

My Western Experience

Western's Co-Curricular Record

Western's Co-Curricular Record Student User Guide



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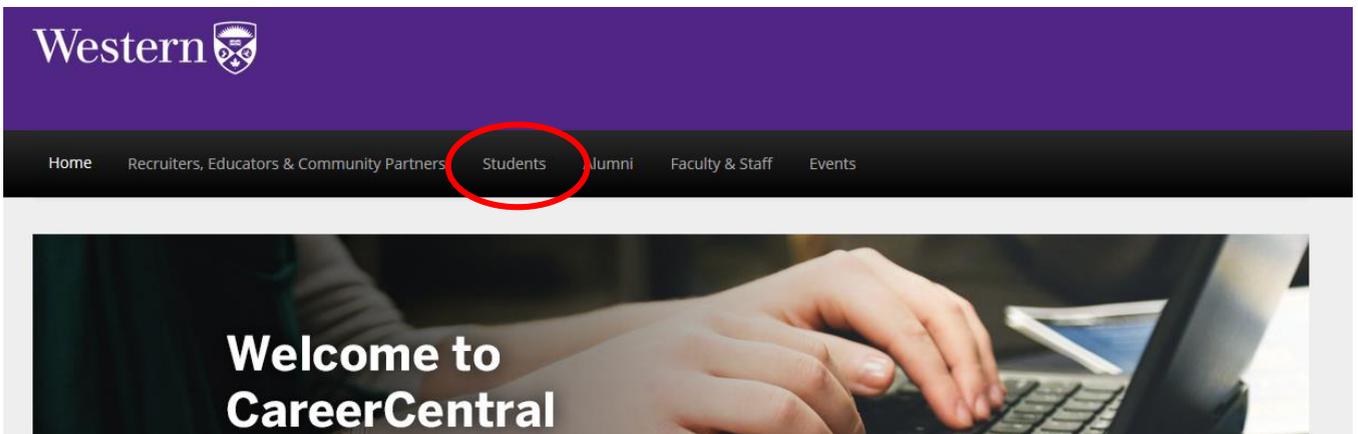
My Western Experience

Western's Co-Curricular Record

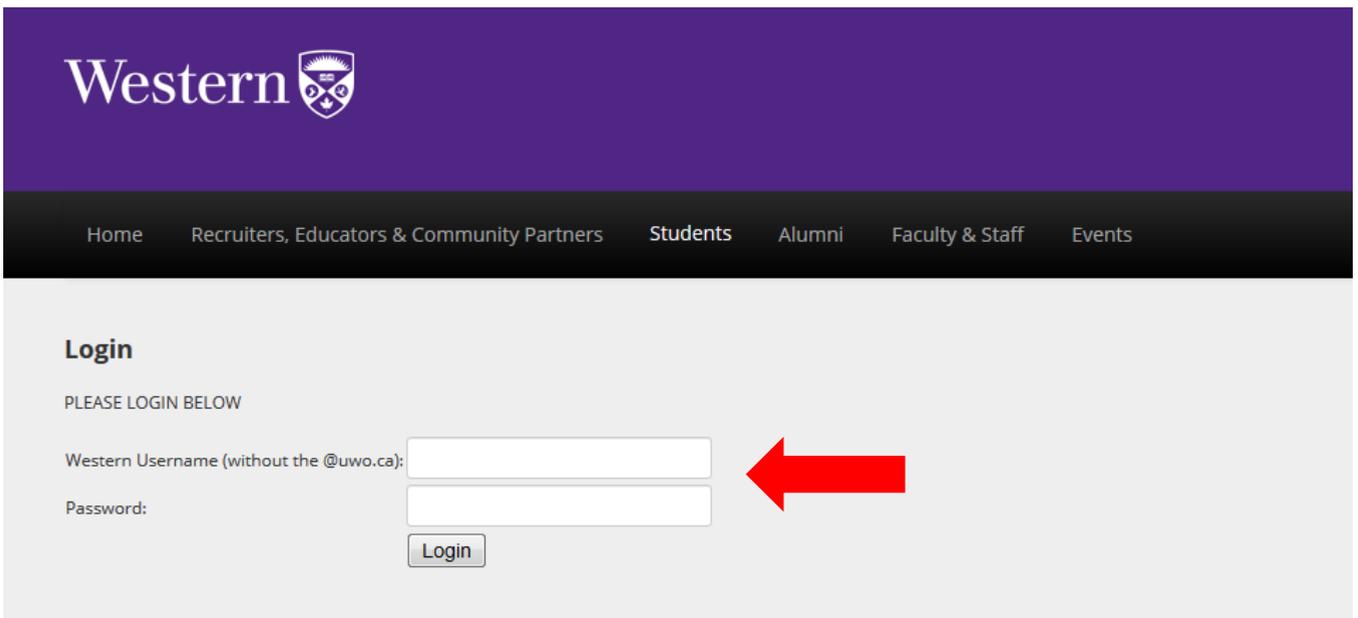
Login Information

Step 1: Login into Career Central at <https://westerncareercentral.ca/home.htm>

Step 2: Select "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.



Welcome to Western's Co-Curricular Record

Your transcript only tells half the story.

What is the Co-curricular Record?

