

# My Western Experience

## Western's Co-Curricular Record

### Western's Co-Curricular Record Validator User Guide 2019



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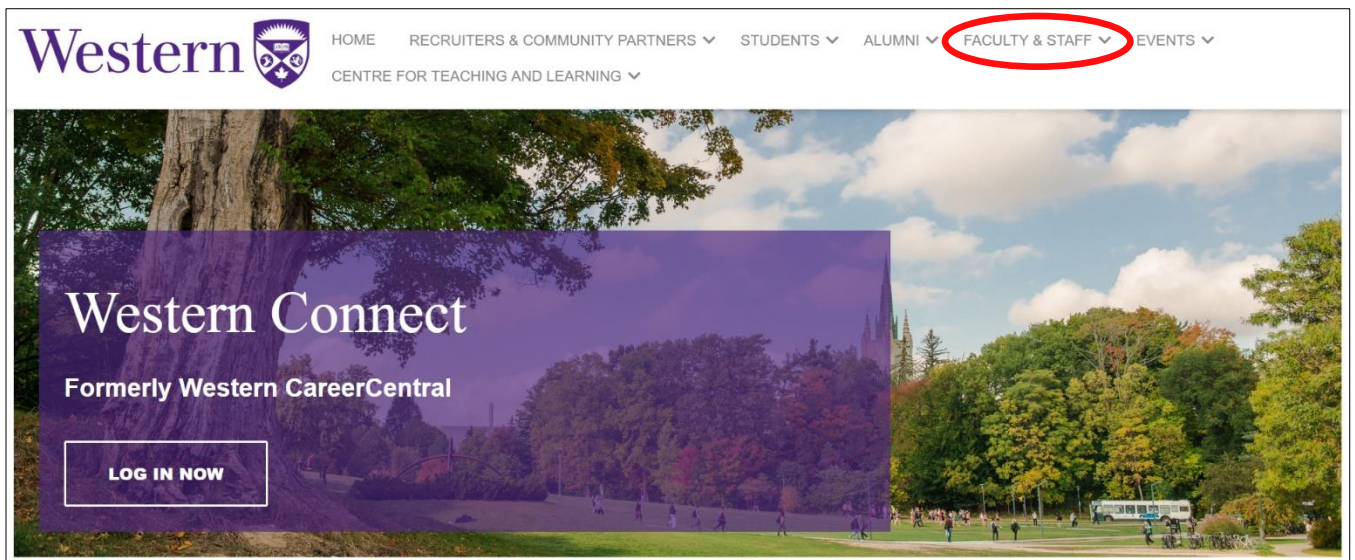
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## Western's Co-Curricular Record


