

Activity Roster

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[About the Activity Roster](#) | [About Field Trip Rosters](#) | | [Mark Payments and Forms as Complete](#) | [Add Students to the Roster](#) | [Remove Students from the Roster](#) | [View a Student's Emergency Contacts](#) | [Manage Form Participants and Details](#) | [Post to Course Section](#) | [Activity Roster Filter Fields for Ad hoc Reporting](#)

Classic View: Activity Registration > Activity Monitor > Activity Roster

Search Terms: Activity Monitor

The Activity Roster provides a detailed view of the students who have registered for an activity and allows you to manage the roster for current and upcoming activities. For each student on a roster, you can see the student's name, ID, and grade, as well as whether their payment and required forms are complete. The Activity Roster is accessed by clicking the **Roster** button for an activity on the Activity Monitor or [Activity Dashboard](#) tool.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> • Mark Payments and Forms as Complete • Add Students to the Roster • Remove Students from the Roster • View a Student's Emergency Contacts • Manage Form Participants and Details <ul style="list-style-type: none"> ◦ Request an eSignature ◦ Reassign a Form for eSignature ◦ Override an eSignature Request ◦ Create a New Contact Log ◦ Lock/Complete a Form • Post to Course Section <ul style="list-style-type: none"> ◦ Manual Post to Course Section ◦ Auto-Post to Course Section 	<ul style="list-style-type: none"> • About the Activity Roster • Activity Roster Filter Fields for Ad hoc Reporting • About Field Trip Rosters

The screenshot shows the 'Activity Monitor' interface. The top section displays filters for 'Activity Name', 'Type', and 'Status'. Below this, the 'Varsity Football' activity is highlighted with statistics: 6 Total Students, 6 Payment Complete, and 3 Form Complete. A 'REGISTRATION OPEN' badge is visible. A red box highlights the 'Roster' button, which is clicked to open the 'Activity Roster - Varsity Football' window.

The 'Activity Roster - Varsity Football' window shows a table of students with columns for 'Select', 'Student', 'Student Grade', 'Payment Complete', 'Required Forms Complete', 'Registration Confirmed', and 'Option Purchased'. A 'Remove' button is located at the bottom left of the roster table.

Select	Student	Student Grade	Payment Complete	Required Forms Complete	Registration Confirmed	Option Purchased
+	Anderson, Jack (662478)	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football
+	Anderson, Joshua (622958)	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football
+	Buick, Arlo (191900002)	09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football
+	Casten, Angelo (108338)	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varsity Football
+	Casten, Archie (108339)	06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varsity Football
+	Metzger, Robert (123741)	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual

About the Activity Roster

The Activity Roster provides a detailed view of the students who have registered for an activity. You can see the student's name, ID, and grade, as well as whether their payment and required forms are complete. You can also see the activity option that was purchased. If the student was [manually added to the roster](#), the Option Purchased column will display **Manual**.

► [Click here to expand...](#)

Students are added to the Activity Roster and the **Total Students** field is incremented as purchases for Activity or Athletic activity types are made through the School Store. Field Trip Rosters are created differently. See the following [About Field Trip Rosters](#) topic for more information.

Once a student has registered for an activity, that activity no longer appears for them in the School Store.

Tips

- Click the **Export to Excel** button to save a copy of the roster.
 - The Excel file includes a column for each required and/or optional form. Forms are marked as TRUE when they are complete and FALSE when they are incomplete. Required forms include an asterisk (*) in front of the form name.
- Use the **Registration Status** dropdown list to limit which registrations display. Registration Status options include the following:
 - All
 - Required Registration Complete
 - **Required Forms: Action Needed**
 - **Required Forms: Awaiting Signature**
 - **Optional Forms: Complete**
 - **Optional Forms: Review Needed**

Activity Roster - Varsity Football

6 Total Students 6 Payment Complete 3 Form Complete

Add Individual Students
 Selecting a student will add them to the roster grid

Type to search by name

Registration Confirmation Process OFF

Auto Form Lock OFF

Post to Course Section

Export to Excel

Expand Details OFF

Registration Status: All

Select	Student	Student Grade	Payment Complete	Required Forms Complete	Registration Confirmed	Option Purchased
-	Anderson, Jack (662478)	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football
	Required Forms * Permission Form, 2022-2023 COMPLETE Physical Exam Form 2022-2023 ACTION REQUIRED					
+	Anderson, Joshua (622958)	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football
+	Buick, Arlo (191900002)	09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football

Example Activity Roster

About Field Trip Rosters

When purchases are made in the School Store for Activity or Athletic activity types, Campus increments the **Total Students** field. This does not occur for Field Trip activities. Instead, Campus displays the number of students returning from the Ad Hoc filter associated with the field trip. If you use the [Query Wizard](#) or a [Pass-Through SQL Query](#) filter, Campus updates the number of

Total Students based on the filter's results. If you use the [Selection Editor](#) to create your filter, the number of Total Students does not change.