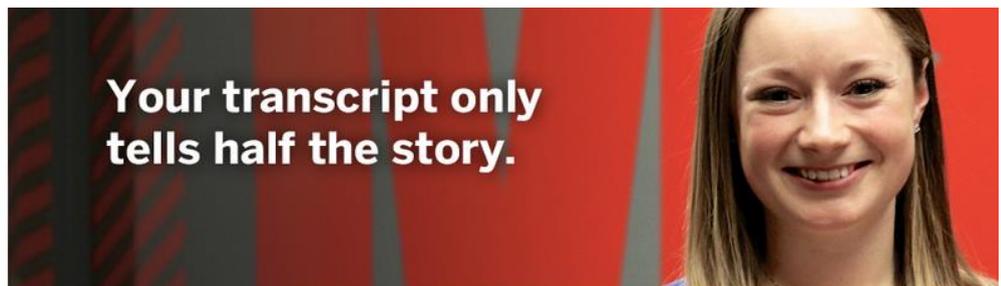
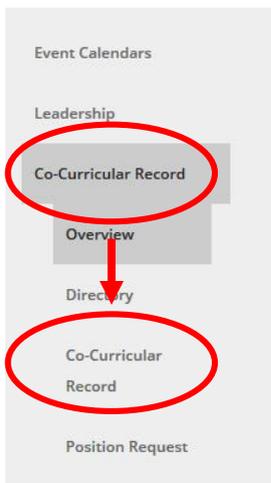
- A planning tool: you can search through a wide variety of co-curricular opportunities, and plan ahead for your co-curricular engagement throughout your studies at Western
- A learning tool: once you have participated in an activity, you can engage in reflection to understand the skills and

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 You WCCR

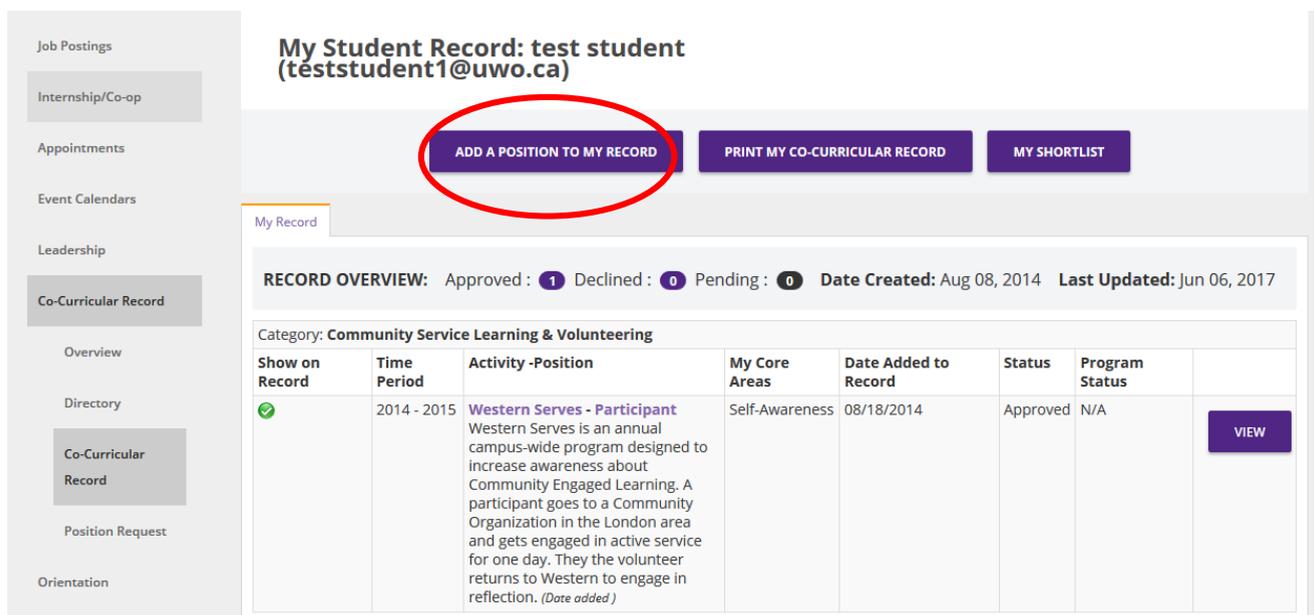
Step 1 : Click on the “Co-Curricular Record” tab under the Co-Curricular Record menu.



What is the Co-curricular Record?

- A planning tool: you can search through a wide variety of co-curricular opportunities, and plan ahead 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 abilities you developed through your involvement

Step 2: To add a new position to your record click the purple “ADD A POSITION TO MY RECORD” button.



A screenshot of the 'My Student Record' page for a test student. The page title is 'My Student Record: test student (teststudent1@uwo.ca)'. Below the title, there are three buttons: 'ADD A POSITION TO MY RECORD' (circled in red), 'PRINT MY CO-CURRICULAR RECORD', and 'MY SHORTLIST'. Below the buttons, there is a 'RECORD OVERVIEW' section showing: Approved : 1, Declined : 0, Pending : 0, Date Created: Aug 08, 2014, Last Updated: Jun 06, 2017. Below the overview, there is a table with the following data:

Show on Record	Time Period	Activity -Position	My Core Areas	Date Added to Record	Status	Program Status	
✓	2014 - 2015	Western Serves - Participant Western Serves is an annual campus-wide program designed to increase awareness about Community Engaged Learning. A participant goes to a Community Organization in the London area and gets engaged in active service for one day. They the volunteer returns to Western to engage in reflection. (Date added)	Self-Awareness	08/18/2014	Approved	N/A	VIEW

Western's Co-Curricular Record

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

[Job Postings](#)

[Internship/Co-op](#)

[Appointments](#)

[Event Calendars](#)

[Leadership](#)

[Co-Curricular Record](#)

[Overview](#)

Quick Position Search

[← Back to My Co-Curricular Record](#)

QUICK POSITION SEARCH

You can search for an activity 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.

