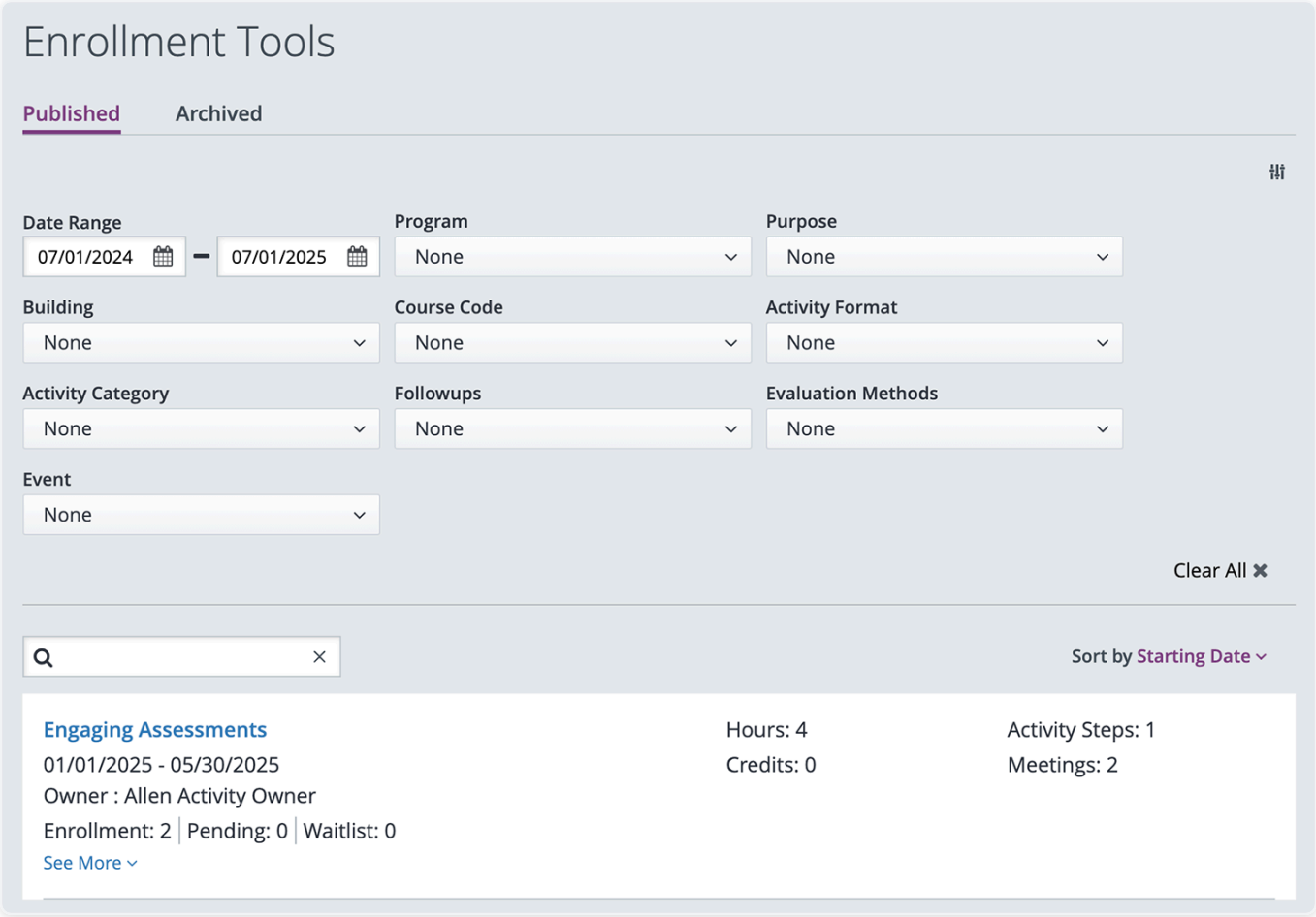
Completing an Activity as an Activity Owner

This article will guide you through the steps to complete the activity life cycle as an Activity Owner via Enrollment Tools.

Navigation: Activities > Enrollment Tools

On the Enrollment Tools page, you will see a list of activities where you are assigned as Activity Owner. You can view and manage these activities, as well as review and update meeting attendance and hours or credits earned. Select an activity to get started.

If you do not see any options or a specific activity listed, review the date range and update as needed or reach out to your Organization Administrator for assistance.