Science Museum, Grade 5

Registration: 08/09/2022 -

Activity Duration: 08/31/2022 - 08/31/2022

REGISTRATION OPEN

Type: Field Trip

114
Total Students

91
Payment Complete

91
Form Complete

Roster

Edit

Remove

Copy

Mark Payments and Forms as Complete

As purchases are made through the Campus School Store the **Payment Complete** number will increment. This number will also increment when you manually mark the **Payment Complete** checkbox.

The **Payment Complete** and **Required Forms Complete** checkboxes can be manually marked as complete or can be automatically marked complete if the **Registration Confirmation Process** is turned ON.

Process	Description																																																	
Manual	<p>To manually mark the Payment Complete or Form Complete checkbox, click the Roster button to display the Activity Roster screen. From here you can mark the necessary checkboxes. Click Save to complete your changes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Activity Monitor Student Information > Activity Registration > Activity Monitor</p> <p>Activity Roster - Varsity Football</p> <p>6 Total Students 6 Payment Complete 3 Form Complete</p> <p>Add Individual Students Selecting a student will add them to the roster grid</p> <p>Type to search by name: <input type="text"/></p> <p><input type="checkbox"/> Registration Confirmation Process <input type="checkbox"/> Auto Form Lock <input type="checkbox"/> Post to Course Section Do Not Post to Course Set</p> <p><input type="checkbox"/> Export to Excel <input type="checkbox"/> Expand Details <input type="checkbox"/> Registration Status: All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Student</th> <th>Student Grade</th> <th>Payment Complete</th> <th>Required Forms Complete</th> <th>Registration Confirmed</th> <th>Option Purchased</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Anderson, Jack (662478)</td> <td>10</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Varsity Football</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Anderson, Joshua (622998)</td> <td>05</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Varsity Football</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Buick, Arlo (191900002)</td> <td>09</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Varsity Football</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Caster, Angelo (108338)</td> <td>10</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Varsity Football</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Caster, Archie (108339)</td> <td>06</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Varsity Football</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Metzger, Robert (123741)</td> <td>09</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Manual</td> </tr> </tbody> </table> <p style="margin-top: 5px;"><input type="button" value="Remove"/> <input type="button" value="Save"/> <input type="button" value="Save & Stay"/> <input type="button" value="Cancel"/></p> </div>	Select	Student	Student Grade	Payment Complete	Required Forms Complete	Registration Confirmed	Option Purchased	<input type="checkbox"/>	Anderson, Jack (662478)	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football	<input type="checkbox"/>	Anderson, Joshua (622998)	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football	<input type="checkbox"/>	Buick, Arlo (191900002)	09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football	<input type="checkbox"/>	Caster, Angelo (108338)	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varsity Football	<input type="checkbox"/>	Caster, Archie (108339)	06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varsity Football	<input type="checkbox"/>	Metzger, Robert (123741)	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual
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Process	Description
Automatic	<p>If the Registration Confirmation Process is turned ON the Payment Complete, Required Forms Complete, and Registration Confirmed columns are automatically marked IF the payment is complete, the parent and/or student signed any required forms that require an e-signature, and the required forms are locked.</p> <p>If there are <i>optional</i> forms missing signatures, the Registration Confirmation Process continues and marks the Registration Confirmed checkbox.</p>

Activity Roster - Varsity Football

6 Total Students 6 Payment Complete 3 Form Complete

Add Individual Students
 Selecting a student will add them to the roster grid

Type to search by name **Registration Confirmation Process** **Auto Form Lock** **Post to Course Section**

Registration Status All

Select	Student	Student Grade	Payment Complete	Required Forms Complete	Registration Confirmed	Option Purchased
+ <input type="checkbox"/>	Anderson, Jack (662478)	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Varsity Football
+ <input type="checkbox"/>	Anderson, Joshua (622958)	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Varsity Football
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+ <input type="checkbox"/>	Casten, Archie (108339)	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varsity Football
+ <input type="checkbox"/>	Metzger, Robert (123741)	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual

Add Students to the Roster

You can manually add students to an activity roster if they are enrolled in the school associated with the activity. This feature is useful if you would like to allow a student to participate, but they do not match the criteria in the Ad Hoc filter selected on the activity.