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

[Overview](#)

[Directory](#)

[Co-Curricular Record](#)

[Position Request](#)

[Experiential Learning](#)

[Alternative Spring Break](#)

[Resources](#)

Navigation: Navigate through the selection boxes to narrow down your results.

Period	Category	Organization	Department	Activity
2015 - 2016	Orientation & Tr	Brescia Univers	Academic Dean	ASIST Workshc
2016-2017	Peer Guidance	Huron Universit	Counselling & S	Mindfulness an
	School Of Cultu	King's Universi	Dean of Studen	Mnaasged Serv
	Sports & Recre	Western Univer	Disability Studie	MSW Skill Deve
	Seminar & Con		Economics, Bus	OASW Professi
	Student Govern		KUCSC	Social Work Lun
	Uncategorized		Library	Social Work Stu
	University Gove		Orientation	SW Professiona
	Volunteer		School of Soci	SWAHN - Interp
	Workshops &			



Western's Co-Curricular Record

Step 4: Once you have found your position, add it to your record by clicking on the purple "ADD TO RECORD" button.

Student Development Centre
Resources
Logout

Positions Found: (1)

Period	Activity	Position	Position Status	Student Visibility	
2016-2017	Social Work Week Professional Development Day	Participant	Approved	Active	<p>VIEW POSITION</p> <p>ADD TO RECORD</p> <p>ADD TO SHORTLIST</p>

Step 5: Reflect on the experiences you have had in this position and check off the outcomes you have achieved as a result of your involvement. Then click the purple "SAVE" button.

Appointments
Event Calendars
Leadership
Co-Curricular Record
Position Request
Orientation
Experiential Learning
Alternative Spring Break
Student Development Centre

ACHIEVEMENTS

By participating this position, below are the anticipated achievements.

Career Preparation

- SELECT ALL
- Integrate university into the world of work
- Understand and reflect upon the connection among outside of the classroom activities, academics and future professional goals
- Communicate and discuss career goals with others (e.g. professors, mentors, colleagues and employers)
- Research, analyze and demonstrate an understanding of career options that align with my values, skills, personality and interests

