

# My Western Experience

## Western's Co-Curricular Record

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



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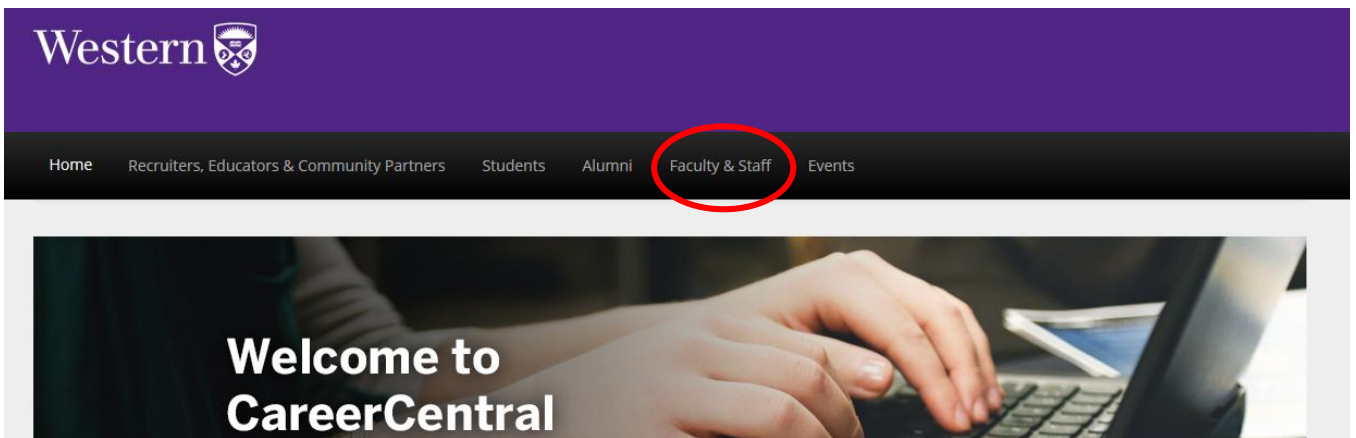
# My Western Experience

## Western's Co-Curricular Record

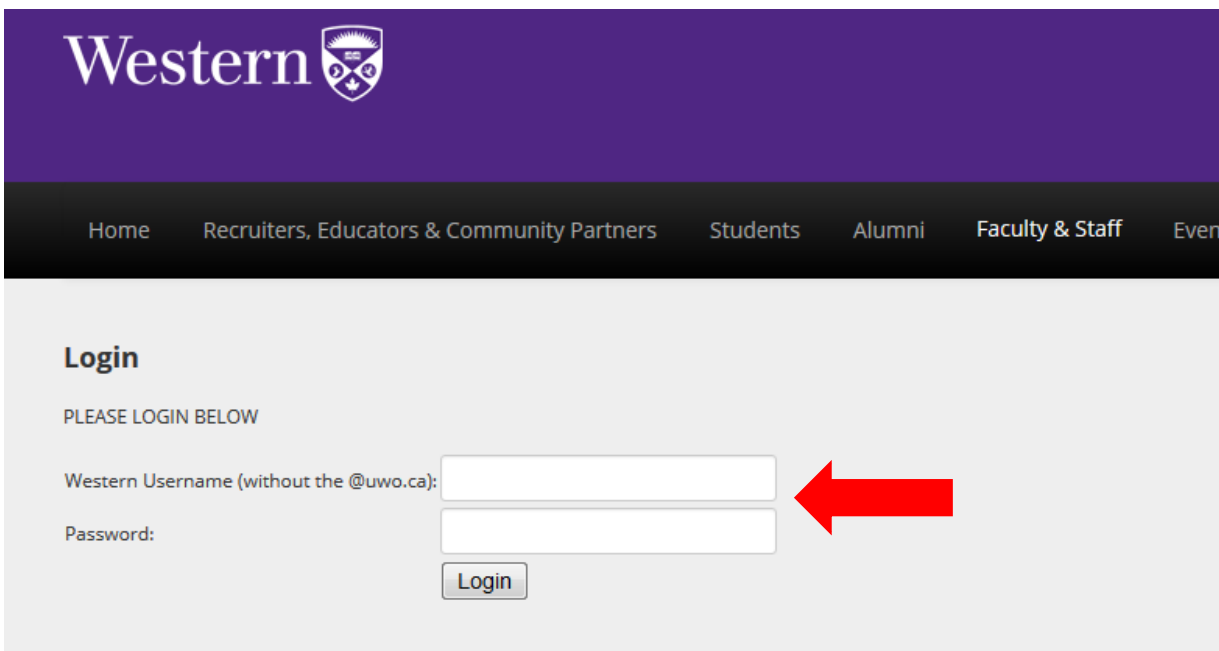
### Login Information

**Step 1:** Login into Career Central at <https://westerncareercentral.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.



