

Activity Dashboard

Last Modified on 10/02/2025 9:17 am CDT

Classic View: Activity Registration > Activity Dashboard

Search Terms: Activity Dashboard

The Activity Dashboard allows primary and secondary activity owners to manage their activities. This tool also allows users, who have the correct tool rights, to create and submit proposed activities for approval.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> • View Activities • Create and Submit an Activity Proposal • Recall a Proposed Activity • Edit an Activity • Copy an Activity • Cancel or Delete an Activity • Submit an Activity Request for Preapproval 	<ul style="list-style-type: none"> • Important Information About this Tool • Tool Rights

Activity Dashboard

Previous

Current

Upcoming

Proposed

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

Activity Name

Type

Status

Filters:

Search by Activity Name

Select Activity Type(s)

Chess Club

Type: Activity

Registration: 03/25/2021 -

Activity Duration: 04/01/2021 - 04/30/2021

RETURNED

Edit

Comments

Robotics Club

Type: Activity

Registration: 04/05/2021 -

Activity Duration: 04/05/2021 - 06/30/2021

DRAFT - PROPOSAL

Edit

Remove

Yoga Club

Type: Athletics

Registration: 03/22/2021 -

Activity Duration: 03/29/2021 - 06/30/2021

PENDING

Edit

Recall

Film Club

Type: Activity

Registration: 03/22/2021 -

Activity Duration: 05/03/2021 - 05/31/2021

DRAFT - PROPOSAL

Edit

Remove

New

Important Information About this Tool

- Secondary Activity Owners only have a read-only view of the activity to which they are assigned unless they are the creator of the proposed activity. The Remove and Recall buttons will not display for them even if they are given the Delete tool right.
- When a Primary Owner is not the person who created the activity and changes the Primary Owner to another person, they will not have access to the activity after they save their changes.
- When a Primary Owner is not the person who created the activity and adds themselves as the Activity Owner (Secondary), they will only have read-only access to the activity after they save their changes.
- Activities that are **In Review** cannot be edited.
- Declined activities appear in the **Previous** area with the status **Declined** and comments from the reviewer.
- Returned activities appear in the **Proposed** area, can be edited, and can be re-submitted for approval.

View Activities

The initial view provided by the Activity Dashboard is a summary view of all Current activities. However, you can view other activities by using the following options.

Activity Dashboard

Previous

Current

Upcoming

Proposed

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

Activity Name

Type

Status

Prior Year Only

Filters:

Search by Activity Name

Select Activity Type(s)

Option	Description
Previous	All activities in a Complete, Canceled, or Declined status. Declined activities include comments from the reviewer that can be seen here.
Current	All activities in a Registration Open, Registration Closed, Active-Registration Open, or Active - Registration Closed status.
Upcoming	All activities in Ready or Approved status.
Proposed	All activities in a Draft - Proposal, Pending, In Review, or Returned status. <ul style="list-style-type: none"> Users can only view activities they submit or view activities for which they are listed as the primary or secondary activity owner. Activities that are In Review cannot be edited. Activities in a Returned status can be edited and re-submitted for approval.
Filters	You can further narrow the number of activities that display by using the following filters: <ul style="list-style-type: none"> Activity Name Type (Activity, Athletics, Field Trip) Status
Prior Year Only	When this checkbox is marked, only activities from the prior calendar year display. This checkbox only displays on the Previous tab.

Create and Submit an Activity Proposal

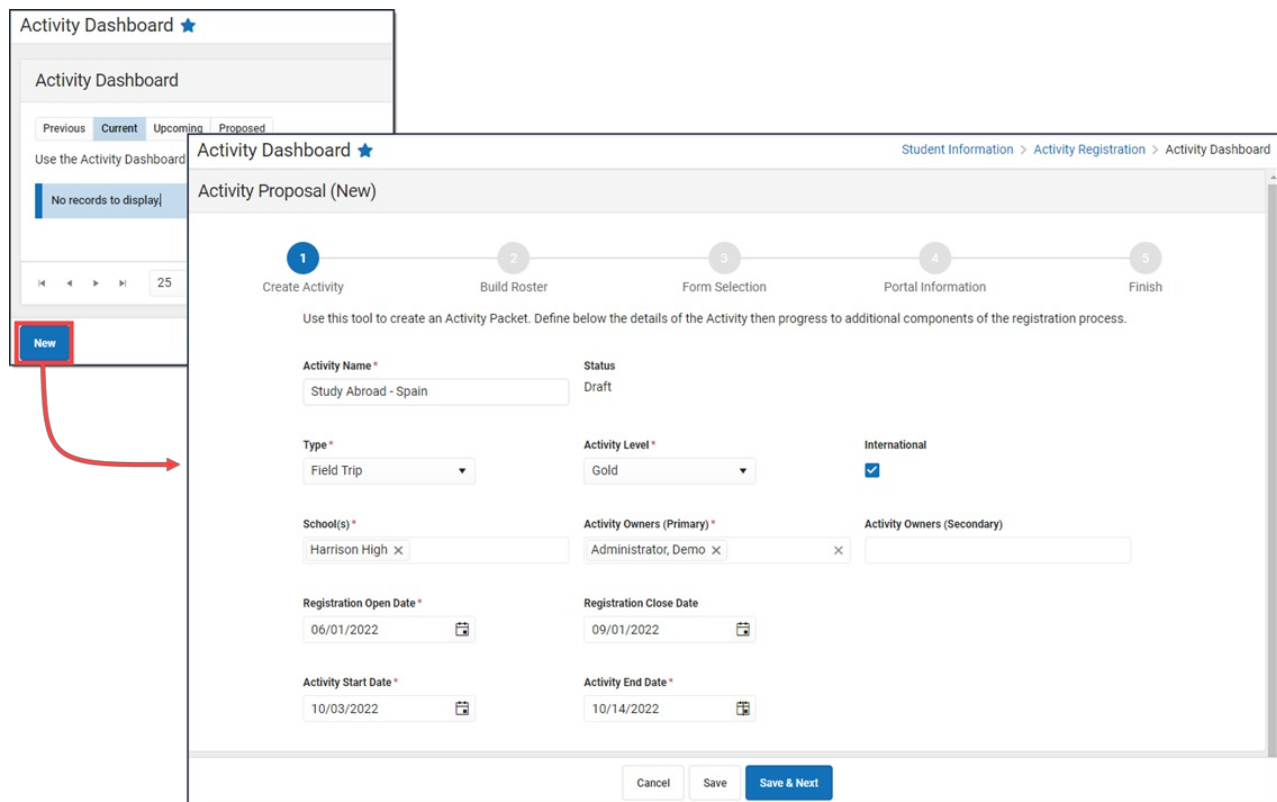
You must have Add rights for the Activity Dashboard to complete these steps.

