

Involvement

The *Involvement* tool allows you to keep an accurate record of all credit hours associated with your portal. It also gives users an up-to date record of all approved and pending hours they've earned from attendance, community service projects, retreats, meetings, and other events. To access this tool, select *Involvement* on your portal's toolbar.


Student Life

Student Government Association

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Involvement

Sort

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ADVANCED FILTERS
Members:

Name	Group	Pending Hours	Approved Hours
 Travis S Lee View Details	Administrators, Members, Student Union Committee, Potential Members	3.00	204.87
 Valarie Stuart View Details	Administrators, Members	2.50	88.50
 Adam R Cebulski View Details	Administrators, Members, Event Committee	1.50	725.50

From:
To:

The involvement tool can look very different based on your permissions for that tool. If you are a basic user with view-only access, the first thing you'll see is a list of your involvement. Each entry will list a date, category, hours, and status. If you have any pending hours, they will appear at the top of the page.

Involvement Entries for Dale E Anderson

Approved Hours

Submitted	Event / Activity	Category	Hours	Attendance
Aug 26, 2015	New Officers Orientation Aug 26, 2015	General	1.0	ATTENDED
Jul 28, 2015	Student Organization Fair Jul 28, 2015	General	2.5	ATTENDED
Sep 21, 2011	SGA - General Meeting Feb 24, 2015	General	1.0	ATTENDED
Sep 17, 2014	New Officers Orientation Jan 21, 2015	General	1.0	ATTENDED
Jan 13, 2015	Legislative Learning Day Jan 09, 2015	Member Education	1.6	ATTENDED

Add Involvement Entry

▼ Export

ADVANCED FILTERS
From:
To:

Below your existing hours is the ability to submit a new involvement entry. Use this form if you're trying to log hours in the organization whose portal you're currently viewing. Complete all of the required fields on this form. When you submit the entry, the portal administrators will be prompted to approve the hours. The reference you enter may also be notified if your community settings allow for this.

CREATE A NEW INVOLVEMENT ENTRY

Agency (If desired organization is not Student Gov't)

Category

Activity Name **REQUIRED**

250 character limit. (250 left)

Start Date **REQUIRED**

End Date

Total Hours **REQUIRED**

Administrators

Administrators and users with *Manage* access will see all members of the portal and the number of pending and approved hours associated with their account. By default, users with pending hours are bumped to the top of the list and everyone is sorted alphabetically after that. Use the filters on the right side of the page to view all users that have ever received participation in your portal. You can also narrow the results by group or date.

Use the search at the top of the list to locate a specific user. Select *View Details* under the name of the user to view their pending and approved entries. This page provides administrators direct control to approve or deny entries, and also edit past entries. Hover over the wrench icon to the right of each entry and select *Edit* if you need to make any changes.

Involvement Entries for Valarie Stuart

Pending Hours

Submitted	Event / Activity	Category	Hours	Status	Actions
Nov 10, 2014	SGA - Car Wash Nov 11, 2014	Service	2.5	Approve · Deny	
Total:			2.5		

Approved Hours

Submitted	Event / Activity	Category	Hours	Attendance	Actions
Nov 12, 2014	Aspen Trip Nov 12, 2014	Social	5.0	UNMARKED	

Add Involvement Entry

▼ **Export**

ADVANCED FILTERS

From:
Start Date

To:
End Date

Filter

Another important feature is the ability to export involvement hours. On the list of users, use the *Export* tool in the top right to get a quick breakdown of pending and approved hours for each user. If you use the *Export* tool while viewing the hours of a specific user then it will give you a complete breakdown of the user's approved entries.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to ttlctraining@uhd.edu.