

My Western Experience

Western's Co-Curricular Record

Western's Co-Curricular Record Validator User Guide



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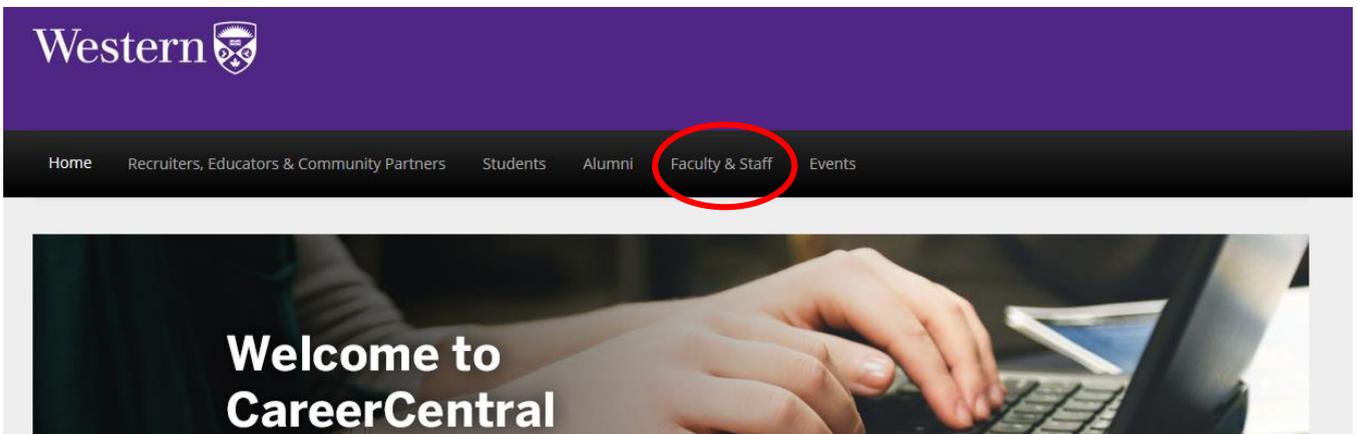
My Western Experience

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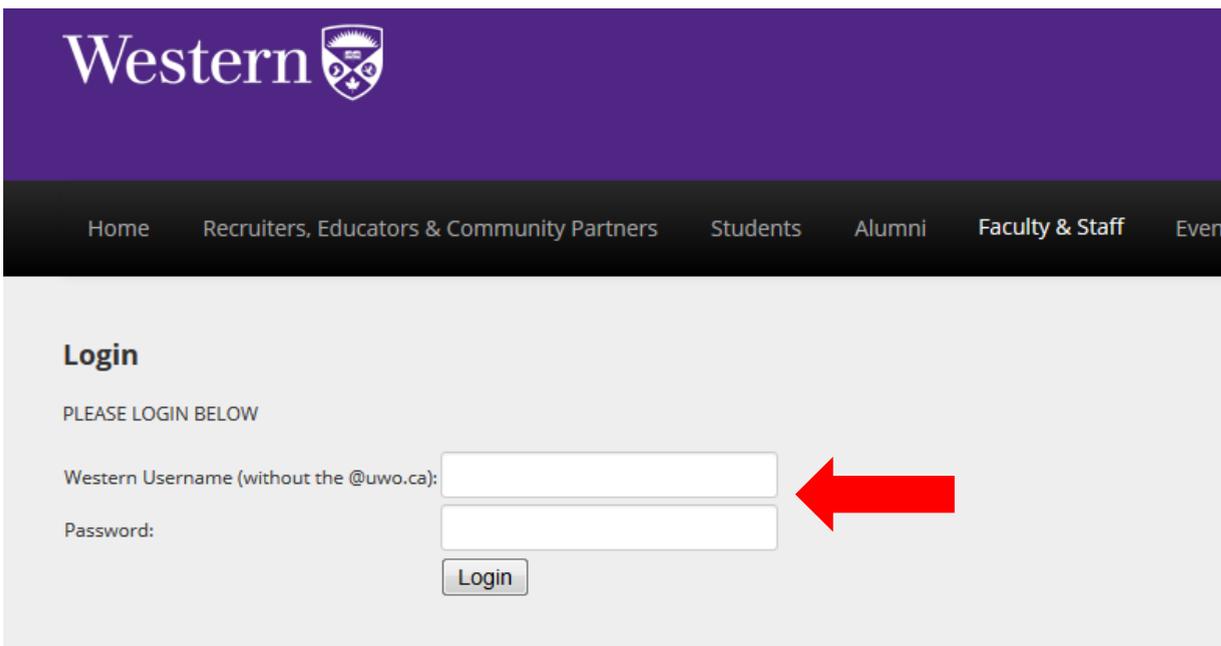
Login Information

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 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 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

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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	
Student Record:	Sally Mustang (student@uwo.ca)
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

