

Activity Registration Tool Rights

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The **Activity Registration tools** in Infinite Campus provide schools with a comprehensive system for **managing activities that require a registration process**, including registration packets/forms, payments, and rosters.

See the [Activity Registration](#) article to learn about managing Activity History for a selected student. See the [Activity Registration How-To](#) articles to learn about how each tool is used to create and manage registration activities.

Activity Dashboard

Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.

Timeframe

Activity Name	Type	Status	Prior Year Only
<div style="border: 1px solid red; padding: 2px;"> Filters: </div> <input type="text" value="Search by Activity Name"/>	<input type="text" value="Select Activity Type(s)"/>	<input type="text" value="All"/>	<input type="checkbox"/> OFF

Activity Registration - Activity Dashboard

If no Roster Payment rights are granted, manual adds will have no Purchase Option, and the registration will not be confirmed by that specific user unless the student completes their registration and pays via the School Store.

Users need at least one Payment Option (Cash/Check/Credit) to record and process manual Roster Payments. If you have no access to one of those, you cannot take a payment.

- Student Information
 All
 Read
 Write
 Add
 Delete
- General
 All
 Read
 Write
 Add
 Delete
- Activity Registration**
 All
 Read
 Write
 Add
 Delete

Student Information > General > Activity Registration Tool Rights

▼ Activity Registration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Dashboard	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Document Upload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Monitor	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Approval	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Document Upload	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Roster Payments	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Payment Options	<input type="checkbox"/> All				
Cash	<input type="checkbox"/> All				
Check	<input type="checkbox"/> All				
Credit	<input type="checkbox"/> All				
Refund	<input type="checkbox"/> All				
Override	<input type="checkbox"/> All				
Transfer	<input type="checkbox"/> All				
Activity Form Cleanup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Activity Roll Forward	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Preapproval Configuration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Preapproval Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Student Information > Activity Registration Tool Rights

Available Tool Rights

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the Activity Monitor folder assigns RW rights to all tools within that folder, including any sub-rights.

Right	R	W	A	D
Activity Registration	View Only	View and Modify	View, Modify, and Add	N/A

Right	R	W	A	D
Activity Dashboard	Users can view any activities they submit or view activities for which they are listed as the activity owner.	Users may edit proposed activities that they have submitted.	Users may submit proposals for new activities and copy existing activities.	Users can remove activities that are in the Ready (Upcoming) or Draft - Proposal (Proposed) status or recall proposed activities after they are sent for approval.
	<p>Secondary Activity Owners only have a read-only view of the activity to which they are assigned unless they are also the creator of the proposed activity.</p> <p>Secondary owners on an activity do not have the Remove button for delete/cancel functions even if the Delete tool right is assigned.</p>			
Activity Document Upload	View Only Note: Users with no rights granted can see the title of documents only and cannot mark the "Required Uploads Complete" checkbox.	View, Approve, Decline, and Override.	View, Approve, Decline, and Override.	View, Approve, Decline, and Override.
Activity Monitor	View Only	View and Modify	View, Modify, Add, and Copy	Users can remove activities that are in the Ready (Upcoming) or Draft (Current) status.
Activity Approval	Allows users to approve, return, and decline proposed activities.	N/A	N/A	N/A
Activity Document Upload	View Only Note: Users with no rights granted can see the title of documents only and cannot mark the "Required Uploads Complete" checkbox.	View, Approve, Decline, and Override.	View, Approve, Decline, and Override.	View, Approve, Decline, and Override.

Right	R	W	A	D
Activity Roster Payments	Allows users to view receipts and export.	Allows users to add payments, view receipts, and export.	Allows users to add payments, view receipts, and export.	N/A
Payment Options	Allows users to take Cash, Check, or Credit Card payments.	N/A	N/A	N/A
Cash	Allows users to take Cash payments.	N/A	N/A	N/A
Check	Allows users to take Check payments.	N/A	N/A	N/A
Credit	Allows users to take Credit Card payments.	N/A	N/A	N/A
Refund	Allows users to issue refunds.	N/A	N/A	N/A
Override	Allows users to Override the cost of a Purchase Option.	N/A	N/A	N/A
Activity Roll Forward	N/A	N/A	Users can roll activities forward en masse.	N/A
Preapproval Configuration	View Only	View and Modify	View, Modify, and Add	Delete
Preapproval Requests	View Only	Allows users manage preapproval requests.	N/A	N/A

Suggested User Groups

Consider creating separate user groups based on which parts of the Activity Registration process different categories of staff are responsible for. The suggested groups are general user categories.

- [Counselors](#)
- [Front Office Staff](#)

See [User Groups and Suggested Roles](#) for more information.
