**Creating and Activity in Collaboratory**

1. Go to <https://he.cecollaboratory.com/uncg>
2. Click **Log In** at the top right
3. Click the green **LOG IN** button
4. Sign in with your UNCG username and password
5. Scroll down and click the blue **Add Activities** button under Faculty & Staff
	1. Only UNCG faculty and staff can own an activity.
6. Select how you would like to enter the new activity
	1. Click **Be the Owner** to start your own activity
		1. If you selected Be the Owner, Read the definitions page and then click the **Begin** green button and then proceed to step 7.
	2. Click **Be the Proxy** to start an activity for someone else
		1. If you selected Be the Proxy, enter the UNCG faculty or staff members full name and email. (The email address MUST be the UNCG root email (not a secondary email address that the user has made). The root can be found through the [UNCG directory](https://ssb.uncg.edu/prod/bwzkwdrs.p_get).) Then click the grey **Enter Activity** button.
		2. Read the definitions page and then click the **Begin** green button and then proceed to step 7.
	3. Click **Invite a Proxy** if you want to ask someone else to start an activity for you
		1. If you selected Invite a Proxy, Enter the name of activity, proxy’s full name, and proxy’s email or the emails of any more than one proxy. (The email address MUST be the UNCG root email (not a secondary email address that the user has made). The root can be found through the [UNCG directory](https://ssb.uncg.edu/prod/bwzkwdrs.p_get).) Click the grey **Send Invitations** button.
		2. Once you click Send Invitation, each individual you identified will receive an email inviting them to enter Collaboratory and complete an Activity on your behalf. When they have completed the Activity, you receive an email alert asking for review and approval.
		3. Once you approve the Proxy's submission, their temporary rights over your Activity are revoked. Note that if the Proxies you identify are students, they will not be identified publicly.
7. Answer the following six questions
	1. Does the activity directly relate to a public priority or issue?
		1. Yes (continues to the next question)
		2. No (indicates this is not an activity that should be reported in the Collaboratory
	2. Does the activity involve one or more external community groups, organizations, agencies, or neighborhoods?
		1. Yes (continues to the next question)
		2. No (indicates this is not an activity that should be reported in the Collaboratory
	3. Is the activity directly connected to a credit-bearing course?
		1. Yes (creates a required field in the activity form for your to add a course)
		2. No (does not create a required field in the activity form for your to add a course)
	4. Is this activity directly connected to research or creative activity?
		1. Yes (Information for internal use only)
		2. No (Information for internal use only)
	5. Are mutual benefits articulated for both the institution and external community entity?
		1. Yes (takes you to one more question)
		2. No (notes the activity as public service)
	6. Does the design and/or implementation of the activity include an exchange of knowledge and/or expertise with the external community entity?
		1. Yes (notes the activity as community engagement)
		2. No (notes the activity as public service)
8. Enter the Activity name and click the blue Next Steps button. (This is required at this time, but it is editable later.)
9. Congratulations! You have established your activity. You can now enter more information about your activity by completing the 6 pages (Basic Info, Partners, Primary Focus, Details, Outcomes, and Submit). See below for FAQ’s that might be helpful. At any time you can click on 6 Submit and click the blue **Save & Exit** button, to save your work and come back later. When you are finished with entering your information, click the red **Submit** button.
10. If you Save & Exit, to get back to the editing mode:
	1. Go to <https://he.cecollaboratory.com/uncg>
	2. Click **Log In** at the top right
	3. Click the green **LOG IN** button
	4. Sign in with your UNCG username and password
	5. Click on the **UNCG logo** at the top left (this will activate your Network dropdown. You can filter your Network by Activities only by clicking the Activity icon, or you may search content via key word.
	6. You should see your draft Activity in this list
	7. Click the title of your Activity
	8. Click the grey **Actions** button
	9. Click **Edit**

**Frequently Asked Questions/Tips**

* General
	+ What information must I complete to submit?
		- You have to complete all the fields with a red asterisk before submitting. You will be able to sign in and add to or edit the fields even after you submit.
	+ What are the red and green buttons?
		- Red buttons mean that field is “off” or answered as “no”
		- Green buttons mean that field is “on” or answered “yes”
	+ What does the image of the eye with a slash through it mean?
		- That means your answers in that field are private and will not be shared with the public. These fields may be used internally at UNCG to better understand community engagement and public service activity.
* Basic Info
	+ Why is my image not uploading?
		- This feature in Collaboratory is being updated. We really want a picture, so please email it to Lori Kniffin, lekniffi@uncg.edu, with the name of your activity and she will upload the image after the activity has been submitted.
	+ How many programs or strategic initiatives can I choose?
		- You can select all the programs or strategic initiatives that are related to your activity.
	+ What if my activity happens at multiple locations?
		- If it is a small number of locations, you can enter the sites separately. If it is an overwhelming amount of locations, select **Activity is not location-based (e.g., online**)
* Partners
	+ Should I list old funding?
		- Collaboratory should reflect the current state of your activity. List any funding that has been provided within the last year.
* Primary Focus
	+ What will the populations and areas of focus be used for?
		- These will connect your activity through the search feature and reporting. Therefore, you want to focus on what is “most important” for your activity. If your activity is about family health and wellness education, it is best to select *families* and *general public* and *health and wellness education/training* than all the possible people who may attend an event or all the topics that may be lightly impacted.
* Details
	+ What if student involvement has changed over time?
		- Collaboratory should reflect the current state of your activity. List any student involvement that has been within the last year.
	+ How do I estimate the number and hours of students?
		- Give your best estimate of the number of students who have been involved in the last year.
		- Give your best estimate as to the average amount of hours the students have completed. For example, if you had a graduate assistant at 600 for the year and 10 students who volunteered 10 hours each. Take (600 + 100)/11 students = 64 hours. We are primarily looking for the total number of hours students have spent on this activity which should be found by multiplying the number of students by the hours per student for the entire term (or year).
	+ Do I count myself in the Faculty/Staff count?
		- Yes
* Outcomes
	+ What does achievements for community partner mean?
		- What has changed for the community partner (s) because of this activity?
	+ What does achievements for community topic addressed mean?
		- What has changed for the focus area (that you selected on Primary Focus page) because of this activity?
* Submit
	+ What do I do when I’m done editing?
		- Click the check box next to the phrase “By checking this I agree that I have reviewed this submission thoroughly and that the information provided is accurate. Falsification of information constitutes grounds for termination of online privileges and notification to administrators.” Then click the red SUBMIT button. This alerts the UNCG Collaboratory administrators to review your activity.