



**Build Your Future. Change Your World.**

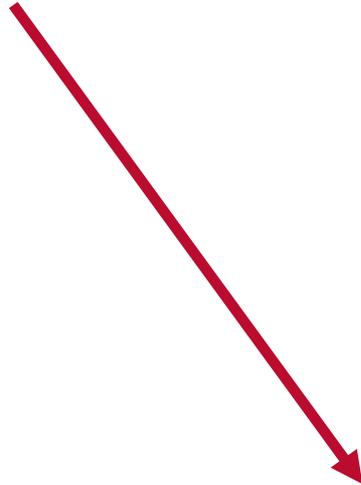


**Editing,  
Requesting  
Changes for,  
and Verifying  
EL Details in  
Engage**



**UNIVERSITY OF  
GEORGIA**  
Experiential Learning

- 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!

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**My Registrations**

Upcoming Events

You have not registered for any upcoming events. [Find one now!](#)

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**My Memberships**

Groups **Events I Manage**

Search By Name

 **Accounting Intern** Actions ▾  
This intern position works with Auxiliary Services in Finance and Administration at UGA. This  
♥ Your Impact: 0 Impacts | 0.00 Hours | Last impact: never



- Click on the blue Manage button.



## Accounting Intern

Manage

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Category

[Internship](#)

College/Unit/Division [Finance and Administration](#)

Department [Auxiliary Services](#)

Meets EL [Education](#)

Requirement For

Program Length [Semester](#)

Program Term [Fall 2017](#)



- Switch -

Manage

Edit Group

View Public Page

Customize

Users 1

Events

Impacts

Academia

Network

Experiential Learning

EL Details

Settings

Points

Resources

Alerts

You have 1 pending member

Improve Your Group

Welcome to your group dashboard. You've just started and make the most of our tour to get a lay of the land.

- List your first event
- Onboard users
- What causes do you support
- Invite others to join!

0 Upcoming Events

There are no upcoming events.

Calendar

month week day today

Sun	Mon	Tue
30	31	

- Select Experiential Learning
- and then EL Details from the
- left menu.



- This page shows all of the students enrolled in your activity or course. To edit, view, or verify EL Details, click the student name.

1 - 4 of 4 Records

Student	ELT Group	Category	Status	Approved	Program Term
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
C [redacted] n	Accounting Intern	Internship	In Progress	Yes	Spring 2018
C [redacted]	Accounting Intern	Internship	In Progress	Yes	Spring 2018
C [redacted] n	Accounting Intern	Internship	In Progress	Yes	Spring 2018
Z [redacted]	Accounting Intern	Internship	In Progress	Yes	Spring 2018



- This window shows the status (In Progress, Passed, or Attempted, Not Passed) as well as any EL Details entered by student.

✓ Approval

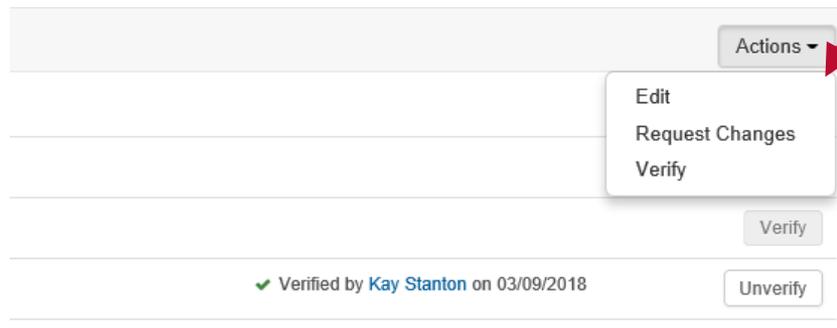
Status	⊙ In Progress	<a href="#">Update</a>
Approved	Yes	
Approved By	--	
Approved Date	--	

⊙ EL Details [Actions](#) ▾

Student Name	<div style="background-color: #ccc; width: 80px; height: 20px;"></div>		
Type of Product			<a href="#">Verify</a>
Title of Product			<a href="#">Verify</a>
Leadership Role	Senior Intern	✓ Verified by <a href="#">Kay Stanton</a> on 03/09/2018	<a href="#">Unverify</a>
Organization Title	University of Georgia Finance and Administration, Auxiliary Services	✓ Verified by <a href="#">Karen Saunders</a> on 12/14/2017	<a href="#">Unverify</a>



- **By clicking on the Actions button, you may Edit, Request Changes, or Verify the student's EL Details.**



Actions ▾

- Edit
- Request Changes
- Verify

Verify

Unverify

✓ Verified by [Kay Stanton](#) on 03/09/2018

- **When you select Edit, you have the ability to make changes to the EL Details.**

Type of Product

If your EL course or activity results in a product with a title, please select type of product from the drop-down menu, and then fill in the title.