### Login Information

**Step 1:** Login into Western Connect at <https://connect.uwo.ca/home.htm>

**Step 2:** Select "Faculty & Staff" tab from the menu bar.



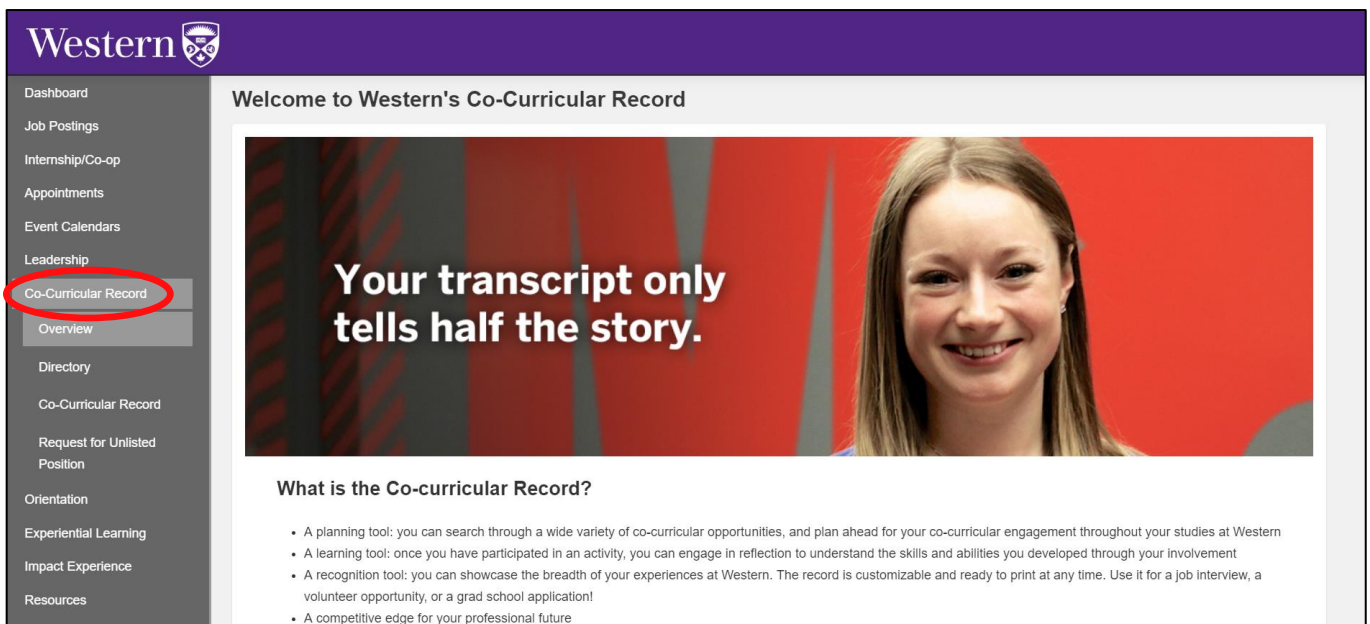
**Step 3:** Login using your Western Username and Password. Your Username is the same as your UWO email account without the *@uwo.ca*.




## 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.

From here, you can validate position requests, view pending requests, or review the activities for which you are a validator.



Western 

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### Welcome to Western's Co-Curricular Record

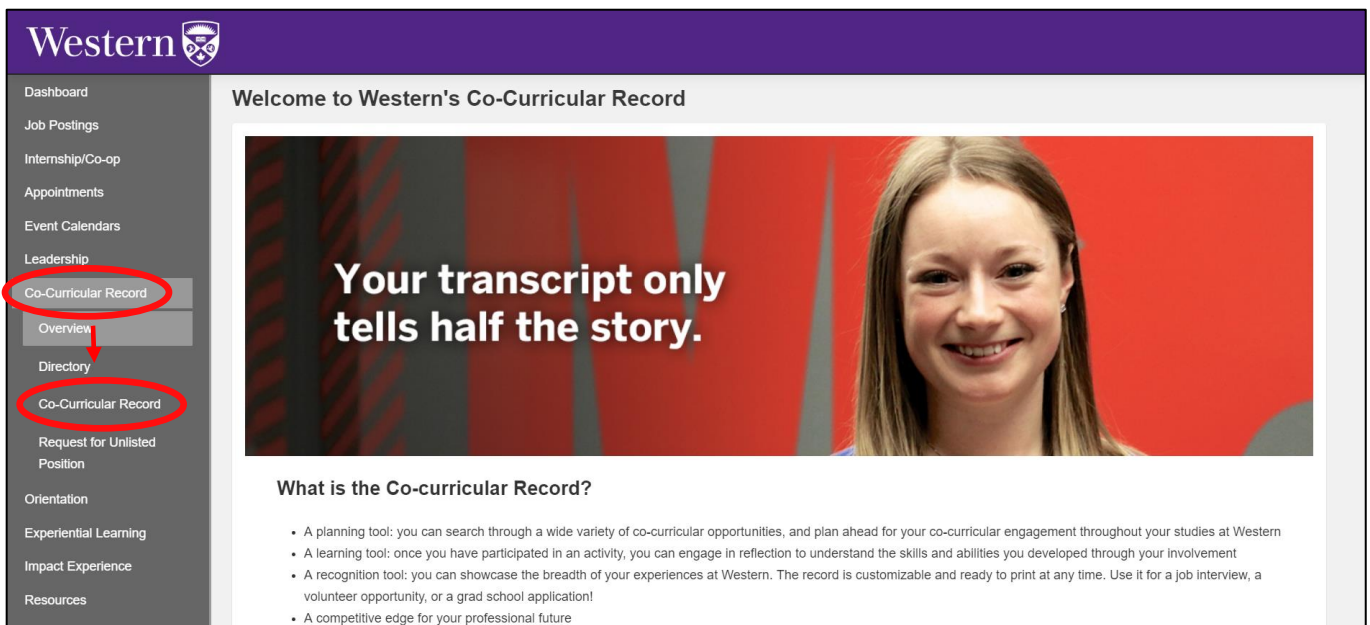
**Your transcript only tells half the story.**


