Adding and Editing EL Details in Engage

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UNIVERSITY OF GEORGIA

Experiential Learning

1785

- **Access Engage at https://uga.givepulse.com/group/elt/7723**

- **You will be asked to log in with your MyID through CAS.**

- **Select the activity or**
- **course you would like**
- **to access via your**
- **dashboard.**

Welcome to your dashboard!

As a volunteer or service learning student you can discover new events and ongoing opportunities, track your impact and service hours and help the causes you care most about.

- Search for events and ongoing opportunities
- Track your impact and service hours
- Invite your friends

As a coordinator you can start a community, list and manage your events and opportunities, recruit volunteers to your cause and much much more.

- Create a group, class, community or movement now!

🚩 My Registrations

📅 Upcoming Events

You have not registered for any upcoming events. Find one now!

👥 My Memberships

📖 Groups | 🚩 Events I Manage

🔍 Search By Name | 🔍 Search

Accounting Intern
This intern position works with Auxiliary Services in Finance and Administration at UGA. This

Actions ▾

♥ Your Impact: 0 Impacts | 0.00 Hours | Last impact: never

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- **Click the My EL Details button in the upper right corner of the page.**

- *(Make sure you do not select "Add Impact" for EL Details. Only information added and verified in "My EL Details" will be visible on your Experiential Learning transcript.)*

- **Click on the Actions drop-down menu and then select Edit.**

- **Fill out any appropriate details related to you experiential learning course or activity. You are not required to complete all or any of these items. The information you enter will be verified by your instructor or activity director and if approved will display on your EL transcript. Note that your instructor may request you to make changes, which will then need to be verified again. If you don't enter any information in the EL Details, the title of the course or activity will still show up on your EL transcript. (See Best Practices for EL Details on the last page)**

✱ EL Details

Status ⏱ In Progress   ✔ = Verified

Type of Product *

Exhibition
Performance   e of product from the drop-down menu, and then fill in the
Project
Thesis
Other

Title of Product *

Leadership Role (President/Site Coordinator/Etc)

If you played a leadership role or received an honor associated with this EL course or activity (e.g., President; Site Leader; Editor; Soloist; First Prize), please indicate your leadership or award title

Organization Title

- **When you have filled out your EL Details, be sure to click the SUBMIT button at the bottom of the page to save your information.**

Name of Setting

Please hit SUBMIT to apply your changes and request verification from your instructor/activity director.

Submit   Cancel

Best practices for completing your EL Details

The EL Details you enter in Engage will display on your EL transcript (ELT). They must be completed by the deadline (last day of classes) and verified by the instructor or activity director. It is up to the discretion of the instructor or activity director to verify details. The Office of Experiential Learning cannot verify your details.

EL Details are optional and are for special projects (like a thesis, presentation, or performance done as a part of the activity). Many activities will not have any material for EL Details and very few activities will have details for all fields available.

General

1. Do not use special characters (@, -, trademark, etc.)
2. The title of the course or activity will show up on your transcript. You do not need to duplicate it in the EL details.
3. Be mindful of spelling and typos
4. Only include one entry per field. If you had more than one, select the one you most want on your ELT.

The breakdown

1. Type of Product – If you have done a thesis, research project with a title, performance, etc. select this option.
2. Title of Product – Enter the title of the thesis, research project, performance, etc. **Do not list more than one project. If your activity didn't have a single project, either select one to include here, or leave this field blank.
3. Leadership Role – If you held a leadership role (president, research supervisor, etc.) or received an award for this activity, enter it here.
4. Organization title – Enter the name of the lab or host of your internship/activity. **Do not add the title of the activity. It will already be listed on the ELT.
5. Presentation Type – If you had an outside presentation, select an option here.
6. Setting Type – Enter the setting type of the above presentation, if applicable.
7. Name of Setting – Enter the name of the conference, performance venue, etc. of the above presentation.