Students with past and future enrollments in addition to current enrollments can be manually added to an activity. When the **Add Individual Students** dropdown list is selected, Campus checks for enrollments 90 days in the past based on the **Registration Open Date** of the activity and enrollments 90 days in the future based on the **Activity End Date**.

The example below shows the activity's registration open date is 08/05/2022. Students with a past enrollment end date of 05/07/2022 (08/05/2022 minus 90 days) or later can be manually added to this activity.

Activity Name *
Speed & Strength Camp

Status
Registration Open

Type
Activity

School(s) *
Harrison High X

Activity Owners (Primary) *
Aarons, Samantha X

Activity Owners (Secondary)

Registration Open Date
08/05/2022

Registration Close Date
08/12/2022

Created by
Administrator, System

Activity Start Date *
08/15/2022

Activity End Date *
08/26/2022

Add Individual Students
Selecting a student will add them to the roster grid

Type to search by name

- Abegg, Wallace (181900002)
- Alborough, Dallas (109301)
- Anderson, Jack (662478)
- Anderson, Jana (181900003)
- Atwood, Nadia (131900011)
- Barrons, Demetri (201900004)

Enrollments ☆ Student Information > General > Enrollments

Alborough, Dallas Grade: N/A #109301 DOB: 01/01/05 Counselor: Hunter Counselor

HS Graduation Related Tools ^

[New](#) [Print Enrollment History](#) [Notice of Change in Enrollment](#) [New Enrollment History](#) [Documents](#)

Grade	Type	Calendar	Start Date	End Date
12	P	21-22 Harrison High	09/07/2021	06/08/2022
11	P	20-21 Harrison High	07/01/2020	06/09/2021

Start Status: CM1 Enrolled
End Status: active

Start Status: CM1 Enrolled
End Status:

Example Past Enrollment: Student Can be Added Manually

The next example shows the activity's end date is 08/12/2022. Students with a future enrollment date of 11/10/2022 (08/12/2022 plus 90 days) or earlier can be manually added to the activity. This student's enrollment date is *after* the 90 days, so his name does **NOT** appear on the Add Individual Students dropdown list.

Activity Name * Speed & Strength Camp **Status** Registration Open

Type Activity

School(s) * Harrison High X **Activity Owners (Primary) *** Aarons, Samantha X **Activity Owners (Secondary)**

Registration Open Date 7/11/2022 **Registration Close Date** 07/28/2022 **Created by** Administrator, System

Activity Start Date * 08/01/2022 **Activity End Date *** 08/12/2022

Add Individual Students
Selecting a student will add them to the roster grid

Type to search by name

- Fitzgerald, Sher (119528/)
- Flanders, Julice (1123)
- Fleischmann, Christine (221900001)
- Fleischmann, Katherine (221900002)
- Fleming, Anne (1127)

Enrollments ☆ Student Information > General > Enrollments

Fleischmann, Brent Grade: 09 #221900003 DOB: 06/01/07

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
09	P	22-23 Harrison High	11/11/2022	

Start Status: CM1 Enrolled
End Status:

Example Future Enrollment: Student Cannot be Added Manually

When you manually add a student to the roster, all forms must be reviewed and if applicable sent for eSignature. First, district staff must fill out any fields on the form that are marked for staff and then the form can be filled out in the Campus Student and/or Campus Parent Portal. (Fields can be marked for staff when you define rules for an interactive form. See the [Custom Forms article](#) for more information.) The only exception to this process is if you manually mark the [Payment Complete](#) checkbox and do NOT open the forms. In this scenario, district staff do not need to fill out any fields on the form that are also marked for portal users or request an eSignature. The exception only applies if the Activity Registration viewing tool is enabled in the [Display Options](#).

District staff can also override the eSignature in the Activity Roster as needed. See the following topic on this page for more information: [Manage Form Participants and Details](#).

1. Click the **Roster** button on the activity.

Result


The Activity Roster displays.

