How to Add Student Involvement to an Activity

You may add student involvement while filling out the “Enter an Activity” form or by clicking the “Edit Activity” button after the activity has been added to your workspace.

Enter an Activity Form

To add student involvement while filling out the “Enter an Activity” form, select “yes” to the Student Involvement question. The form will automatically appear after the activity is entered.

Edit Activity button

To add student involvement after the activity has been added to your workspace,

1. Locate the activity and then click the “Edit Activity” button.

2. Select the “I am involving a student(s)...” button and then click “Next”. The student involvement form will appear.
3. Fill out the student involvement form, then click the “Add Student” button. Once the student is added, you can add additional students by repeating step 3.

4. Once the form is complete, click “Submit Form”.

5. The form will then process through the review and approval workflow. The status of the form will be displayed on top of the form.