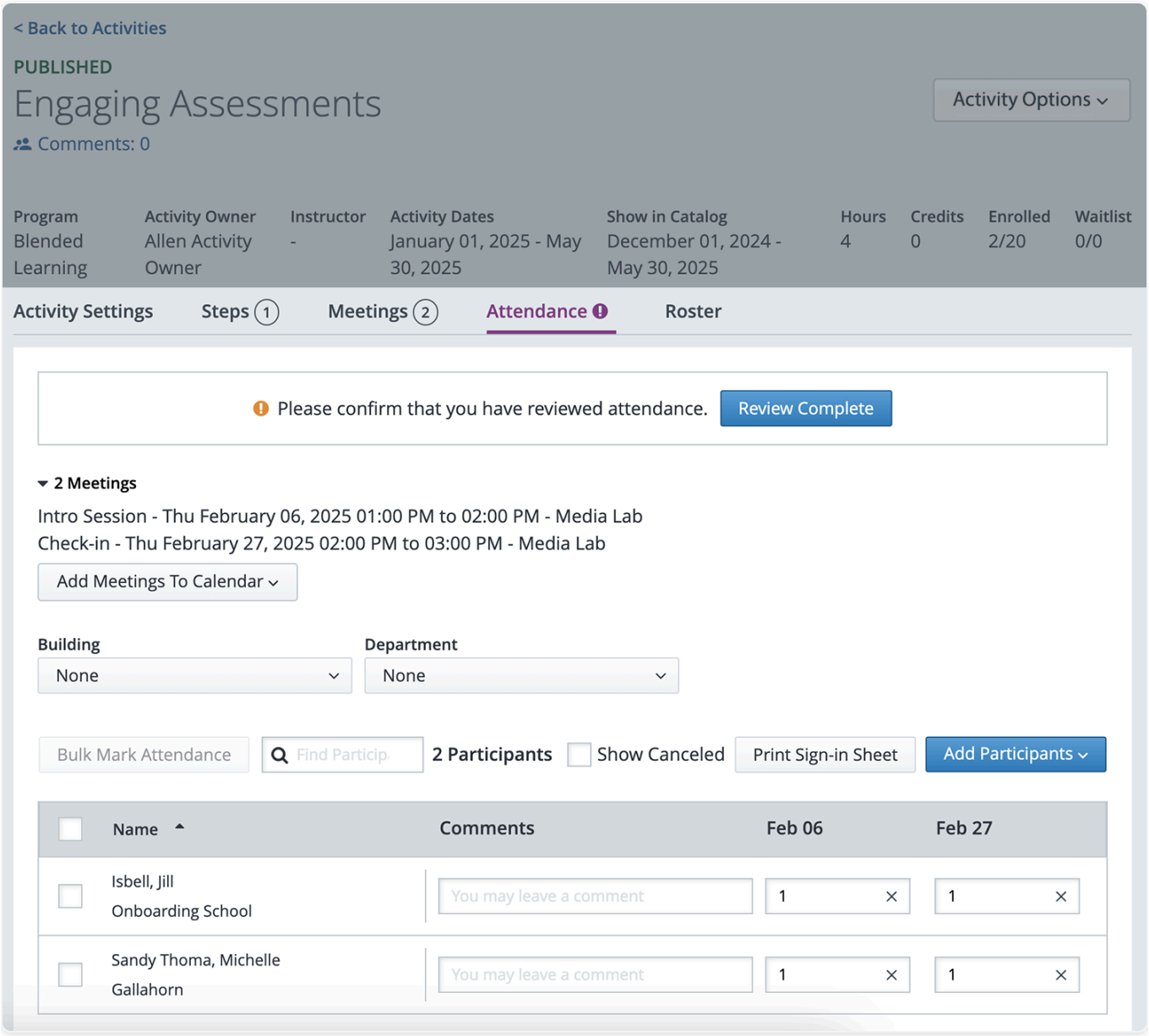
Within an activity, information is organized by tab: Activity Settings, Steps, Meetings, Attendance, and Roster. To complete an activity life cycle:

Click a hyperlink below to jump to that topic:

- Review/Update Attendance | (Attendance Tab)
- Update Status | (Roster tab)
- Review/Update Hours/Credits | (Roster tab)
- Archive Activity | (Activity Options dropdown)

Review/Update Attendance

For activities with meetings, go to the **Attendance** tab to review attendance.



