



uOttawa

Centre Michaëlle-Jean pour l'engagement
mondial et communautaire
Michaëlle Jean Centre for Global
and Community Engagement

QUICK REFERENCE SHEET FOR COMMUNITY PARTNERS

A Step-by-Step Guide to your Community Engagement Navigator Account

*This document provides instructions for performing the following actions on our **Community Engagement Navigator**: Creating an account, creating placements, approving student hours/timesheets, completing student evaluations, and reposting placements for future semesters.*

A) Creating an account on the Navigator:

Each organization needs at least one person to have a “contact” account to manage volunteer placements and participate in our program. [Accounts can be created on the Community Engagement Navigator at the following link: bit.ly/2aYTM2M](http://bit.ly/2aYTM2M)

To view a video tutorial on how to create an account, please click on the following link: <http://bit.ly/29UTlwT>

- 1) Click on ‘Are you a new user?’ And then click on ‘Community Partner Registration’.
- 2) Enter your personal information as a contact on the ‘Community Partner Registration’ page (a Community Partner can have more than one contact).
- 3) The ‘Community Partner Registration’ page will open and you will be able to fill out the information regarding your organization. **IF** your organization already exists in our database, enter the name of your organization next to ‘Community Partner’ and select ‘Search.’ We recommend using a key word from your organization name when performing the search. Double click on your organization name and your account will be created under it.
- 4) When you have completed the information, click on ‘Save’ in the ‘Options’ menu on the left side of the screen. Your account has been created (**Go to step 8**).
- 5) **IF** your organization does not exist, select ‘Create new community partner’ which will appear after step 3. You will then be asked to provide your organization’s address. Once complete, click ‘Save’ then ‘Close’ in the ‘Options’ menu. This will take you back to the main login page ‘Community Partner Registration’ where you can complete the information requested.
- 6) You can now enter the name of your organization under ‘Community Partner’ and double click on the name once it appears. In the ‘Contact Type’ field you can select one of the following options: Director, Placement Supervisor or Other. Select ‘Director’ only if you have the authority to view all placements within your organization (including those posted under others’ accounts).
- 7) You will then be asked to verify your address once again. Click ‘Close’ in the ‘Options’ menu.
- 8) Log into your account with your username and password. This will then bring you to the Homepage where you can manage your account.

B) Creating placements:

For a video tutorial on how to create a placement, please click on the following link: <http://bit.ly/29QSbjY>

- 1) [Log into your account here \(Your email is your Username\): http://bit.ly/2aYTM2M](http://bit.ly/2aYTM2M)

- 1) Once logged in, click ‘Placement’ and select ‘New Placement.’
- 2) Complete the placement description and all the required details.
- 3) Once you have completed entering your placement, click ‘Save.’ You will be asked to verify your address. Once complete, you can logout or select another option in the Navigation Bar. Note, you may click ‘Save as Draft’ instead of ‘Save’ if you wish to revise it before officially submitting it for approval.
- 4) If you need to modify your contact information, placement details, or if you wish to remove a placement at any time during the semester, please contact your placement officer for assistance. Prior to each session, your Placement Officer will contact you to ask if you want to repost your placements.



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C) Approving student hours/Timesheets:

For a video tutorial on how to approve student timesheets, click on the following link: <http://bit.ly/29EuLU9>

- 1) [Log into your account here \(Your email is your Username\): http://bit.ly/2aYTM2M](http://bit.ly/2aYTM2M)
- 2) Place pointer over 'Timesheets' tab and click 'Search'.
- 3) In the drop down menu for 'Term,' select the term in which your volunteer began their placement, then scroll down and click 'Search.'
- 4) A list of student volunteers will appear. To approve hours quickly, select the checkbox next to the student name (you can approve all entries at once), and click 'Approve' in the top left corner under the 'Options' menu. To view each entry by a student, click 'View Timesheet' in the table. Here you can see all the dates and descriptions that the students have entered.

D) Completing student evaluations:

For a video tutorial on how to complete student evaluations, click on the following link: <http://bit.ly/29EuLU9>

- 2) [Log into your account here \(Your email is your Username\): http://bit.ly/2aYTM2M](http://bit.ly/2aYTM2M)
- 3) Place pointer over 'Evaluations' tab and click 'Search'.
- 4) In the drop down menu for 'Term,' select the term in which your volunteer began their placement, then scroll down and click 'Search.'
- 5) A list of student volunteers will appear. In the table, choose a student for whom you'd like to complete an evaluation, and click on 'View Evaluation' in the same row as their name.
- 6) Complete the quick questionnaire (8 questions, 5 minutes maximum) and click 'Save'. **Please note that once submitted, it cannot be edited.**
- 7) This process should be completed for each volunteer. Note that students doing a placement through CSL will have a course code next to their name in the table. Evaluations for these students are critical for professors.

E) Reposting placements:

- 1) [Log into your account here \(Your email is your Username\): http://bit.ly/2aYTM2M](http://bit.ly/2aYTM2M)
- 2) Place pointer over 'Placements' tab and click 'Search.'
- 3) In the drop down menu for 'Term,' select the term in which the placement you wish to repost was originally posted (eg. winter 2016), then scroll down and click 'Search.'
- 4) Click on the title of the placement you'd like to renew (this will bring you into the description view).
- 5) On the left side of the screen under 'Options,' click 'Repost placement' at the bottom of the list.
- 6) In the first drop down, choose the semester you'd like to repost to (eg. winter 2017).
- 7) In the second drop down, choose how many positions you'd like to make available to students, and click 'Repost.'
- 8) A new placement will open, and you have the option to edit the description or click 'Submit' if you are satisfied with the details. If you are not ready to submit, and need more time to revise, you may 'Save as draft' to edit it later.

Questions? Contact the Centre, or your placement officer:

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