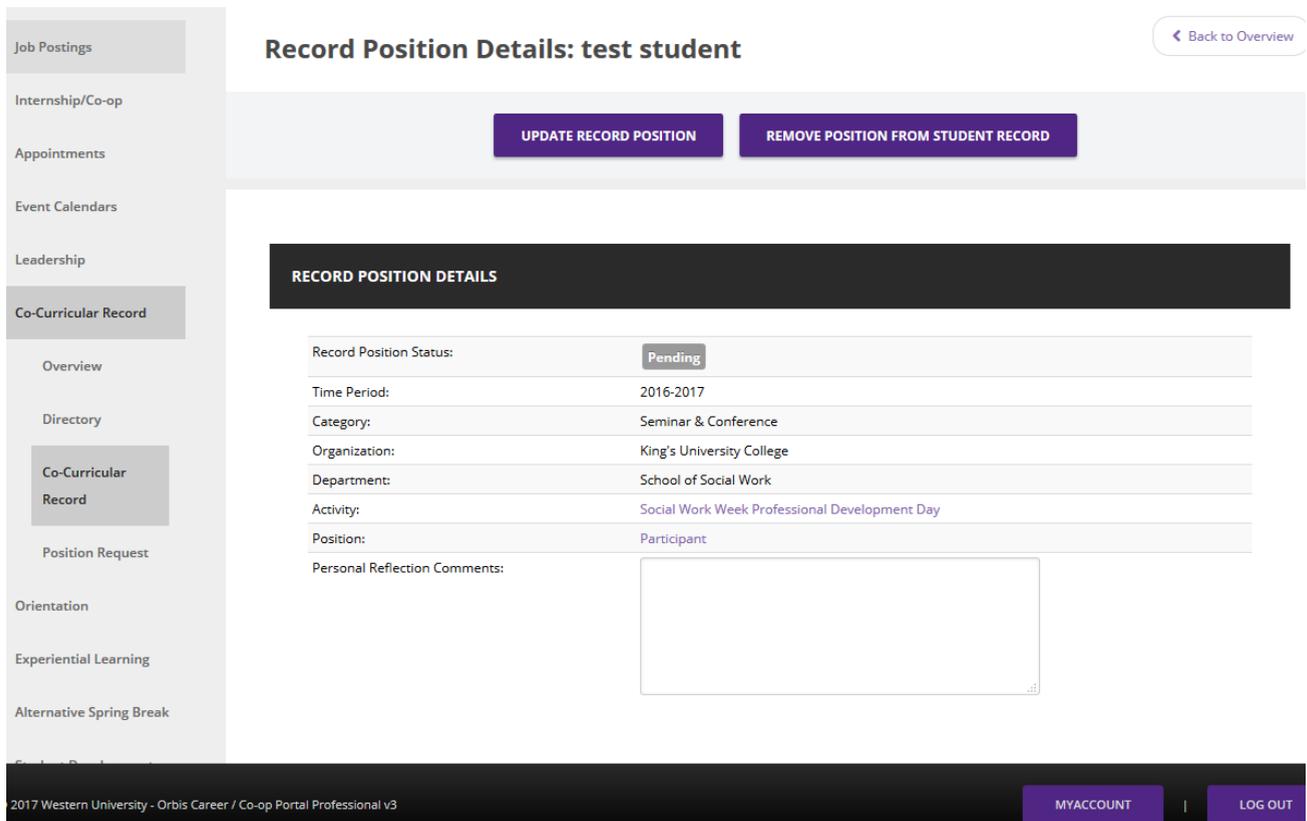
Commitment to Learning

- SELECT ALL
- Demonstrate an interest and passion for learning, for the present and into the future
- Connect academic learning to real life situations
- Engage in self-directed learning

SAVE

Western's Co-Curricular Record

Step 6: 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 [← Back to Overview](#)

[UPDATE RECORD POSITION](#) [REMOVE POSITION FROM STUDENT RECORD](#)

RECORD POSITION DETAILS

Record Position Status:	Pending
Time Period:	2016-2017
Category:	Seminar & Conference
Organization:	King's University College
Department:	School of Social Work
Activity:	Social Work Week Professional Development Day
Position:	Participant
Personal Reflection Comments:	<input type="text"/>

2017 Western University - Orbis Career / Co-op Portal Professional v3 [MYACCOUNT](#) | [LOG OUT](#)

Note: You are able to update your outcomes by scrolling to the bottom of this page. To save changes click the purple “UPDATE RECORD POSITION” button.

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.

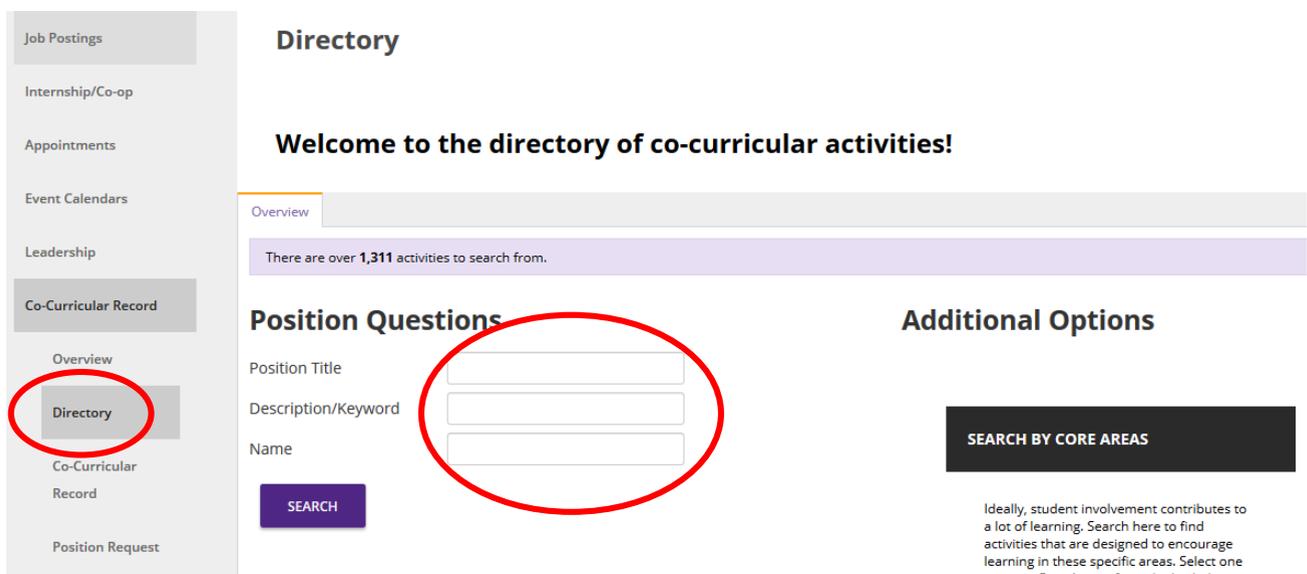
Western's Co-Curricular Record

Using The WCCR Directory

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

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

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



Directory

Welcome to the directory of co-curricular activities!

Overview

There are over **1,311** activities to search from.

Position Questions

Position Title

Description/Keyword

Name

SEARCH

Additional Options

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.

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 you wish to build.



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



SEARCH BY CATEGORY

Search for activities in the following categories.