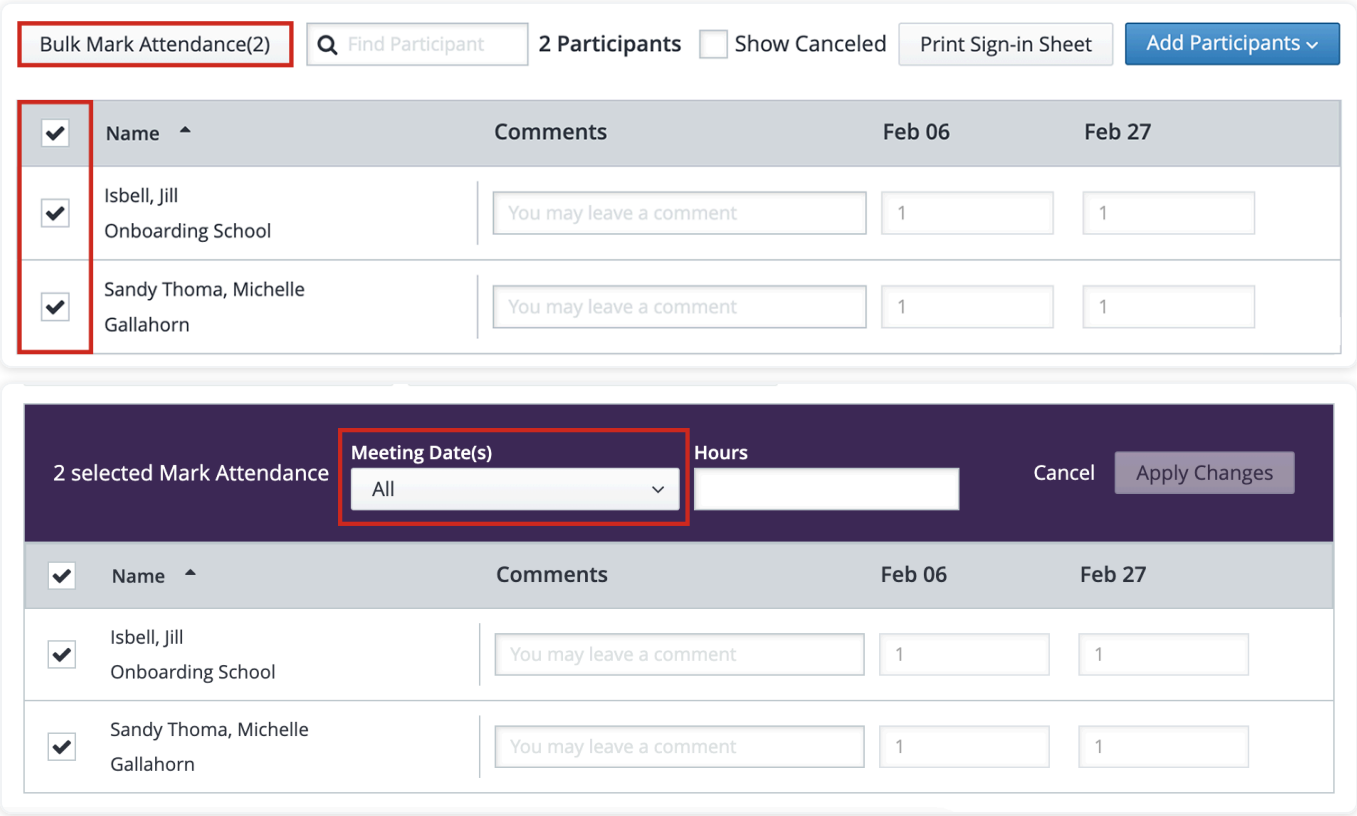
By default, each meeting date is populated with the meeting duration. These can be updated, as needed.

Bulk Adjustment

Bulk Adjustment

Select multiple users and click **Bulk Mark Attendance**. By default, the Meeting Date(s) dropdown is set to "All" meeting dates; select specific dates, if needed. Enter the meeting duration, then click **Apply Changes** to save.