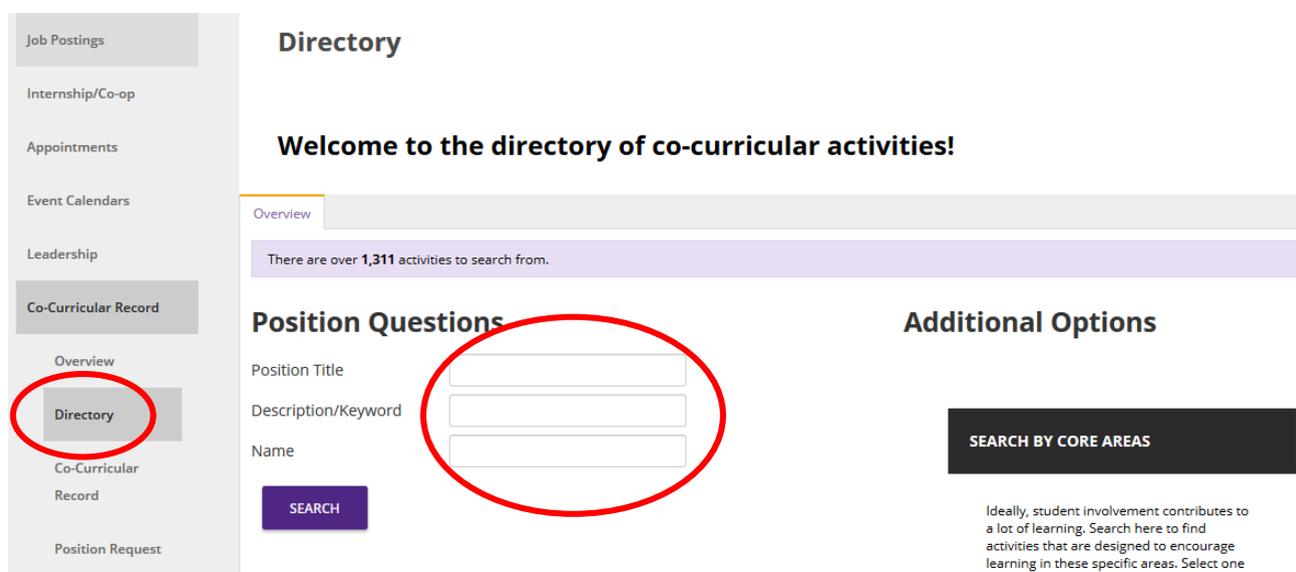
Western's Co-Curricular Record

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.



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 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

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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.

Search Results [← Back To Opportunity Directory](#)

Results 128

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

Activity Overview: Western Serves [← Back To Opportunity Directory](#)

Overview	
Time Period:	2016-2017
Activity:	Western Serves

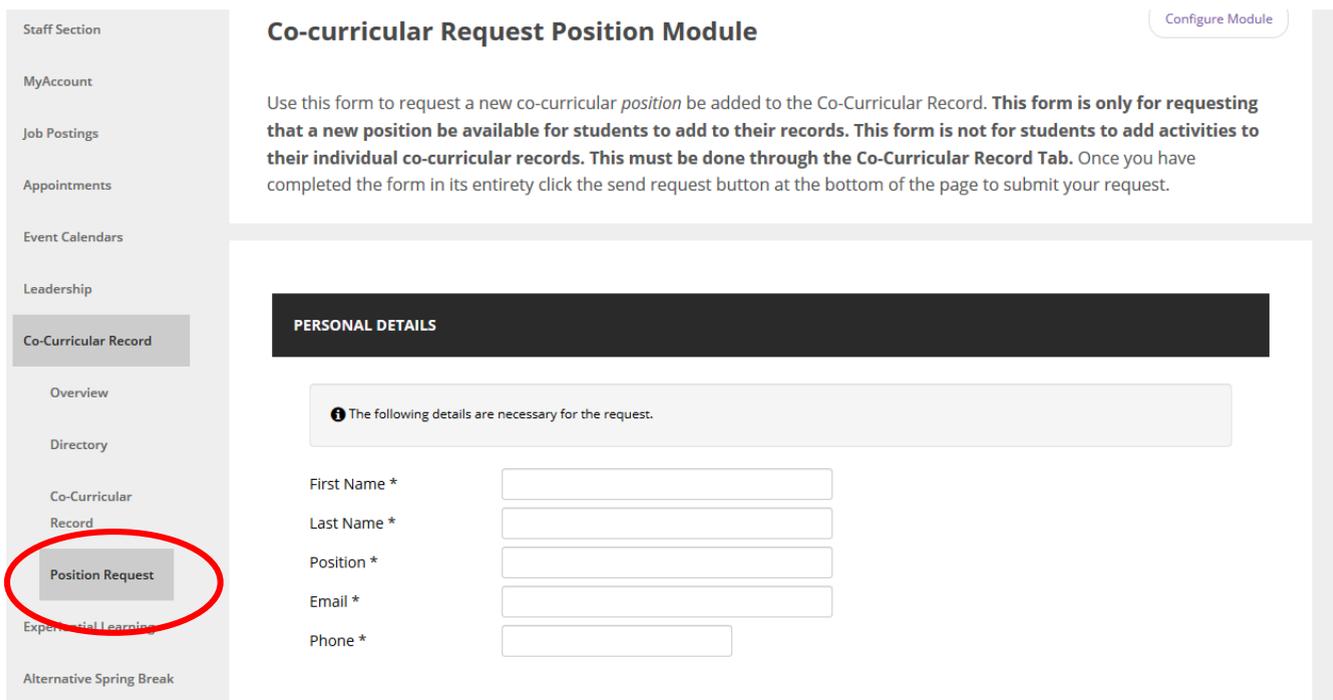
Your filtered positions:
Network VP External Marketing

Other positions in this activity that might interest you:
WS Day of Service Participant
WS Network participant

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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