UOWx Portal - Student Guide Contents:

UOWx
Be extraordinary

Student Home Dashboard

1. **⊙ LOG ENGAGEMENT**

My current activities

Below is an overview of all of the activities you are currently engaged with.

2. 🔍 activity   SEARCH

3. **Student Engagement Forum** | **Business and Law** | **180 Degree Consulting** | **From Curiosity to Innovation**

Group Leader - Student Engagement Forum Group Leader 2023 | International Peer Mentor - Business and Law International Peer Mentor 2023 | Co-President - 180 Degrees Consulting Co-President 2023 | University of Wollongong - From Curiosity to Innovation (INN) - 2023

4. ⊙ LOG ENGAGEMENT | ⊙ LOG ENGAGEMENT | ⊙ LOG ENGAGEMENT | ⊙ LOG ENGAGEMENT

Engagement to date: 20 Hours | Engagement to date: 113 Hours | Engagement to date: 4 Hours | Engagement to date: attended

5. ——————E——————HE | 6. ——————E——————HE

7. **ALL MY ACTIVITIES ›**

Learning Stream Awards

A Learning Stream Award is evidence of your commitment to a certain learning stream or skill. Once you have a few activities on your UOWx Record, you may choose to apply for a Learning Stream Award. There are six in total.

Each UOWx recognised activity has up to four learning streams attributed to it. Once you have met the activity requirements for a Learning Stream Award, you can submit your application to UOWx.

These awards are listed on your UOWx Record and enable you to highlight these key skills to a future employer.

8. **PLAN & APPLY FOR LEARNING STREAMS AWARDS ›**

UOWx Awards

If you have had significant engagement with UOWx recognised activities throughout your studies, you may be eligible to participate in the UOWx Award Program and graduate with the UOWx Award. This award certifies your dedication and commitment to co-curricular learning and provides you with the tools to pitch your skills to future employers. For more information about the eligibility criteria, visit the UOWx Award page on the UOWx website.
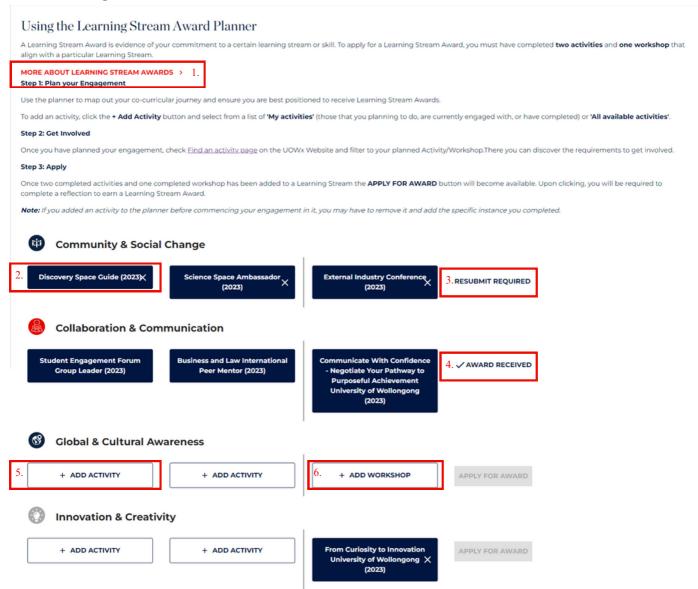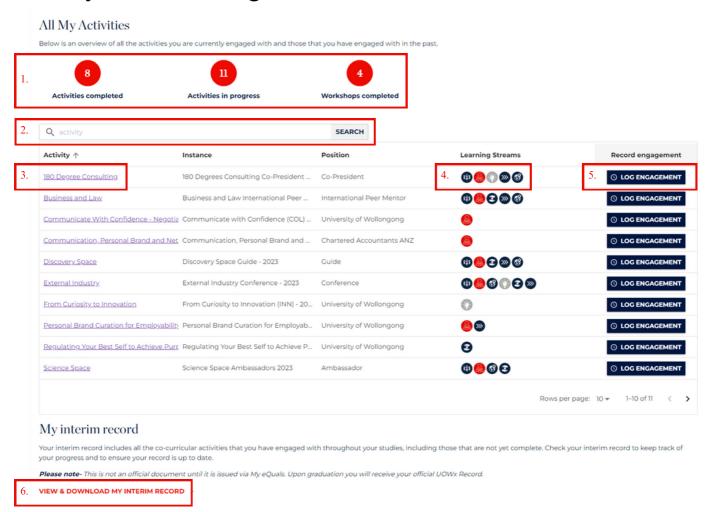
9. **SUBMIT AN EOI ›**