- [Step 1. Create Activity](#)
- [Step 2. Build Roster](#)
- [Step 3. Form Selection](#)
- [Step 4. Portal Information](#)
- [Step 5. Finish](#)

Step 1. Create Activity

The first step is to define parameters for the activity. To add an activity, click the **New** button in the action bar.

► [Click here to expand...](#)



The screenshot shows the 'Activity Dashboard' with a sidebar on the left containing a 'New' button highlighted with a red box and an arrow pointing to the main form. The main form is titled 'Activity Proposal (New)' and features a progress bar with five steps: 1. Create Activity, 2. Build Roster, 3. Form Selection, 4. Portal Information, and 5. Finish. The form fields include:

- Activity Name ***: Text input with 'Study Abroad - Spain'.
- Status**: Dropdown menu with 'Draft' selected.
- Type ***: Dropdown menu with 'Field Trip' selected.
- Activity Level ***: Dropdown menu with 'Gold' selected.
- International**: Checkmark box, checked.
- School(s) ***: Text input with 'Harrison High' and a clear button (x).
- Activity Owners (Primary) ***: Text input with 'Administrator, Demo' and a clear button (x).
- Activity Owners (Secondary)**: Empty text input.
- Registration Open Date ***: Date picker with '06/01/2022'.
- Registration Close Date**: Date picker with '09/01/2022'.
- Activity Start Date ***: Date picker with '10/03/2022'.
- Activity End Date ***: Date picker with '10/14/2022'.

At the bottom of the form are three buttons: 'Cancel', 'Save', and 'Save & Next'.

Use the following field descriptions to complete the Create Activity screen.

Field	Description
Activity Name	<p>A name for the activity you are creating. <i>This is a required field.</i></p> <p>The Activity Name can be changed until registration is closed. If you have already associated a Product with this activity and the product has the same name, Campus gives you the option to change the product name too.</p> <p>Please note that if you change the Activity Name, any completed purchases/registrations that exist when you change the name will still use the original name (name at the time the purchase was made) in School Store reports.</p>

Field	Description
Type	<p>The activity Type is provided by Campus. Options include the following:</p> <ul style="list-style-type: none"> • Activity • Athletics • Field Trip <p><i>This is a required field.</i></p>
Activity Level	<p>Activity Levels are another way to identify different kinds of activities. This field only displays in if you have added Activity Levels in the Attribute Dictionary and is optional unless the Required checkbox is also marked in the Attribute Dictionary.</p>
International	<p>The International checkbox only displays when the activity Type is <i>Field Trip</i>. If your district uses the Preapproval process, marking this checkbox ensures Campus routes your activity request to the correct approver(s).</p>
Status	<p>The Activity status. This is a read-only field.</p>
School(s)	<p>The school(s) to which you can associate the Activity. Only schools to which you have tool rights display. <i>This is a required field.</i></p>
Activity Owners (Primary)	<p>The primary person(s) responsible for the Activity. To appear in this field, the person must have an active assignment in the selected school and</p> <ul style="list-style-type: none"> • the Activity Staff checkbox marked on their District Assignment OR • be assigned the ActivityStaff role on their Work Assignment (HR Only). <p>You may select more than one person in the field.</p> <div> <p>For access to attendance and messaging options, the person must also have Teacher marked on their District Assignment or be assigned the Teacher role on their Work Assignment (HR Only).</p> </div> <div> <p>When a Primary Owner is not the person who created the activity and changes the Primary Owner to another person, they will not have access to the activity after they save their changes.</p> <p>When a Primary Owner is not the person who created the activity and adds themselves as the Activity Owner (Secondary), they will only have read-only access to the activity after they save their changes.</p> </div> <p><i>This is a required field.</i></p>

