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.

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**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.

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**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.

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FOR MORE INFORMATION PLEASE VISIT SUPPORT.CECOLLABORATORY.COM