



# Experience Record (ER)

Validating student for experiences to be recognized on their ER

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## Steps to validate student experiences after receiving a request:

1. Navigate to your **Co-Curricular Opportunities: Validator Home** page by clicking **Co-Curricular Opportunities** on the left blue panel.

Co-Curricular Opportunities: Validator Home

Validation Periods\*

- Summer 2023
- Fall 2023
- Winter 2024

	Validation Details for Active Time Periods	ALL Time Period Validations
Pending:	0	0
Approved:	0	0
Declined:	0	0

Pending 0 Approved 0 Declined 0 Validator for the Following Activities

2. The **Co-Curricular Opportunities: Validator Home** page has the following:
  - a. At the top, it has the dates of the **Validation Period** for each semester.

Co-Curricular Opportunities: Validator Home

Validation Periods\*

- Summer 2023
- Fall 2023
- Winter 2024

- b. Four tabs that will show information regarding validations.

Pending 1 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 1 DISPLAYING: 1 - 1

«« 1 »»

**Note:** Outside of the validation period, these tabs will not show any information – **No Records Found**. During the validation period, you will be able to see **Pending**, **Approved**, and **Declined** requests.

3. Students can request to have an experience added to their Experience Record throughout the year. During the validation period, these requests will appear on the **Pending** tab.



Pending 1 Approved 53 Declined 0 Validator for the Following Activities

TOTAL RESULTS 1 DISPLAYING: 1 - 1

Filter Clear Sort Actions

Period	Activity	Position	Record Owner First Name	Record Owner Last Name	Record Owner Username	Added On (*)	Hours	External Position	External Validation Date	External Valid
2023-2024						Mar 7, 2024	N/A	No		

4. You can then proceed with approving / declining requests. To do so:

a. Checkmark the box beside the student request you want to approve or decline.

TOTAL RESULTS 1 DISPLAYING: 1

« « 1 » »

Period	Activity	Pot
2023-2024		

« « 1 » »

b. Click **Actions** to open a drop down. **Approve With Email** or **Decline With Email**. This will notify the student of the status of their request.

Filter Clear Sort Actions

- Approve Selected
- Approve With Email
- Decline Selected
- Decline With Email
- Email Selected Students

c. To the right of the **Pending** tab are the **Approved** and **Declined** tabs where you can view previous requests. All requests that have been approved or declined for the academic year being validated for should show up in these tabs. You can also view the list of positions and activities you are a validator for under the **Validator for the Following Activities** tab.



## Logging student hours:

- To edit student hours go to the **Co-Curricular Opportunities: Validator Home page** and navigate to **Validator for the Following Activities**. Then click on an **Activity - Position** to view it.

Pending 0 Approved 0 Declined 0 **Validator for the Following Activities**

Time Period	Activity - Position
2022-2023	University of Manitoba Orientation - Fall Orientation Volunteer
2022-2023	University of Manitoba Orientation - New Student Participant
2022-2023	University of Manitoba Orientation - Online Welcome Leader
2022-2023	University of Manitoba Orientation - Orientation Team Leader
2022-2023	University of Manitoba Orientation - Summer & Fall Orientation Volunteer
2022-2023	University of Manitoba Orientation - Winter Orientation Volunteer
2023-2024	University of Manitoba Orientation - Fall Orientation Volunteer
2023-2024	University of Manitoba Orientation - New Student Participant
2023-2024	University of Manitoba Orientation - Orientation Team Leader
2023-2024	University of Manitoba Orientation - Summer & Fall Orientation Volunteer
2023-2024	University of Manitoba Orientation - Winter Orientation Volunteer

- This will bring you to the **Position Overview**. Navigate to **Participants** and click on **View Record** for the student you wish to edit hours for. Under **Time Tracking** click on the **Log Time** button. Edit the hours within the pop-up window and click **Update**.

TIME TRACKING  
13 hours logged  
**Log Time**

**Note:** To log hours for another **Activity – Position** you will have to go back to the **Co-Curricular Opportunities: Validator Home page** and click on **Validator for the Following Activities** tab.

**Note:** Validators will still be able to edit and log hours for students after approving an Experience Record notation.



## Steps to validate student experiences without receiving a request:

If you know of students who have not requested a certain position to be added on their record, you will have to manually add the position to their record. To do this:

1. Navigate to your **Co-Curricular Opportunities: Validator Home page** by clicking **Co-Curricular Opportunities** on the left blue panel.

Pending 1 Approved 0 Declined 0 Validator for the Following Activities

TOTAL RESULTS 1 DISPLAYING: 1 - 1

<< < 1 > >>

2. From **Co-Curricular Opportunities: Validator Home page** navigate to the **Validator for the Following Activities** tab and select the **Activity - Position** you would like to add students to. This takes you to the **Position Overview** page.

Pending 0 Approved 0 Declined 0 Validator for the Following Activities

Validator for the Following Activities

Time Period	Activity - Position
2022-2023	University of Manitoba Orientation - Fall Orientation Volunteer
2022-2023	University of Manitoba Orientation - New Student Participant
2022-2023	University of Manitoba Orientation - Online Welcome Leader
2022-2023	University of Manitoba Orientation - Orientation Team Leader
2022-2023	University of Manitoba Orientation - Summer & Fall Orientation Volunteer
2022-2023	University of Manitoba Orientation - Winter Orientation Volunteer
2023-2024	University of Manitoba Orientation - Fall Orientation Volunteer
2023-2024	University of Manitoba Orientation - New Student Participant
2023-2024	University of Manitoba Orientation - Orientation Team Leader
2023-2024	University of Manitoba Orientation - Summer & Fall Orientation Volunteer
2023-2024	University of Manitoba Orientation - Winter Orientation Volunteer

3. Navigate to the **Participants** tab. This tab lists every student who has received recognition for the academic year.

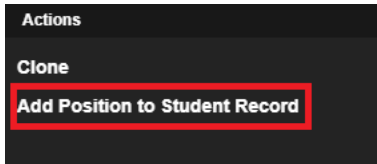
Position University of Manitoba Orientation - Fall Orientation Volunteer

Overview Validators 2 Participants 45 Interactions Audit

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- Click the circle with vertical ellipses on the bottom right of the page. This is the actions button and will open an **Actions** pane on the right side of the page.
- Click **Add Position to Student Record**. This will open a pop-up window.



- Type in the students' @myumanitoba.ca email address in the **User Look-up** field and click their name. This will add the students' emails into the **User to add** field.

**Note:** Be careful of selecting the correct student in the case of similar or same names.

**OR**

If you have multiple students you would like to add to this specific position all at once, you can copy and paste their @myumanitoba.ca emails directly onto the **User to add** field. You can upload **150 student emails**, @myumanitoba.ca, at one time using this method.

**Note:** Be sure there is only one @myumanitoba.ca email per line.

**Add a Student to a Co-Curricular Position** [X]

**User Look-up**

*Search for a user by first or last name, email address, username, or user ID.*

OR

Enter a User ID (one per line) for each Student that should be added to this position

**User to add\***

**Validation Status**

- Approved
- Approved
- Pending
- Declined

[X]

Add Close

- Set the **Validation Status** to **Approved**.

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8. Once you have the **Validation Status** to **Approved**, check that the **Email the newly added participants** field is checked. Then click **Add**.

Validation Status

Approved

Email the newly added participants

Add Close

**Note:** To add students to a different position, navigate back to the **Co-Curricular Opportunities Home page** then click on the **Validator for the Following Activities** tab.