Field	Description
Activity Owners (Secondary)	<p>The secondary person(s) responsible for the Activity.</p> <p>To appear in this field, the person must have an active assignment in the selected school and</p> <ul style="list-style-type: none"> the Activity Staff checkbox marked on their District Assignment OR be assigned the ActivityStaff role on their Work Assignment (HR Only). <p>You may select more than one person in the field.</p> <div> <p>For access to attendance and messaging options, the person must also have Teacher marked on their District Assignment or be assigned the Teacher role on their Work Assignment (HR Only).</p> </div> <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. Secondary owners on an activity do not have the Remove button for delete/cancel functions even if the Delete tool right is assigned.</p>
Registration Open Date	The first day on which the Activity displays in the School Store and people can register for the Activity. The date must be prior to the Activity Start Date and Registration Close Date. <i>This is a required field.</i>
Registration Close Date	The last day on which the Activity displays in the School Store. The date must be after the Registration Open Date and prior or equal to the Activity End Date. If you do not enter a date, Campus automatically uses the Activity End Date.
Activity Start Date	The date on which the Activity begins. The date cannot be prior to the Registration Open Date or after the Activity End Date. <i>This is a required field.</i>
Activity End Date	The date on which the Activity ends. The date cannot be prior to the Activity Start Date or Registration Close Date. <i>This is a required field.</i>

Step 2. Build Roster

Define eligible participants by selecting a saved Ad Hoc filter and/or entering a description of the group.

► [Click here to expand...](#)

Activity Dashboard
Student Information > Activity Registration > Activity Dashboard

Activity Proposal - Cycling Club

1

Create Activity

2

Build Roster

3

Form Selection

4

Portal Information

5

Finish

Define eligible participants. Populate information regarding the criteria for those who may be associated with this activity. * (Populate at least one)

School(s)
Harrison High

Description of group to be created (max characters 1000)

Ad Hoc Filter
Select Ad Hoc Filter

Preview

Previous

Cancel

Save

Save & Next

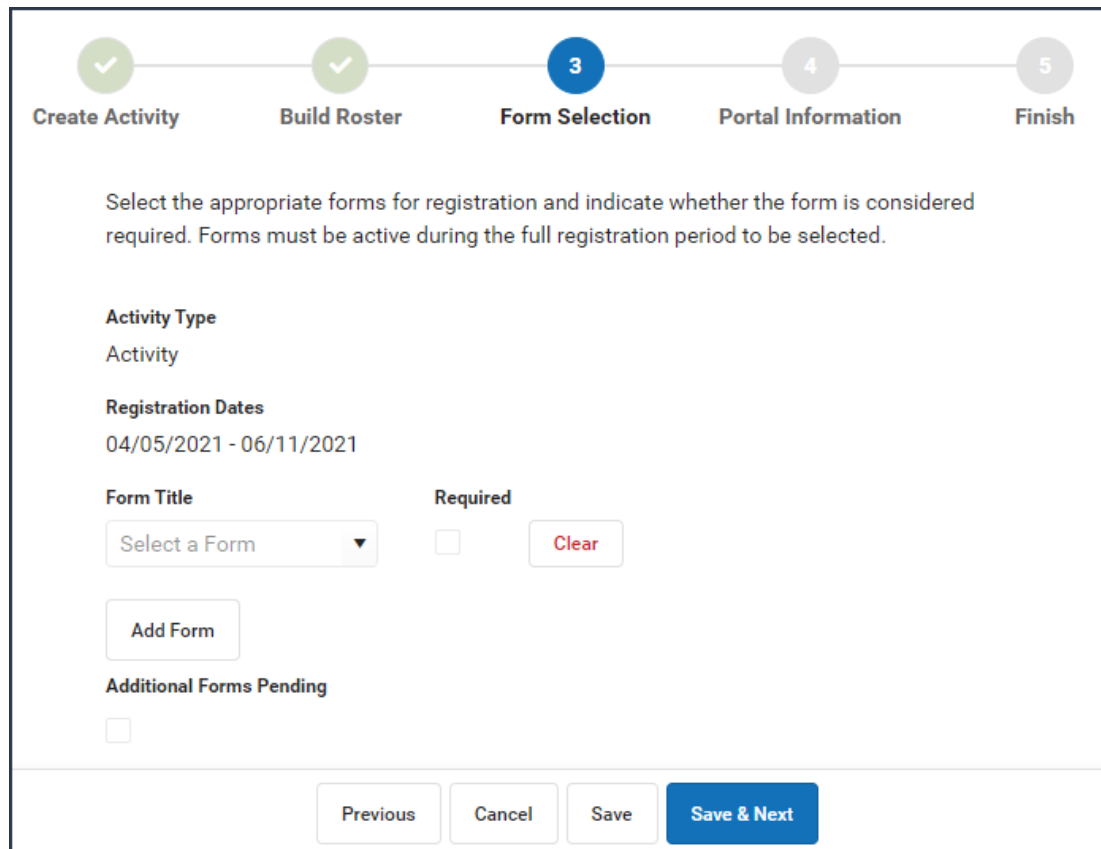
Use the following field descriptions to complete the Build Roster screen.

