

CAREER CONNECTS



GUIDE TO BECOMING A CO-CURRICULAR RECORD VALIDATOR



MANAGE ALL CCR
ACTIVITIES IN ONE PLACE



ACTIVELY KEEP TRACK OF
STUDENT PROGRESS

SIGN ON

1. Go to careerconnects.msvu.ca
2. Click **"Login Now"**
3. Click on the staff link and enter your Orbis username and password provided to you from IT services
4. Once you are in click **"My Account"**
5. You will now have the opportunity to change your password

Once you are logged in with a secure password, click **"Dashboard"** on the top left side of the window in the blue bar.

VIEWING & APPROVING PENDING ACTIVITIES

Dashboard is your homepage, this is the window that appears when you log in. To the left of the screen, there is a blue sidebar that says **"Co-Curricular Record"** which brings you to **Co-Curricular Module: Validator Home**.

Here you will see all the activities that are pending your attention/approval. Your role in CCR is to confirm and validate that a student has completed a position and any applicable accompanying competencies.

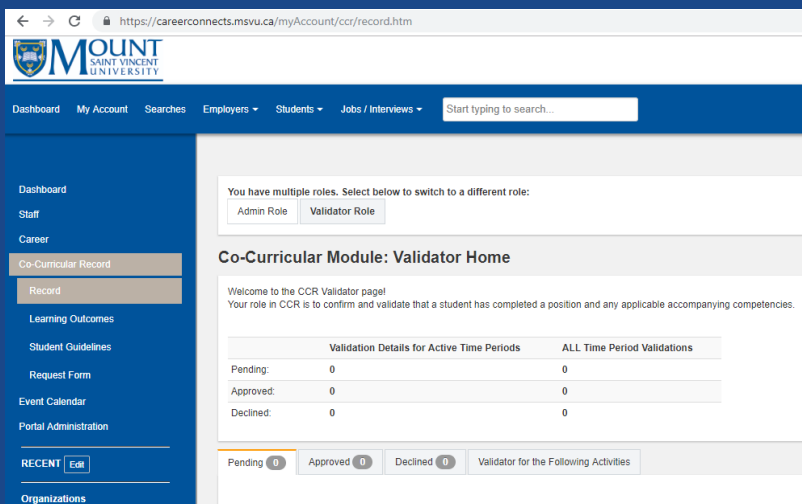
1. Ensure you open each activity by clicking the student's name. Review the student's submission. Please make sure there are no blank fields as the student is responsible for completing all fields before submitting for approval.

Note: Students can choose 1-5 learning outcomes/competencies, If you do not agree with the competencies selected or progress level you must decline the submission and inform the student of the reason by selecting "send decline email". Edit the generic email on a case by case basis.

As a validator, you may change competencies or level of progress but we do not recommend making changes and then approving. We recommend you decline the submission and advise the student of the reason and recommend that they re-submit. Click **"Add Reflection"** to view the reflection questions and answers.

2. Once you have approved, we recommend you select **"Send Approved Email"** so the student will receive a notification of your decision.

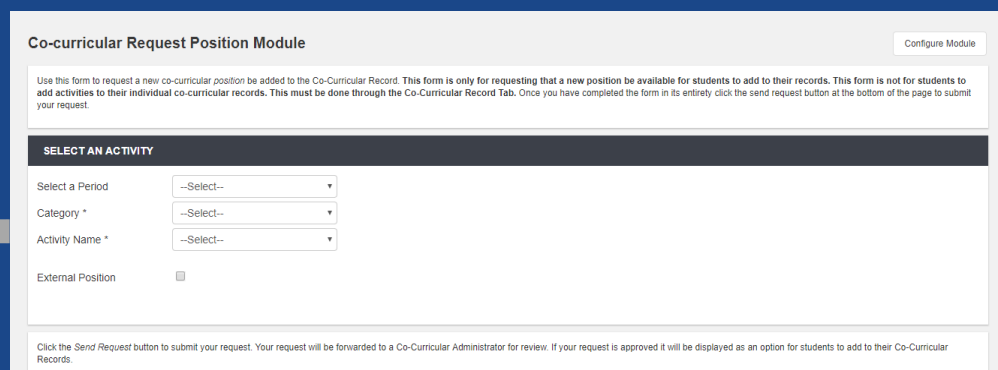
Key Screens for CCR Validator Success



This screen shows the dashboard view for validators, here you will find all the positions pending your approval and all the activities to validate

To add a new activity for CCR approval

1. click "Request Form" on the left sidebar.
2. click "Add New Position to New or Existing Activity"
3. Under "Select An Activity" choose appropriate time period and category, under "Activity Name" scroll down to the bottom and select "Add New" and continue to fill out all fields of the form



This screen will appear if you want to add a new activity or position for CCR approval, once you have filled out all fields the position will be sent to get approval from Career Services. You will be notified once a decision has been made.

Competencies and Levels of Achievement

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 conflict in a respectful and appropriate manner
- 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 advantages and challenges of diversity within society
- Showed respect for others' rights and diverse ideas
- Appropriately challenged abusive use of stereotypes and assumptions

Continuous Learning

- Demonstrated the ability to make connection 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 which contribute to a health and wellness 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 system and 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
- Provided evidence of demonstrated knowledge, skills and accomplishments resulting from education, work and volunteer experiences
- Demonstrated ability to initiate a job search

Developing: Beginning to develop basic knowledge and skills related to the learning outcome (i.e. someone new to a position or organization may be at this level)

Competent: Increasing depth of knowledge and skills related to the learning outcome (i.e. someone with some experience and beginning to apply the learning outcome to new areas within a position or organization may be at this level)

Advanced: Able to portray in-depth knowledge and skills related to the learning outcome and apply it in new ways (i.e. someone with long-term experience in a position or organization and demonstrating the ability to solve problems, train others, or create new ways of doing things related to the learning outcome may be at this level)

**FOR MORE
ASSISTANCE**

Should you have any other questions or require assistance, please contact your co-curricular record administrator at ccr@msvu.ca.



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