

My Western Experience

Western's Co-Curricular Record

Western's Co-Curricular Record Student User Guide 2019



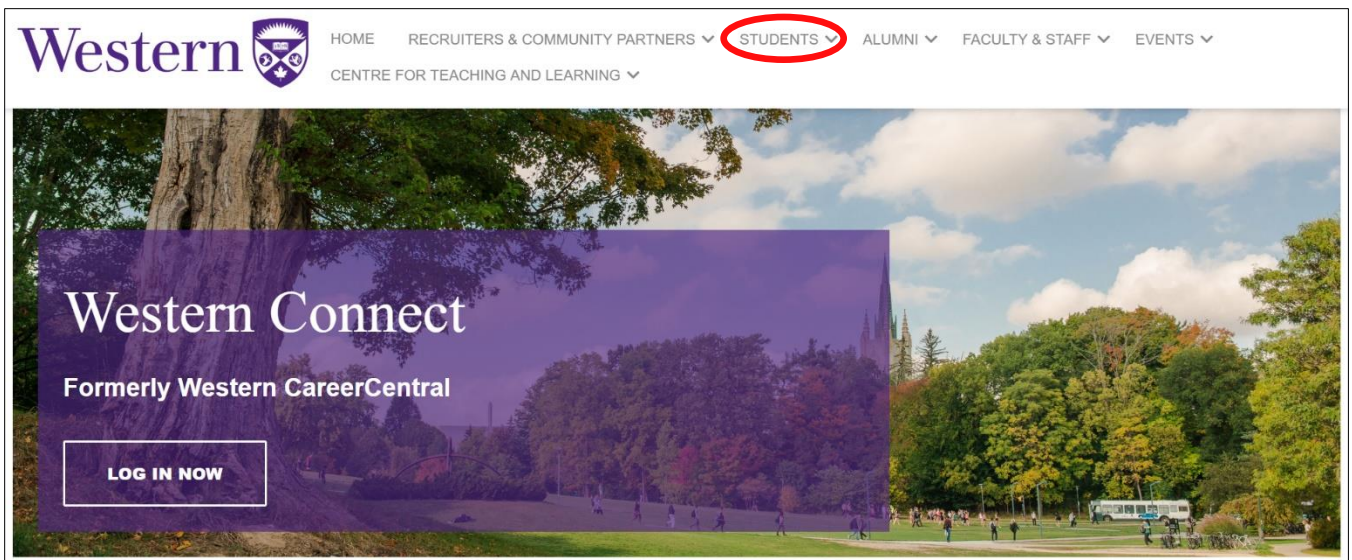
Table of Contents

Login Information	3-4
Adding A Position ToYour WCCR	5-7
Using The Directory	8-10
Requesting an Unlisted Position	11
Printing Your WCCR	12
Customizing Your WCCR	13

Login Information

Step 1: Login into Western Connect at connect.uwo.ca

Step 2: Select "Students" tab from the menu bar.

