



Adding a new position to the CCR database

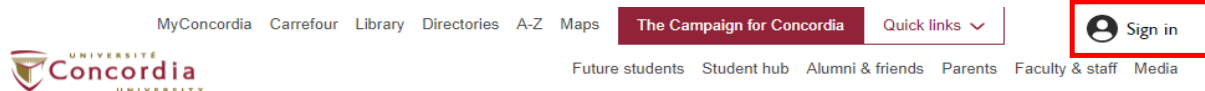
Regardless of the position, **it must meet the following criteria** to be eligible for the Co-Curricular Record.

- It cannot be an position required for academic credit
- The positions are unpaid
- It must be connected to an on-campus opportunity
- Only positions for the current academic year will be accepted

In the event that the position you participated in is not in the database you can add it by follow these.

Step #1

Sign in to the Student Hub by entering your netname and password. (concordia.ca/students)

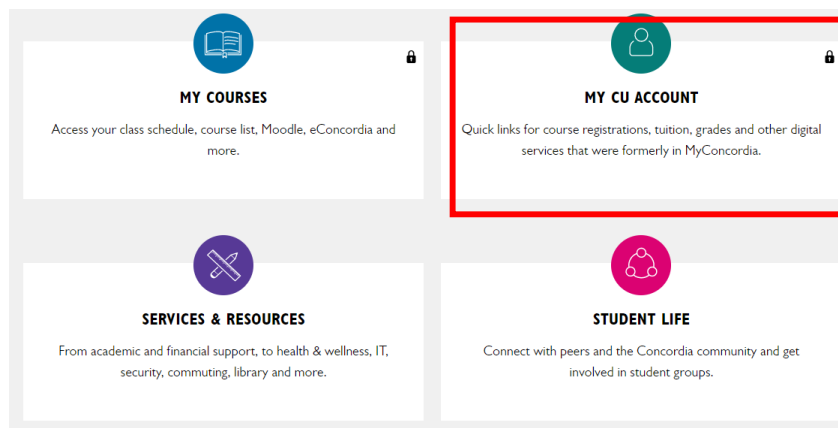


Student Hub

MY COURSES MY CU ACCOUNT SERVICES & RESOURCES STUDENT LIFE EVENTS

Step #2

To access the Co-Curricular record, click MY CU ACCOUNT.



Step #3

Left menu bar, select 'Experiential learning & professional development'. Then click 'Manage Co-Curricular Record'.

My experiential learning & professional development

- Academic
- Financial
- Application for admission
- Library account
- Experiential learning & professional development**
- Personal information & accounts
- Mandatory training
- COVID-19 forms & training
- Printing & scanning

Create/update experiential learning roadmap

Use this tool to integrate experiential learning activities into your student journey.

Additional resources
[Learn more about experiential learning](#)

Activate Udemey

Activate your account so you can access Udemey courses.

Additional resources
[Learn more about Udemey](#)

Access Udemey

Develop professional skills at your own pace with more than 5,000 courses to choose from.

Additional resources
[Learn more about Udemey](#)

Register for SSC events & workshops

Register for events and workshops hosted by the Student Success Centre (SSC).

Additional resources
[Learn more about the Student Success Centre](#)

Access Co-op COMPASS

Manage all your Co-op activities, including job applications, workshops and documentation.

Additional resources
[Learn more about your Co-op COMPASS](#)

Manage Co-Curricular Record

Add activities and positions to your CCR.

Additional resources
[Learn more about your Co-Curricular Record](#)

Step #4

Welcome to the Co-Curricular Record Home Page.

Concordia University

CCR APPROVED

Home | Dashboard

Co-Curricular Record

Position Request Form

Logout

Welcome Blossom Clause

Dashboard

Overview My Account

Welcome to your CCR!

All positions will need to be entered for the 2019-2020 academic year.

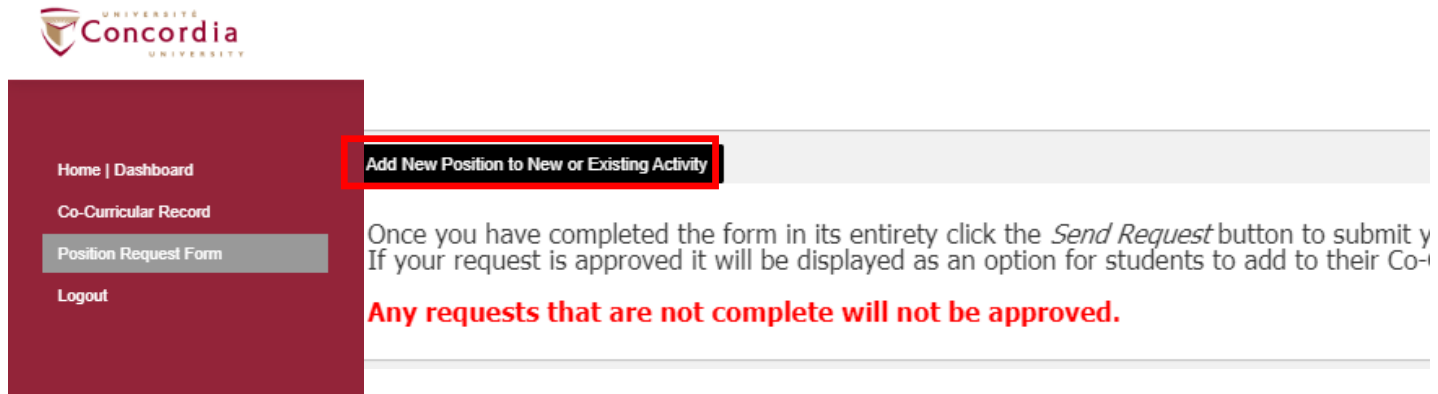
Select *Position Request Form* and please **read the guidelines** for submitting a new position to CCR Database as new procedures have been set.

