UC San Diego

GUIDE FOR CCR VALIDATORS

Validation Overview.

1) Collect student IDs and track validation requirements.
- ✓ Your validation requirements can be found at myccr.ucsd.edu
- ✓ Tip: Track your students using the validation tracking tool at elt.ucsd.edu/validate

2) Enter student IDs into the CCR Portal.
- ✓ Login at myccr.ucsd.edu using your Active Directory SSO credentials as a Staff/Faculty Validator
- ✓ Go to "Co-Curricular Record" on the Dashboard
- ✓ Select "Validator for the Following Activities"
- ✓ Select the Position
- ✓ Select "Participants" tab then "Add Position to Multiple Student Records"
- ✓ Enter student PID (one per line), select "Send an email to newly added participants" and "Add Position to Record"

3) Review your queue of student requested validations.
- ✓ Go to "Co-Curricular Record" on the Dashboard
- ✓ Review queue of pending students
- ✓ Select students who have completed the validation requirements and click "Approve Selected"
- ✓ Select students who have not completed the validation requirements and click "Decline Selected"

See the Validation Step by Step Guide below for complete instructions with screenshots.

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Validation Step by Step Guide (with screen shots).

1) Collect student IDs and track validation requirements.

You will need students' PIDs when validating in the CCR Portal. Make sure you collect this information at some point during the program and that you store the information in a secure location with no other unique identifiers.

As the CCR validator, you will verify that students complete the responsibilities outlined in the CCR submission in order to be recognized on their Co-Curricular Record. In your submission form, you outlined these requirements (e.g. attend mandatory training, submit time tracking sheet showing 30 hours of work/engagement, submit reflection paper). You can review the validation requirements by logging in at myccr.ucsd.edu and clicking into your activity.

✓ Tip: You can track your students using the validation tracking tool at elt.ucsd.edu/validate

Student Name	Student PID	Activity Status	Validation Status
Josie Test Triton	A0123456	Complete	Validated
Joe Test Triton	A1234567	Pending	

2) Enter student IDs into the CCR Portal.

1. Login to your CCR account at myccr.ucsd.edu as a Staff/Faculty Validator using your Active Directory SSO credentials.

2. Go to "**Co-Curricular Record**" on the Dashboard.

3. Select "**Validator for the Following Activities**".

Co-Curricular Module: Validator Home

Pending 15   Approved 258   Declined 1   Validator for the Following Activities
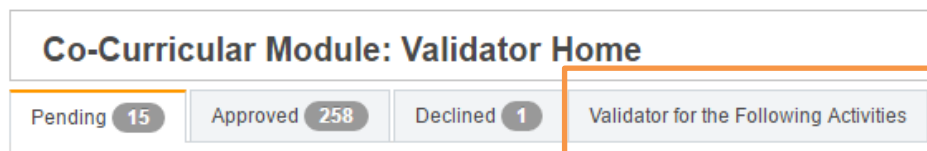
Note: You may see requests in the "Pending" tab. This is students who have added to their record and are waiting for approval. However, if you upload the list in the next steps, it will approve those requested validations.

4. Select the time period and activity/position you are looking to validate. If you thought you were the validator for an activity, but do not see it, email elt@ucsd.edu.

Time Period	Activity - Position	Pending	Approved	Declined
2013 - 2014	Alternative Breaks - Co-coordinator	0	0	0
2013 - 2014	Alternative Breaks - Executive Board Member	0	0	0

5. Select the tab "**Participants**", then select "**Add Position to Multiple Student Records**" even if it is for one student. **Do not select "Add Position to Single Record"** as it will add the student in "Pending" rather than "Approved" status and adding by student name may not be accurate (use the PID as a unique identifier).

Position Overview: Alternative Breaks - Executive Board Member

Overview   Participants 15

Add Position to Single Student Record   Add Position to Multiple Student Records
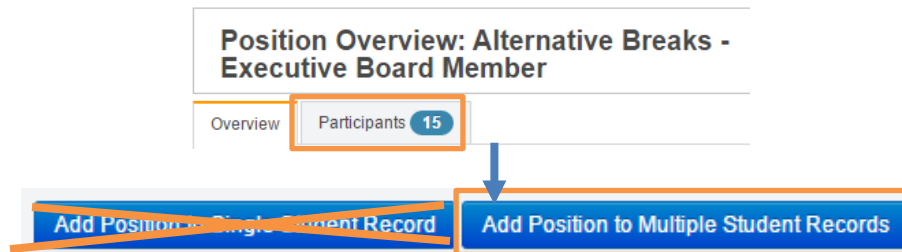
6. Drop in the PIDs one on top of another. Make sure it says approved, check off "Send an email," then select "Add Position to Record(s)". **Tip:** You can copy and paste PIDs from an excel file. Don't forget to check "Send an email" so the student is notified of the approval.