Examples of Bulk Mark Attendance

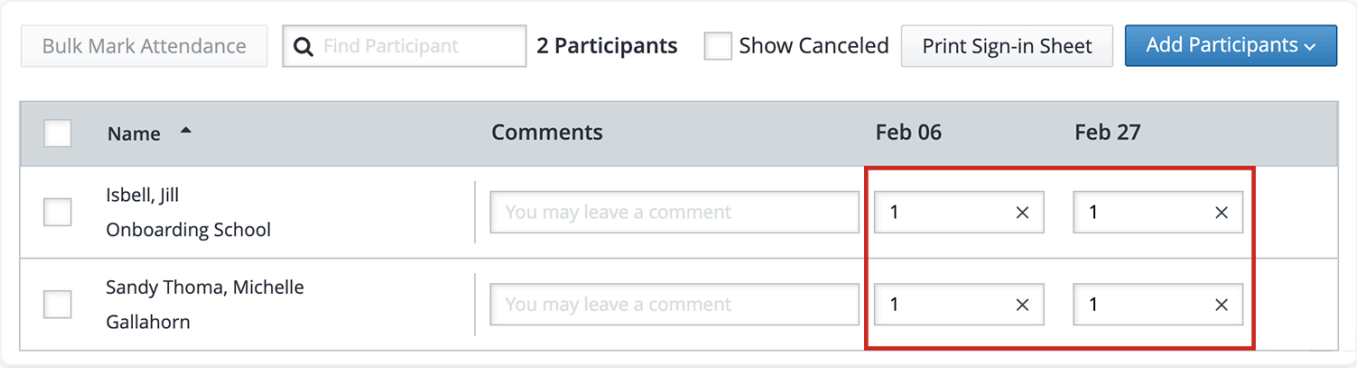


Individual Adjustment

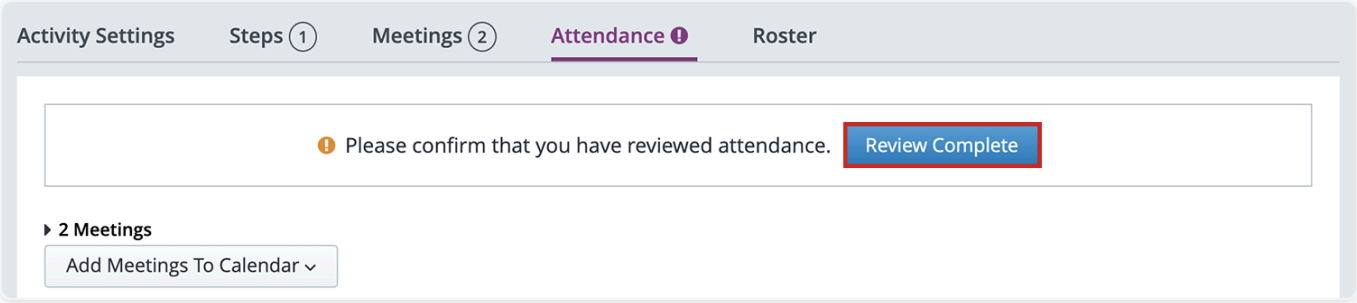
Individual Adjustment

Alternately update individual meeting durations via the textbox entries beside a user's name. The system auto saves these updates.

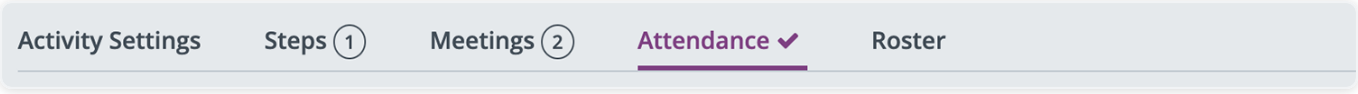
Example of individual entry adjustments



Once attendance has been adjusted, select the **Review Complete** button to confirm you have reviewed attendance.



The Attendance tab will display a ✓ checkmark to indicate that attendance has been completed.



Update Status

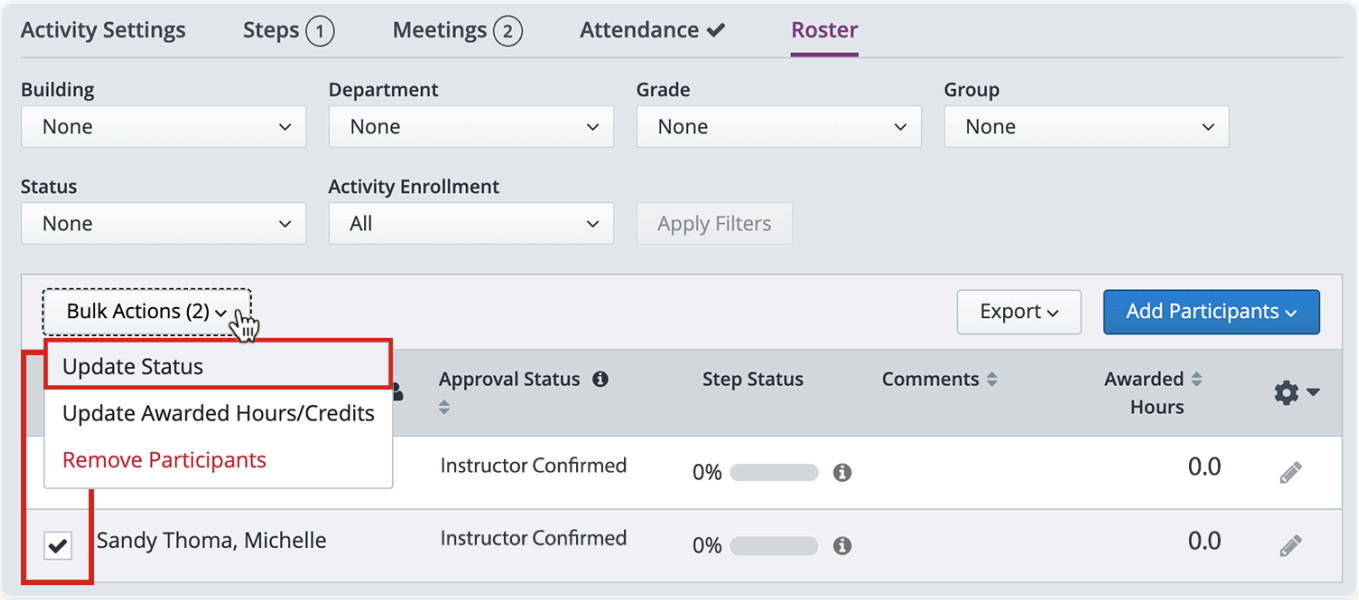
Once attendance has been completed, use the Roster tab to update the activity approval status for learners. The Approval Status column will show as "Instructor Confirmed" once the Review Complete button is selected on the Attendance tab.