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



#### 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

### 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.

The request and student information should appear under the “Pending” tab.

**My Co-Curricular Record: Validator Home**

Pending **1** | Approved **0** | Declined **0** | Validator for the following Activities

Pending Validations

APPROVE SELECTED | DECLINE SELECTED | DECLINE WITH EMAIL

TOTAL RESULTS: **1** | DISPLAYING: **1** - **1**

<input type="checkbox"/>	Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On
<input checked="" type="checkbox"/>	2016-2017	Test Activity	Participant	Sally	Mustang	student@uwo.ca	Jul 10, 2017

**Step 2:** You can validate the request by selecting the check box beside the student’s name and clicking “Approve Selected.” This allows your to approve multiple requests at once.

APPROVE SELECTED | DECLINE SELECTED | DECLINE WITH EMAIL

TOTAL RESULTS: **1** | DISPLAYING: **1** - **1**

<input type="checkbox"/>	Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On
<input checked="" type="checkbox"/>	2016-2017	Test Activity	Participant	Sally	Mustang	student@uwo.ca	Jul 10, 2017

## Western's Co-Curricular Record

**OR:** You can click on the student's name which will bring you to the "Record Position Details" page. From here, you can click on the purple "Approve Validation" button to approve the position.

**Record Position Details: Sally Mustang**

← Back to Activity   ← Back to Position

UPDATE RECORD POSITION   REMOVE POSITION FROM STUDENT RECORD   **APPROVE VALIDATION**   DECLINE VALIDATION

**RECORD POSITION DETAILS**

Student Record:	<b>Sally Mustang (student@uwo.ca)</b>
Record Position Status:	Pending
Date Added:	July 10, 2017
Added By:	Kelly Forbes-Wilson
Time Period:	2016-2017
Category:	Workshops & Events
Organization:	Western University
Department:	Student Success Centre
Activity:	Test Activity
Position:	Participant
Personal Reflection Comments:	<input type="text"/>

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.

**Approve Validation**

If you want to send an approval message to users click the "Send Approval Email" check box and enter your message. If you do not want to send a message just click Approve.

Send Approval Email:

**APPROVE**

CLOSE

## Western's Co-Curricular Record

### Searching Activities & Positions

**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:

**1. Position Questions:** Search by Position Title, Description/Keyword or Name.

**SEARCH BY CORE AREAS**

Ideally, student involvement contributes to a lot of learning. Search here to find activities that are designed to encourage learning in these specific areas. Select one or more Core Areas from the list below.

- Career Preparation
- Commitment to Learning
- Communication
- Diversity
- Engaging the Arts
- Global Awareness
- Health & Wellness
- Leadership
- Self-Awareness
- Social Responsibility

**SEARCH BY OUTCOME**

**2. Core Area:** Search by specific core areas focusing on the skills students may wish to build.



**3. Category:** Search for activities/positions based on areas of interest.



**SEARCH BY CATEGORY**

Search for activities in the following categories.

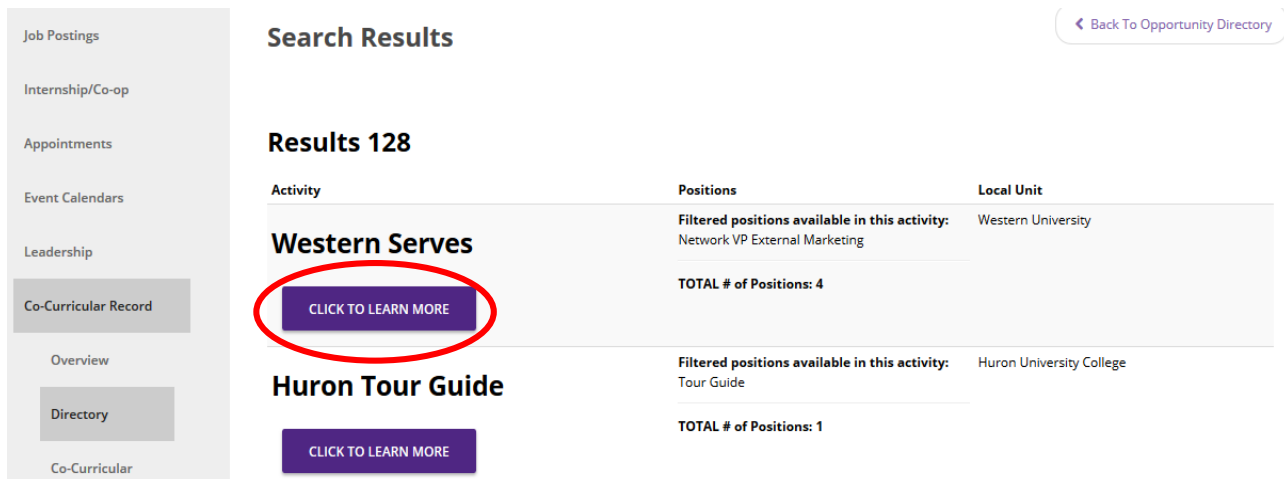
- Certificate Program
- Clubs
- Community Service Learning & Vol
- Cultural Events
- Global Learning
- Individual & Group Resources
- Leadership
- Orientation & Transition
- Peer Guidance & Support
- Seminar & Conference
- Sports & Recreation
- Student Government
- University Governance
- Workshops & Events