Field	Description
School(s)	This field displays the school(s) that were selected in Step 1 - Create Activity.
Description of group to be created	A description of the eligible participants.
Ad Hoc Filter	The Ad Hoc filter for selecting eligible students. Campus only allows students who are included in the Ad Hoc filter to register for the activity. If you do not have rights to Ad Hoc, this field does not display.
Preview	Click this button to preview roster information in a side panel. The panel displays an estimate of the total number of students listed by school then provides the student's names. If a student has multiple enrollments and Campus cannot identify the primary enrollment, an asterisk (*) displays behind the student's name. If you do not have access to ad hoc or to the ad hoc filter that is assigned to the activity by a reviewer, the Preview button does not display.

Step 3. Form Selection

Select the appropriate forms for registration and indicate whether the form is considered required. Forms must be active during the full registration period to be selected.

► [Click here to expand...](#)



1 2 3 4 5
Create Activity Build Roster Form Selection Portal Information Finish

Select the appropriate forms for registration and indicate whether the form is considered required. Forms must be active during the full registration period to be selected.

Activity Type
Activity

Registration Dates
04/05/2021 - 06/11/2021

Form Title
Select a Form ▼

Required
☐ [Clear](#)

[Add Form](#)

Additional Forms Pending
☐

[Previous](#) [Cancel](#) [Save](#) [Save & Next](#)

Use the following field descriptions to complete the Form Selection screen.

Field	Description
Activity Type	This field displays the Activity Type that were selected in Step 1 - Create Activity. <ul style="list-style-type: none"> • Activity • Athletics • Field Trip
Registration Dates	This field displays the Registration Dates that were selected in Step 1 - Create Activity.

Field	Description
Form Title	<p>This field displays the custom forms associated with the Activity Type. This field is required unless you mark the Additional Forms Pending checkbox. You can add multiple forms by clicking the Add Form button.</p> <div> <p>Tip: If the form title is grey and cannot be selected, check the form's active dates. The form must be active for the full time that your activity has registration open.</p> </div>
Additional Forms Pending	<p>Mark this checkbox if you are not ready to select forms or have additional forms you want to add later. When this checkbox is marked, the Activity cannot be approved. Campus requires the approver in the Activity Monitor to Return the proposed activity to you so that you can add the forms or they can Decline the activity. You can mark this checkbox and have custom forms associated at the same time.</p>
Required	<p>Mark this checkbox to display a red star next to the form in the School Store. The following image demonstrates how this appears in the store.</p> <div> <p>Forms to be completed (required forms indicated with "*")</p> <p>Student-Athlete Statement *</p> <p>Transportation Form</p> </div>

Step 4. Portal Information

On this screen, configure how the activity should display in the School Store and set up the associated costs.

► [Click here to expand...](#)

✓

Create Activity

✓

Build Roster

✓

Form Selection

4

Portal Information

5

Finish

Configure the registration view for the Portal and where applicable a cost for the activity then preview the information and submit for approval.

Image Upload
Max File Size: 10MB
Consent:
☐ I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the District and [Infinite Campus](#).

Select files...

Drop files here to upload

Description and Special Instructions

Format ▼

B I U

⋮

Associated Costs

Item Name *	Selling Price *	Reduced Price	Free Price	
Golf Club				Clear
Add				

Previous

Cancel

Save

Save & Next

Field	Description
Image Upload	This option allows you to add a picture of the product.
Consent	Marking this checkbox indicates that you are aware of the Acceptable Use Policies of your district and Infinite Campus.
Product Description and Special Instructions	<p>Detailed information about the product. This description appears below the picture of the product.</p> <div> <p>Tip</p> <p>Use this area to provide more information about the activity like meeting times, locations, and contact information. You could also provide special instructions such as how to turn in the forms.</p> </div>
Associated Costs	

