

CCR Validation Guide

Becoming a Co-Curricular Record Validator: Managing all CCR activities in one place and actively keeping track of student progress.

First Sign On :



- Go to careerconnects.msvu.ca and click "Login Now"
- Click on the staff link and enter your Orbis or MSVU username and password provided to you.
- Contact helpdesk@msvu.ca if you're unable to log in to your account.
- Once logged in, click "My Account" if prompted to change password, then change password.
- Once fully logged in, click "Dashboard" on the top left side of the window in the blue bar.

Viewing & Approving Pending Activities

- 1) The dashboard is the homepage. On the left of the screen, on the blue sidebar, click "Co-Curricular Record." This will bring you to the "Co-Curricular Module: Validator Home."
- 2) All the activities that are pending your attention/approval will be displayed. Your role is to confirm and validate that a student has completed a position and any applicable accompanying competencies.
- 3) Open an activity by clicking the student's name and review the student's submission.
- 4) Double-check to ensure there are no blank fields as the student is responsible for completing all fields before submitting for approval. (you can choose to leave a comment in the "Personal Reflection Comment" section.)
- 5) Students can choose 1 to 5 learning outcomes/competencies. If you do not agree with the competencies selected or the progress level, you must decline the submission.
- 6) If you are declining the submission, you must inform the student of the reason by selecting "send decline email," editing the generic email on a case by case basis.
- 7) The system allows you to make changes. However, we DO NOT recommend making changes then approving. We recommend declining the submission and advising the student of the reason and recommend that they re-submit.
- 8) If a student's submission is correct, click "Update Record Position." Then select "Approve Validation" within the "Action Button" (Action Button is the Blue Circle near the bottom right of the screen)
- 9) Select "Send Approved Email," the student will receive a notification of your validation.

List of "Competencies" and "Levels of Achievements." Up to 5 can be added to a CCR per position.

Social Responsibility

- Participated in service/volunteer activities.
- Demonstrated personal, professional, and academic honesty and integrity.
- Demonstrated the ability to evaluate decisions and choose ethical courses of action.

Effective Communication

- Communicated clearly in verbal or written format.
- Shared information with others using a variety of platforms.
- Demonstrated the ability to influence others through writing or speaking.

Leadership Development

- Demonstrated the ability to form a vision and set goals.
- Demonstrated the ability to lead people/groups in meeting goals.
- Exhibited positive role modelling and empowered others.

Collaboration

- Contributed to a group's achievement of goals.
- Demonstrated the ability to resolve conflicts respectfully and appropriately.
- Established mutually rewarding relationships with others.

Intellectual Growth

- Demonstrated the ability to use critical thinking in problem-solving.
- Reinforced personal knowledge by teaching others.
- Used complex information from a variety of sources to form a decision or opinion.

Appreciating Diversity

- Demonstrated an appreciation of the advantages of diversity within society.
- Showed respect for others' cultures, rights, and diverse ideas.
- Appropriately challenged abusive use of stereotypes and assumptions.

Continuous Learning

- Demonstrated the ability to make connections between in-class and out-of-class learning.
- Identified and accessed new learning opportunities.
- Showed a willingness to learn and grow.

Professionalism

- Completed tasks efficiently and ensured good quality.
- Followed organization policies (e.g. health and safety, equity, confidentiality)
- Demonstrated effective habits (e.g. punctual, responsible, time management)

Health and Wellness

- Exhibited behaviors that contributed to a healthy culture and community.
- Promoted physical and mental health and wellness to the community.
- Pursued positive physical, mental health and wellness goals.

Enhanced Self-Awareness

- Assessed personal strengths and weaknesses.
- Demonstrated empathy towards others.
- Learned from past experiences.

Spiritual Awareness

- Developed and expressed personal belief systems and a sense of purpose.
- Demonstrated the ability to compare, contrast and respect various belief systems.
- Demonstrated awareness of how spirituality may impact group dynamics.

Creativity

- Generated new ideas or original processes.
- Encouraged creativity in others.
- Generated unique, practical solutions to problems.

Career Development

- Demonstrated ability to set educational and career goals and adjust as needed.
- Demonstrated knowledge, skills, and accomplishments resulting from education, work, and volunteer experiences.
- Demonstrated ability to initiate a job search.