**SEARCH BY CATEGORY**

## Western's Co-Curricular Record

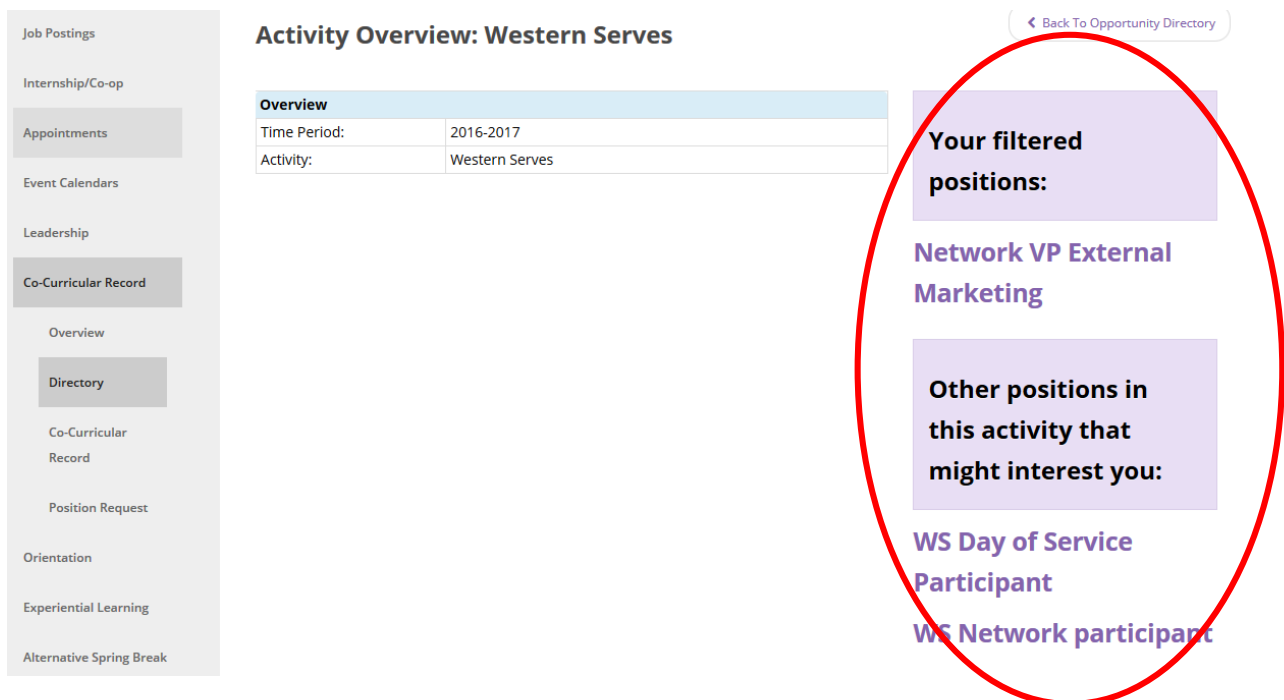
**Step 3:** Using one of the three options, click the purple “SEARCH” button to view available activities and positions.

**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.



The screenshot shows the 'Search Results' page. On the left is a navigation menu with 'Co-Curricular Record' selected. The main content area has a 'Back To Opportunity Directory' link at the top right. Below it, 'Results 128' are shown. Two activity cards are visible: 'Western Serves' and 'Huron Tour Guide'. The 'Western Serves' card has a purple 'CLICK TO LEARN MORE' button circled in red. The 'Huron Tour Guide' card also has a purple 'CLICK TO LEARN MORE' button. The 'Western Serves' card details include: Activity: Western Serves, Positions: Network VP External Marketing, Local Unit: Western University, and TOTAL # of Positions: 4. The 'Huron Tour Guide' card details include: Activity: Huron Tour Guide, Local Unit: Huron University College, and TOTAL # of Positions: 1.

