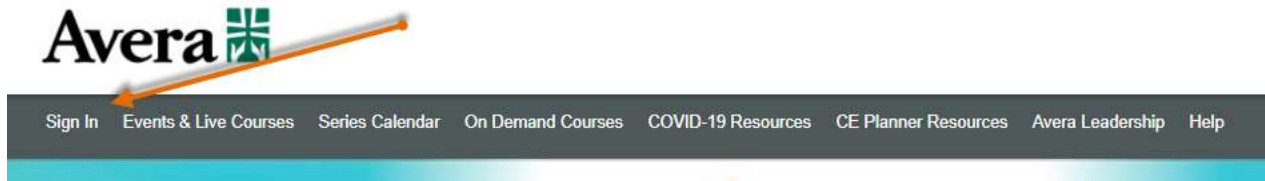


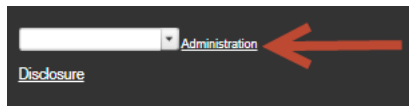
Avera CE Portal: Activity Manager

Activity Manager allows the user to manage the different areas of an activity. The activity can be accessed after an application has been started. The information on the application will map appropriately into the Activity Manager. NOTE: Information changed in the Activity Manager will not change map into the Application.

Sign in to the [Avera CE Portal](#).



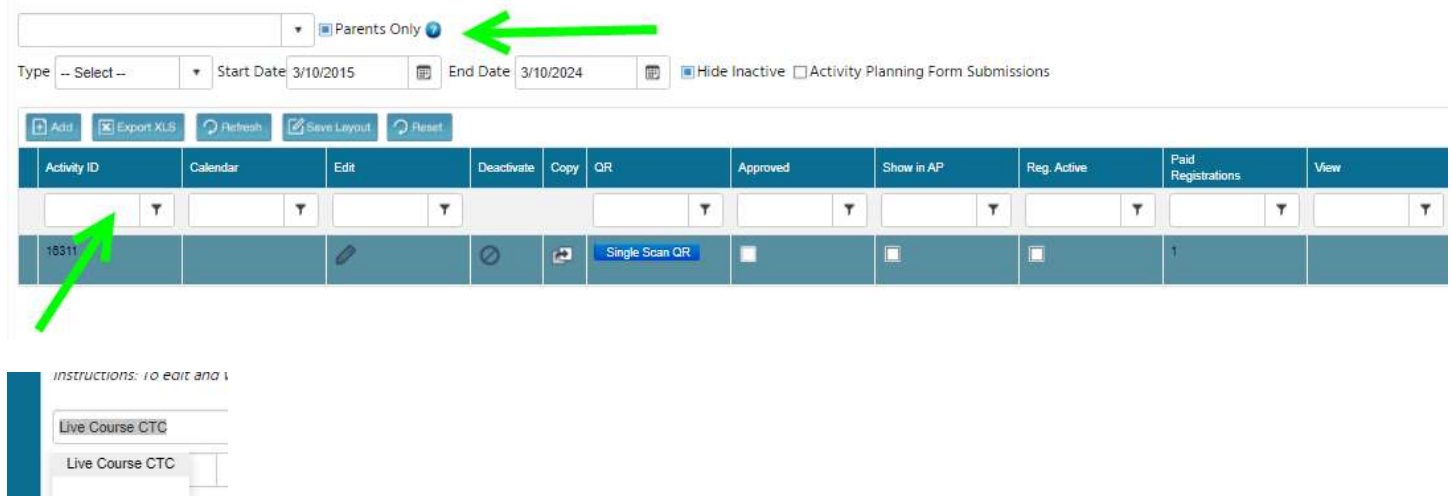
Click on "Administration".



Click on "Activity Manager" then Activity Manager.



The activity should be listed in the grid. If it is not visible, find the activity by typing the name of the activity in the search field or the Activity ID number in the Activity ID Search field and filter using "equal to" function. Click the pencil icon to open the activity.



Avera CE Portal: Activity Manager



There are many tabs available; however, the only tabs that will be utilized are the Faculty and Documents tab. The information in the other tabs are automatically populated from the application. All changes need to be made in the application.

Faculty tab – allows the owner of the activity to assign forms to the faculty. Track when forms were assigned and communicate with faculty either one-off or multiple faculty members at one time. For detailed instructions, use the “Guide to Obtaining Bio/CV” located in the CE Planner Resource tab.

Document tab -- Access approved documents such as texting document, announcement, etc.