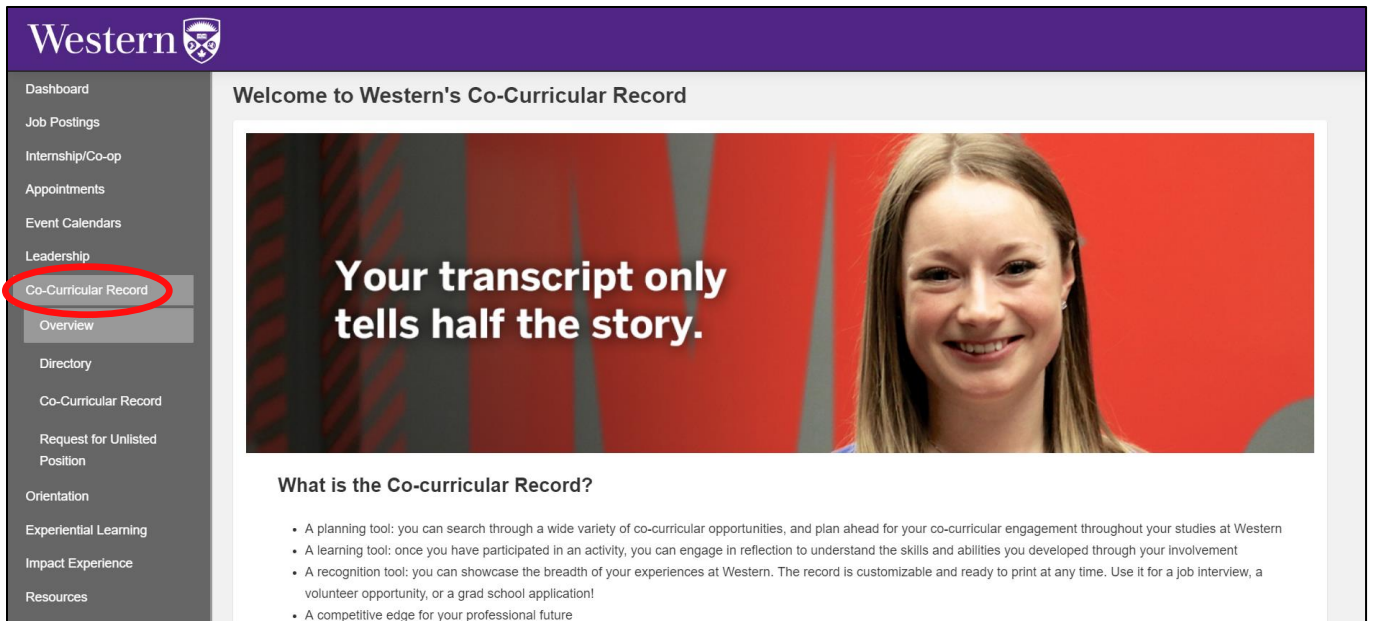



Step 3: Login using your Western Username and Password. Your Username is the same as your UWO email account without the @uwo.ca



Western's Co-Curricular Record

Step 4: Scroll down and click the “Co-Curricular Record” heading on the left hand side. This will bring you to the Co-Curricular overview.



Western 

Dashboard
Job Postings
Internship/Co-op
Appointments
Event Calendars
Leadership
Co-Curricular Record
Overview
Directory
Co-Curricular Record
Request for Unlisted Position
Orientation
Experiential Learning
Impact Experience
Resources

Welcome to Western's Co-Curricular Record

Your transcript only tells half the story.

What is the Co-curricular Record?

- A planning tool: you can search through a wide variety of co-curricular opportunities, and plan ahead for your co-curricular engagement throughout your studies at Western
- A learning tool: once you have participated in an activity, you can engage in reflection to understand the skills and abilities you developed through your involvement
- A recognition tool: you can showcase the breadth of your experiences at Western. The record is customizable and ready to print at any time. Use it for a job interview, a volunteer opportunity, or a grad school application!
- A competitive edge for your professional future

Now that you are logged in, you are able to add a position to your record, search activities, print your record, or complete a position request.

