

CO-CURRICULAR RECORD

a tool to track your non-academic achievements



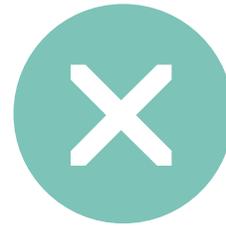
A Guide To Tracking Virtual Student Engagement

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Track opportunities where students took significant action

- Attended a synchronous session (presentation, Zoom hangout)
- Followed a tutorial and submitted photos or videos of their work
- Actively participated in a challenge or activity and submitted photos or videos of their participation
- Wrote tips for you to share to support student success (suggested min. 30 words)
- Volunteered their time to contribute to your area



Don't count minimal engagement activities

- Liking or reacting to a post
- Viewing a tutorial, Instagram story, or Instagram Live, etc.
- Simply submitting their name or existing photo for a contest
- Replying to a post with simple or short contributions, or comments that don't contribute to overall student success

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How to track virtual student engagement using the Virtual Attendance Form

Step 1: During your welcome of your virtual event, let students know they can get a CCR position for their participation by completing the online form posted in the chat during or after the event.

Step 2: Post the link for the Virtual Event Attendance Form in the chat of your Zoom, Teams, or online platform.
mohawkcollege.ca/virtualattendanceform

Step 3: Post the information that students will need to know to complete the Virtual Attendance Form.

- Name of Event
- Host of Event
(name of facilitator department)
- Event Code (an easy and unique word that affiliates with the event and verifies that they attended)

Student Life will receive each submission and add a CCR position to the student's record. If a CCR position doesn't already exist in our CCR Catalogue, we'll create one! We'll follow up by sending you the student feedback about your virtual event.

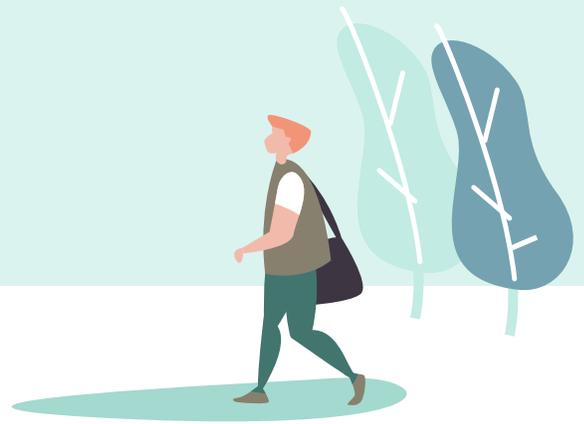
How to submit engagement to the CCR when not using the Virtual Attendance Form

Collect student numbers of your participants, and send the list to Student Life:

- Email:
student.life@mohawkcollege.ca
- Submit your student numbers in a single column list
- Include the name of your activity and a brief one sentence description
- Include the date and that the engagement took place

CCR staff will upload the appropriate position to your student's records. Unless your activity involved students volunteering their time, these online activities will not be eligible for hour tracking.

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How to advertise CCR credit for your events

Request the “CCR Approved Stamp” on your marketing materials.



State in your event description, social media post, etc. that students may submit their student number to receive credit.

Example:

“This activity can be added to your CCR.”

“Participants can also receive CCR credit.”

If your activity was advertised as CCR eligible, be sure to collect and submit student numbers to CCR staff, or use the Virtual Attendance Form.

student.life@mohawkcollege.ca

mohawkcollege.ca/virtualattendanceform