#### 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

### Validating a Position Request

**Step 1:** Once a student has requested a position be added to their record, an email will be sent from [wccr@uwo.ca](mailto:wccr@uwo.ca) to you, as the validator, requesting you approve or deny the request. To view the request, click on the "Co-Curricular Record" tab under the Co-Curricular Record Menu.



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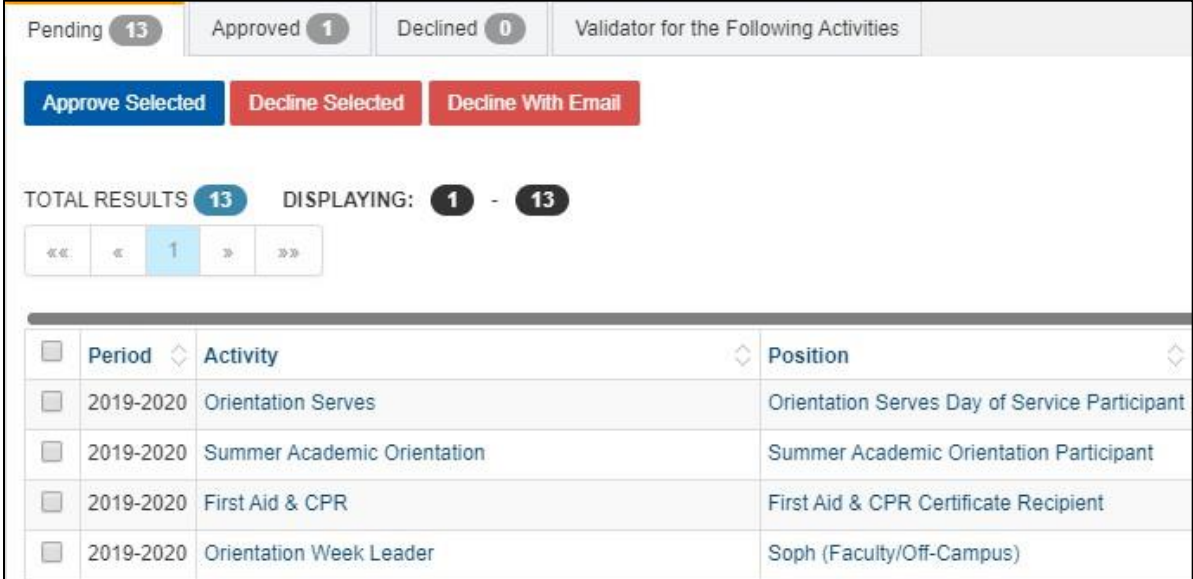
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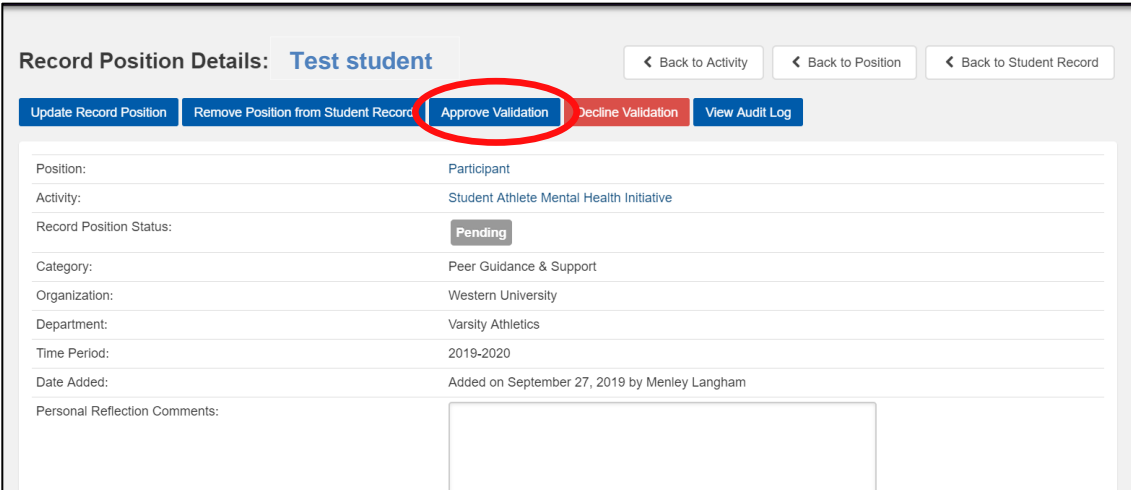
**Step 2:** You can validate the request by selecting the check box beside the student's name and clicking "Approve Selected." You can choose to send an email about the approval. This allows you to approve multiple requests at once.



