

# Positions User Guide (Students)

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## Module Overview

The Positions Module can be used to create a validated record of co-curricular or extra-curricular activities offered by the U of L or trusted partners. The experiences validated using the Positions module will be included on the MyExperience Transcript (MET). The Positions module also provides students with a place to reflect on their activities and articulate their experience in terms of the MET's competency framework.

Activities are organized into the following structure.

- 1) Category (e.g., University of Lethbridge Student's Union)
- 2) Activity (e.g., Executive Council)
- 3) Position (e.g., President).

There are three roles in the module. These are 1) Administrators, 2) Validators and 3) Student (Participants).

Portal users from all three roles can request that new positions and activities be added to the module.

## Overview of Student Role

### Student Role

**Co-Curricular Module: Student Home**

[Print My Co-Curricular Record](#) [Add a Position to my CCR](#)

Home My Record

My Record Recently Added Positions

**My Positions at a Glance**

- Approved Positions: 1
- Pending Positions: 0
- Declined Positions: 0

**President** ☆

- 1 The Executive Council will have full authority to deal with all matters which are of an executive character.
- 2 The Executive Council must report all decisions publicly by way of providing minutes in a medium which is accessible to all members.
- 3 A decision of the Executive Council may be overruled by a two-thirds (2/3) majority vote taken by the General Assembly.

What is this role?

- This role allows students to search opportunities.
- Students are able to complete the Positions Request form for new activities
- Students are able to report on activity participation
- Students are able to reflect on activities
- Students can self-select the competencies they have gained from the position

For whom is this role?

- All students

## Requesting new activities (All Roles)

To request a new activity on the record, complete the Positions request form.

The screenshot shows the University of Lethbridge website's navigation menu on the left, with 'Positions' highlighted. The main content area is titled 'Position Request' and contains the following text:

Use this form to request a new *position* be added to the Position Record. Positions might include leadership roles (e.g. ULSU and GSA executive & council roles), or peer mentor opportunities managed within Student Affairs and/or the Academic Units. Other positions may be considered but must meet eligibility criteria. These experiences must be validated before being included on a students' Experiential 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 position records. This must be done through the Position Record Tab. To add a position to your record that is already in the system, go to:

Positions > Actions you can take... > Add a position to my record

Once you have completed this form in its entirety, click the send request button at the bottom of the page to submit your request.

**Add New Position to New or Existing Activity**

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

The request form can be completed by Administrators, Validators and Students.

### Overview of the Position Request form

The form is broken down into the following sections. Further details are provided below.

**Note: You are only required to fill out the sections with an asterisk \* all other sections are optional**

1. Select Category and Activity
2. Activity Details
  - 2.1 Where to Direct Requests for Information
3. Positions Details
4. Position Contact Information
5. Anticipated Competencies
6. Applicant Information
7. Validator Information
8. MET

The screenshot shows the 'Grouping' step of the form. At the top, there is a navigation bar with icons for Grouping, Activity, Position, Competencies, Validator, and Requestor. The main form area contains the following elements:

Select a time period

Select a category

**Next**

## 1. Select an Activity

**Time Period:** Preselected, managed by the system administrator.

**Category:** Name of the trusted partner or validator group in question (ULSU, GSA, Enrolment Services)

- Select existing category or add new if you don't see your category

***\*If you are unsure of the appropriate category, or activity, please contact an administrator***

**Activity Name:** The group (Executive council, General Assembly)

- *The Experiential Catalogue performs searches based on the Activity Name*
  - *Positions associated with this Activity will be listed within this Activity Posting*
- Select existing or add new

### 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.

#### SELECT AN ACTIVITY

Select a Period

Category \*

Activity Name \*

If you select an existing activity, you will be prompted to select an existing position. You *are not required* to select one of these existing positions and can simply close the window.

If you select an existing activity *but no appropriate positions are available*, the activity details will auto-fill and be non-editable. Simply scroll past the activity details to the positions details section and continue.

## 2. Activity Details (will appear in the Experiential Catalogue listing)

**Description:** Describe your ACTIVITY

**Timeframe:** specify terms (All categories/activities are tied to an academic term in a previous step, but some activities carry over multiple terms and some do not)

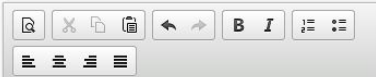
**Logo:** Upload your logo.