2. Type the student's name in the **Add Individual Students** field and select the student when their name displays.

Activity Roster - Varsity Football



6 Total Students 6 Payment Complete 3 Form Complete

Add Individual Students
Selecting a student will add them to the roster grid

Search: james | X ▼
 Bauchino, James (104989) 
 Biel, James (105870)

Registration Confirmation Process
 OFF

Expand Details
 OFF

Select	Student
	<input type="text"/>
+ <input type="checkbox"/>	Anderson, Jack (662478) 
+ <input type="checkbox"/>	Anderson, Joshua (622958) 

Result

Campus adds the student to the roster. The roster displays names in alphabetical order.

3. Mark the **Payment Complete** and/or **Required Forms Complete** checkboxes. *Optional*
4. Click **Save** to save your changes.

Remove Students from the Roster

You can manually remove students from the roster if the student was manually added and has not paid. If the Payment Complete checkbox is not marked, the student can be removed.




1. Click the **Roster** button on the activity.

Result

The Activity Roster displays.

2. Mark the checkbox in the **Select** column for the student(s) you want to remove.

Export to Excel **Expand Details**
 OFF

Select	Student	Student Grade	Payment Complete
	<input type="text"/>		
+ <input checked="" type="checkbox"/>	Abegg, Stella (161000001) 	05	<input type="checkbox"/>
+ <input checked="" type="checkbox"/>	Alain, Natalie (109460) 	06	<input type="checkbox"/>
+ <input type="checkbox"/>	Xiong, Vanessa (050230088) 	05	<input type="checkbox"/>


Remove

3. Click the **Remove** button.

Result

- Campus remove the student from the table.
- Click **Save** to save your changes.

View a Student's Emergency Contacts

Emergency contact information for each student is available on the Roster screen. Click the button  next to the student's name to quickly access contact information that is already stored in Campus.

The screenshot shows the 'Activity Roster - Theater: A Christmas Carol' interface. At the top, it displays statistics: 4 Total Students, 0 Payment Complete, and 0 Form Complete. Below this is a section for 'Add Individual Students' with a dropdown menu showing 'Andrews, Hannah (621...)' and a 'Registration Confirmation Process' toggle set to 'OFF'. An 'Export to Excel' button is also visible. The main roster table has columns for 'Select' and 'Student'. The first row is for 'Aarens, Joey (104368)' with a person icon button next to the name. A red arrow points from this icon to a modal window titled 'Emergency Contact Information' for 'Aarens, Joey (104368)' at 'Arthur Elementary'. The modal displays two emergency contacts: 'Mother Aarens, Bernadette (Guardian)' with 'EMERGENCY PRIORITY 1' and 'Father Aarens, Barnaby (Guardian)' with 'EMERGENCY PRIORITY 2'. Each contact card includes phone numbers (Cell and Household) and email addresses. A 'Close' button is at the bottom right of the modal.

Manage Form Participants and Details

[Request an eSignature](#) | [Reassign a Form for eSignature](#) | [Override an eSignature Request](#) | [Create a New Contact Log](#) | [Lock/Complete a Form](#)

Activity Registration supports interactive custom forms. Interactive forms allow users to enter data directly into the PDF and electronically sign when registering for an activity. You can use the Activity Roster to review these forms and ensure everything is filled out correctly and/or signed.

When you manually add a student to the roster, all forms must be reviewed and if applicable sent

for eSignature. Forms can then be filled out in the Campus Student and/or Campus Parent Portal in the Documents tool. District staff can also fill out forms (except for the eSignature) in the Activity Roster if necessary.

Request an eSignature

After you manually add a student to a roster and complete forms as necessary, you can request an eSignature from parent/guardians and students when the form requires an eSignature. Requesting eSignatures makes the form read-only; i.e., you cannot make additional changes.

1. Select the form that requires an eSignature.

Result

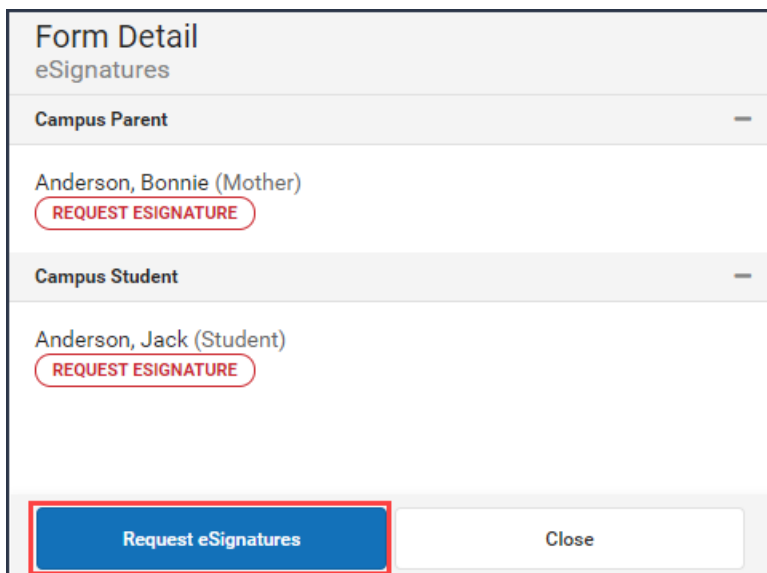
The Form displays.

