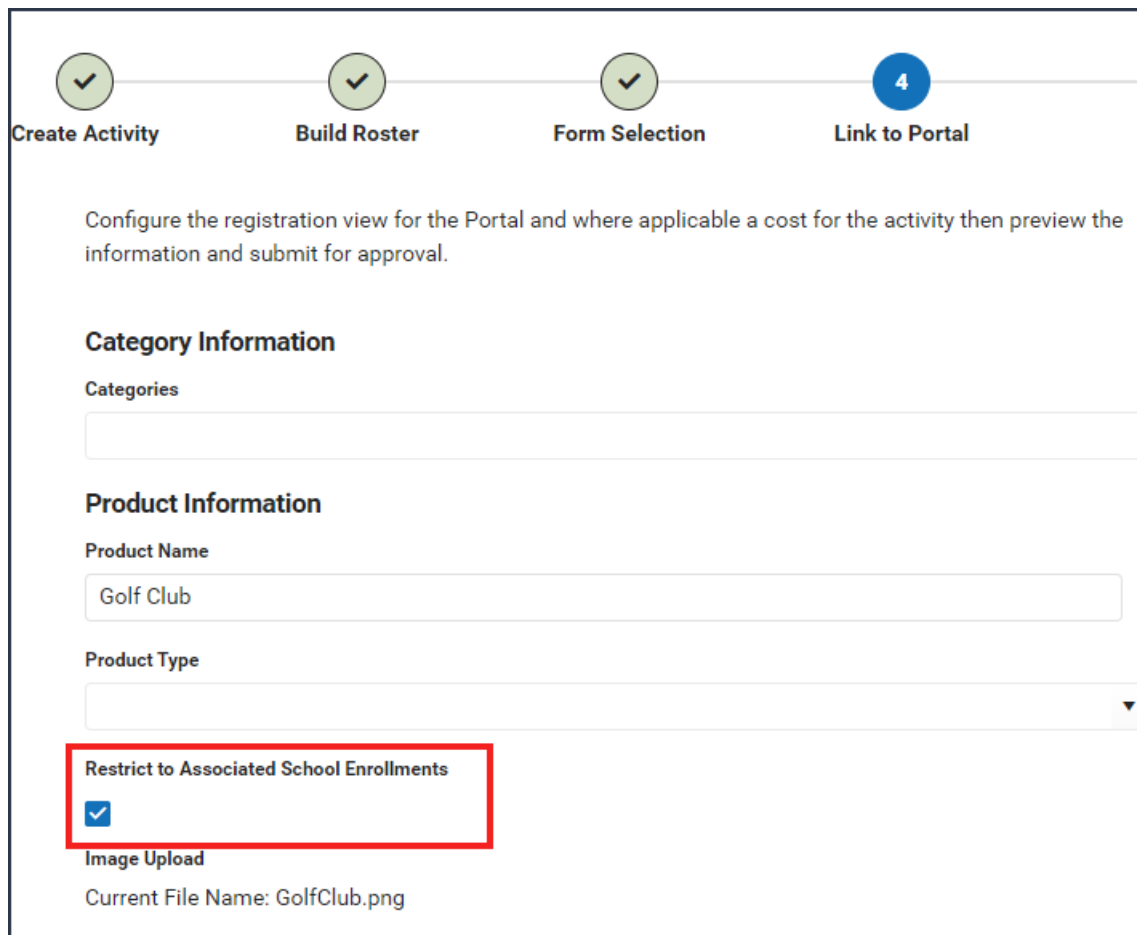
Staff can [create and submit activities for approval](#) in the Activity Dashboard. Once submitted for approval, the activity will be displayed in the Proposed timeframe of Activity Monitor. Only users with the *Activity Approval* tool right can review proposed activities.

When reviewing, keep the following items in mind.