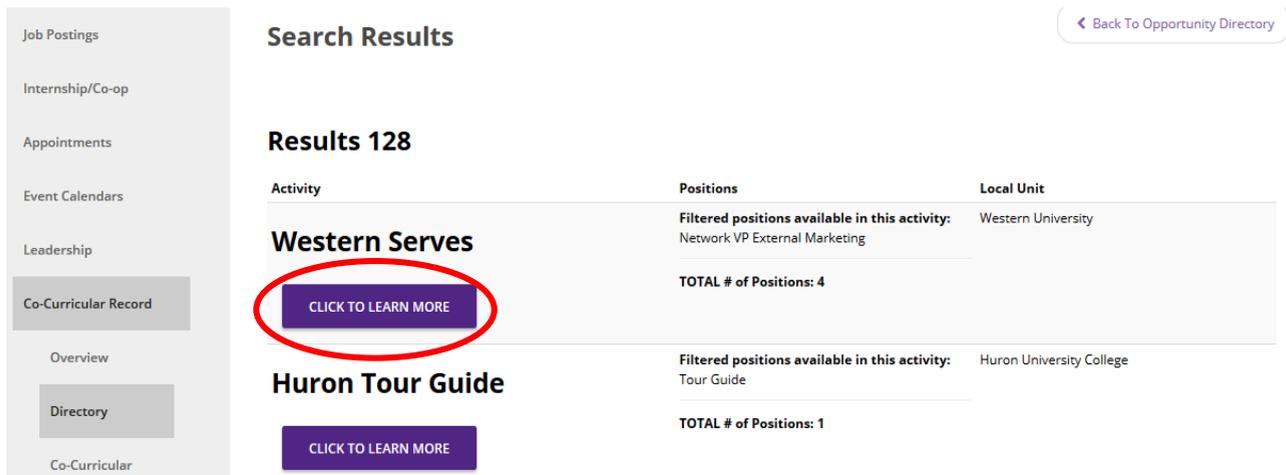
- Certificate Program
- Clubs
- Community Service Learning & Vol
- Cultural Events
- Global Learning
- Individual & Group Resources
- Leadership
- Orientation & Transition
- Peer Guidance & Support
- Seminar & Conference
- Sports & Recreation
- Student Government
- University Governance
- Workshops &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

SEARCH BY CATEGORY

Western's Co-Curricular Record

Step 3: Using 1 of the 3 options, click the purple “SEARCH” button to view available activities.

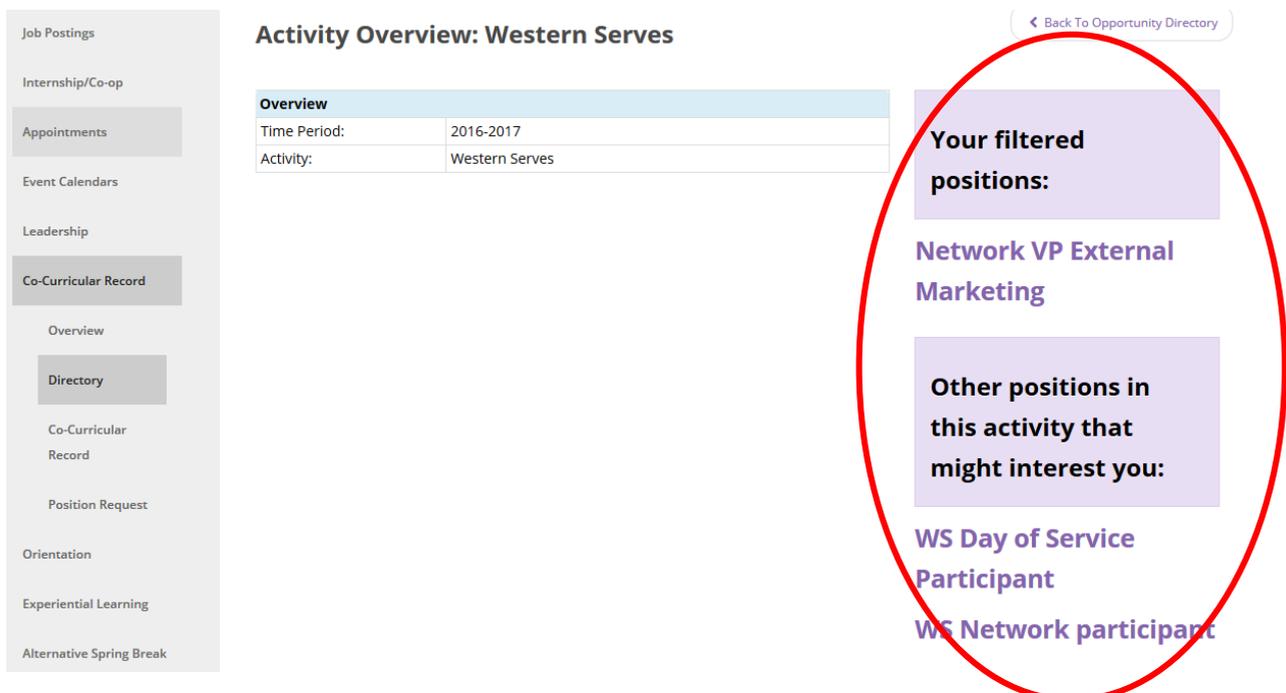
Step 4: Choose the activity you are interested in by clicking the purple “CLICK TO LEARN MORE” button. This will let you view the positions available with this activity.



The screenshot shows the 'Search Results' page. On the left is a navigation menu with 'Co-Curricular Record' selected. The main content area shows 'Results 128' and a table of activities. The 'Western Serves' activity is highlighted with a red circle around its 'CLICK TO LEARN MORE' button. Below it, the 'Huron Tour Guide' activity is also visible with its own 'CLICK TO LEARN MORE' button. The table lists activities, positions, and local units.