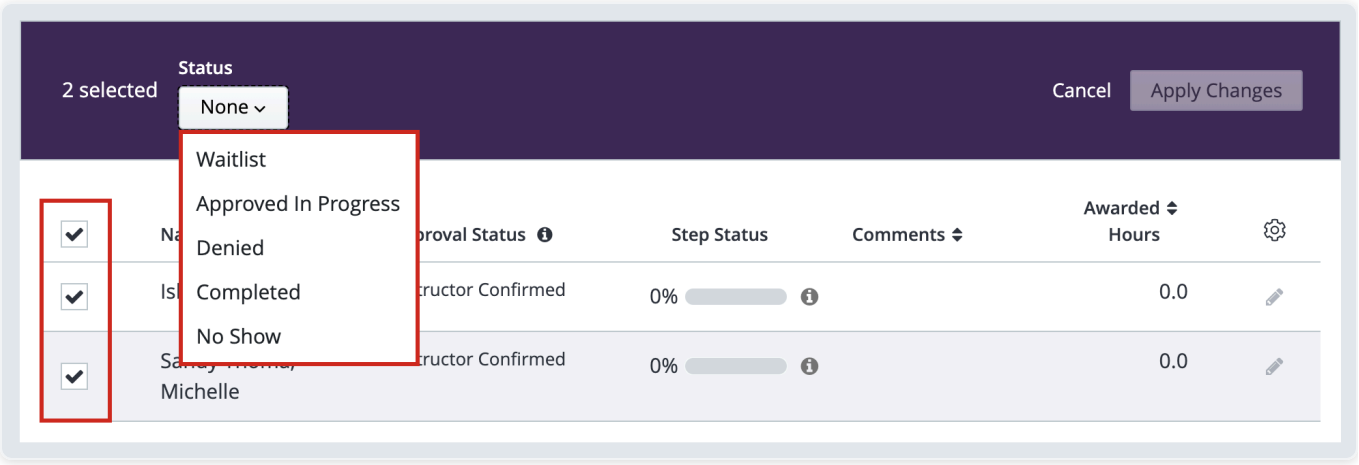
Bulk Adjustment

Bulk Adjustment

Click the checkbox beside one or more names on the roster and select **Update Status** from the Bulk Actions dropdown. Then, select the desired status and click **Apply Changes**.