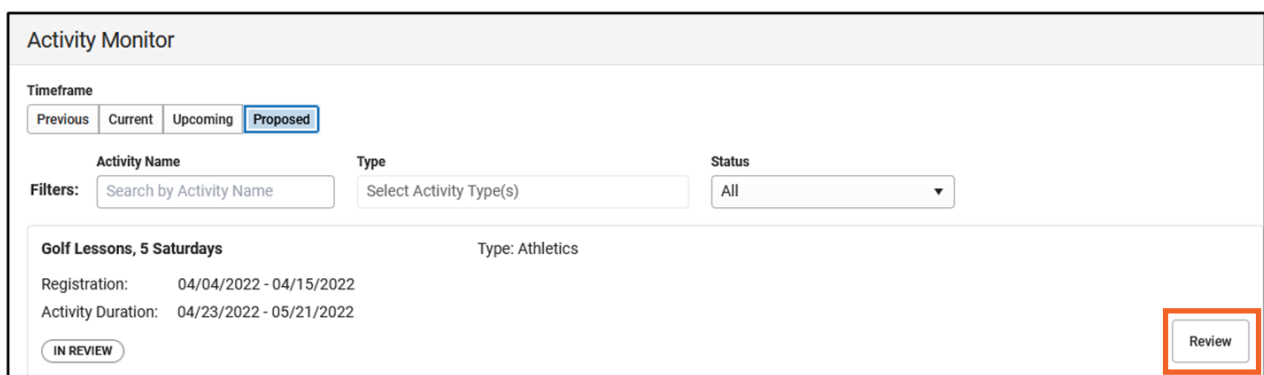
- You cannot review your own proposed activity.
 - If an Ad hoc filter is not provided by the user, you can add one on the Build Roster screen.
 - If the user who submitted the activity does not have access to Ad hoc, a description of the group they want for the activity may be included.
- ▶ [Click here to expand...](#)



- On Step 4. Link to Portal, the **Restrict to Associated School Enrollments** checkbox is automatically marked.
- ▶ [Click here to expand...](#)



- If someone Recalls an activity that they submitted, there is no notification that this occurred. The proposed activity is removed from the Proposed screen.
- Not all fields are required during the review; however, for an activity to be eligible for approval, the following fields must be filled in:
 - Ad hoc Filter
 - Categories
 - Product Type



Use the following steps to review Activities that are in a **Pending** or **In Review** status.

1. Click the **Review** button.

Result

The Activity Builder displays on Step 1 Create Activity.

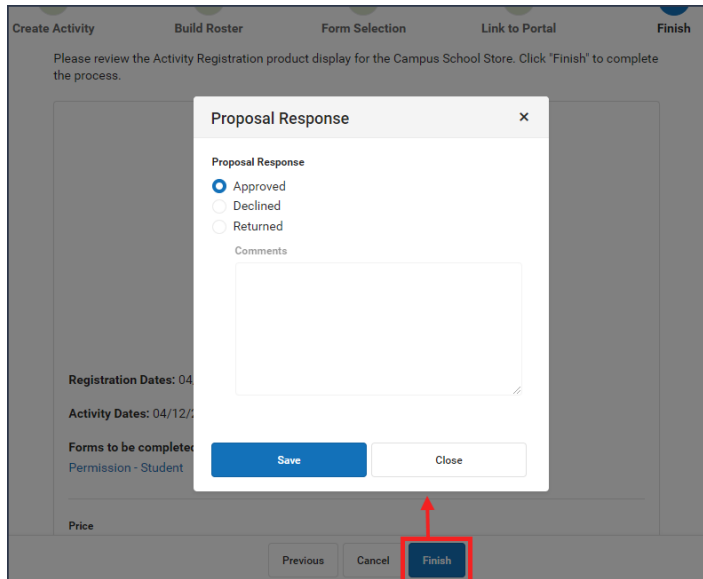
2. Review each screen in the Activity Builder and make any necessary changes.

Tip: You can skip screens by clicking the number at the top of the page. You might want to skip to Step 5 Finish if you already know the proposed activity must be declined or returned.

3. On Step 5 Finish, click **Finish**.

Result

The Proposal Response options display.



The screenshot shows the 'Finish' step of the Activity Builder process. A modal titled 'Proposal Response' is open, allowing the user to select a response status: **Approved** (selected), **Declined**, or **Returned**. Below the status options is a text area for 'Comments'. At the bottom of the modal are 'Save' and 'Close' buttons. In the background, the 'Finish' step of the Activity Builder is visible, with a red box highlighting the 'Finish' button at the bottom right of the screen.

4. Select one of the following options.

- **Approved** - The activity will display in the Current or Upcoming area with the appropriate status.
- **Declined** - The activity is removed from the Activity Monitor and displays in the Previous area of the [Activity Dashboard](#) with a status of *Declined*. When you select this option, the Comments text box is enabled and you must leave notes for the user who submitted the activity.
- **Returned** - The activity displays in the Proposed area with the status *Returned*. When you select this option, the Comments text box is enabled and you must leave notes for the user who submitted the activity. The activity displays in the [Activity Dashboard](#) with the status *Returned*. The user who submitted the activity can review your comments, make changes, and re-submit the activity for approval.

5. Click the **Save** button when you are finished. A notification is sent to the user who submitted the proposed activity.