

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.

Enrollment Tools

Published Archived

Date Range
07/01/2024 – 07/01/2025

Program
None ▼

Purpose
None ▼

Building
None ▼

Course Code
None ▼

Activity Format
None ▼

Activity Category
None ▼

Followups
None ▼

Evaluation Methods
None ▼

Event
None ▼

Clear All ✕

Sort by **Starting Date** ▼

Engaging Assessments 01/01/2025 - 05/30/2025 Owner : Allen Activity Owner Enrollment: 2 Pending: 0 Waitlist: 0 See More ▼	Hours: 4 Credits: 0	Activity Steps: 1 Meetings: 2
---	------------------------	----------------------------------

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](#).

< Back to Activities

PUBLISHED

Engaging Assessments

Comments: 0

Activity Options

Program

Blended Learning

Activity Owner

Allen Activity Owner

Instructor

-

Activity Dates

January 01, 2025 - May 30, 2025

Show in Catalog

December 01, 2024 - May 30, 2025

Hours

4

Credits

0

Enrolled

2/20

Waitlist

0/0

Activity Settings

Steps 1

Meetings 2

Attendance 1

Roster

Please confirm that you have reviewed attendance.

Review Complete

2 Meetings

Intro Session - Thu February 06, 2025 01:00 PM to 02:00 PM - Media Lab

Check-in - Thu February 27, 2025 02:00 PM to 03:00 PM - Media Lab

Add Meetings To Calendar

Building

None

Department

None

Bulk Mark Attendance

Find Particip.

2 Participants

Show Canceled

Print Sign-in Sheet

Add Participants

	Name	Comments	Feb 06	Feb 27
	Isbell, Jill Onboarding School	<div>You may leave a comment</div>	<div>1</div> <div>x</div>	<div>1</div> <div>x</div>
	Sandy Thoma, Michelle Gallahorn	<div>You may leave a comment</div>	<div>1</div> <div>x</div>	<div>1</div> <div>x</div>

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

The top screenshot shows the 'Bulk Mark Attendance(2)' button highlighted in red. Below it is a table with two participants: Isbell, Jill and Sandy Thoma, Michelle. Each participant has a 'Comments' field and two date-specific duration fields (Feb 06 and Feb 27).

The bottom screenshot shows the interface after clicking 'Bulk Mark Attendance'. The 'Meeting Date(s)' dropdown is highlighted in red, showing 'All' as the selected option. The 'Apply Changes' button is also visible.

	Name ^	Comments	Feb 06	Feb 27
☒	Isbell, Jill Onboarding School	<input type="text" value="You may leave a comment"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
☒	Sandy Thoma, Michelle Gallahorn	<input type="text" value="You may leave a comment"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

2 selected Mark Attendance		Meeting Date(s)	Hours	Cancel	Apply Changes
		All	<input type="text"/>		

	Name ^	Comments	Feb 06	Feb 27
☒	Isbell, Jill Onboarding School	<input type="text" value="You may leave a comment"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
☒	Sandy Thoma, Michelle Gallahorn	<input type="text" value="You may leave a comment"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

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

Bulk Mark Attendance
2 Participants
☐ Show Canceled
Print Sign-in Sheet
Add Participants ▼

☐	Name ^	Comments	Feb 06	Feb 27
☐	Isbell, Jill Onboarding School	<input type="text" value="You may leave a comment"/>	<input type="text" value="1"/> ×	<input type="text" value="1"/> ×
☐	Sandy Thoma, Michelle Gallahorn	<input type="text" value="You may leave a comment"/>	<input type="text" value="1"/> ×	<input type="text" value="1"/> ×