Add Co-curricular Position to MULTIPLE Student Records   ×

ℹ Enter a **User ID** (one per line) for each Student that should have this Position on their Student Record:

```
Add PIDs here
One over the other
You can copy from an excel file
Don't forget to check "Send an email"
Then hit "Add Position to Record(s)" below.
```

ℹ Select the initial **Status** of the **Record Position** that will be created for each student.

Approved ▼

✓ Send an email to the newly added participants

Add Position to Record(s)   Close

Note: When you select "Send an email to newly added participants" they will receive the following message:

Congratulations! You have been recognized on the Co-Curricular Record for involvement in an opportunity. When you login to your CCR account at View at http://myccr.ucsd.edu, you will be able to view and print an unofficial record or request an official record with your transcript.

Select the Co-Curricular Record tab. There you can select which approved positions you want to highlight on your record. Look at the competencies to help you identify and reflect on what you developed through your experience.

Once you print your record, you can use this in a number of ways. You can attach the CCR to your resume for employers or bring it to an interview, attach it to your application for graduate and professional programs, and submit it for grant/bursary/award applications. You can also use your CCR to help you prepare for your interviews, to help you write your cover letter, resume, personal statement, and applications.

If you have any questions, feel free to email elt@ucsd.edu.

The activity and position will now appear on the students' Co-Curricular Record.
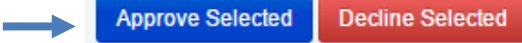
> Note: If you submit and some of the IDs do not go through, this means that the student has not logged into the system and/or an account hasn't been created. The student will need to log in to the CCR Portal to force create the account. You can ask the student to login or use the email template at elt.ucsd.edu/validate to prompt the student.

3) Review your queue of requested validations■

> After you validate students, you may notice in your "Pending" queue some requests that were not caught when you uploaded your list. Verify and approve or decline students in your queue.

1. Go to "**Co-Curricular Record**" on the Dashboard

2. Review your queue of pending students

3. Select students who have completed the validation requirements and click "**Approve Selected**"

	Period	Activity
☐		
☐	2015 - 2016	Doing Good Better, Social Innovation
☐	2013 - 2014	Doing Good Better, Social Innovation
☐	2013 - 2014	Doing Good Better, Social Innovation

→ **Approve Selected** **Decline Selected**

4. If you receive a request from a student who has not participated in the opportunity or failed to meet the validation requirements, select the student and click "**Decline Selected**." If you choose to send an email, the student sill receive the following message:

> We are sorry to report that your CCR activity validation request was denied because it did not meet all validation requirements. If you believe you satisfied the criteria, please contact the validator for clarification.
>
> If you need additional assistance, email elt@ucsd.edu.

Thank you for highlighting your students on the CCR!

CCR validation is important to help your students to track and capture their experiences and development beyond the classroom on their transcript. It also allows us to highlight your department's contribution and involvement in experiential learning at UC San Diego.

If you encounter any issues, contact us at elt@ucsd.edu.

UC San Diego
FAQ.

Why don't I see the student position I am a validator for?

In order to register as a validator in the system, login to myccr.ucsd.edu using your UC San Diego Active Directory credentials. Email elt@ucsd.edu to confirm you have logged into the system with the name of your Organization/Department. Once you have logged in, we will be able to grant you access to your CCR Opportunity.

I don't recognize a student who requested validation for one of my opportunities. What should I do?

If you receive a request from a student who has not participated in the opportunity or failed to meet the validation requirements, check off the box next to the student request and select "Decline Selected."

If you choose to send an email, the student will receive the following message:

We are sorry to report that your CCR activity validation request was denied because it did not meet all validation requirements. If you believe you satisfied the criteria, please contact the validator for clarification.

If you need additional assistance, email elt@ucsd.edu.

A student PID was not recognized by the system when I tried to validate.

If you submit and some of the IDs do not go through, this means that the student has not logged into the system and/or an account hasn't been created. The student will need to log in to the CCR Portal to force create the account. You can ask the student to login or use the email template to prompt the student.