Activity	Positions	Local Unit
Western Serves	Filtered positions available in this activity: Network VP External Marketing	Western University
	TOTAL # of Positions: 4	
Huron Tour Guide	Filtered positions available in this activity: Tour Guide	Huron University College
	TOTAL # of Positions: 1	

Step 5: Click on the position you are interested in to find out more information, add it to your record or add it to your short list.



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 shows an 'Overview' table and a list of positions. The 'Your filtered positions:' section is circled in red and lists 'Network VP External Marketing'. Below it, the 'Other positions in this activity that might interest you:' section lists 'WS Day of Service Participant' and 'WS Network participant'.

Overview	
Time Period:	2016-2017
Activity:	Western Serves

Your filtered positions:

- Network VP External Marketing

Other positions in this activity that might interest you:

- WS Day of Service Participant
- WS Network participant

Western's Co-Curricular Record

Requesting A New Position

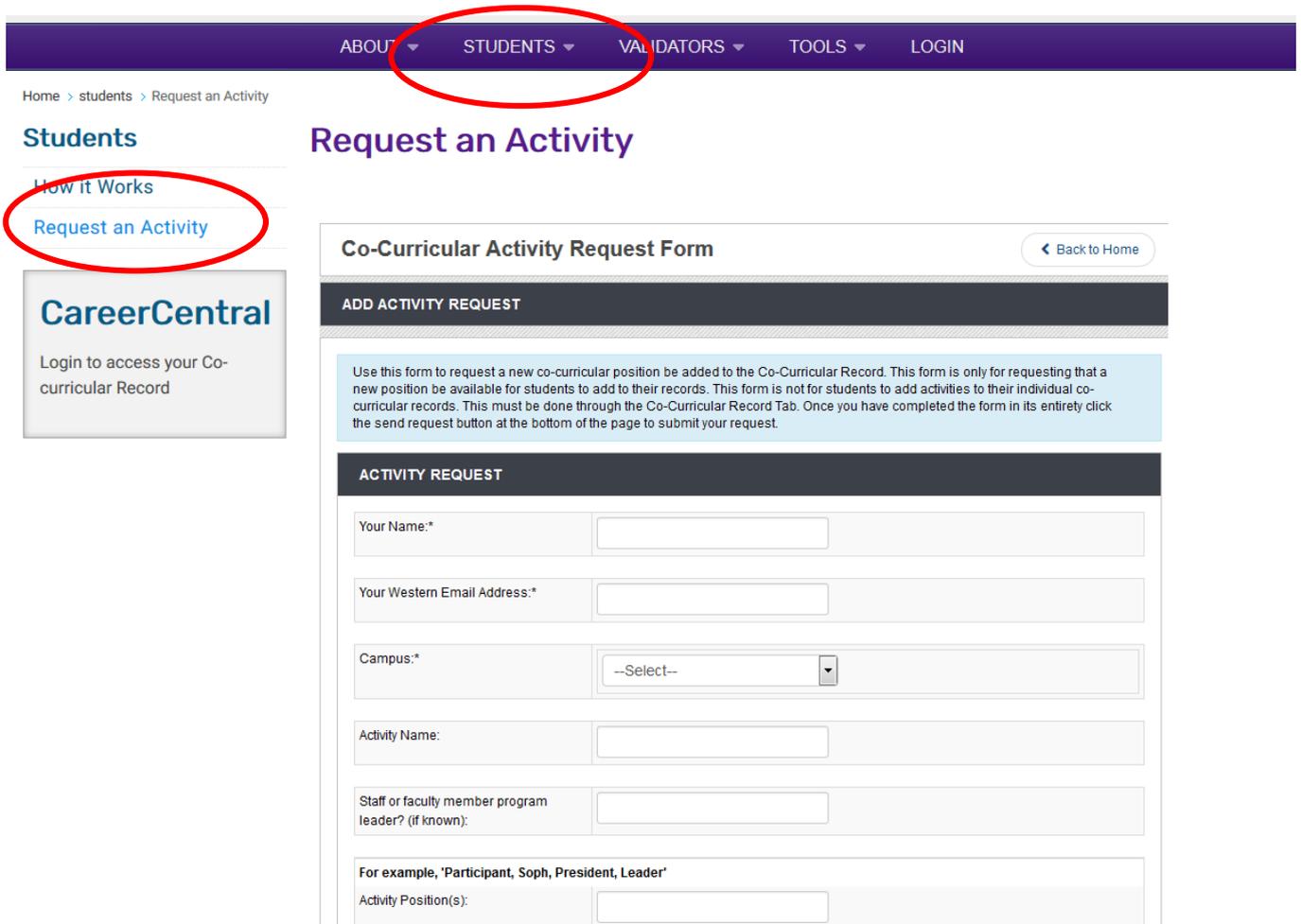
In order to ensure WCCR reflects all available opportunities for engagement on campus, students are encourage to request new activities and positions be added to the record as they become available on campus.

There are two ways to request a new activity/position be added to the record.

Option 1: Through WCCR website myexperience.uwo.ca

Step 1: Go to myexperience.uwo.ca and click on the “Students” menu.

