

# Creating Collaboratory Activities

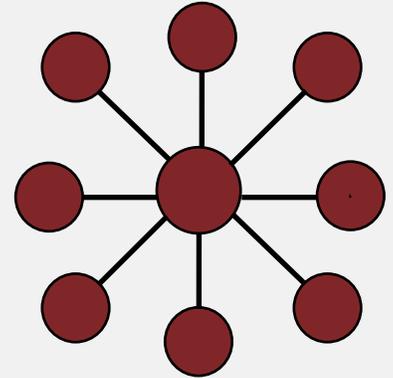
Tips to make a good activity, great!

## Center the Activity

Collaboratory is a relational database that centers the activity - what faculty, staff, and students are doing with community - as the core unit of analysis.

Putting activities at the center of the data allows faculty and staff to connect their engagement activities to a variety of other data points.

Rather than centering data around a course or program, think about what you, or your students, are doing with community.



## Title it Appropriately

Distinguish it from other activities at your institution. Avoid using *only* course or community partner names.

## Keep the Description Short and Sweet

1-2 sentences that helps the public understand the activity's purpose.

## Add an Image

Give your activity visual appeal.

## Connect it to Campus-Wide Initiatives

Associate your activity with campus programs and initiatives so your work is appropriately recognized.

## Recognize Your External Partners

Identify activity partners in Step 2. If you work with partners who play multiple roles (e.g., provide funding *and* co-educate students) add those partners as Community Organizations and identify their roles. Funders are those who *only* provided monetary support.

## Select the *Target* Populations and Areas of Focus

Identify and select the populations and areas of focus that your activity specifically seeks to address. Do not select tangential data points.

## Connect Coursework

If your activity involves course section(s), connect them on Step 4. For ongoing activities, add new sections every semester.

## Identify Expected and Achieved Outputs, Outcomes, and Impacts

Illustrate the impact of your one-time or ongoing activity. "Expected" indicates what you hope or plan to accomplish. "Achieved" indicates a goal was completed.

**FOR MORE INFORMATION PLEASE VISIT [SUPPORT.CECOLLABORATORY.COM](https://support.cecollaboratory.com)**