The screenshot shows a web interface for managing co-curricular records. At the top, there are summary statistics: Pending (13), Approved (1), and Declined (0). Below these are three buttons: "Approve Selected" (blue), "Decline Selected" (red), and "Decline With Email" (red). Further down, it shows "TOTAL RESULTS 13" and "DISPLAYING: 1 - 13". A pagination control shows "1" selected. The main content is a table with columns for "Period", "Activity", and "Position".

<input type="checkbox"/>	Period	Activity	Position
<input type="checkbox"/>	2019-2020	Orientation Serves	Orientation Serves Day of Service Participant
<input type="checkbox"/>	2019-2020	Summer Academic Orientation	Summer Academic Orientation Participant
<input type="checkbox"/>	2019-2020	First Aid & CPR	First Aid & CPR Certificate Recipient
<input type="checkbox"/>	2019-2020	Orientation Week Leader	Soph (Faculty/Off-Campus)

**OR:** You can click on the activity/position which will bring you to the "Record Position Details" page for that student. From here, you can click on the blue "Approve Validation" button to approve the position.

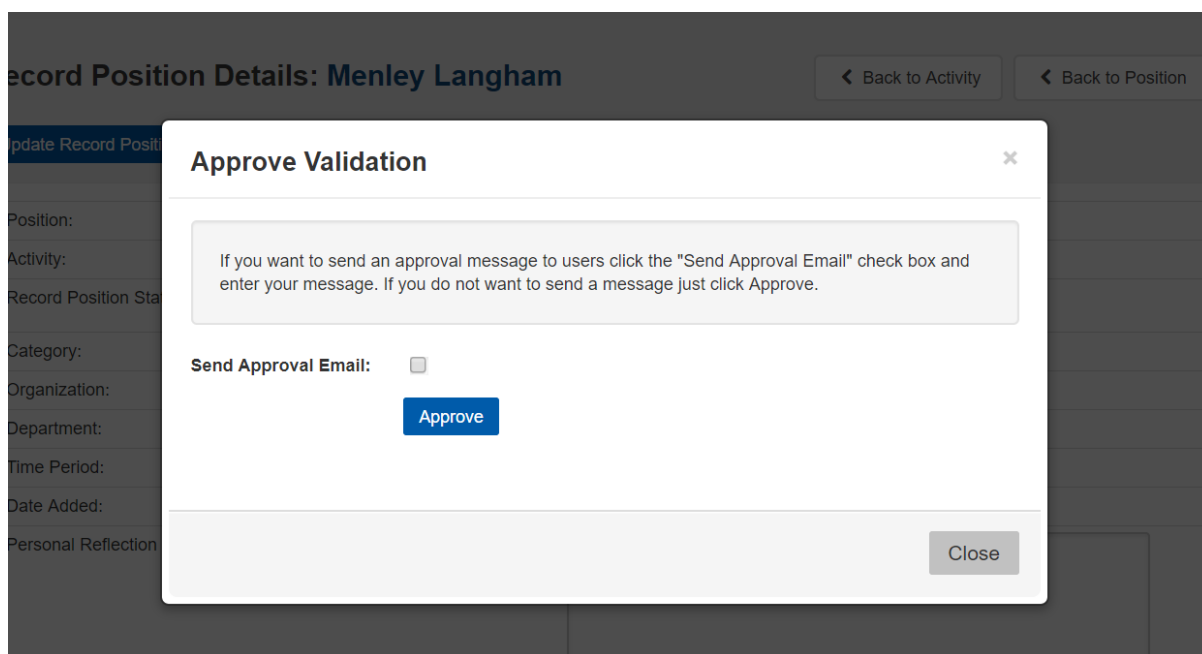