**Total Number of Hours:** Select an hour range from the drop down. If you are unsure, select 'variable'

**Location:** On or off campus or both

### ACTIVITY DETAILS

\* Description



This is the Activity Details in the CCR Request form.  
This will show up as the main description in the Experiential Catalogue.

body

Logo

[Upload New File](#)

\* Timeframe

DESELECT ALL

- Fall
- Spring
- Summer

\* Total Number of Hours

Variable

\* Location

On Campus

### 2. 1. Where to Direct Requests for More Information (will appear in experiential catalogue)

**Website:** Provide a link to any external website. This link will appear in the Experiential Catalogue.

**NOTE:** The Experiential Catalogue can be found [here](#)

**Contact Email:** Provide a link for information requests.

### WHERE TO DIRECT REQUESTS FOR INFORMATION

Website  ?

Contact email  ?

### 3. Position Details

Position details are displayed at the top in the Positions module listing and the bottom of the Experiential Catalogue Listing.

**Position Title:** The name of the actual position.

*The position title entered here will be included in the experiential catalogue listing for the activity*

**Average Time Commitment:** Specify the number of hours required by this position.

*Select a number of hours and whether that number is per week, per month or per semester*

**Include in Get Experience Catalogue?** <https://myexperience.uleth.ca/catalogue.htm>

**Description:** Enter the description of your position.

*This description will appear in **both** the Experiential Catalogue and the Experiential Record.*

**Include Contact Information:** Select whether to include contact information in the catalogue

**Start/End Date:** Select a start and end date *and time*

**Track Time:** (optional field) Specify a number of hours to be completed before the activity can be added to a student record

The screenshot shows a form titled "POSITION DETAILS" with the following fields and values:

- \* Position Title: President
- Avg. Weekly Time Commitment: 10 hours per Week
- \* Include in Volunteer Directory: No
- \* Description: I expect this to show up in **both** the experiential catalogue listing for the Greatest Activity **and** the experiential record of student's who have held this position.
- \* Include Contact Information: Yes
- \* Start/End Date: 05/15/2019 09:11 AM to 07/25/2019 02:20 PM
- Track Time (# of hours required in order to add to record): 30

#### 4. Position Contact Information

This information has to do with the primary point of contact for the position. The Position contact should be someone who is able to both a) respond to student inquiries and b) provide confirmation of participation to activity validators.

**Name:** *This is the only required field.* This can be a name or a job title (i.e.. Vice President Student Affairs)

*This position/person should be able to confirm/verify the hours for the position*

**Email:**

**Phone:**

**Website:**

**Counts for Academic credit on Transcript:** If you are not getting course credit for this position, select No

**Description of Contact's Position:**

**How do students sign up for this activity?** (do they apply, are they voted in, contact the above, etc.)

**The Activity/Program:**

**Cost:**

**Provides compensation:**

**Facebook:**

**Twitter:**





The competencies will be reflected in the experiential catalogue posting for your position.

**ANTICIPATED COMPETENCIES**

Metacognitive Development  
Interpersonal Development  
Personal Development  
Humanitarian and Civic Engagement  
Cognitive Development

SELECT ALL    Filter

Research  
 Assess, Weigh and Manage Risk  
 Effective reasoning  
 Problem-solving  
 Thinking outside the box

## 7. Validator Information

***This section has no required fields.*** Validators must be assigned by the system administrator.

**First Name**

**Last Name**

**Position**

**Email**

**Phone**

**VALIDATOR INFORMATION**

First Name   
Last Name   
Position   
Email   
Phone

[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.

## 8. Requestor Information

Enter *your* information. **This should autofill** based on your account information, but the position field will likely be empty.

**First Name**

**Last Name**

**Position**

**Email**

**APPLICANT INFORMATION**

Information of submitter of Activity Submission Form.

First Name \*

Last Name \*

Position \*

Email \*

Phone \*

## Adding a Position to My Record (Student)

This section outlines the process for requesting that a position be added to your record.

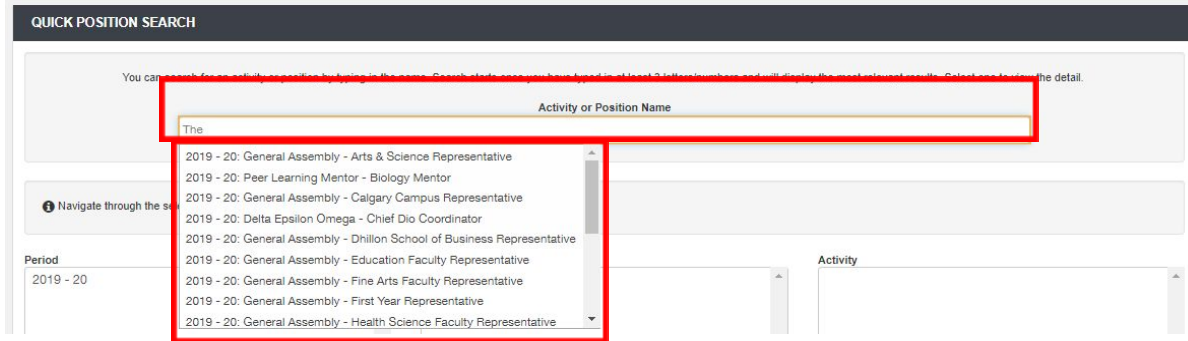
**Please note that all position requests are subject to validation/verification before they are reflected on a student's experiential record.**

