

Pitt-Johnstown *RealWorld Action Program* On-line Student Module

Access Campus Services: <http://campusservices.upj.pitt.edu>

Sign-In as a Student using your Pitt Username and Password

Campus Services is a secure (https://) web site. After successfully signing in, a user session will be established for you. If at any time during your session an inactivity period of 15 or more minutes occurs, your connection to the server will time-out and you will receive a page access error. You must sign-in again to continue.

After successfully logging in to Campus Services, a selection is displayed on the Campus Services' Main Menu titled: *RealWorld Action Program* – Submit Activities and View Activity Submissions History. Click the **Go** Button.

The *RealWorld Action Program* Main Menu loads and contains the following selections:

- More Information
- Manage Plans
- Enter An Activity
- View Portfolio
- Activity History
- Find Activities

More Information

Select this option to learn more about the *RealWorld Action Program*

Manage Plans

The **Plans Management Overview** page is displayed and summarizes the following for each *RealWorld* Plan: 1) Date First Created; 2) Date Last Modified; and 3) Total Number of Plan Activity Selections for “Pre-defined Activities” and “Student Added Interests.”

“Pre-defined Activities” are core or key activities reviewed and detailed by Student Affairs for achieving activity diversification and successful engagement within each of the *RealWorld* Plans. “Student Added Interests” are activities and/or interests that the student may want to pursue that are not included in the standard “Pre-defined” activities of each Plan.

To Manage a Plan

Under “Plan Configured Interests”, click **Configure** next to the appropriate Plan. The **Manage Program Plan** page displays for the Plan chosen and lists all the “Pre-defined” Plan Activity choices available for the Plan. To select or unselect a “Pre-defined” Plan Activity choice, single-click on the box located to the left of the appropriate Plan Activity. When finished selecting the Plan Activities of interest to you, click **Save Pre-defined Plan**.

Click **Overview** to go back to the **Plans Management Overview** page. Click **Print Version** for a “printable” Summary of your chosen Plan Activities and any added Activities of Interest. Refer to section “To View Plan Interests and Progress” for a detailed listing of your Plan selections and completion progress.

After completing your "Pre-defined" plan, you may add additional related activities of interest that you wish to pursue by clicking **Manage Related Interests**. Be sure to save any changes to the "Pre-defined" Plan Activity selections, by clicking **Save Pre-defined Plan** before selecting to add or manage Related Activities of Interest!

To manage Additional Related Activities of Interest, click **Manage Related Interests**. The **Manage Additional Plan Related Activities of Interest** page is presented. To add an interest: enter the related area of interest under *Add Related Activity of Interest* and click **Add Interest**. To change or modify an interest: change the appropriate interest entry's text description and click **Modify**. To remove an interest: Click **Remove** next to the appropriate interest entry. Click **Plans Overview** to return to the **Plans Management Overview** page or click **Current Plan** to return to the current Plan selected for further management.

Please note that you cannot modify or delete a Related Activity of Interest if that Related Activity of Interest has at least one activity submission linked to the entry as a "satisfier." A "satisfier" is an activity submission that fulfills or meets the requirements of an Activity Interest. Selected Plan Activities exhibit a similar behavior. Only selected "Pre-defined" Plan Activities that do not have "satisfiers" can be unselected from a Plan's configuration. All selected Plan Activities with a "satisfier" or "satisfiers" will be labeled as either "Satisfied" or "Completed" and displays a **Detail** button. Click the **Detail** button to view the "satisfier(s)" for the Plan Activity.

To View Plan Interests and Progress

For a detailed listing of your chosen Plan Activity selections and the Activity Submissions that are "satisfiers" for each Plan Activity selection, click **View** under "Plan Interest & Progress" on the **Plans Management Overview** page.

Enter An Activity

Student Activities are submitted into your *RealWorld Action Portfolio* in one of three ways: 1) Student ID scans at specific campus events; 2) Students who are members of a student organization or athletic team will automatically be credited within the *RealWorld* System after all term membership rosters are completed (Fall Term: end of September and Spring Term: end of January) and 3) Student participants entering activity submissions on-line.

Many of your activities will be entered into the *RealWorld* system via attendance taken at events through Student ID Card swipes. The Enter Activity Submission utility allows for suitable activity submissions to be entered into the *RealWorld* System by the student participants themselves.

The **Activity Submission page** is presented.

Enter the following Information:

- **Activity Occurred:** Select either: On A Single Day (default) OR On Multiple Consecutive Days
- **Activity Date(s):** Enter the date of the activity (or starting and ending dates if this activity occurred on consecutive days)
- **RealWorld Category:** Select the Category which best describes your participation or involvement in the activity. The four categories are: 1) Leadership; 2) Involvement; 3) Service; and 4) Teamwork .

If this activity is a "Service" activity, the student organization responsible for this activity and the total hours of service must be entered. Select the "SELF - No Organization Affiliation" option if this activity is performed on your own initiative.

