

# Post to Course/Section

Last Modified on 01/23/2025 12:56 pm CST

Tool Search: Activity Monitor, Activity Dashboard

- [Manual Post to Course Section](#)
- [Auto-Post to Course Section](#)

The Post to Course Section feature allows you to associate an activity with a Course and Section and update the roster once the activity is in one of these statuses:

- Registration Open
- Registration Closed
- Active - Registration Open
- Active - Registration Closed
- Ready
- Approved

Posting to a Course Section is done for activities appearing on the Current or Upcoming tabs of the Activity Monitor.

Posting registered students to a Course Section allows you to track attendance using Campus Instruction and puts the activity on the student's schedule.

Only students who have the Registration Confirmed checkbox marked can be added to a Course Section roster. The students must have just one primary enrollment.

Activity Roster - Film Club

4 Total Students, 3 Payment Complete, 4 Form Complete

Auto Form Lock: OFF

Post to Course Section: Do Not Post to Course Section

Add Individual Students: Type to search by name

Registration Confirmation Process: OFF

Expand Details: OFF

Registration Status: All

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
+	Baum, Mary (#161900001)	11	PAID	✓	✓	Film Club
+	Cressman, Lorie (#767)	10	PAID	✓	✓	Film Club View Receipt
+	<input type="checkbox"/> Cullen, Paris (#109428)	10		✓	<input type="checkbox"/>	Select Purchase Details
+	Story, Hunter (#15450002)	10	PAID	✓	✓	Film Club View Receipt

Buttons: Save, Save & Stay, Cancel, Export

Posting to a Course Section can be done manually or automatically.

## Manual Post to Course Section

Students are manually added to a section roster by selecting Manual Post to Course Section from the Post to Course Section dropdown list.

If students are added to the Activity Registration roster after the initial section roster is updated, you can complete the following steps again, and Campus will update the section roster for the newly added students.

1. Once the activity has the [proper status](#), choose **Manual Post to Course Section** from the Post to Course Section dropdown list.

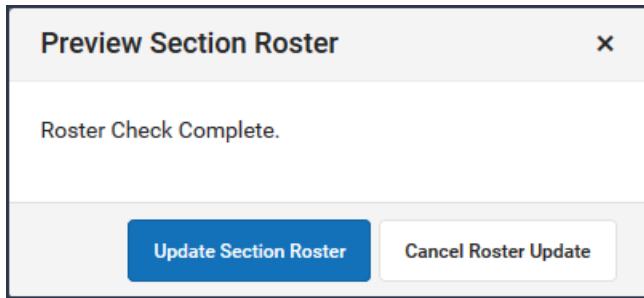
**Result**

The Post to Course Section area displays.

▶ [Click here to expand...](#)

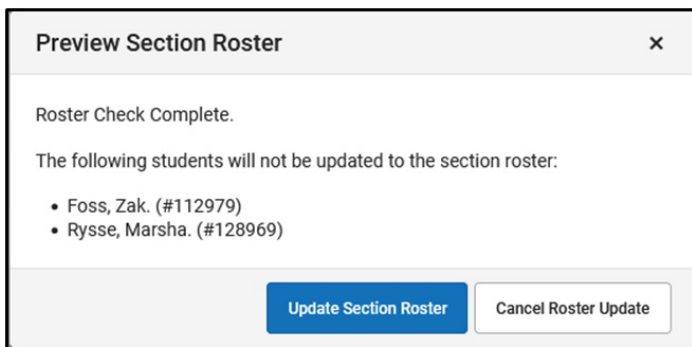
The screenshot shows the 'Activity Roster - Film Club' interface. At the top, there are statistics: 4 Total Students, 2 Payment Complete, and 4 Form Complete. A 'Post to Course Section' dropdown menu is highlighted with a red box, showing 'Manual Post to Course Section' selected. Below this is a table of students with columns for Select, Student, Student Grade, Payment Status, Required Forms Complete, Registration Confirmed, and Option Purchased. The table lists four students: Mary Baum (11), Lorie Cressman (10), Paris Cullen (10), and Hunter Story (10). Below the table is a 'Post to Course Section' form area, also highlighted with a red box, containing dropdown menus for Calendar, Course, and Section, a 'Clear' button, and a 'Preview Section Roster' button. At the bottom, there are 'Save', 'Save & Stay', 'Cancel', and 'Export' buttons.

2. Select the **Calendar**, **Course** and **Section**.
3. Click the **Preview Section Roster** button.  
A preview message displays.



If there are students who cannot be added to the roster, their names display on the preview message. This could include students who do not have a primary enrollment. After reviewing these students and correcting any issues, you can complete these steps again to append these students to the section roster.

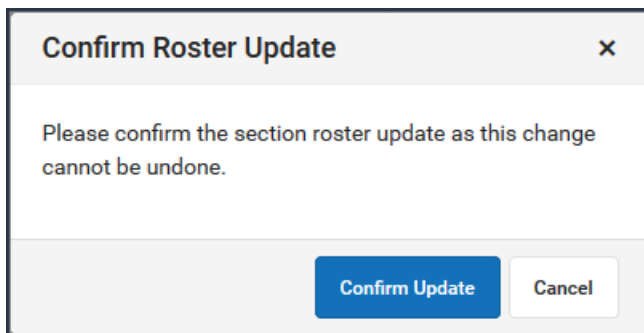
▶ [Click here to expand...](#)



4. Click the **Update Section Roster** button.

**Result**

A confirmation message displays.