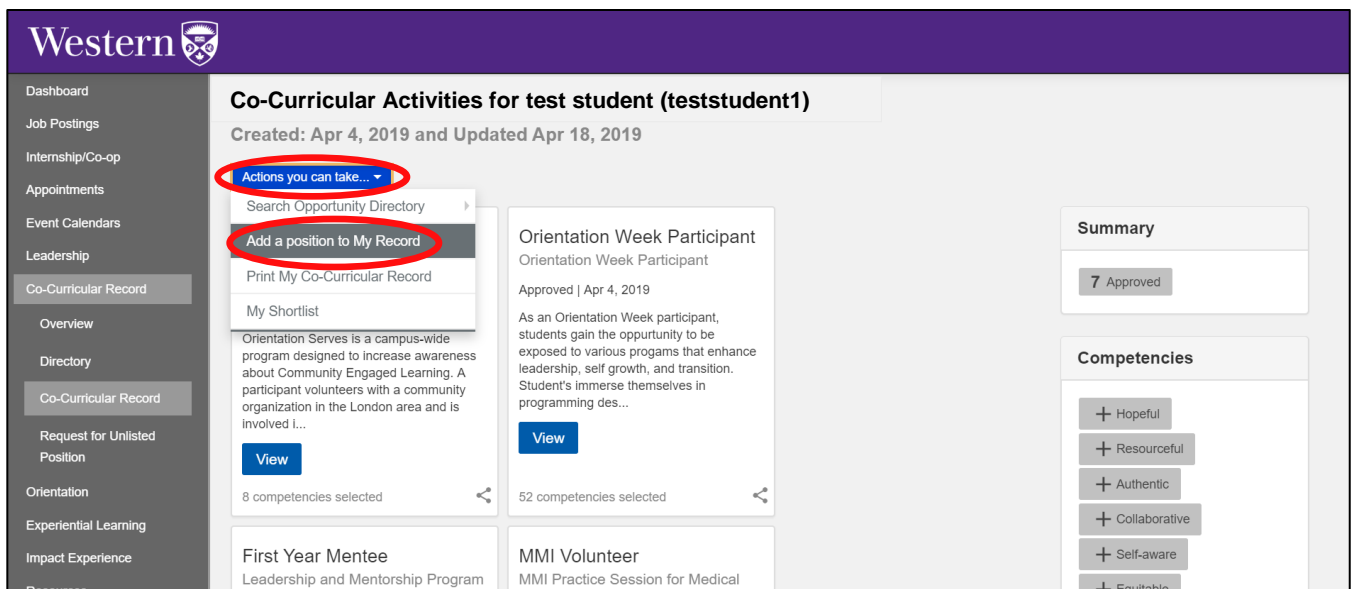
Western's Co-Curricular Record

Adding A Position To Your WCCR

Step 1 : Click on the “Co-Curricular Record” tab under the Co-Curricular Record menu.



Step 2: To add a new position to your record, click on “Actions you can take...” and select “Add a position to My Record”.



Western's Co-Curricular Record

Step 3: Type in the Activity or Position you are looking for under the “Activity Name” search box.

Quick Position Search ← Back to My Co-Curricular Record

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name

OR: Navigate through the selection boxes to narrow down the activity results and select your position.

i Navigate through the selection boxes to narrow down your results.

Period

2019-2020

Category

- Certificate Program
- Clubs
- Community Service
- Experiential Learning
- Global Learning
- Individual & Group
- Orientation & Trans
- Peer Guidance & S
- Seminar & Confere
- Sports & Recreatio

Organization

- Brescia University
- Huron University C
- King's University C
- Western University

Department

- Don Wright Faculty
- Housing
- Housing and Orgar
- Ivey Business Sch
- Physics and Astror
- The Student Succ

Activity

- Frost Week
- Move-In Day Coorc
- Orientation Week L
- Preview Day
- Residence Welcor

Positions Found: (3)

Period	Activity	Position	Position Status	Student Visibility	
2019-2020	Orientation Week Leader	Soph (Residence)	Approved	Active	View Position Add to record Add to shortlist
2019-2020	Orientation Week Leader	Programming Assistant (Residence)	Approved	Active	View Position Add to record Add to shortlist
2019-2020	Orientation Week Leader	Head Soph (Residence)	Approved	Active	View Position Add to record Add to shortlist

Step 4: Scroll down and once you have found your position, add it to your record by clicking on the blue “ADD TO RECORD” button.

Western's Co-Curricular Record

Step 5: A notification will be sent to the activity validator to confirm your participation. Once validated, you will have the option to display the position on your WCCR.

Record Position Details: test student < Overview

[Update Record Position](#) [Remove Position from Student Record](#)

Position:	Soph (Residence)
Activity:	Orientation Week Leader
Record Position Status:	Pending
Category:	Orientation & Transition
Organization:	Western University
Department:	Housing
Time Period:	2019-2020
Personal Reflection Comments:	<div style="border: 1px solid #ccc; height: 60px;"></div>

You can remove a position from your record by clicking the purple “REMOVE POSITION FROM STUDENT RECORD” button. If you remove a position you will need to send another request in order to re-add it. Alternatively, you are also able to turn on and off positions from your record to customize what is visible.

Western's Co-Curricular Record

Using The WCCR Directory

What's the difference between an Activity and a Position?

