

# **Activity Monitor [.2507 - .2515]**

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Tool Search: Activity Monitor

The Activity Monitor manages and monitors existing and upcoming activities and student registrations. The Activity Roster is accessed through the Activity Monitor tool and provides a detailed view of the students who have registered for an activity.

How-To

#### **Getting Started With Activity Registration**

- Activity Registration Setup Checklist
- Optional Preapproval Configuration for staff-proposed activities

#### **Manage Activities**

- View Activities
- Create a New Activity (No proposal)
- Copy Activities
- Cancel/Delete an Activity

## **Activity Proposals**

• Process Proposed Activities

## **Manage Registrations and Rosters**

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

#### Reference

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

