

# Activity Dashboard [.2507 - .2515]

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Tool Search: Activity Dashboard

The Activity Dashboard allows primary and secondary activity owners to manage their activities and rosters. Users who have the correct tool rights can create and submit proposed activities for approval.

### How-To

## **Managing Activities**

- View Activities
- Create and Submit Activity Proposal
  - Article | Video
- Copying Activities
- Cancel/Delete an Activity

# **Managing Registrations and Rosters**

- Process Registrations
- Manually Add Students
- Remove/Transfer Students
- Refund Payments
- Waitlists
- Post to Course/Section

### Reference

- Activity Proposal Processes
- Preapproval Configuration
- Forms Setup
- Tool Rights
- Activity Registration Fields for Ad hoc Reporting