5. Click the **Confirm Update** button.

**Result**

Campus updates the Section Roster.

▶ [Click here to expand...](#)

**Section Roster** ☆  
 DRAMA-1 Drama Club Teacher: Thomas, Adrian

Print Options

**Active Students**

Active Students: 3 Males: 2 Grade 04: 1  
 Females: 1 Grade 05: 2

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
05 Campus, Harry #171000003	M	09/15/2012			(952)555-7854 1234 109th Ave NE Blaine, MN 55449 Mary Campus					
04 Campus, Ian #171000004	M	09/15/2012			(952)555-7854 1234 109th Ave NE Blaine, MN 55449 Mary Campus					
05 Metz, Virginia #123715	F	08/19/2012			(555)555-7177 1267 Mackubin Ave N Blaine, MN 55449 Mayling Metz Stefano Metz					

**Section Roster Setup** ☆  
 DRAMA-1 Drama Club Teacher: Thomas, Adrian

Save Student List and/or Copy Section

Copy student from this section:

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**Current Roster(3)**

- Campus, Harry (05) 171000003
- Campus, Ian (04) 171000004
- Metz, Virginia (05) 123715

## Auto-Post to Course Section

If the option Auto-Post to Course Section is selected, students are automatically added to the section when the Registration Confirmed checkbox is marked and the activity has been saved.

It may take up to a minute after the Registration Confirmed checkbox is marked AND the roster has been saved before the student appears in the section roster.

When Auto-Post to Course Section is selected, the Registration Confirmation Process toggle is automatically turned on. The Registration Confirmed checkbox will be marked for participants who have made payment and completed all forms (the Payment Status will appear as PAID, and the Required Forms Complete checkbox will be marked).

1. Once the activity has the [proper status](#), choose **Auto-Post to Course Section** from the Post to Course Section dropdown list.

### Result

The Registration Confirmation Process toggle is turned ON and the Post to Course Section area displays.

▶ [Click here to expand...](#)

The screenshot displays the Infinite Campus registration interface. At the top, there are summary statistics: 4 Total Students, 2 Payment Complete, and 4 Form Complete. A 'Post to Course Section' dropdown menu is highlighted with a red box, set to 'Auto-Post to Course Section'. Below this, the 'Registration Confirmation Process' toggle is turned 'ON' and also highlighted with a red box. The main table lists four students with their registration statuses: Mary Baum (PARTIAL REFUND), Lorie Cressman (PAID), Paris Cullen (REFUND), and Hunter Story (PAID). A 'Post to Course Section' dialog box is open at the bottom, showing 'Harrison High' as the institution and fields for 'Calendar', 'Course', and 'Section'. The 'Preview Section Roster' button is highlighted with a red box. At the bottom of the interface, there are buttons for 'Save', 'Save & Stay', 'Cancel', and 'Export'.

2. Select the **Calendar**, **Course** and **Section**.
3. Click the **Save** or **Save & Stay** button.

**Result**

Students who already have the **Registration Confirmed** checkbox marked are automatically placed in the section roster.

As students are added to the activity and their registrations are confirmed, they will be added to the section roster.

## Preview Section Roster

If students' names appear on the preview message after clicking the **Preview Section Roster** button, it means there is an issue with their enrollment, or their registration has not been confirmed.

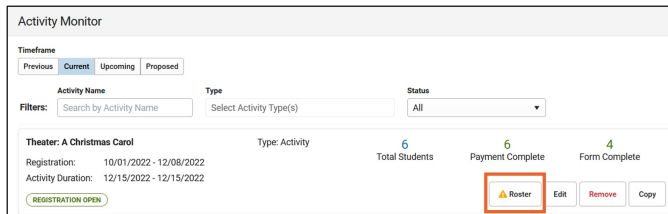
Issue	How do I fix it?
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The registration has not been confirmed.

1. Ensure payment has been made for the student and the **Payment Status** is PAID.
2. The forms for the student have a status of **Completed** and the **Required Forms Complete** checkbox is marked.

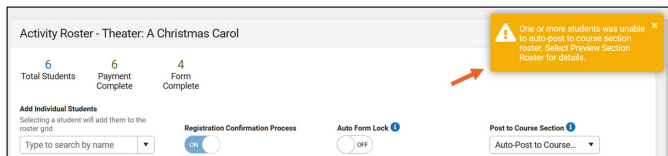
The **Registration Confirmed** checkbox will be marked automatically if **Auto-Post to Course Section** is selected from the **Post to Course Section** dropdown list.

A student does not have a primary enrollment or has two or more primary enrollments. The Warning symbol appears on the **Roster** button in Activity Monitor...



1. Resolve the enrollment issue.
2. Choose the Activity Monitor tool and click the **Roster** button for the activity with the warning.
3. If the **Payment Status** is PAID and the **Required Forms Complete** checkbox is marked, the student will **NOT** be automatically appended to the section roster even though Auto-Post to Course Section is selected.
4. Scroll down to the **Post to Course Section** area. Click the **Preview Section Roster** button, click **Update Section Roster** and then click **Confirm Update**.
5. Save.

...and a warning message appears after clicking the **Roster** button.



After all enrollment issues have been resolved and the students have been posted manually, the warning messages no longer display.