NOTE: When completing the Activity section, this will only need to be completed once. At the time only one position can be entered. Until the CCR admin approves the request, only then will you be able to add multiple positions.

Note: Any important information, such as deadlines and maintenance will appear on the home page.

Step #5

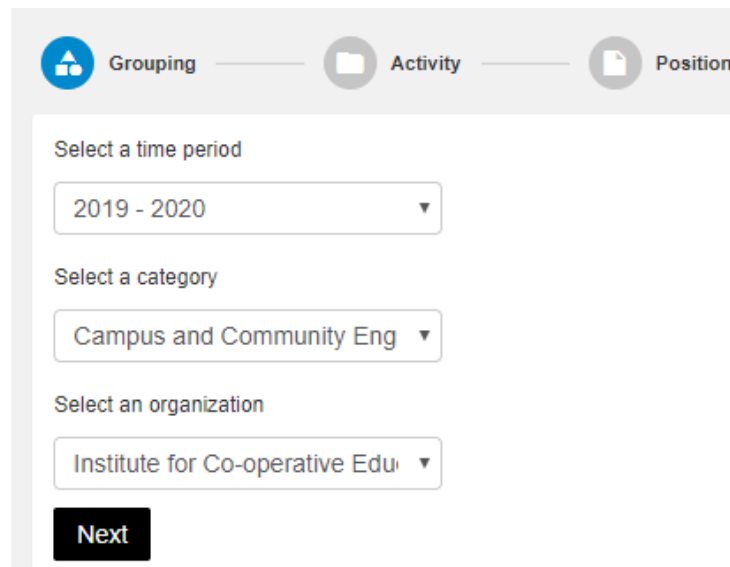
Select the "Position Request Form" on the Dashboard. Please read the guidelines and then then click "Add New Position to New or Existing Activity."



The screenshot shows the Concordia University dashboard. On the left is a dark red sidebar with navigation links: Home | Dashboard, Co-Curricular Record, Position Request Form (highlighted), and Logout. The main content area has a light grey header with a button labeled "Add New Position to New or Existing Activity" which is highlighted with a red border. Below the header, there is instructional text: "Once you have completed the form in its entirety click the *Send Request* button to submit y. If your request is approved it will be displayed as an option for students to add to their Co-". A red warning message follows: "Any requests that are not complete will not be approved."

Step #6

This will bring you to the Position Request Form. Start by selecting the category and drop down options will appear.



The screenshot shows the "Position Request Form" interface. At the top, there are three tabs: "Grouping" (active), "Activity", and "Position". Below the tabs, there are three dropdown menus: "Select a time period" with "2019 - 2020" selected, "Select a category" with "Campus and Community Eng" selected, and "Select an organization" with "Institute for Co-operative Edu" selected. A black "Next" button is located at the bottom of the form.

Note: there are four CCR categories to select from:

- Clubs & Associations
- Leadership and Professional Development
- Campus and Community Engagement
- Student Led Initiatives.

Step #7

Select the Activity. If the no activity is present, then add "new one." The activity is an overall description of the program or student group.

For Example: Community Compass -> Community Compass is a community-based experiential learning program that helps participants develop their leadership potential, self-awareness, and agency through engagement in development issues identified by community partners.