- **Activity Description:** Enter a brief but concise description of your involvement or participation in the activity (250 characters is the maximum number of characters allowed for this information). The Activity Description as it is entered is how the activity appears in your *RealWorld Action Portfolio*.
- **Program Plan:**

If you have previously configured any or all of your *RealWorld* Plans, you are presented with two options:

Option 1: Record Activity as a pre-configured Plan's Activity Selection being Satisfied or Completed. By choosing this option, you can apply this submission as a “satisfier” either to a pre-selected Plan Activity or to an Additional Related Activity of Interest (if applicable) for a Plan. You must select the appropriate *RealWorld* Plan from the dropdown list of your pre-configure Plans to apply this activity submission as a “satisfier.” (You will be prompted to select the Plan’s Activity that this submission “satisfies” on the next page.)

Option 2: Add Activity to my Portfolio only – NO Plan Activity Selection was Satisfied or Completed. This option allows a submission into your *RealWorld Action Portfolio* without specifying a pre-selected Plan Activity. Thus allowing for activity submissions that do not match any of your pre-selected Plan Activities or Additional Related Activities of Interest (if applicable) in any Plan to be entered into the Portfolio.

If you have not previously configured any of your *RealWorld* Plans, you are only presented with the Option to Add this Activity to my *RealWorld Action Portfolio*.

Click *Continue*.

All the activity information previously entered is re-displayed for you to review. If this information is not correct or incomplete, click **Make Changes** to go back and modify this information. If all activity information is complete and correct, a selection is required based upon the Activity Action selected:

If the **Activity Action Option** is: Link to pre-configured Plan Activity as a Satisfier and Add to *RealWorld Action Portfolio*, choose one of your “pre-selected” Plan Activities or an “Added Related Activities of Interest” shown (based upon the Program Plan chosen on the previous page) to link your activity submission as a "satisfier" to a Plan’s Activity . (Plan Activity entries labeled as "Satisfied" allow for more than one activity submission to be a "satisfier" whereas Plan Activity entries labeled as "Completed" allow for only one activity submission as a "satisfier.")

If the **Activity Action Option** is: Add to *RealWorld Action Portfolio* Only, select the appropriate Plan from the four *RealWorld* Plans that best identifies the type of Activity Engagement for your activity.

If all information is correct, click **Submit Activity** to save this information in the *RealWorld* System.

View Portfolio

Select this option to view all of the activities applied to your *RealWorld Action Portfolio*.

All activities are grouped into one of the four *RealWorld Action Program* Plans (Career and Professional Development, Campus Engagement, Civic and Community Engagement, and Global Engagement) and are displayed in chronological or date order within the portfolio. Click **Print Version** to view a printable version of your Portfolio.

Activity History

This utility allows you to view your activity submissions and *RealWorld* point totals.

The Activity History menu is presented. Click **View By Year** to view summary totals and details of all your activities submitted for an entire *RealWorld* Year. Click **View By Month** to view summary totals and a listing of all activities submitted during a selected month of a year.

If **View By Year** is chosen, the **Activity History – Summary By Year** page is displayed with a summary (grouped by *RealWorld* Plan) for the number of activity submissions, activity points and service hours for each *RealWorld* Year. Click **Print Version** to view a “printable” version of this page.

Click **Detail** next to a Plan to view detailed information about all your activity submissions contained within that specific Plan for the year or click **Detail** next to the Yearly Totals to view detailed information about all your activity submissions within all four Plans for the entire *RealWorld* Year.

After clicking a **Detail** button, the **Activity History – Detail By Year** page is displayed listing all of your activities with detailed information: date(s), description, points and service information (if applicable) for either a selected Plan or for an entire *RealWorld* Year. Click **Print Version** to view a “printable” version of this page. Click **Year Summary** to return to the **Activity History – Summary By Year** page.

If **View By Month** is chosen, the **Activity History – Detail By Month** page is displayed listing all of your activities with detailed information: date(s), description, points and service information (if applicable) for the month selected. To view a different month, select the month from the dropdown list and click **View**. Only the months for which you have activities are displayed in the dropdown list. Click **Print Version** to view a “printable” version of this page.

Find Activities

This utility allows students to query or search through their activity submissions to either locate or identify specific activity submissions.

The *Find Activities* search page is displayed and allows for the following parameters to be entered:

- **Program Plan** – search for activities classified within a specific *RealWorld Action Program* Plan
- **Time Period:** *RealWorld* Year – select a *RealWorld* Year from the dropdown list or enter an Activity Date Range – enter a start and end date range to search for activities that occurred within that specified range
- **Description Text** – search for a “keyword” or specific text within the activity description
- **Order Results:** 1) Ascending – sort the search results by most Recent Dates Last or 2) Descending – sort the search results by most Recent Dates First

No criteria selections will retrieve all activities for the current or most recent “active” *RealWorld* Year.

After entering all appropriate search parameters, click **Search** and the **Find Activities – Search Results** page is presented. This page lists a detailed summary of all the activities that satisfy the parameters entered. Click **Return** to go back to the **Find Activities** parameters page.