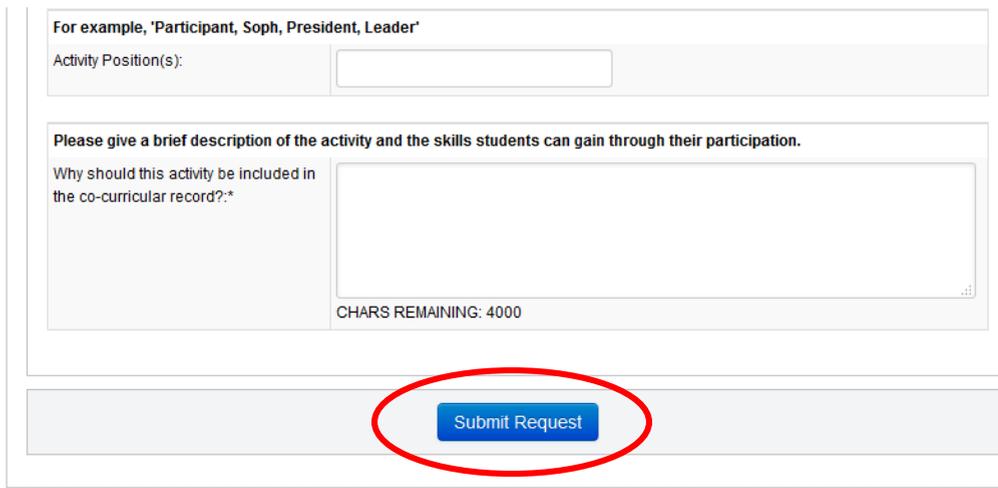
Step 2: Click on the “Request an Activity” tab under the Student menu.



The screenshot shows the navigation bar with 'STUDENTS' circled in red. Below it, the 'Students' menu is open, and 'Request an Activity' is also circled in red. The main content area is titled 'Request an Activity' and contains a 'Co-Curricular Activity Request Form'. The form includes a 'Back to Home' button, an 'ADD ACTIVITY REQUEST' header, and a text box explaining the form's purpose. Below this is an 'ACTIVITY REQUEST' section with several input fields: 'Your Name:*', 'Your Western Email Address:*', 'Campus:*' (a dropdown menu), 'Activity Name:', 'Staff or faculty member program leader? (if known):', and 'Activity Position(s):'. An example text 'For example, *Participant, Soph, President, Leader*' is provided above the final field.

Western's Co-Curricular Record

Step 3: Fill in the required information and click the blue “Submit Request” button. An email will be sent to WCCR coordinator to review.



For example, 'Participant, Soph, President, Leader'

Activity Position(s):

Please give a brief description of the activity and the skills students can gain through their participation.

Why should this activity be included in the co-curricular record?*

CHARS REMAINING: 4000

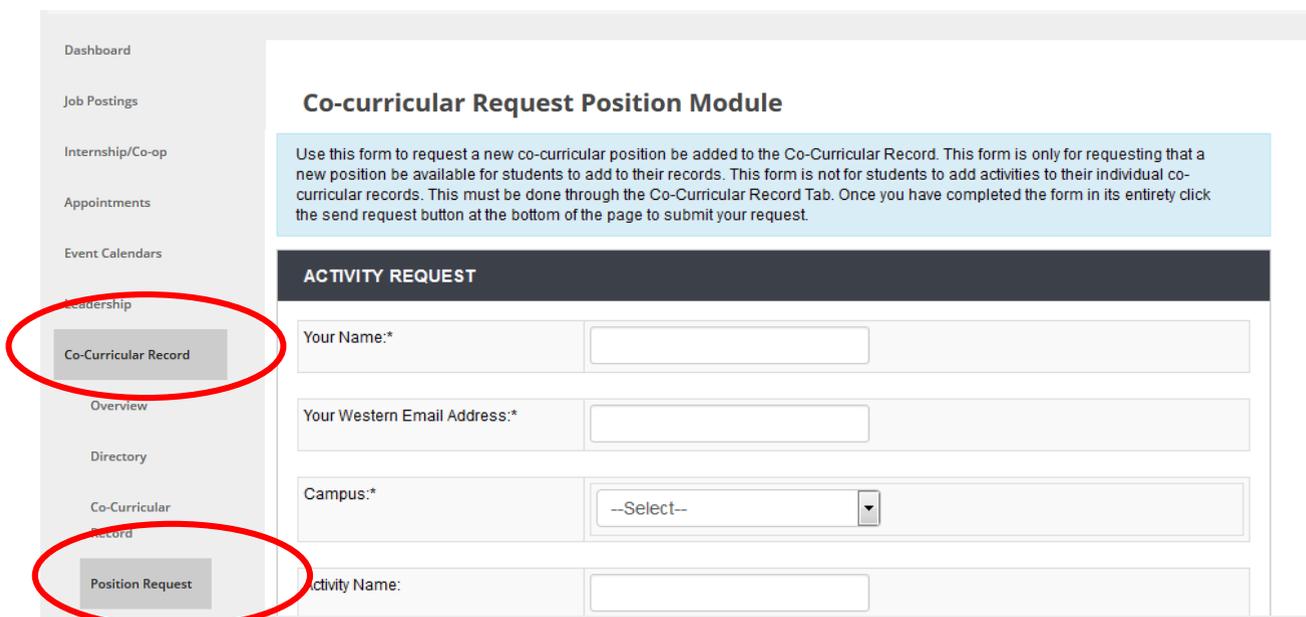
Submit Request

Option 2: Through CareerCentral

Step 1: Login to westerncareercentral.ca and click on the “Co-Curricular Record Menu on the left.

