

Post to Course/Section

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

Tool Search: Activity Monitor, Activity Dashboard

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

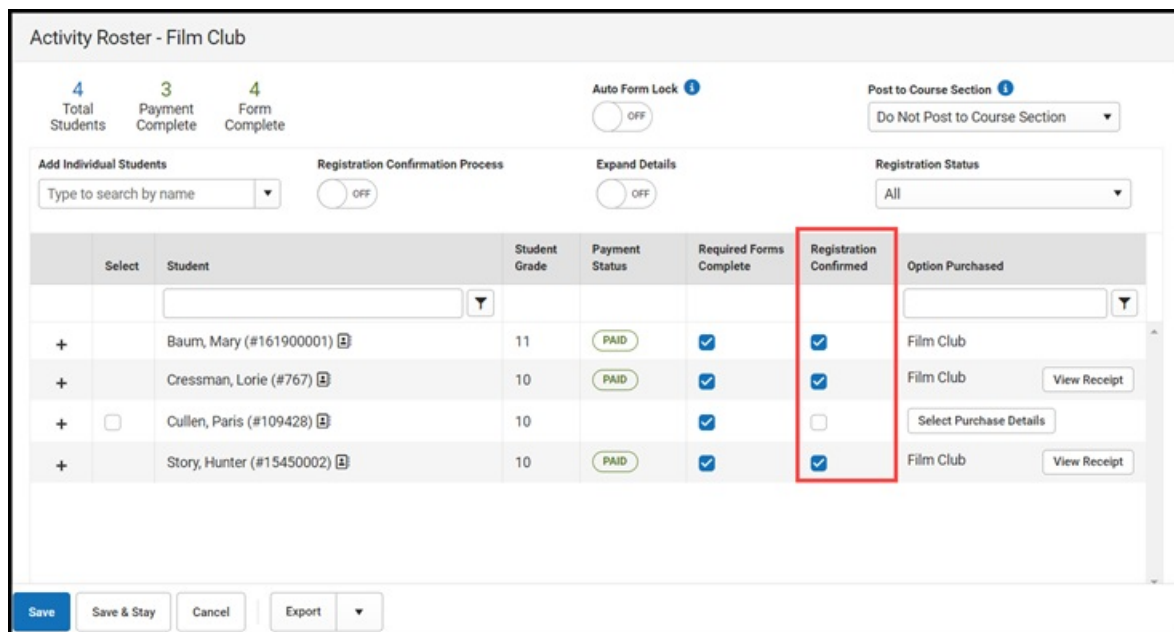
The Post to Course Section feature allows you to associate an activity with a Course and Section and update the roster once the activity is in one of these statuses:

- 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

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.