The screenshot shows the "Record Position Details" page for a "Test student". At the top, there are navigation buttons: "Back to Activity", "Back to Position", and "Back to Student Record". Below these are five buttons: "Update Record Position", "Remove Position from Student Record", "Approve Validation" (circled in red), "Decline Validation", and "View Audit Log". The main content area displays details for the position:

- Position: Participant
- Activity: Student Athlete Mental Health Initiative
- Record Position Status: Pending
- Category: Peer Guidance & Support
- Organization: Western University
- Department: Varsity Athletics
- Time Period: 2019-2020
- Date Added: Added on September 27, 2019 by Menley Langham
- Personal Reflection Comments: (Empty text area)

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A dialogue box will appear asking if you would like to send a validation email, as well as a purple "Approve" button. By clicking the purple button, the position will now appear as approved on the student's record.



## Western's Co-Curricular Record

### Searching Activities & Positions

#### 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?

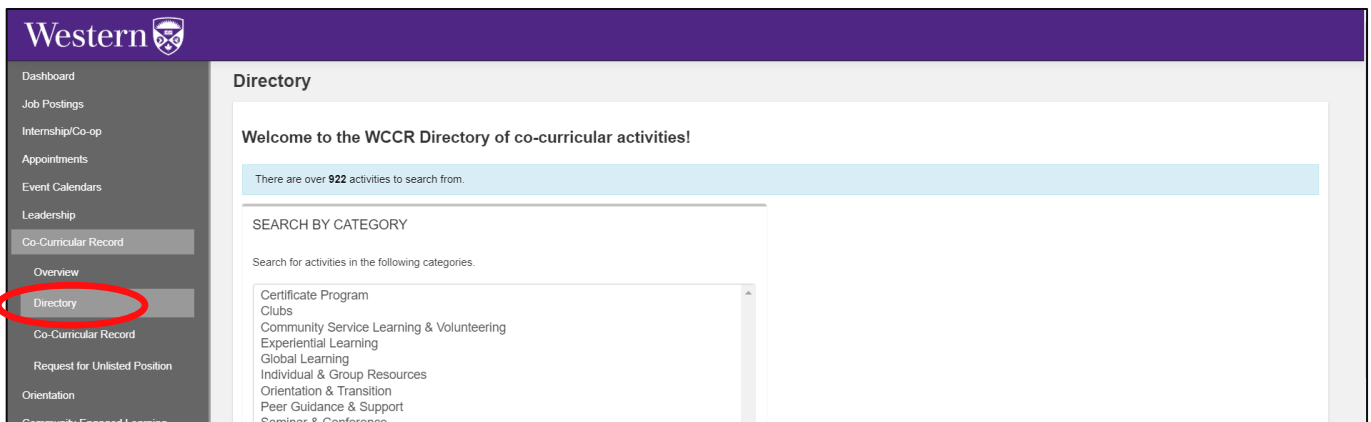
*The activity* is the broader umbrella - often the organization - that the student is in.