Examples of bulk status updates



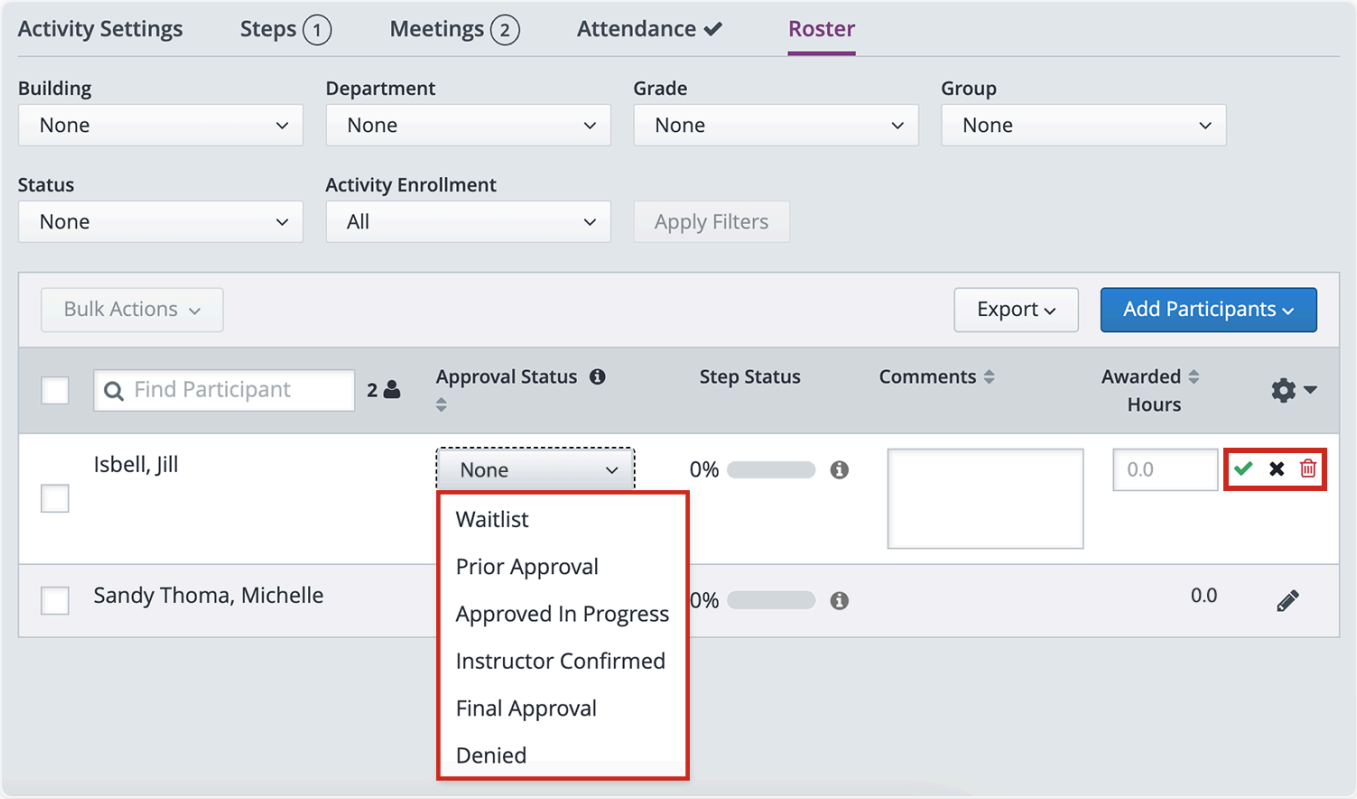


Individual Adjustment

Individual Adjustment

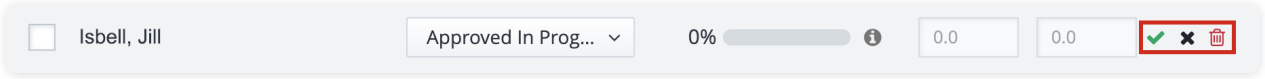
Alternately click ✎ **Edit** beside a single roster row, select a status from the dropdown, and click ✓ **Save**.

Example of individual status updates



Delete a Participant from the Roster

To delete a user from the roster, click **Edit** beside a single roster row and select the **Delete** icon to delete the user. This will remove any record that the participant was registered for the activity.



Bulk or individual updates will provide access to the following approval status options:

Approval Status Options	
Waitlist	Moves a learner to the waitlist, if the waitlist is available.

Approval Status Options	
Approved In Progress	Indicates the user is registered for the activity and is in progress.
Denied	Denies the request. The learner can manage, then drop the request on their end.
Completed	Completes the record for the user and awards final credit.
No Show	Confirms the user was absent for ALL dates of an activity.

*To receive earned hours or credit, learners must have a status of "Completed."

For asynchronous activities with steps and no meetings, status may automatically update as steps are completed.

Review/Update Awarded Hours/Credits

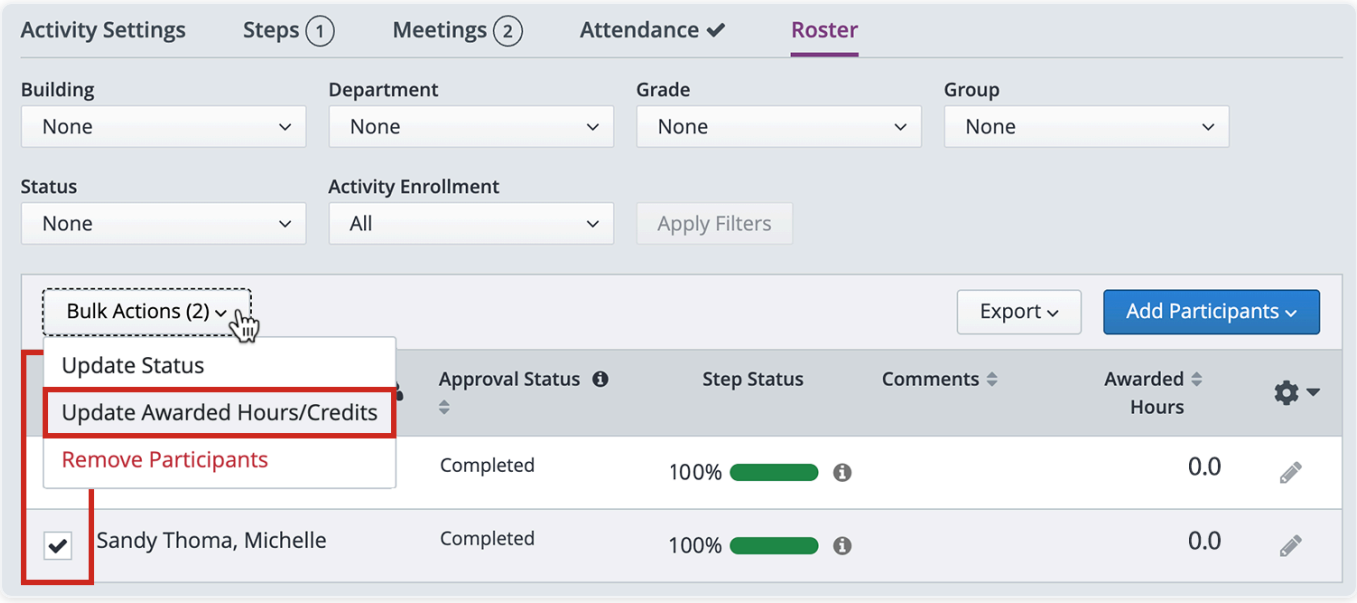
On the **Roster** tab, review the Awarded Hours and/or Awarded Credits column and determine if any updates are needed for learners with a "Completed" status. *These options are only available once the "Completed" activity status is assigned.

