

Creating Activities

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Now that the setup is done, an activity can be created using the Activity Monitor tool, or proposed by staff members using the Activity Dashboard.

Submit Forms Requiring Preapproval (Activity Monitor)

Some activities need preapproval before they can be created. This requires the activity creator to submit forms, and an administrator approves or declines them. If the forms are approved, the activity creator can build the activity for parents and students to see in the School Store. The Activity Monitor tool tells the creator when an activity requires preapproval.

+ [Documentation](#)

+ [Video](#)

Propose an Activity, No Preapproval (Activity Dashboard)

The Activity Dashboard can be used by staff members to propose an activity, such as a field trip or club and submit it for approval. Staff members can also use the activity dashboard to view information about activities they are associated with. Learn how to create a proposal, define eligible students, selecting related forms, and submit the proposal for approval.

+ [Documentation](#)

+ [Video](#)

Build an Activity, No Preapproval (Activity Monitor)

The Activity Monitor tool can be used to create activities such as a field trip or sporting event without having to start with a proposal; as well as to review activities proposed by staff in the Activity Dashboard. Learn to complete forms, export the list of participants, and review a proposed activity.

+ Documentation

+ Video

Preapproving Activities

After an activity creator submits the forms needed to get approval, an administrator reviews them and approves, declines, or returns the forms using the Preapproval Requests tool.

+ Documentation

+ Video