*The position* is the specific role within that activity.

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

**Step 1:** To view the approved activities and positions on the WCCR, click on the "Directory" tab under the Co-Curricular Record menu.

**Step 2:** Search for available activities and positions by:

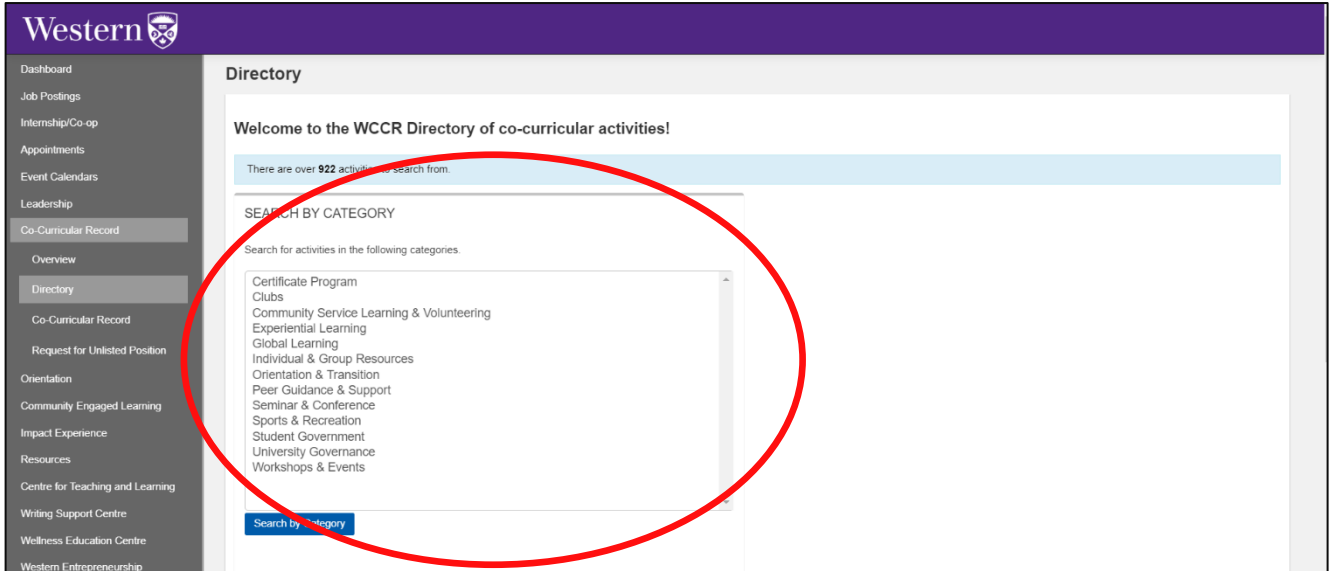


The screenshot shows the Western University WCCR Directory interface. The left sidebar contains a navigation menu with the following items: Dashboard, Job Postings, Internship/Co-op, Appointments, Event Calendars, Leadership, Co-Curricular Record (highlighted), Overview, Directory (circled in red), Co-Curricular Record, Request for Unlisted Position, Orientation, and Community Experiential Learning. The main content area is titled "Directory" and contains the following text: "Welcome to the WCCR Directory of co-curricular activities!", "There are over 922 activities to search from.", "SEARCH BY CATEGORY", and "Search for activities in the following categories." Below this is 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

### 1. Search by Category



### 2. 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:

### 3. Search by Activity/Position: Next to the “search for 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

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**Step 3:** Using one of the three options, click the blue “SEARCH” button to view available activities and positions.