2. Click **Review Participants**.

Result

The Form Details panel displays.

3. Click the **Request eSignatures** button.



The screenshot shows a 'Form Detail' panel with the following structure:

- Form Detail** (header)
- eSignatures** (sub-header)
- Campus Parent** (collapsible section header)
- Anderson, Bonnie (Mother)
 - REQUEST ESIGNATURE** (button)
- Campus Student** (collapsible section header)
- Anderson, Jack (Student)
 - REQUEST ESIGNATURE** (button)
- Request eSignatures** (button at the bottom left)
- Close** (button at the bottom right)

Result

A confirmation message displays.

4. Click **Request eSignatures**.

Result

A confirmation message displays and the Form Detail panel closes. The eSignature statuses change to **Pending** on the Form Detail panel. Forms can then be filled out in the Campus Student and/or Campus Parent Portal in the Documents tool.

Reassign a Form for eSignature

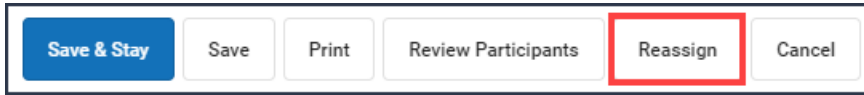
This option allows you to reassign a custom form to a user who did not have an active Campus Student or Campus Parent account when the student was registered for an activity.

1. Select the form that requires a signature.

Result

The form displays in a side panel.

2. Click the **Reassign** button.



Result

An error message displays if the users does not have an active portal account. Otherwise, a confirmation message displays and the user can go to the Documents tool in the portal and complete the form.

Override an eSignature Request

District staff cannot sign for students/parents; however, the eSignature can be overridden. As a best practice, [create a new contact log](#) to document any communication that resulted in overriding the eSignature.

- ▶ [Click here to expand...](#)

1. Select the form that requires a signature.
It will say **Action Required** next to the form.

Select	Student	Student Grade	Payment Complete	Required Forms Complete
	<input type="text"/>			
	Abegg, Dylan (171900001)	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<p>Required Forms *</p> <p>Club Transportation ACTION REQUIRED</p> <p>COVID-19 Liability Waiver COMPLETE</p>			

Result

The form displays.

2. Click **Review Participants**.

Result

The Form Details panel displays.

3. Select the checkbox next to the person's name then enter Comments explaining why you are overriding the eSignature.

Form Detail
eSignatures

Campus Parent —

Abegg, Donald (Father)
SIGNED

Campus Student —

Abegg, Dylan (Student)
PENDING

Override eSignature Request —

Select Person(s) *

Abegg, Dylan (Student)

Override Comment *

Student will not be attending events off campus.

//

Save Override

4. Click **Save Override**.

Result

A confirmation message displays as the status changes to Overridden.

Form Detail
eSignatures

Campus Parent

Abegg, Donald (Father)
SIGNED

Campus Student

Abegg, Dylan (Student)
OVERRIDDEN ←

Student will not be attending events off campus.

//

Create a New Contact Log

The Activity Roster allows you to record an communication you have with participants by phone, mail, email or in person.

1. Select the form where you want to add a Contact Log.

Result

The form displays.

2. Click **Review Participants**.

Result

The Form Details displays.

The screenshot shows a 'Form Detail eSignatures' dialog box. At the top, there is a title bar with the text 'Form Detail eSignatures' and a close button. Below the title bar is a section titled 'Create New Contact Log'. The form contains several fields: 'Select Person(s) *' with two checked checkboxes for 'Abegg, Donald (Father)' and 'Cardinal, Peggy (Student)'; 'Date *' set to '11/12/2020'; 'Time *' set to '3:27 PM'; 'Contact Options *' set to '3: email'; and a 'Description *' text area containing 'Sent email regarding required signatures.' At the bottom are 'Save Contact Log' and 'Close' buttons.