Field	Description																				
Item Name	<p>The Product Name automatically displays here but can be changed. <i>This is a required field.</i></p> <p>If more than one option is available for users to select, this is the name of the option that displays under the Product in the School Store.</p>																				
Selling Price	<p>The price customers see and pay in the School Store. The price can be \$0.00. <i>This is a required field.</i></p>																				
Reduced Price	<p>The price students with reduced eligibility status pay and see in the School Store. The price can be \$0.00.</p> <p>To use this feature, the Allow Free and Reduced Pricing checkbox must be marked in the School Store setup.</p>																				
Free Price	<p>The price students with a free eligibility status pay and see in the School Store. The price can be \$0.00.</p> <p>To use this feature, the Allow Free and Reduced Pricing checkbox must be marked in the School Store setup.</p>																				
Add (button)	<p>Click the Add button to add another item that may be purchased for this product. In the following example, an option was added that includes an activity bus.</p> <div><div><div>Associated Costs</div><table><thead><tr><th>Item Name *</th><th>Selling Price *</th><th>Reduced Price</th><th>Free Price</th><th></th></tr></thead><tbody><tr><td><input type="text" value="Golf Club"/></td><td><input type="text" value="\$100.00"/></td><td><input type="text" value="\$50.00"/></td><td><input type="text" value="\$25.00"/></td><td><input type="button" value="Remove"/></td></tr><tr><td><input type="text" value="Golf Club & Activity Bus"/></td><td><input type="text" value="\$120.00"/></td><td><input type="text" value="\$75.00"/></td><td><input type="text" value="\$25.00"/></td><td><input type="button" value="Remove"/></td></tr><tr><td colspan="5"><input type="button" value="Add"/></td></tr></tbody></table></div></div>	Item Name *	Selling Price *	Reduced Price	Free Price		<input type="text" value="Golf Club"/>	<input type="text" value="\$100.00"/>	<input type="text" value="\$50.00"/>	<input type="text" value="\$25.00"/>	<input type="button" value="Remove"/>	<input type="text" value="Golf Club & Activity Bus"/>	<input type="text" value="\$120.00"/>	<input type="text" value="\$75.00"/>	<input type="text" value="\$25.00"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>				
Item Name *	Selling Price *	Reduced Price	Free Price																		
<input type="text" value="Golf Club"/>	<input type="text" value="\$100.00"/>	<input type="text" value="\$50.00"/>	<input type="text" value="\$25.00"/>	<input type="button" value="Remove"/>																	
<input type="text" value="Golf Club & Activity Bus"/>	<input type="text" value="\$120.00"/>	<input type="text" value="\$75.00"/>	<input type="text" value="\$25.00"/>	<input type="button" value="Remove"/>																	
<input type="button" value="Add"/>																					

Step 5. Finish



You can **NOT** complete this step if your activity requires preapproval.
See the [Submit an Activity Request for Preapproval](#) topic for more information.

Review how the Activity Registration product will display for the Campus School Store. Click **Finish** to complete creating the activity and submit the activity for approval. A Notification is sent to users who have Activity Approval tool rights.

After you click Finish, the Activity is in a **Pending** status until the review begins. While it is Pending, you can **Edit** the activity or **Recall** the activity. Once your proposed activity is **In Review**, you cannot make changes.

► [Click here to expand...](#)

Activity Proposal - Golf Club

✓

Create Activity

✓

Build Roster

✓

Form Selection

✓

Portal Information

5

Finish

Please review the details of the proposed activity. Click "Finish" to submit for approval.

Golf Club will meet every MWF at 3 PM. Equipment will be provided or you can bring your own.

Registration Dates: 04/05/2021 - 06/11/2021

Activity Dates: 04/12/2021 - 06/11/2021

Forms to be completed (required forms indicated with" *")
Forms to be added.

Activity Options *

Select Option...

Price

Quantity

1

Total Price

\$0.00

Recipient

Previous

Cancel

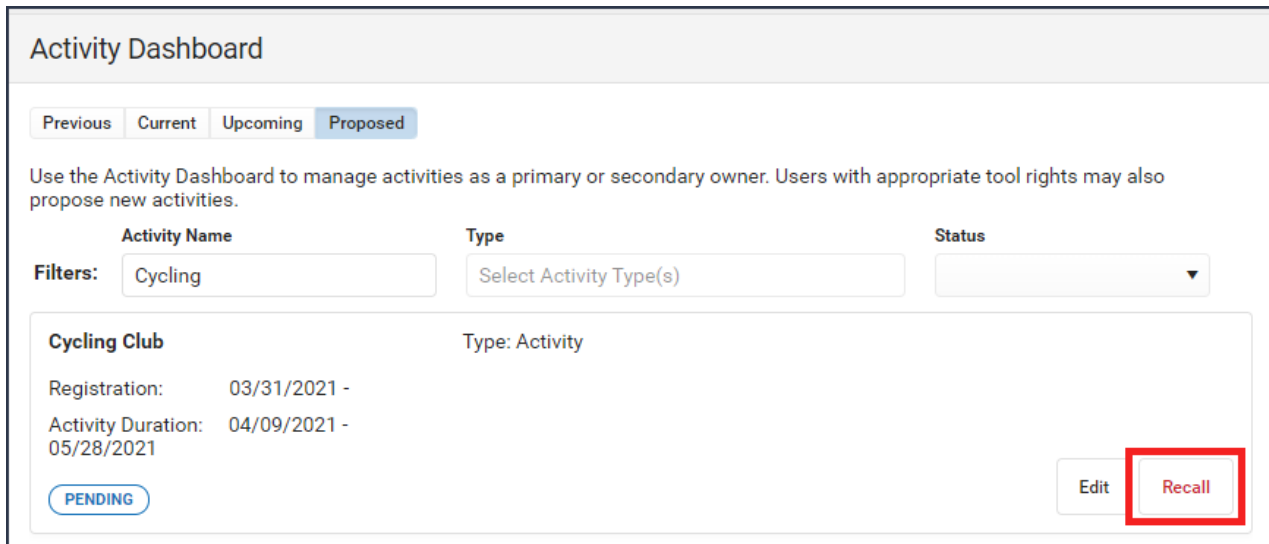
Finish

Recall a Proposed Activity

After you submit a proposed activity for approval, the activity is in a **Pending** status until the review begins. While it is Pending, you can **Edit** the activity or **Recall** the activity. When you Recall a proposed activity, you can delete the activity or rescind your request. When you rescind your

request, the activity status returns to **Draft - Proposal** and you can make any necessary changes before re-submitting the activity for approval. Recalling an activity removes the activity from the [Activity Monitor](#) Proposed screen.