To search positions, navigate to the Positions module and click the blue "Add a Position to My Record" button.

You will be taken to the Quick Position Search Page.

From here, there are two ways to search for a position. You can either search by activity or position name or narrow your search to a particular activity.

### 1) Search by activity or position name



- Type the name of the position or activity into the text box.
- When you see the name of the position you want added to your record, click it to be taken to the **Record Position Details** page (outlined below).
- If your position does not appear in the search results, you may need to complete the Position Request form.

## 2) Narrow your search to a particular activity

● Select the appropriate Time Period, Category and Activity

● All visible positions for the activity you have selected with be listed

● For each position listed, you can either view the position details or add the position to your record

- If you choose to add the position to your record, you will be taken to the **Record Position Details** page (outlined below)
- If you choose to **View the Position Details**, you will be taken to a detailed **Position Overview**

**Position Overview: The Greatest Activity - President**

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

Position Info	
Time Period :	2019 - 20
Category :	The Greatest Category
Activity :	The Greatest Activity
Position :	President

**Add Position To My Co-Curricular Record**

Position Details	
*Position Title	President
Average Time Commitment	10 hours per Week
*Include in Volunteer Directory	No
*Description	I expect this to show up in <i>both</i> the experiential catalogue listing for the Greatest Activity <i>and</i> the experiential records of students who have held this position.
*Include Contact Information	Yes
*Start/End Date	May 15, 2019 09:11 AM to Jul 25, 2019 02:20 PM
Track Time (# of hours required in order to add to record)	30

Position Contact Information	
*Name	Position Contact Information Name
Email	Position Contact Information Email
Phone	Position Contact Information Phone
Website	Position Contact Information Website
Counts for Academic credit on Transcript	No

- From here, you can click the blue “Add Position to My Co-Curricular Record” button.
- After clicking the blue “Add Position to My Co-Curricular Record” button, you will be taken to **the Record Position Details Page** (outlined below).

## The Record Position Details Page

The Record Position Details page is split into two sections.

***Changes to either section must be saved prior to making changes to the other section. Failure to save changes from one section can before moving to another section will result in lost work!***

- 1) **Record Position Details:** This section includes a basic overview of the position details and provides a space for students to enter a personal reflection comment and select a number of competencies.
  - After adding a reflection and competencies, press the blue “Update Record Position” button.

*Please note that personal reflection and competencies can be edited prior to validation*



Update Record Position Remove Position from Student Record

### RECORD POSITION DETAILS

Record Position Status: Pending

Time Period: 2019 - 20

Category: University of Lethbridge Student's Union

Activity: General Assembly

Position: Residence Representative

Personal Reflection Comments:

You have selected 0 of the required 0 to 6 competencies

Metacognitive Development

Interpersonal Development

Personal Development

SELECT ALL Filter

Identifying and Dealing with Barriers to Success

Patience and Persistence with Large Tasks

Active Observation

- 2) Total Hours Entry:** Hours can be associated with the activity (and reflected on the MET) by clicking the blue “Add Hours” button.
- Enter the date, number of hours and a brief note regarding the time spent on the activity and click “Save.” In some cases, where a separate report of your hours is submitted to the position validator, you may simply need to add the total hours to the time entry.

### TOTAL HOURS ENTRY

This position requires you to track 0 hour(s) of involvement before adding it to your record.

Current total: 0 hour(s) - You have achieved the required hours

Update Record Position Remove Position from Student Record

**Time Spent on Residence Representative** [← Overview](#) [← Back to Position](#)

Date

Hour(s) spent

Notes

***Changes to either section must be saved prior to making changes to the other section. Failure to save changes from one section can before moving to another section will result in lost work!***

Once you have added your reflection and your hours, your request will be reviewed by a validator.

If the position is approved, it will appear on your MET.

## Questions

If you have questions or concerns about the MET, please contact Kyra Gillert at [k.gillert@uleth.ca](mailto:k.gillert@uleth.ca)