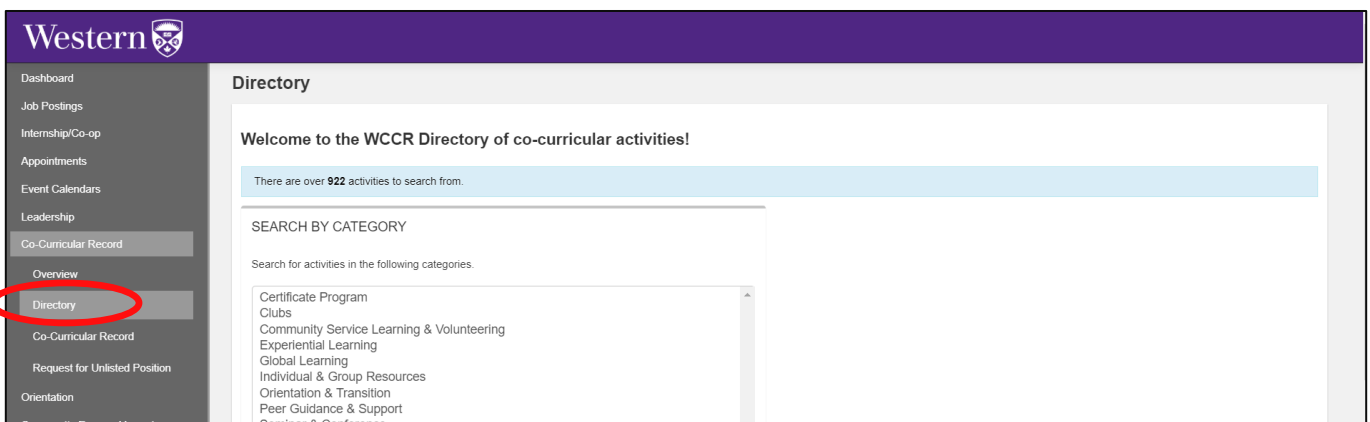
Depending on what you're looking for, it might be easier to search by either activity or position. But what's the difference?

The activity is the broader umbrella - often the organization - that you're working under.
The position is your specific role within that activity.

For example, if you're on the Arts and Humanities Student Council, that's the activity. Your position in that might be President, it might be Vice President, etc.

Searching for a Position/Activity

Step 1: To view the positions available through WCCR click on the "Directory" tab under the Co-Curricular Record menu.