3. Mark the checkboxes next to the appropriate person(s).
4. Adjust the Date and Time as necessary.
5. Select one of the following **Contact Options**: 1: Telephone, 2: U.S. Mail, 3: email, 4: In Person.
6. Enter a **Description**.
7. Click **Save Contact Log**.

Result

Campus creates a contact log for each person you selected.

Form Detail	
eSignatures	
Contact Details —	
Donald Abegg (Father)	
11/12/2020 3:27 PM	
Contact Option: 4: In Person	
Description	
Sent email regarding required signatures.	
Peggy Cardinal (Student)	
11/12/2020 3:27 PM	
Contact Option: 4: In Person	
Description	
Sent email regarding required signatures.	

Lock/Complete a Form

Required forms display the status **Action Required** until the form is locked. (Forms for manually added students do not display that status until the form is first opened.) A locked form indicates no additional changes can be made.

Locking and completing forms can be done manually or automatically.

If a form is interactive and it is marked as Required, then the **Complete** button appears. If the form is **NOT** interactive, but it is marked as Required, the **Lock** button appears. Both buttons perform the same function.

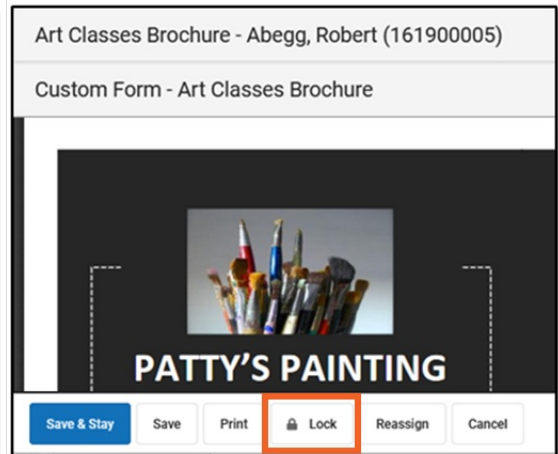
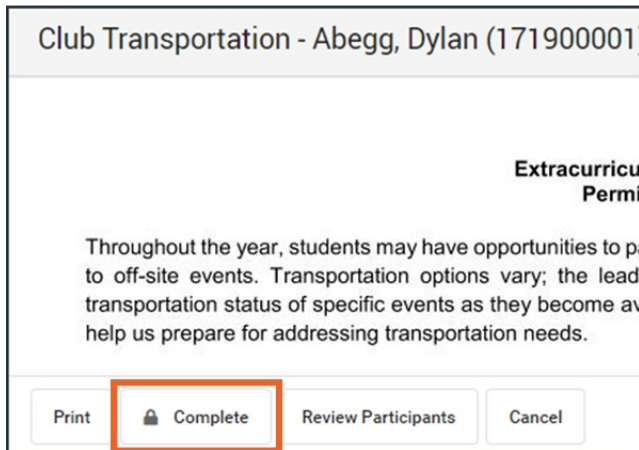
Manually Lock/Complete a Form

Manually locking and completing forms gives you the chance to review a form and ensure the necessary information has been supplied and/or it has been signed.

1. Select the form that you want to Lock. It will say **Action Required** next to the form.

Result

The form displays.



2. Click the **Complete** or **Lock** button.

Result

The Complete Form or Lock Form confirmation message displays.

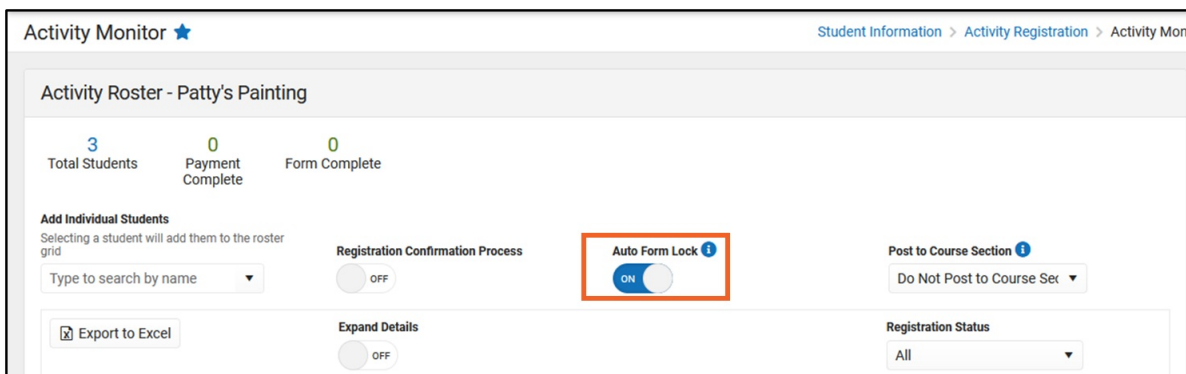
3. Click **Complete** or **Lock**.

