



Build Your Future. Change Your World.



**Adding Students
to a non-credit
activity in
Engage**



**UNIVERSITY OF
GEORGIA**
Experiential Learning

- Access Engage at <https://uga.givepulse.com/group/elt/7723>
- Log in with your MyID
- This will bring you to your dashboard. All of your courses and non-credit activities can be found here.
- You can access the dashboard any time by clicking on the link in the top menu.
- Click on the name of the activity you would like to access.



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

Accounting Intern

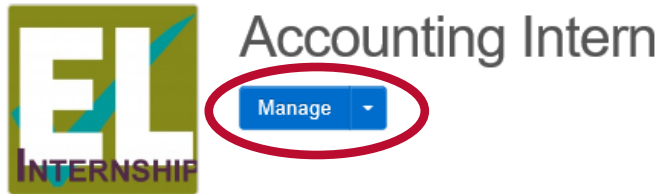
This intern position works with Auxiliary Services in Finance and Administration at UGA. This

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

Actions ▾



- This will bring you to the activity main page.
- To add students, click the blue Manage button.



[Engage Georgia](#) / [Experiential Learning](#) / [EL Non-Course](#) / [Experiential Learning: Internship](#) / [Accounting Intern](#)

[Home](#) [People](#) [Events](#) [Experiential Learning](#) [Subgroups](#) [Contact](#)

Experiential Learning

| | |
|-----------------------------------------------------------|----------------------------|
| Category | Internship |
| College/Unit/Division | Finance and Administration |
| Department | Auxiliary Services |
| Meets EL Requirement For | Education |
| Program Length | Semester |
| Program Term | Fall 2017 |
| Minimum Hours | 225 |
| Is this activity limited to a certain number of students? | Min : 0 Max: 4 |



- On the left menu, click Users, and then Add Users.

- Switch Group -

- Manage
- Edit Group
- View Public Page
- Customize

Users

- Add Users**
- Manage Users
- Manage Memberships
- Membership Requests
- Invites
- Message Members
- Message Everyone
- Export Users

Resources

- You can add one student at a time or several in a bulk upload (see next page). To add one student at a time, complete the top block with the student's first name, last name, email, and role (it should be "Member").

want to add an existing user? [Add user from network](#)

Add a user with the form below, or upload a CSV of multiple users [here](#).

First Name *

Last Name *

Role * Member

Email

User must have an email with @uga.edu in it in order to be added

Send Welcome Email * Yes

By default, the added user will receive a welcome email (with a link to claim their account if they are new to the platform).



- If you have multiple students to add, select the Upload CSV option.

hip / Accounting Intern / Manage / Users / Add

 Upload CSV

Existing user? [Add user from Network](#)

with the form below, or upload a CSV of multiple users [here](#).

Name *

Name *

Role *

Member



Email

User must have an email with @uga.edu in it in order to be added

Email *

Yes



- **Download the CSV template for uploading students here. The first name, last name and UGA email address are required.**

1. Select your **csv** file (?)

In order to import correctly, the csv file should have the following columns in this order:

- ★ 1. First Name
- ★ 2. Last Name
- ★ 3. Email Address (User must have an email with @uga.edu in it in order to be added)
4. Hours Served (optional)
5. Gender (optional)
6. External ID (optional)
7. Phone (optional)

[Download CSV Template For Import](#) ←

Browse...

- **When your CSV file is ready to upload, select Browse to find the document on your computer and then Import Users.**
- ***Note: If a student is already a member in Engage, a notification will appear stating this and that the student will be added to your activity.***



- **Students will receive an email when they have been added. They can then access the activity through the link in the email or from their dashboard if they already have an Engage account.**
- **If students don't yet have an account, they will need to create one using their UGA MyID. See the "How To" on setting up a new account.**