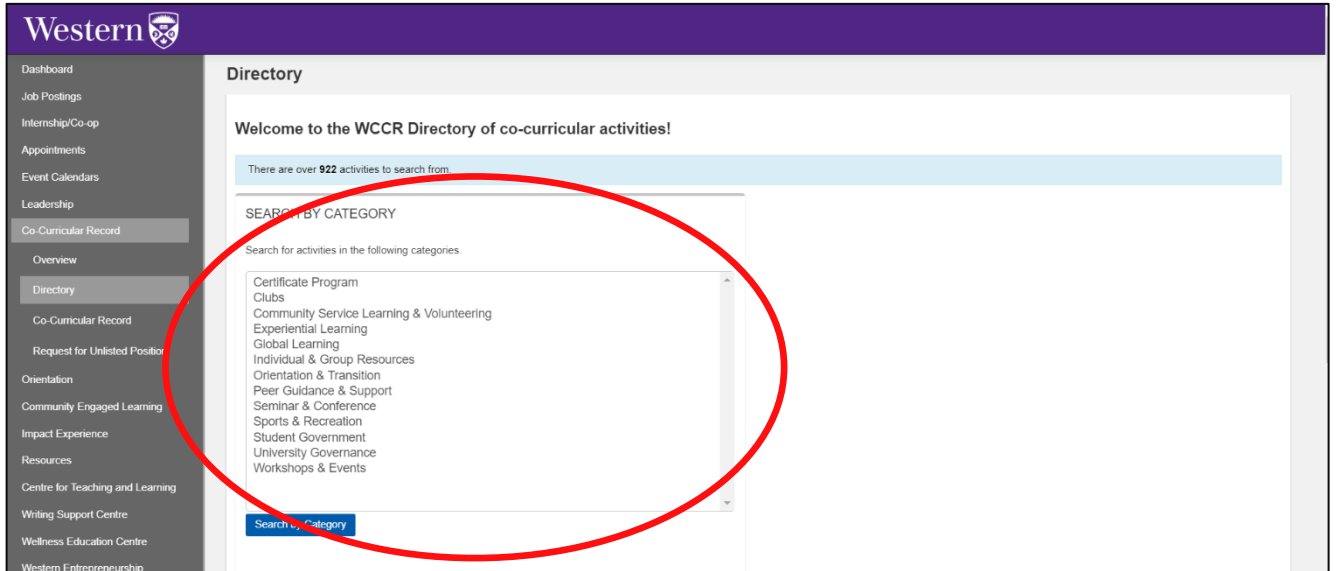


The screenshot shows the Western University WCCR Directory interface. The left sidebar contains a navigation menu with the following items: Dashboard, Job Postings, Internship/Co-op, Appointments, Event Calendars, Leadership, Co-Curricular Record, Overview, Directory (highlighted with a red circle), Co-Curricular Record, Request for Unlisted Position, Orientation, and Community Engaged Learning. The main content area is titled "Directory" and displays a welcome message: "Welcome to the WCCR Directory of co-curricular activities!". Below this, it states "There are over 922 activities to search from." and provides a "SEARCH BY CATEGORY" section with a list of categories: Certificate Program, Clubs, Community Service Learning & Volunteering, Experiential Learning, Global Learning, Individual & Group Resources, Orientation & Transition, Peer Guidance & Support, and Seminar & Conference.

Western's Co-Curricular Record

Step 2: Search for available positions. There are three ways to do this:

A. Search by Category



B. Search by Keyword: Scroll past the Activity Questions section to search by keyword.

SEARCH BY KEYWORD / TIME COMMITMENT

Enter a keyword that you would like to search on. Any activities that have the keyword in the name or description will be returned.

Search Keyword:

C. Search by Activity / Position: Next to the “search by keyword” function, you can search by activity/position.

SEARCH BY ACTIVITY OR POSITION

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name



Western's Co-Curricular Record

Step 3: Using 1 of the 2 options, click the blue "SEARCH" button at the bottom of the page to view available activities.

Step 4: Choose the activity you are interested in by clicking the blue "CLICK TO LEARN MORE" button. This will let you view the positions available with this activity.

Search Results

[← Opportunity Directory](#)

Results: 15

Activity	Positions	Local Unit
Allies on Campus Click to Learn More	Positions Available in this activity: Facilitator Training Participant TOTAL # of Positions: 1	Western University
Fun Run Click to Learn More	Positions Available in this activity: TOTAL # of Positions: {0}	Western University - Housing

Step 5: Click on the position you are interested in to find out more information.

Activity Overview: Allies on Campus

[← Back To Opportunity Directory](#)

Overview	
Time Period :	2019-2020
Activity :	Allies on Campus
Activity Details	
Description	
Logo	File upload not found.
Timeframe	Other: null
Total Number of Hours	null
Location	null
*Activity	Allies on Campus

Your filtered positions :

Facilitator Training Participant

Requesting An Unlisted Position

In order to ensure the WCCR reflects all available opportunities for engagement on campus, students are encouraged to request new activities and positions be added to the record as they become available on campus.

This form is only for requesting that a new position (not currently in the co-curricular directory) be available for students to add to their records. This form is not for students to add activities to their individual co-curricular records.

Step 1: In the sidebar, click on “Request for Unlisted Position” under the Co-Curricular Record menu. Then click on the blue “Add a New Position to New or Existing Activity”.

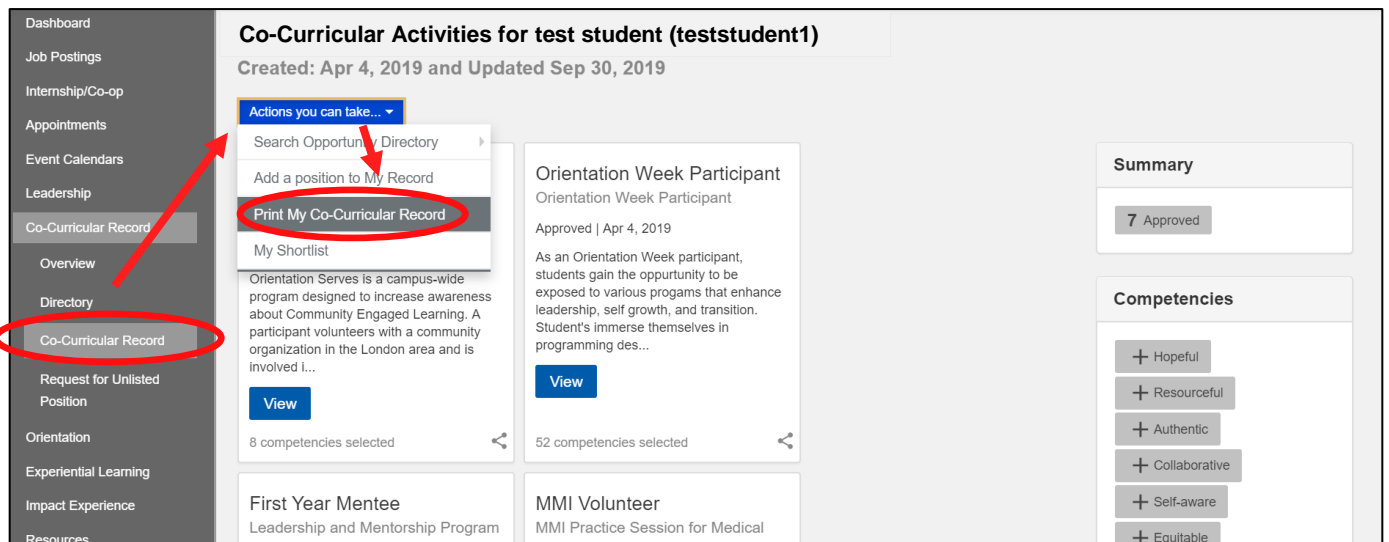
Step 2: Fill out the required information and click the “Finish” button. An email will be sent to the WCCR coordinator to review.