Result

A confirmation message displays saying the form is locked and the form's status changes to *Complete*.

Automatically Lock/Complete a Form

Locking and completing forms is done automatically when you slide the **Auto Form Lock** toggle to **ON**. When a form has been completed and/or signed, the form is automatically locked and marked as Complete; the form does not require manual completion.



Post to Course Section

The Post to Course Section feature allows you to associate an activity with a Course and Section and update the roster once the activity is in one of these statuses:

- Registration Open
- Registration Closed
- Active - Registration Open
- Active - Registration Closed

- Ready
- Approved

Posting to a Course Section is done for activities appearing on the Current or Upcoming tabs of the Activity Monitor.

Posting registered students to a Course Section allows you to track attendance using Campus Instruction and puts the activity on the student's schedule.

Only students who have the Registration Confirmed checkbox marked can be added to a Course Section roster. The students must have just one primary enrollment.

Select	Student	Student Grade	Payment Complete	Required Forms Complete	Registration Confirmed	Option Purchased
+	Campus, Harry (171000003)	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manual
+	Merkle, Parker (123637)	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manual
+	Mitson, Jo (123963)	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manual
+	Moores, Kourosh (124113)	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manual
+	Mordt, Tae Hyun (124122)	05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manual

This process only adds students to the Course Section Roster. If you need to remove a student from this roster, you must remove them manually using the [Section Roster Setup](#) tool.

Posting to a Course Section can be done manually or automatically.

Manual Post to Course Section

Students are manually added to a section roster by selecting Manual Post to Course Section from the Post to Course Section dropdown list.

If students are added to the Activity Registration roster after the initial section roster is updated, you can complete the following steps again and Campus will update the section roster with the newly added students.

1. Once the activity has the [proper status](#), choose **Manual Post to Course Section** from the

Post to Course Section dropdown list.

Result

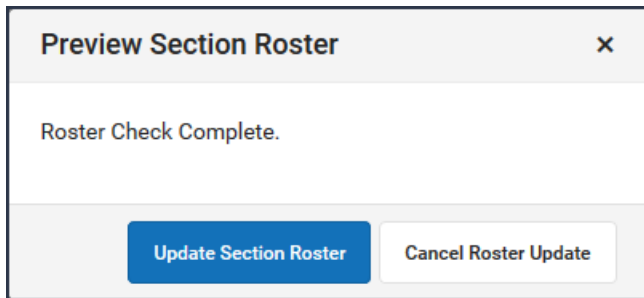
The Post to Course Section area displays.

▶ [Click here to expand...](#)

2. Select the **Calendar**, **Course** and **Section**.

3. Click the **Preview Section Roster** button.

A preview message displays.



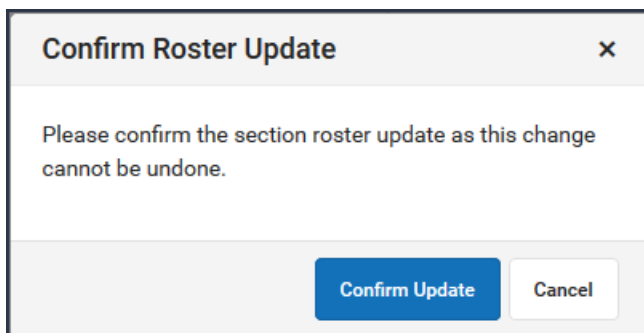
If there are students who cannot be added to the roster, their names display on the preview message. This could include students who do not have a primary enrollment. After reviewing these students and correcting any issues, you can complete these steps again to append these students to the section roster.

▶ [Click here to expand...](#)

4. Click the **Update Section Roster** button.

Result

A confirmation message displays.



5. Click the **Confirm Update** button.

Result

Campus updates the Section Roster.

▶ [Click here to expand...](#)

Auto-Post to Course Section

If the option Auto-Post to Course Section is selected, students are automatically added to the section as soon as the Registration Confirmed checkbox is marked and the activity has been saved.