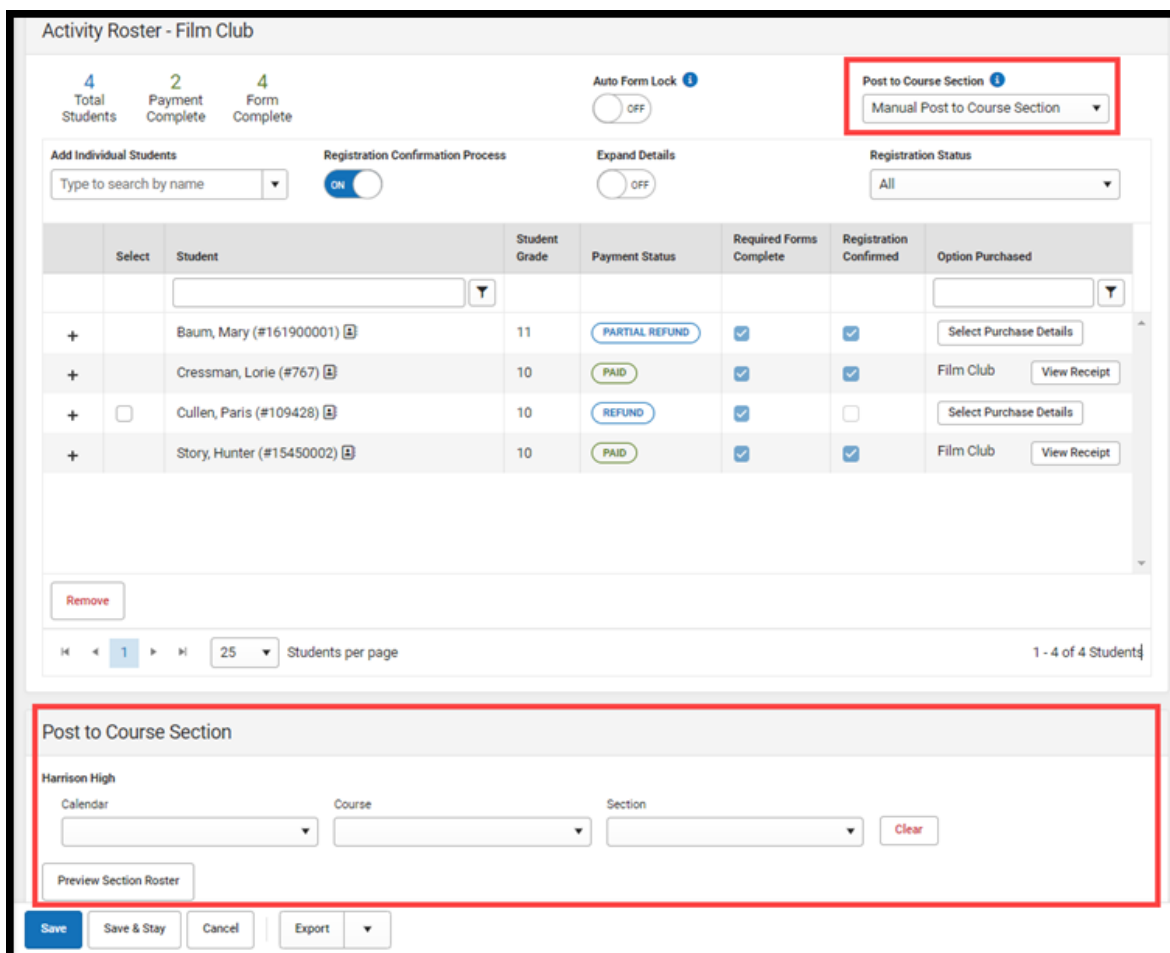
If students are added to the Activity Registration roster after the initial section roster is updated, you can complete the following steps again, and Campus will update the section roster for the newly added students.

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...](#)



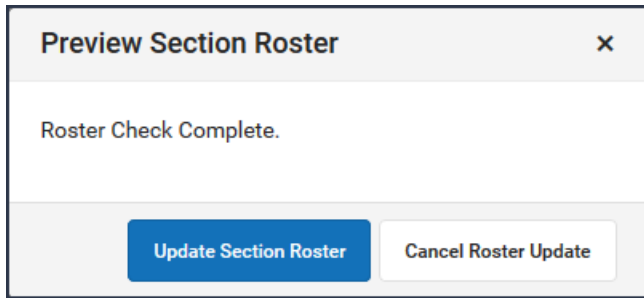
The screenshot shows the 'Activity Roster - Film Club' interface. At the top, there are summary statistics: 4 Total Students, 2 Payment Complete, and 4 Form Complete. Below these are controls for 'Add Individual Students' (a search box), 'Registration Confirmation Process' (a toggle switch set to ON), 'Expand Details' (a toggle switch set to OFF), and 'Registration Status' (a dropdown menu set to 'All').