Remove and Recall buttons do not display for Secondary Activity owners even if they are given the Delete tool right.

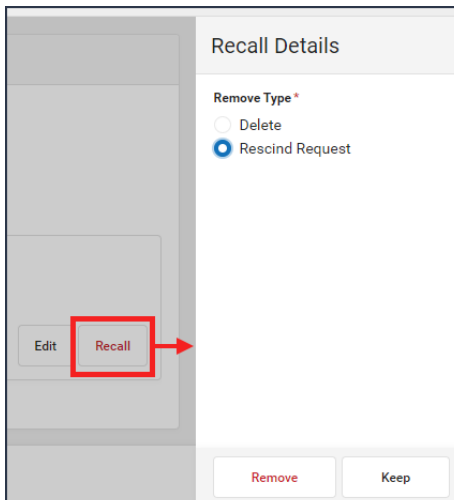


The screenshot shows the 'Activity Dashboard' interface. At the top, there are tabs for 'Previous', 'Current', 'Upcoming', and 'Proposed'. Below the tabs, a message states: 'Use the Activity Dashboard to manage activities as a primary or secondary owner. Users with appropriate tool rights may also propose new activities.' The main section has filters for 'Activity Name' (set to 'Cycling'), 'Type' (set to 'Select Activity Type(s)'), and 'Status' (a dropdown menu). Below the filters, the details for 'Cycling Club' are shown, including 'Registration: 03/31/2021 -', 'Activity Duration: 04/09/2021 - 05/28/2021', and a 'Type: Activity' label. At the bottom left, there is a 'PENDING' button. At the bottom right, there are 'Edit' and 'Recall' buttons, with the 'Recall' button highlighted by a red box.

1. Click **Recall**.

Result

The **Recall Details** panel displays.



The screenshot shows the 'Recall Details' panel. It has a title 'Recall Details' and a section 'Remove Type *' with two radio button options: 'Delete' and 'Rescind Request'. The 'Rescind Request' option is selected. Below the options, there are 'Edit' and 'Recall' buttons, with the 'Recall' button highlighted by a red box and an arrow pointing to it. At the bottom, there are 'Remove' and 'Keep' buttons.

2. Select **Delete** to permanently delete the proposed activity or select **Rescind Request** to recall the proposed activity.
3. Click **Remove**.

Result

If you selected **Delete**, Campus permanently deleted the activity. If you selected **Rescind Request**, Campus returned the activity to **Draft - Proposal** status and you can make any necessary changes.

Edit an Activity

You can edit an activity if it is in one of the following statuses: **Draft - Proposal**, **Pending**, **Returned**, **Ready**, **Active - Registration Closed**, or **Registration Open**. To edit an activity, click the **Edit** button. Depending on the filter you are using; i.e., Current, Upcoming, or Proposed, the Activity Builder or the Activity Proposal screens will display and you can make any necessary changes.

Activity Dashboard

Previous

Current

Upcoming

Proposed

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

Activity Name

Type

Status

Filters:

Cycling

Select Activity Type(s)

Cycling Club

Type: Activity

Registration: 03/31/2021 -
 Activity Duration: 04/09/2021 - 05/28/2021

PENDING

Edit

Recall

Comments are available if a proposed activity is **Returned** (or **Declined**) and may help you edit your activity.

Previous

Current

Upcoming

Proposed

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

Activity Name

Type

Status

Filters:

chess

Select Activity Type(s)

Chess Club

Type: Activity

Registration: 03/25/2021 -
 Activity Duration: 04/01/2021 - 04/30/2021

RETURNED

Edit

Comments

Chess Club

Type: Activity

Registration: 03/25/2021 -
 Activity Duration: 04/01/2021 -

RETURNED

Comments

Please add required forms.

Modified by: Administrator, System on 03/25/2021 - 2:19 PM

Close

test

Copy an Activity

To save time, click the **Copy** button to copy an existing activity and create a new Activity Proposal. After you click **Copy**, Campus displays the Activity Proposal tool in copy mode. See the [Create and Submit an Activity Proposal](#) topic (above) for details about each step in the Activity Proposal tool.

When you copy an activity, Campus creates a new Activity Proposal by duplicating most of the information from the existing activity.

- Registration and Activity dates are not copied.
- Campus verifies Activity Owners, Ad Hoc filters and Custom Forms are still active and requires you to update that information if necessary.
- You cannot copy an activity if its Status is one of the following: Draft, In Review, Returned, Declined, Cancelled, or any state of Preapproval.
- You must have **Add** rights for the Activity Dashboard to copy an activity.
- Once you start the Copy process, progress is not saved. So, do not stop until you have finished.
- You can **NOT** finish copying an activity if your activity requires preapproval. See the [Submit an Activity Request for Preapproval](#) topic for more information.

