

Adding an Activity

pd-help.frontlineeducation.com/hc/en-us/articles/115004169967-Adding-an-Activity

The navigation steps included in this article contain directions for both the legacy system and the Insights Platform. Follow the path specific to your application.

Take note, this article assumes that you have rights to the catalog(s) and Add/Edit Activity Rights

You can add activities to your catalog using the Add/Edit Activities link or by clicking into enrollment tools.

Add/Edit Activities Navigation:

Legacy: District Admin (tab) > Add/Edit Activities

Platform: Activities > Add/Edit Activities

Enrollment Tools Navigation:

Legacy: District Admin (tab) > Enrollment Tools

Platform: Activities > Enrollment Tools

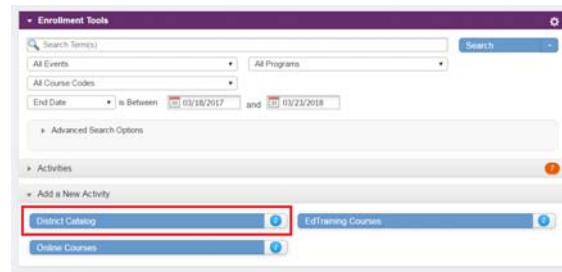
Click the title of your program/catalog and select the content provider you want to add.

If you select "LCR: Videos, MCs, Groups," you will need to complete the following steps:

- Enter a search term or use filters to locate a resource.
- Click the **+ Select this Content** button directly under the resource.
- Click **Save and Add**.

If you select any other providers, you will need to locate the resource in the list and click **Add Activity**.

Once complete, you will now see the Activity Profile form.



The form is broken into various sections. Reference a few of the many fields that your site contains in the example below:

Activity Format: Activity format examples can include workshops, online, etc. These selections can be customized in your Config menu.

Category: Activities can be categorized to assist with reporting. For example, you might want to create a category for New Teacher trainings in your district. These category selections are customized in your Configuration menu.

Catalog Viewing Options: This allows you to control the viewing of the activity for registration. If both fields are left blank, then the activity will appear immediately once you save, and then the date will disappear after the end date of the activity.

Start Showing On & Stop Showing On: Enter the date you want this activity to start and stop showing in your catalog.

Provider: Select the provider of this activity. Normally, you would select your own district. However, there may be other providers you need to select from, such as those outside of your district. These providers are customized from your Config menu. If not on list, a provider is not available from the Provider list, so a user may enter a new provider's name.

Process Registrations On: Select a form, from your list of available forms, in order to process the registrations for this activity.

Activity Evaluation: Select a required evaluation from the available library of evaluations on your site.

Note: Evaluations need to be in place **BEFORE** users register for an activity. You cannot add an evaluation after registration has begun, as the evaluation will not be sent to the participant.

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