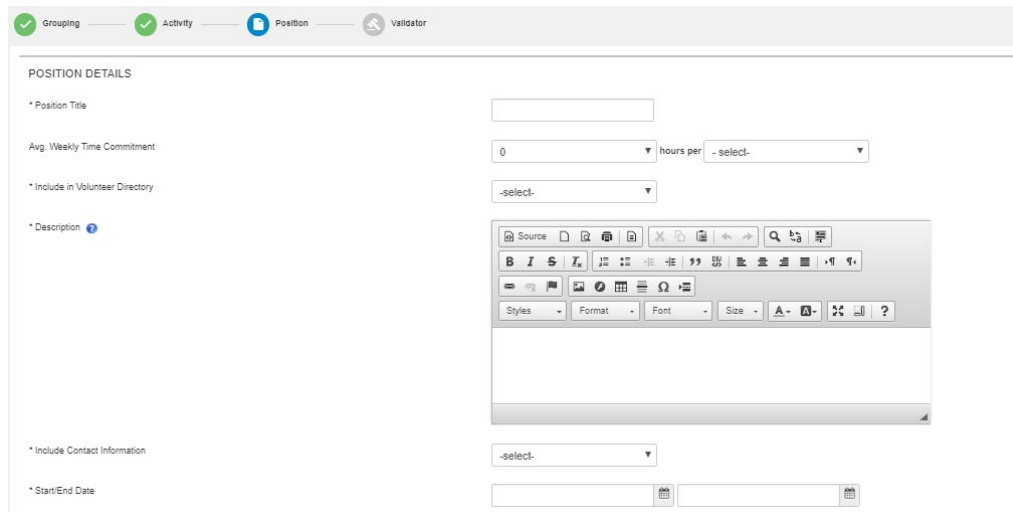
The screenshot shows a web form for adding a new activity. At the top, there is a breadcrumb trail: Grouping (checked), Activity (selected), Position, and Validator. Below this, there is a section titled "Select an activity" with a dropdown menu showing "Add New". The main section is "ACTIVITY DETAILS" and contains a rich text editor for the description. Below the editor are several form fields: "Logo" with an "Upload New File" button, "Timeframe" with a dropdown menu showing "SELECT ALL", "Fall", "Spring", and "Winter", "Total Number of Hours" with a "-select-" dropdown, "Location" with a "-select-" dropdown, and "* Activity" with a text input field. At the bottom, there is a section titled "WHERE TO DIRECT REQUESTS FOR INFORMATION" with fields for "Website" and "Contact email", each with a help icon. Finally, there are "Previous" and "Next" buttons at the bottom left.

NOTE: The activity will only need to be completed once. If you are entering it for the first time, then only one position can be entered. Until the CCR admin approves the request, only then can multiple positions can be added.

Step #8

Complete the position detail portion of the request form. Write a brief description of the position – this description will appear on the record of all students who have added this position.

- Write in third person (ex. they)
- Approximately five sentences maximum
- Don't include bullet points or characters and don't include specific dates.



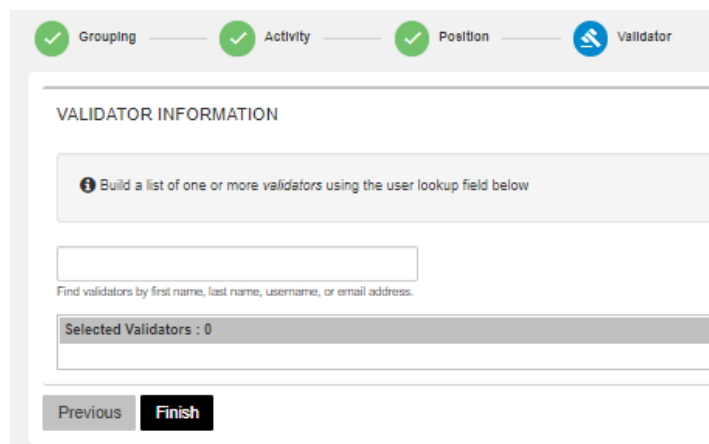
The screenshot shows the 'Position Details' section of a web form. At the top, there are four tabs: 'Grouping' (checked), 'Activity' (checked), 'Position' (active), and 'Validator'. Below the tabs, the form fields are as follows:

- Position Title:** A text input field.
- Avg. Weekly Time Commitment:** A dropdown menu with '0' selected, followed by 'hours per' and another dropdown menu with '-select-' selected.
- Include in Volunteer Directory:** A dropdown menu with '-select-' selected.
- Description:** A rich text editor with a toolbar containing options for bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo, and search. Below the toolbar is a large text area.
- Include Contact Information:** A dropdown menu with '-select-' selected.
- Start/End Date:** Two date pickers.

Step #9

Add a Validator. A validator is responsible for verifying a student's participation in an activity. This role is an essential part of the co-curricular record and can be filled by a staff member, faculty member, or registered Concordia student who is involved within the activity.

- Include the validator name, title, email address and ID number (if possible)
- Contact us if the validator has changed, co-curricular@concordia.ca
- Don't submit a request form without a validator, it will not approved



The screenshot shows the 'Validator Information' section of a web form. At the top, there are four tabs: 'Grouping' (checked), 'Activity' (checked), 'Position' (checked), and 'Validator' (active). Below the tabs, the form fields are as follows:

- Validator Information:** A section header.
- Build a list of one or more validators using the user lookup field below:** A message with an information icon.
- User Lookup Field:** A text input field.
- Find validators by first name, last name, username, or email address.** A small text label below the input field.
- Selected Validators:** A dropdown menu showing '0' selected.
- Navigation:** 'Previous' and 'Finish' buttons.

NOTE: Don't submit a request form without a validator, it will not approved

Step #10

The activity is reviewed by CCR staff who will edit any spelling mistakes, ensure the description is in proper form, and will approve the request. Once complete, you will receive an e-mail indicating the request has been approved.