Step 2: Click on “Position Request”

Step 3: Fill out the required information and click the purple “SEND REQUEST” button. An email will be sent to WCCR coordinator to review.



Dashboard

Job Postings

Internship/Co-op

Appointments

Event Calendars

Leadership

Co-Curricular Record

Overview

Directory

Co-Curricular Record

Position Request

Co-curricular Request Position 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.

ACTIVITY REQUEST

Your Name:*

Your Western Email Address:*

Campus:*

Activity Name:

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 purple “PRINT MY CO-CURRICULAR RECORD” button.

Appointments

Event Calendars

Leadership

Co-Curricular Record

Overview

Directory

Co-Curricular Record

Position Request

ADD A POSITION TO MY RECORD

PRINT MY CO-CURRICULAR RECORD

MY SHORTLIST

My Record

RECORD OVERVIEW: Approved : 1 Declined : 0 Pending : 0 Date Created: Aug 08, 2014 Last Updated: Jur

Category: Community Service Learning & Volunteering

Show on Record	Time Period	Activity -Position	My Core Areas	Date Added to Record	Status	Program Status
✓	2014 - 2015	Western Serves - Participant Western Serves is an annual campus-wide program designed to increase awareness about Community Engaged Learning. A participant goes to a Community Organization in the London area and gets engaged in active service.	Self-Awareness	08/18/2014	Approved	N/A

Step 3 : A dialogue box should automatically pop up asking if you would like to open or save the file. Choose either option and then click “OK”. You will need to have Adobe Reader or a compatible program in order to view your record.

Opening ccr_40349.pdf

You have chosen to open:

ccr_40349.pdf
which is: Adobe Acrobat Document (248 KB)
from: https://www.westerncareercentral.ca

What should Firefox do with this file?

Open with Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

RECORD OVERVIEW: Approved: Aug 08, 2014 Last Updated: J

Category: Community Ser

Show on Record	Time Period	Activity -Position	My Core Areas	Date Added to Record	Status	Program Status
✓	2014 - 201	Increase awareness about Community Engaged Learning. A		4	Approved	N/A

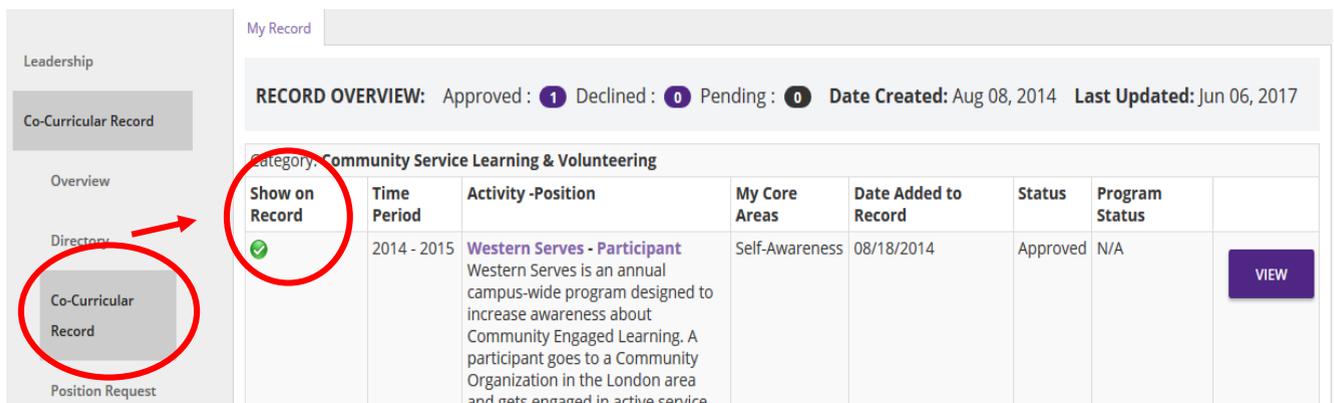
Western's Co-Curricular Record

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 : Students may turn on or off the positions they want to appear on their record by clicking on the green or red icon under the “Show on Record” column.



The screenshot shows the 'My Record' interface. On the left, a navigation menu includes 'Leadership', 'Co-Curricular Record', 'Overview', 'Directory', 'Co-Curricular Record', and 'Position Request'. The 'Co-Curricular Record' option is highlighted with a red circle and an arrow. The main content area shows a 'RECORD OVERVIEW' with statistics: Approved: 1, Declined: 0, Pending: 0. Below this is a table with the following data:

Category	Time Period	Activity -Position	My Core Areas	Date Added to Record	Status	Program Status	
Community Service Learning & Volunteering	2014 - 2015	Western Serves - Participant Western Serves is an annual campus-wide program designed to increase awareness about Community Engaged Learning. A participant goes to a Community Organization in the London area and gets engaged in active service	Self-Awareness	08/18/2014	Approved	N/A	VIEW

 Position **will** appear on WCCR

 Position **will not** appear on WCCR