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.

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.

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

None

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.

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.