

Configuring the Co-Curricular Transcript Layout

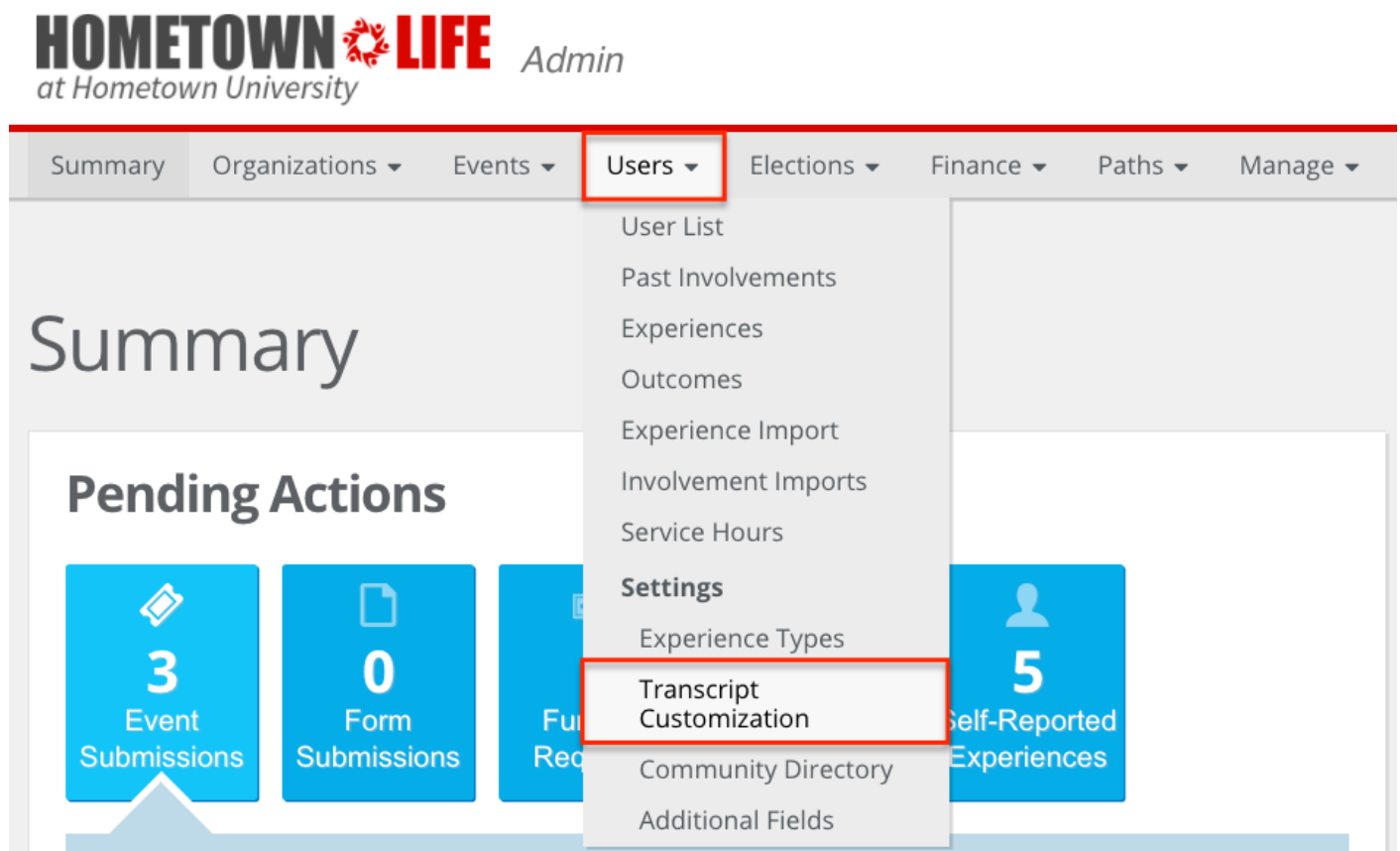
Article Number

000089570

Information

Students can use Engage to generate a record of their involvement to document experiences gained outside the classroom. This document is called the Co-Curricular Transcript, and can be used when applying for grad school, provide speaking points for job interviews, and to showcase your students' leadership experience. As a site administrator, you have the ability to determine the general customization of the CCT for your community.