**Step 4:** Choose the activity you are interested in by clicking the purple “CLICK TO LEARN MORE” button. This will let you view the positions attached to this activity.

**Search Results** ← Opportunity Directory

**Results: 15**

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

**Step 5:** For more information about specific positions associated with this activity, click on the name of the position.

**Activity Overview: Allies on Campus** ← Back To Opportunity Directory

Overview	
Time Period :	2019-2020
Activity :	Allies on Campus

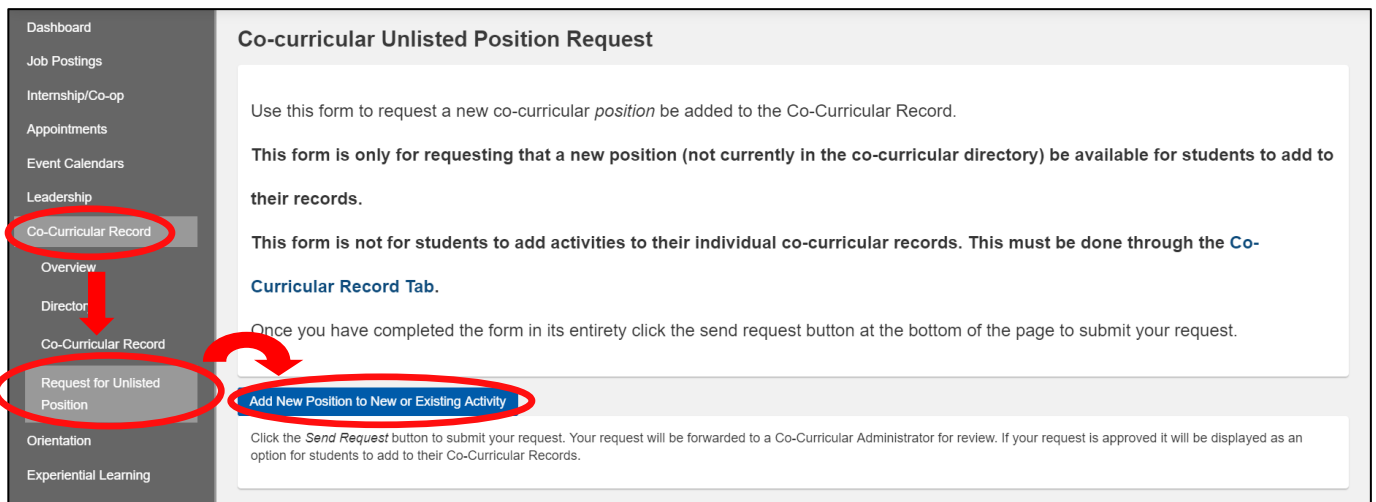
Activity Details	
Description	
Logo	File upload not found.
Timeframe	Other: null
Total Number of Hours	null
Location	null
*Activity	Allies on Campus

**Your filtered positions :**

**Facilitator Training Participant**

### Requesting An Unlisted Position

**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” button.



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

- Validator Information
- Activity Details: Please select from the options already available OR input new information in the blank box underneath each category
- New Position Details (Description should be no longer than 250 words and should include the main overview of what a student would do in the specific role)
- Position Contact Information (**Important:** Select Yes for *Include in Volunteer Directory* so that students can search the activity)
- Anticipated Learning outcomes: Please select up to 10 Learning Outcomes in total for an activity.

**Step 3:** When finished, click the blue “Finish” button. Your request will be sent to the Co-Curricular Record Coordinator and reviewed within one week.