

View Activities (Activity Monitor)

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Tool Search: Activity Monitor

Campus administrators or activities office staff can use the Activity Monitor to manage and monitor existing and upcoming activities. The Activity Roster is accessed on the Activity Monitor tool and provides a detailed view of the students who have registered for an activity.

- The Activity Monitor's initial view is a summary of all activities. This summary view provides a preview of the roster information and the status of each activity.
- To view detailed information about an activity, click the **Edit** button. While editing is limited after registration is open, the details for the activity can still be viewed.

The Activity Monitor allows you to filter activities by using the following options.

Activity Monitor

Timeframe

Previous

Current

Upcoming

Proposed

Activity Name

Type

Status

Prior Year Only

Filters:

Search by Activity Name

Select Activity Type(s)

All

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Option	Description
Previous	All activities in a Complete status.
Current	All activities in a Draft, Registration Open, Registration Closed, or Active status.
Upcoming	All activities in Ready status.
Proposed	All activities in Pending, In Review, and Returned status. Only users who are given the <i>Activity Approval</i> tool right see this option.

Option	Description
Filters	<p>You can further narrow the number of activities that are displayed by using the following filters:</p> <ul style="list-style-type: none"> • Activity Name • Type (Activity, Athletics, Field Trip) • Status <ul style="list-style-type: none"> ◦ All ◦ Draft ◦ Preapproval Returned ◦ Preapproval Required ◦ Preapproval Pending ◦ Preapproval Complete ◦ Registration Open ◦ Registration Closed ◦ Active - Registration Open ◦ Active - Registration Closed
Prior Year Only	<p>When this checkbox is marked, only activities from the prior calendar year display.</p> <p>This checkbox only displays on the Previous timeframe.</p>