It may take up to a minute after the Registration Confirmed checkbox is marked AND the roster has been saved before the student appears in the section roster.

When Auto-Post to Course Section is selected, the Registration Confirmation Process toggle is automatically turned on. The Registration Confirmed checkbox will be marked for those participants who have made payment and have all forms completed (the Payment Complete and Required Forms Complete checkboxes will be marked).

1. Once the activity has the [proper status](#), choose **Auto-Post to Course Section** from the Post to Course Section dropdown list.

Result

The Registration Confirmation Process toggle is turned ON and the Post to Course Section area displays.

▶ [Click here to expand...](#)

2. Select the **Calendar, Course** and **Section**.
3. Click the **Save** or **Save & Stay** button.

Result

Students who already have the **Registration Confirmed** checkbox marked are automatically placed in the section roster.

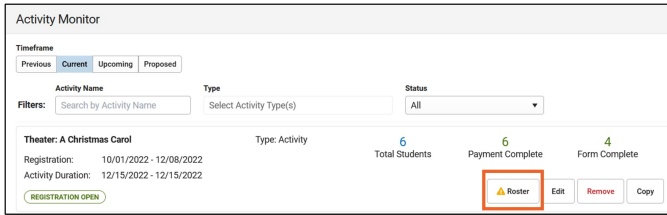
As students are added to the activity and their registrations are confirmed, they will be added to the section roster.

Preview Section Roster

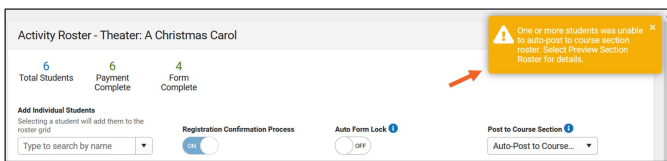
If students' names appear on the preview message after clicking the **Preview Section Roster** button, it means there is an issue with their enrollment, or their registration has not been confirmed.

Issue	How do I fix it?
The registration has not been confirmed.	<ol style="list-style-type: none"> 1. Ensure payment has been made for the student and the Payment Complete checkbox is marked. 2. The forms for the student have a status of Completed and the Required Forms Complete checkbox is marked. <p>The Registration Confirmed checkbox will be marked automatically if Auto-Post to Course Section is selected from the Post to Course Section dropdown list.</p>

A student does not have a primary enrollment or has two or more primary enrollments. The Warning symbol appears on the **Roster** button in Activity Monitor...



...and a warning message appears after clicking the **Roster** button.



1. Resolve the enrollment issue.
2. Choose the Activity Monitor tool and click the **Roster** button for the activity with the warning.
3. If the **Payment Complete** and the **Required Forms Complete** checkboxes are marked, the student will **NOT** be automatically appended to the section roster even though Auto-Post to Course Section is selected.
4. Scroll down to the **Post to Course Section** area. Click the **Preview Section Roster** button, click **Update Section Roster** and then click **Confirm Update**.
5. Save.

After all enrollment issues have been resolved and the students have been posted manually, the warning messages no longer display.

Activity Roster Filter Fields for Ad hoc Reporting

The [Ad hoc Reporting](#) tools allow users to create custom queries and reports on various types of information stored within the Campus database. The following Activity Roster fields are available for creating queries with the Filter Data Type of Student (Student > Activity Registration > Roster)

Roster Data	Ad hoc Field Name
Person ID	actRegRoster.personID
Activity Type	actRegRoster.activityType
Activity Name	actRegRoster.activityName
Item Name	actRegRoster.itemName
Activity Start	actRegRoster.activityStart
Activity End	actRegRoster.activityEnd
Registration Start	actRegRoster.regStart
Registration End	actRegRoster.regEnd

Roster Data	Ad hoc Field Name
Sign Up Date	actRegRoster.signUpDate
Payment Complete	actRegRoster.paymentComplete
Forms Complete	actRegRoster.formsComplete
Registration Complete	actRegRoster.registrationComplete
Posted to Course Section	actRegRoster.postedToCourseSection

Previous Version

- [Activity Roster \[.2235 - .2239\]](#)
 - [Activity Roster \[.2231\]](#)
 - [Activity Roster \[.2223 - .2227\]](#)
 - [Activity Monitor and Activity Roster \[.2223\]](#)
 - [Activity Monitor and Activity Roster \[.2124 - .2219\]](#)
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