Activity Dashboard

Previous

Current

Upcoming

Proposed

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

Activity Name

Type

Status

Filters:

Book Club

Select Activity Type(s)

Book Club

Type: Activity

2

1

1

Registration: 03/22/2021 - 04/22/2021

Total Students

Payment Complete

Form Complete

Activity Duration: 04/12/2021 - 05/28/2021

ACTIVE - REGISTRATION CLOSED

Roster

Edit

Copy

Example Copy Button

Cancel or Delete an Activity

Upcoming activities in **Ready** status or Proposed activities in **Draft - Proposal** status can be permanently removed from the Activity Dashboard.

To Delete or Cancel an Activity, you must have Delete tool rights for the Activity Dashboard and Calendar rights for the school associated with the activity. You cannot Delete or an Cancel an activity in *Preapproval Pending - Proposal* status.

There are two options for removing an activity from the Activity Dashboard:

- **Delete** completely removes the activity from the Activity Dashboard.
- **Cancel** assigns the *Canceled* status and automatically moves the activity to the **Previous** view on the Activity Dashboard. After canceling an activity, you can see who canceled the activity, the date on which it was canceled, and the cancellation reason by clicking the **Edit** button.

1. Click the **Remove** button.



Previous Current Upcoming **Proposed**

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

Activity Name Filters: club| Type Select Activity Type(s) Status

Chess Club Type: Activity

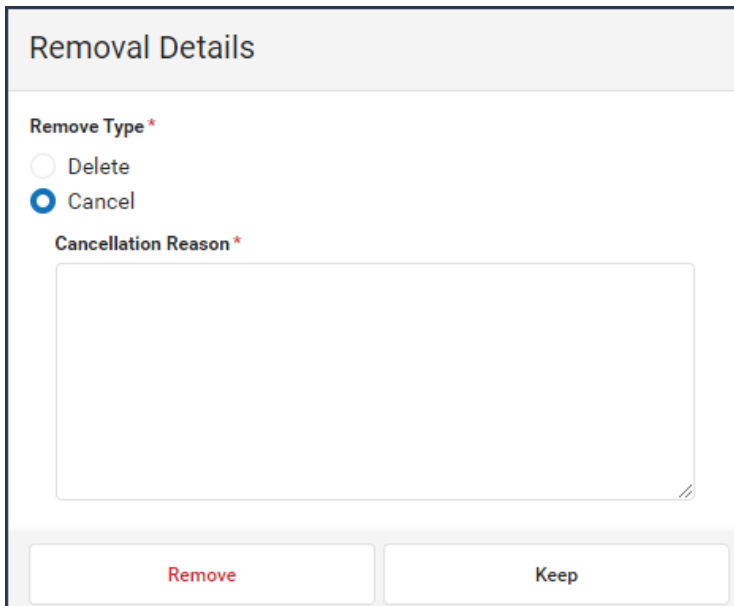
Registration: 03/25/2021 -
Activity Duration: 04/01/2021 - 04/30/2021

DRAFT - PROPOSAL Edit Comments **Remove**

Result

The Remove Details panel displays.

2. Select **Delete** or **Cancel**.



Removal Details

Remove Type *

☐ Delete
☒ **Cancel**

Cancellation Reason *

Remove **Keep**

3. Enter a **Cancellation Reason**. This field is required for Canceled activities.

4. Click **Remove**.

Result

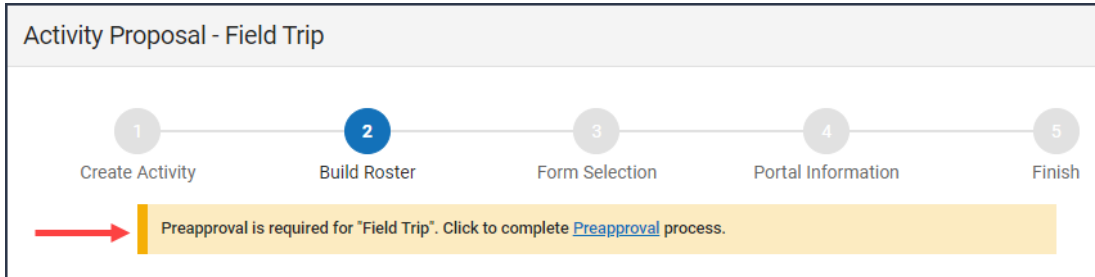
A Confirmation message displays

Submit an Activity Request for Preapproval

If your activity requires preapproval before it can be submitted for review, a yellow banner displays under the progress tracker after *Step 1. Create Activity* or it displays on the Proposed tab with the

status *Preapproval Required - Proposal*. You can submit your activity request for preapproval at any time but the activity must be approved before you can complete [Step 5. Finish](#) and submit your activity for review.