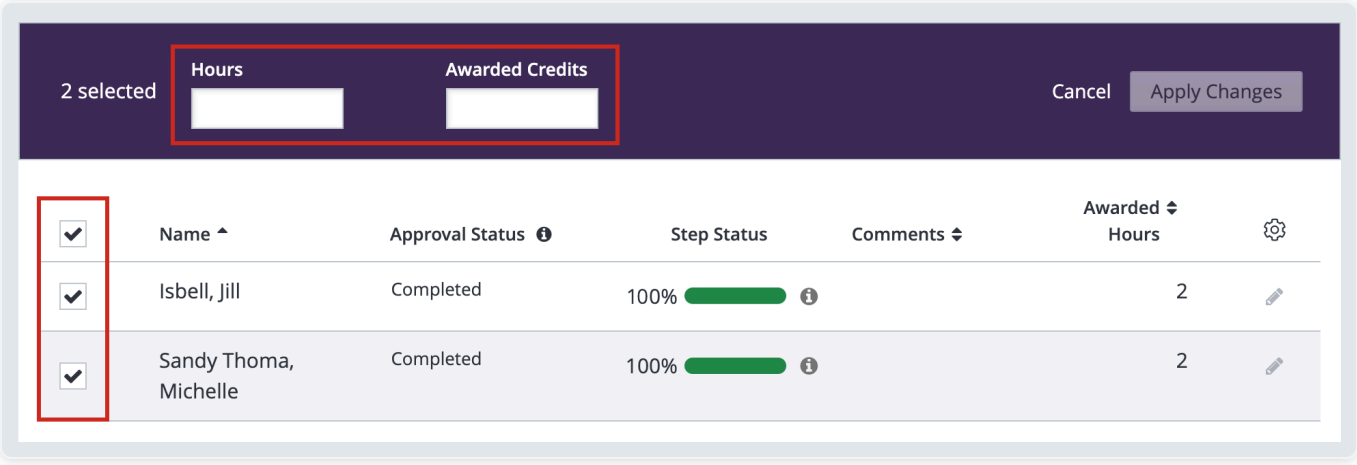
Bulk Adjustment

Bulk Adjustment

Click the checkbox beside one or more names on the roster and select **Update Awarded Hours/Credits** from the Bulk Actions dropdown. Then, enter the Awarded Hours/Credits in the textbox and select **Apply Changes**.