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

Activity Settings
Steps ①
Meetings ②
Attendance ①
Roster

▶ 2 Meetings

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

Activity Settings
Steps ①
Meetings ②
Attendance ✓
Roster

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

Activity SettingsSteps 1Meetings 2Attendance ✓Roster

Building
None

Department
None

Grade
None

Group
None

Status
None

Activity Enrollment
All

Apply Filters

Bulk Actions (2) ▾

Update StatusUpdate Awarded Hours/CreditsRemove Participants

Export ▾Add Participants ▾

	Approval Status ⓘ	Step Status	Comments ⚡	Awarded ⚡ Hours	⚙️ ▾
☒	Instructor Confirmed	0% <div></div> ⓘ		0.0	
☒	Instructor Confirmed	0% <div></div> ⓘ		0.0	

2 selectedStatus
None ▾

CancelApply Changes

☒☒☒

WaitlistApproved In ProgressDeniedCompletedNo Show

Na

Is

Sandy Thoma, Michelle

	Approval Status ⓘ	Step Status	Comments ⚡	Awarded ⚡ Hours	⚙️
☒	Instructor Confirmed	0% <div></div> ⓘ		0.0	
☒	Instructor Confirmed	0% <div></div> ⓘ		0.0	

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

Activity Settings Steps ① Meetings ② Attendance ✓ **Roster**

Building: None Department: None Grade: None Group: None

Status: None Activity Enrollment: All [Apply Filters](#)

Bulk Actions Export Add Participants

	Find Participant	2	Approval Status	Step Status	Comments	Awarded Hours	
☐	Isbell, Jill		None	0%		0.0	☒ ☐ ☐
☐	Sandy Thoma, Michelle			0%		0.0	☐

Dropdown menu for Approval Status:

- Waitlist
- Prior Approval
- Approved In Progress
- Instructor Confirmed
- Final Approval
- Denied

💡 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.

☐	Isbell, Jill	Approved In Prog...	0%		0.0	0.0	☒ ☐ ☐
--------------------------	--------------	---------------------	----	--	-----	-----	---

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

Activity SettingsSteps 1Meetings 2Attendance ✓Roster

Building
None

Department
None

Grade
None

Group
None

Status
None

Activity Enrollment
All

Apply Filters

Bulk Actions (2) ▾

Update StatusUpdate Awarded Hours/CreditsRemove Participants

Export ▾Add Participants ▾

	Approval Status ⓘ	Step Status	Comments ▾	Awarded Hours ▾	⚙️ ▾
☒	Completed	100% <div></div> ⓘ		0.0	
☒	Completed	100% <div></div> ⓘ		0.0	

2 selected

Hours

Awarded Credits

CancelApply Changes

☒	Name ^	Approval Status ⓘ	Step Status	Comments ▾	Awarded Hours ▾	⚙️
☒	Isbell, Jill	Completed	100% <div></div> ⓘ		2	
☒	Sandy Thoma, Michelle	Completed	100% <div></div> ⓘ		2	

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

Activity Settings

Steps ①

Meetings ②

Attendance ✓

Roster

Building

Department

Grade

Group

None

None

None

None

Status

Activity Enrollment

Apply Filters

None

All

Apply Filters

Bulk Actions

Export

Add Participants

Find Participant

2

Approval Status

Step Status

Comments

Awarded Hours

Isbell, Jill

Completed

100%

2

Sandy Thoma, Michelle

Completed

100%

2

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**.

< Back to Activities

PUBLISHED

Engaging Assessments

Comments: 0

Program

Activity Owner

Instructor

Activity Dates

Show in Catalog

Blended

Allen Activity

-

January 01, 2025 - May 30, 2025

December 01, 2025 - May 30, 2025

Learning

Owner

Activity Settings

Steps ①

Meetings ②

Attendance ✓

Roster

Building

Department

Grade

None

None

None

None

Activity Options

Preview Activity

Add/Edit Annotation

Archive Activity

Evaluation Results

Change Log

Additional Resources

 [Managing Attendance as an Activity Owner](#)

 [Managing Activities as an Activity Owner](#)

 [Archiving Activities as an Activity Owner](#)