1. Click the **Preapproval** link in the banner.



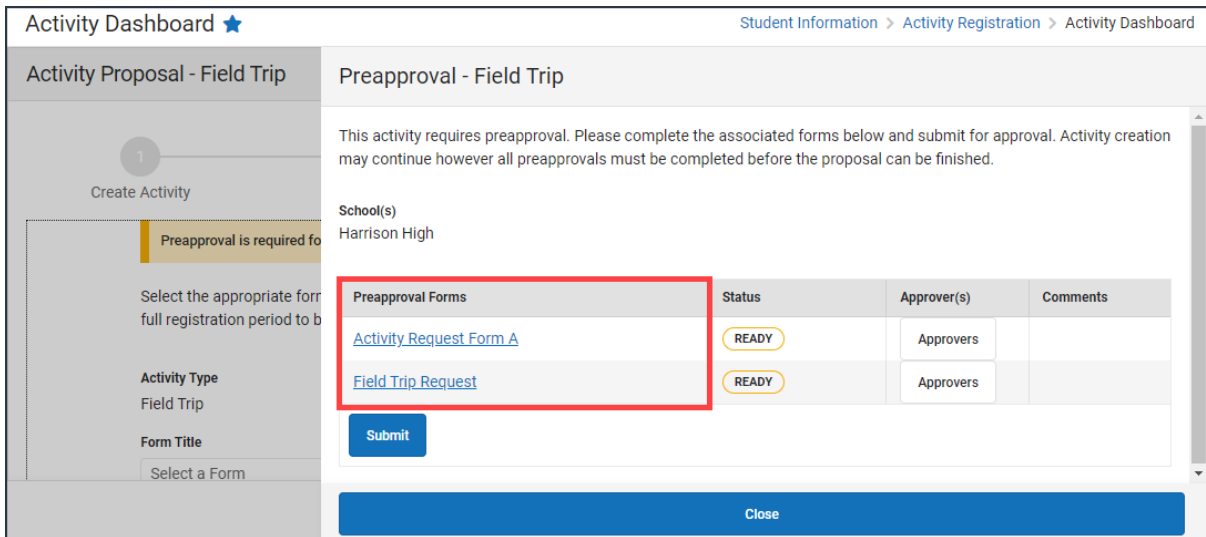
Activity Proposal - Field Trip

1 Create Activity 2 Build Roster 3 Form Selection 4 Portal Information 5 Finish

Preapproval is required for "Field Trip". Click to complete [Preapproval](#) process.

Result: The Preapproval panel displays.

► [Click here to expand...](#)



Activity Dashboard ★ Student Information > Activity Registration > Activity Dashboard

Activity Proposal - Field Trip Preapproval - Field Trip

This activity requires preapproval. Please complete the associated forms below and submit for approval. Activity creation may continue however all preapprovals must be completed before the proposal can be finished.

School(s)
Harrison High

Preapproval Forms	Status	Approver(s)	Comments
Activity Request Form A	READY	Approvers	
Field Trip Request	READY	Approvers	

Submit

Close

2. Click the links for the **Preapproval Form(s)** (there may be more than one), fill in the required fields, and then click **Save** in the action bar. Repeat this step for each form.

► [Click here to expand...](#)

Activity Dashboard ★ Student Information > Activity Registration > Activity Dashboard

Activity Request Form A

Custom Form - Activity Request Form A

1 of 1 90%

Activity Request Form A

EVENT	Field Trip
LOCATION	State Capitol
DATE	June 6
COST	\$5
Will you be requesting financial support?	0

Save Cancel

Result: The status changes to **Pending**.

- Click **Submit**.

Result: The status changes to **Submitted**.

- Click **Close** to close the panel and return to the activity.

Result: The activity status changes to **Preapproval Pending - Proposal**. You can continue setting up your activity or click **Cancel** to return to the Activity Dashboard.

Tip: You can click the **Rescind** button to make changes or cancel the activity until the Activity Approver opens the activity preapproval in the Activity Preapproval tool.

If your activity request is...	Then...
Approved	you will receive a notification that your activity request was approved and you may finish your Activity Request. The Activity Request is also assigned the <i>Preapproval Complete - Proposal</i> status.
Returned	you will receive a notification that your activity request was returned. The activity request is assigned the <i>Preapproval Returned - Proposal</i> status and Campus unlocks the custom form(s) so that you can make changes and submit the activity request again for preapproval.
Declined	you will receive a notification that your activity request was declined. The activity request is assigned the Preapproval Declined Status and moved to the Previous tab in the Activity Dashboard.

Tool Rights

Classic View: System Administration > User Security > Users > Tool Rights > School Store >

Activity Registration > Activity Dashboard

New Look of Campus View: User Management > User Accounts > Tool Rights > Student Information > Activity Registration > Activity Dashboard

Tool	Read	Write	Add	Delete
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.	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.
	Secondary Activity Owners will have a read-only view of the activity to which they are assigned unless they are the creator of the proposed activity. The Remove and Recall buttons will not display for them even if they are given the Delete tool right.			

Test H2 Header

[Thing 1](#) | [Thing 2](#) | [Previous Versions](#)

The next section will have two things, along with Previous Versions.

Thing 1

These are the things of thing 1.

Thing 2

These are the things of thing 2.

Previous Versions

[Activity Dashboard \[.2124 - .2219\]](#)