The main table lists students with columns for Select, Student, Student Grade, Payment Status, Required Forms Complete, Registration Confirmed, and Option Purchased. The table contains four rows of student data:

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
+	Baum, Mary (#161900001)	11	PARTIAL REFUND	✓	✓	Select Purchase Details
+	Cressman, Lorie (#767)	10	PAID	✓	✓	Film Club View Receipt
+	Cullen, Paris (#109428)	10	REFUND	✓		Select Purchase Details
+	Story, Hunter (#15450002)	10	PAID	✓	✓	Film Club View Receipt

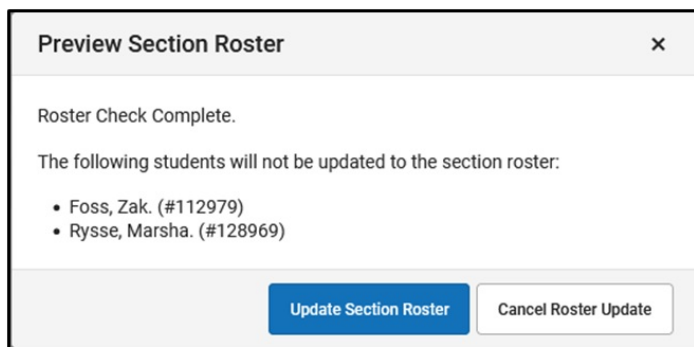
Below the table is a 'Remove' button and a pagination control showing '1' of 25 students per page. At the bottom, there is a 'Post to Course Section' section with dropdown menus for 'Calendar', 'Course', and 'Section', a 'Clear' button, and a 'Preview Section Roster' button. The bottom of the interface includes '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.

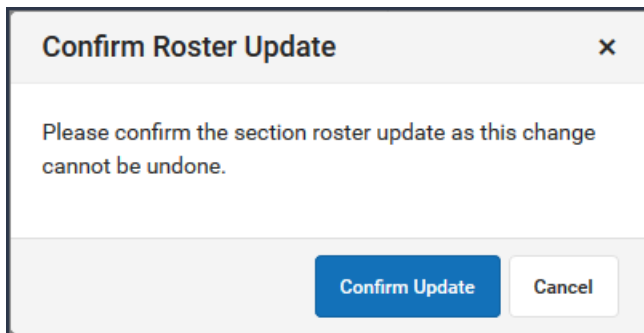
► [Click here to expand...](#)



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										
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:

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...](#)

4 Total Students 2 Payment Complete 4 Form Complete

Auto Form Lock **OFF**

Post to Course Section **Auto-Post to Course Section**

Add Individual Students
Type to search by name

Registration Confirmation Process **ON**

Expand Details **OFF**

Registration Status **All**

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

Remove

1 25 Students per page 1 - 4 of 4 Students

Post to Course Section

Harrison High

Calendar Course Section **Clear**

Preview Section Roster

Save Save & Stay Cancel 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.

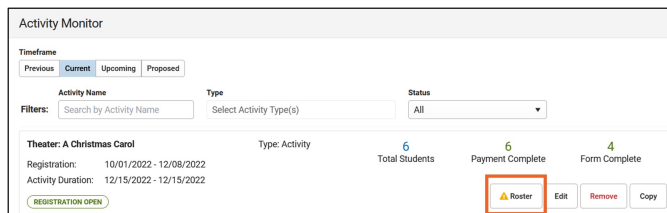
Issue	How do I fix it?
-------	------------------

The registration has not been confirmed.

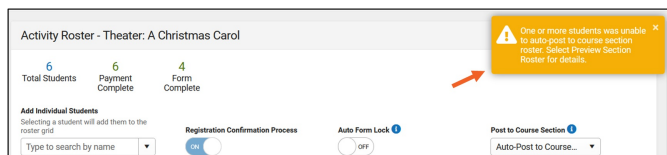
1. Ensure payment has been made for the student and the **Payment Status** is PAID.
2. The forms for the student have a status of **Completed** and the **Required Forms Complete** checkbox is marked.

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...



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



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.

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