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

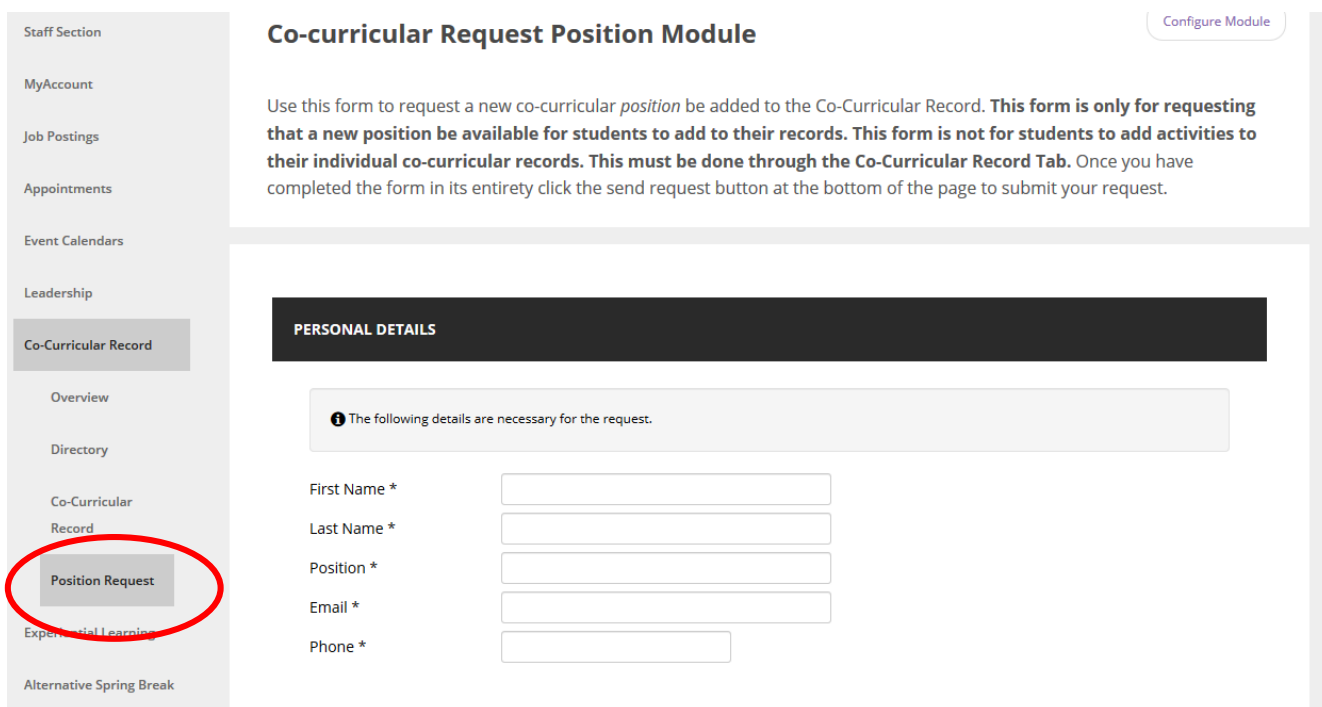


The screenshot shows the 'Activity Overview: Western Serves' page. On the left is a navigation menu with 'Co-Curricular Record' selected. The main content area has a 'Back To Opportunity Directory' link at the top right. Below it, an 'Overview' table shows: Time Period: 2016-2017, Activity: Western Serves. To the right of the table, a red circle highlights two sections: 'Your filtered positions:' with the link 'Network VP External Marketing', and 'Other positions in this activity that might interest you:' with links 'WS Day of Service Participant' and 'WS Network participant'.



### Requesting A New Position

**Step 1:** Click on the “Position Request” tab under the Co-Curricular Record Menu.



**Co-curricular Request Position Module** [Configure Module](#)

Use this form to request a new co-curricular *position* be added to the Co-Curricular Record. **This form is only for requesting that a new position be available for students to add to their records. This form is not for students to add activities to their individual co-curricular records. This must be done through the Co-Curricular Record Tab.** Once you have completed the form in its entirety click the send request button at the bottom of the page to submit your request.

**PERSONAL DETAILS**

**i** The following details are necessary for the request.

First Name \*

Last Name \*

Position \*

Email \*

Phone \*

**Step 2:** Fill out the required information.

- 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 5 learning outcomes per Core Area, in up to 2 Core Areas. This means you can have up to 10 Learning Outcomes in total an activity.

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

SEND REQUEST

Click the *Send Request* button to submit your request. Your request will be forwarded to a Co-Curricular Administrator for review. If your request is approved it will be displayed as an option for students to add to their Co-Curricular Records.

SEND REQUEST