Western's Co-Curricular Record

Printing Your WCCR

Step 1: Click on the “Co-Curricular Record” tab under the Co-Curricular Record menu.

Step 2 : Click on the blue “Actions you can take...” button and select “Print My Co-Curricular Record”.



Step 3 : The file will be opened automatically as a PDF file. You will need to have Adobe Reader or a compatible program in order to view your record.

NOTE: only activities that have been published will show up. Instructions on how to turn activities on/off are on the next page.

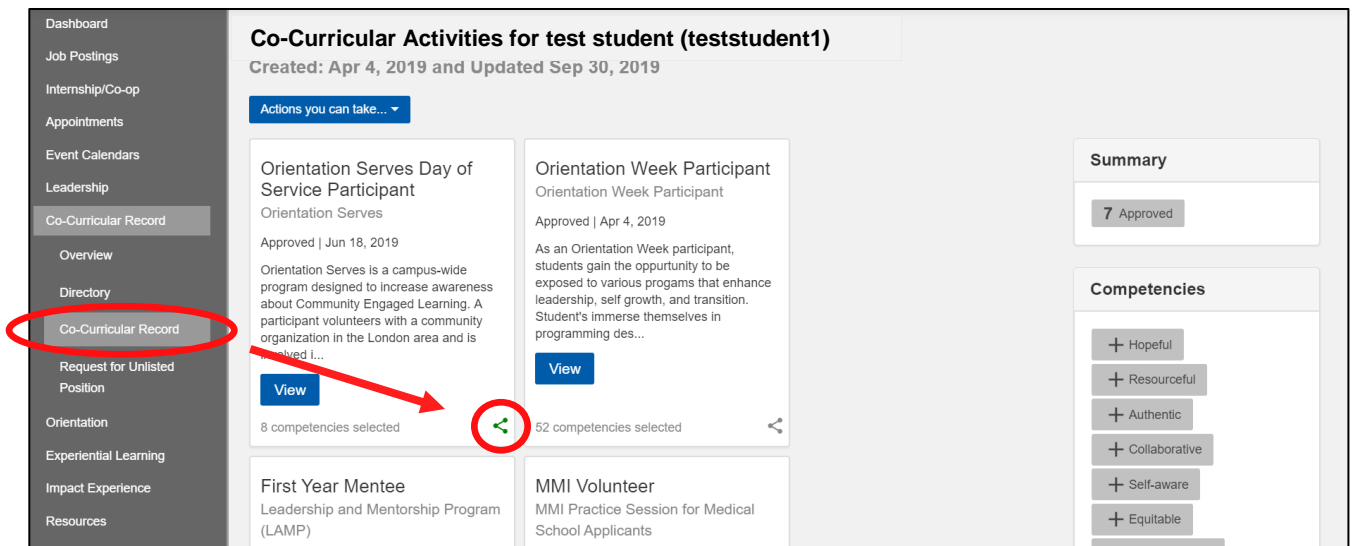
Western's Co-Curricular Record


Customizing Your WCCR

Students are able to customize their Co-Curricular Record to showcase specific positions.

Step 1 : Click on the “Co-Curricular Record” tab under the Co-Curricular Record menu.

Step 2 : On the main page of the co-curricular record, students may turn on or off the positions they want to appear on their record by clicking on the button in the bottom right corner of each activity.



 Position **will** appear on WCCR

 Position **will not** appear on WCCR