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

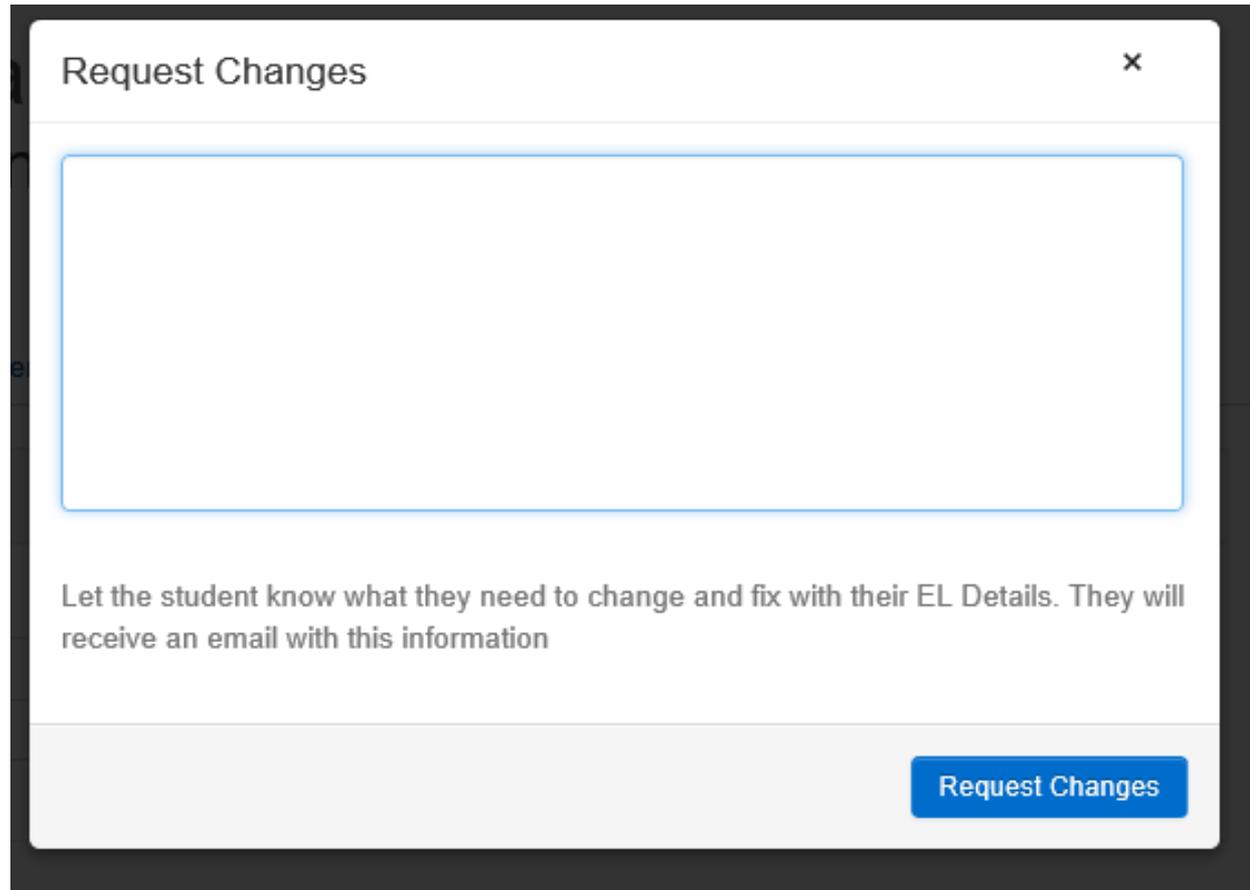
Organization Title

✓

If your EL course or activity took place in an organizational setting (e.g., internship employer, or research laboratory, or non-profit agency), please indicate the organization



- If you would like to request changes, a pop-up window allows you to write a direct message to the student.



Request Changes

Let the student know what they need to change and fix with their EL Details. They will receive an email with this information

Request Changes



- You can choose to verify a student's EL Details individually or all at once.
- To verify an individual detail, click the verify button to the right of that detail You may also unverify details.

Title of Product			Verify
Leadership Role	Senior Intern	✓ Verified by <a href="#">Kay Stanton</a> on 03/09/2018	Unverify
Organization Title	University of Georgia Finance and Administration, Auxiliary Services	✓ Verified by <a href="#">Karen Saunders</a> on 12/14/2017	Unverify

- To verify all details at once, select Verify from the Actions drop-down.
- EL Details must be verified before they are displayed on the EL transcript.

The screenshot shows a dropdown menu titled 'Actions' with three options: 'Edit', 'Request Changes', and 'Verify'. The 'Verify' option is circled in red. Below the dropdown, there are buttons for 'Verify' and 'Unverify' for each of the two details shown in the table above.