Examples of bulk awarding hours/credits



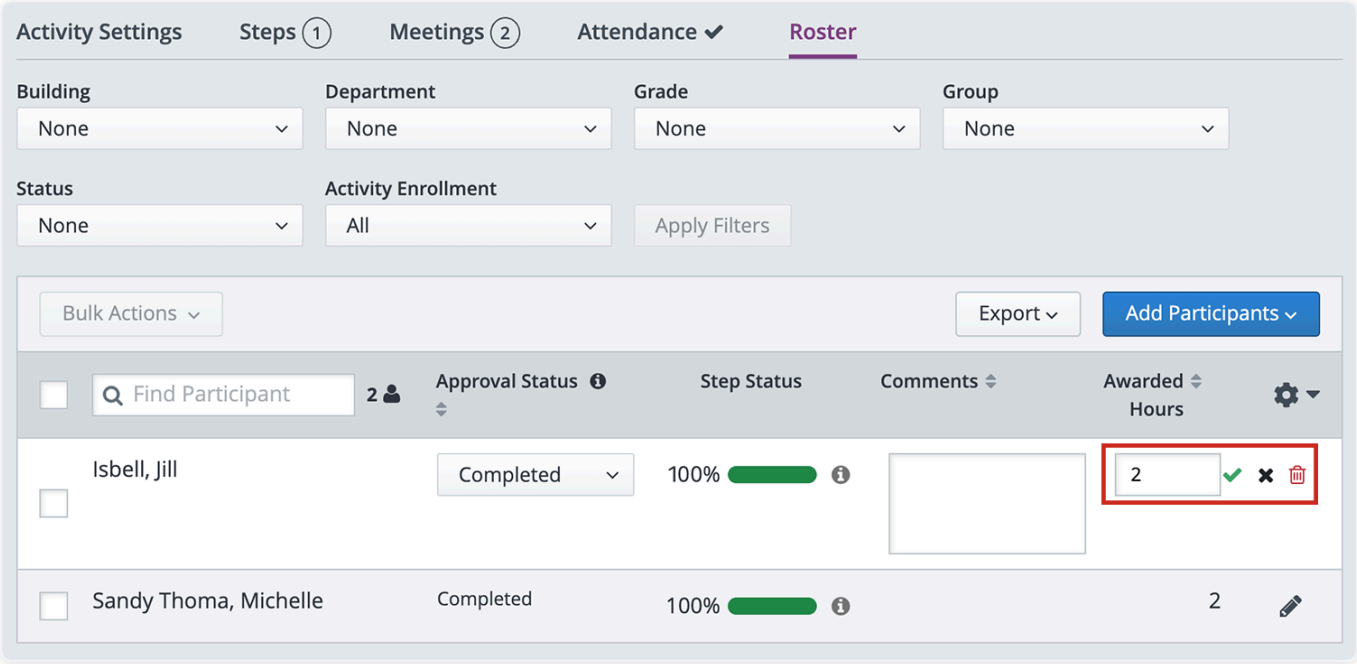


Individual Adjustment

Individual Adjustment

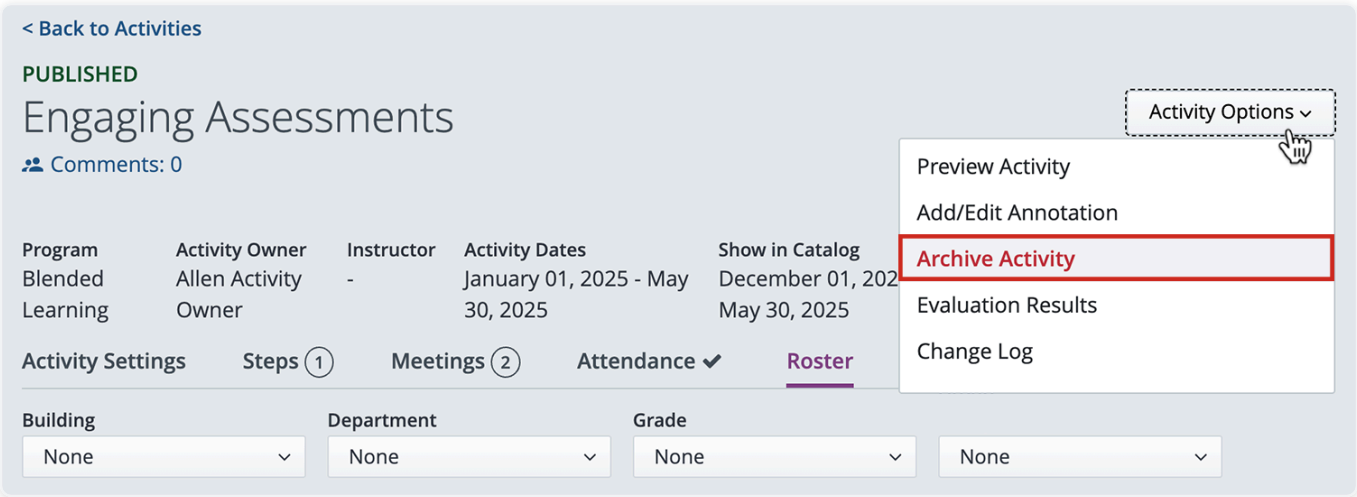
Alternately select **Edit** beside a single roster row, enter the Awarded Hours/Credits in the textbox, and click **Save** to award hours/credits.

Example of individual awarding hours/credits



Archive Activity

An activity will be ready for archival once participants have received their earned hours or credits, or the activity has been moved to a status other than "In Progress" (i.e., Completed, Denied, No Show, Removed). To archive an activity, click the **Activity Options** dropdown at the top of the activity page and select **Archive Activity**.



Additional Resources

- Managing Attendance as an Activity Owner
- Managing Activities as an Activity Owner
- Archiving Activities as an Activity Owner