To access your transcript customization, go to your *Admin* view, click the *Users* tab, and then click *Transcript Customization*.



The screenshot displays the 'HOMETOWN LIFE Admin' interface. At the top, there is a navigation bar with tabs: Summary, Organizations, Events, Users, Elections, Finance, Paths, and Manage. The 'Users' tab is selected and highlighted with a red box. A dropdown menu is open under 'Users', listing options: User List, Past Involvements, Experiences, Outcomes, Experience Import, Involvement Imports, Service Hours, Settings, Experience Types, Transcript Customization, Community Directory, and Additional Fields. The 'Transcript Customization' option is highlighted with a red box. Below the navigation bar, the main content area shows a 'Summary' section with a 'Pending Actions' card. The card contains three blue buttons: 'Event Submissions' with a count of 3, 'Form Submissions' with a count of 0, and 'Self-Reported Experiences' with a count of 5. The 'Transcript Customization' option is also visible in the background of the main content area.

If you are unable to access this option, contact your Engage consultant or the support team to ensure that transcripts are turned on for your campus.

Under the *Settings* tab, you are primarily determining what this record will look like. You can click *+Add Banner Image* to upload a header image that will appear at the top of the transcript for each user. This banner is an opportunity to brand your involvement record for your campus. Supported image files (JPG, PNG, or GIF) must be less than 100KB in size and are best within 960px X 120px dimensions.

Header

Recommended image dimensions: 960px x 120px

Note: The banner image is centered and resized to appropriately fit the document.

File size limit: 100KB

Supported file types: JPG (RGB only), PNG, GIF

[+ Add Banner Image](#)




Select whether you want to make the transcript available to students or if only administrators can generate the document. You can also update the font style and section-line color to provide consistency in the appearance of your transcripts. You will also want to specify both the system display (what appears throughout your Engage site) and the title (what appears at the top of the user's document) for the involvement record. Whether it is Involvement Record, Leadership Record, Co-Curricular Transcript, or something entirely different, select a name for your record that makes the most sense for your campus! Create header text for the transcript that will appear at the top of the document for each user.

Settings

Involvement Record Access Only administrators may create a Involvement Record for other users
 Any users may create a Involvement Record


Font Helvetica
 Tahoma
 Times New Roman
 Georgia

Line Color for Section Separators # 

*** System Display Name for Transcript**

Title for Entire Transcript Document

Header Text for Transcript




The involvement Record is an unofficial transcript of a Hometown University student's co-curricular involvement. Hometown University recognizes the impact that out-of-the-classroom experiences have on a student's learning and overall campus experience. Students are encouraged to utilize the Involvement Record to track and reflect upon their co-curricular experiences and use the document as a record of their personal Hometown University experience.

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You can then specify whether you want to display an [outcomes](#) exposure chart, which will demonstrate the user's level of exposure to various learning outcomes created by your community. You can also choose a title for this chart, the description text that will appear on the record, and a color for this chart.

Title for Outcome Exposure Chart Area

Description Text for Outcome Exposure Chart



We have identified a series of learning outcomes we want all students to have exposure to during their time at Hometown. The following chart shows the student's level of exposure to the different competency areas we have defined.

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Outcome Exposure Chart Color # 

Finally, you can customize the labels you want to appear for organization participation, positions held, outcomes, self-reflections, and footer text for the transcript. This provides you another opportunity to brand different experiences with terms and titles specific to your campus. Click *Update* when you are done.

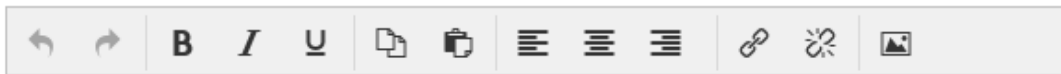
Title for Involvement History Area

Label for Positions Held Within Each Involvement

Label for Outcomes Attached to Each Involvement

Label for Involvement Self-Reflection

Footer Text for Transcript



This is an official document for the students of Hometown University as compiled by the Office of Student Life. This document lists the students co-curricular involvement during their undergraduate education.

For more information about the Involvement Record at Hometown University, please see https://www.hometownu.edu/involvement_record

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Update

KB Product

Engage

Last Modified Date

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Title

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