Guide:
1. Global log engagement, allows you to log engagement and evidence to any activity you are enrolled in (can do multiple at once).
2. The search bar allows you to filter to any activity by name. Just type keywords and hit enter.
3. Link to the activity information page - click for more details and your engagement history.
4. Log engagement and evidence specifically to that activity.
5. When you reach "Highly Engaged" your bar will fill completely green. Not all activities and workshops/seminars go beyond "Engaged" though so will only fill to the first bar.
6. Yellow bars show your progress towards "Engaged" and "Highly Engaged"
7. Link to a list of all your activities and a summary of your overall enrolment.
8. Link to the Learning Stream Award Planner.
9. Apply your expression of interest to join the UOWx Award Program (does require you to be close to achieving two Learning Stream Awards though to be considered).
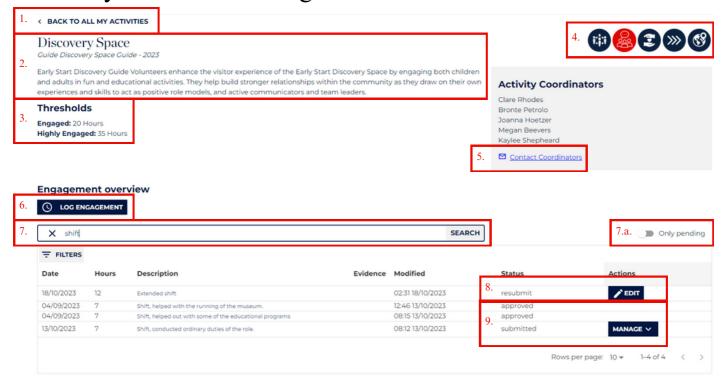
Learning Stream Award Planner

Using the Learning Stream Award Planner

A Learning Stream Award is evidence of your commitment to a certain learning stream or skill. To apply for a Learning Stream Award, you must have completed **two activities** and **one workshop** that align with a particular Learning Stream.

MORE ABOUT LEARNING STREAM AWARDS > 1.
Step 1: Plan your Engagement

Use the planner to map out your co-curricular journey and ensure you are best positioned to receive Learning Stream Awards.

To add an activity, click the **+ Add Activity** button and select from a list of **'My activities'** (those that you planning to do, are currently engaged with, or have completed) or **'All available activities'**.

Step 2: Get Involved

Once you have planned your engagement, check Find an activity page on the UOWx Website and filter to your planned Activity/Workshop.There you can discover the requirements to get involved.

Step 3: Apply

Once two completed activities and one completed workshop has been added to a Learning Stream the **APPLY FOR AWARD** button will become available. Upon clicking, you will be required to complete a reflection to earn a Learning Stream Award.

Note: If you added an activity to the planner before commencing your engagement in it, you may have to remove it and add the specific instance you completed.

Community & Social Change

2. Discovery Space Guide (2023) × | Science Space Ambassador (2023) × | External Industry Conference (2023) × | 3. RESUBMIT REQUIRED

Collaboration & Communication

Student Engagement Forum Group Leader (2023) | Business and Law International Peer Mentor (2023) | Communicate With Confidence - Negotiate Your Pathway to Purposeful Achievement University of Wollongong (2023) | 4. ✓ AWARD RECEIVED

Global & Cultural Awareness

5. + ADD ACTIVITY | + ADD ACTIVITY | 6. + ADD WORKSHOP | APPLY FOR AWARD

Innovation & Creativity

+ ADD ACTIVITY | + ADD ACTIVITY | From Curiosity to Innovation University of Wollongong × (2023) | APPLY FOR AWARD

Guide:

1. Link to UOWx website to learn more about the Learning Streams and the Awards.
2. Completed activities that have reached the minimum of a "Engaged" status appear as Navy.
3. When you have all activities complete under a single Learning Stream, the option to apply for an Learning Stream Award will appear. Should you be unsuccessful, "Resubmit Required" will appear.
4. Upon completion of an Award - it updates to "Award Received" and you will no longer be able to delete or edit the activities attached to the given Award.
5. Clicking on Add Activity opens up the ability to select from Activity you are currently enrolled in or completed and to plan ahead and select activities you wish to do.
6. Clicking on Add Workshop opens up the ability to select from Workshop/Seminar you are currently enrolled in or completed and to plan ahead and select Workshop/Seminars you wish to do.

All My Activities Page

All My Activities

Below is an overview of all the activities you are currently engaged with and those that you have engaged with in the past.

1. **8** Activities completed   **11** Activities in progress   **4** Workshops completed

2. 🔍 activity   **SEARCH**

Activity ↑	Instance	Position	Learning Streams	Record engagement
3. 180 Degree Consulting	180 Degrees Consulting Co-President ...	Co-President	4. 🔵🔴⚪»🌐	5. ⊙ LOG ENGAGEMENT
Business and Law	Business and Law International Peer ...	International Peer Mentor	🔵🔴🔄»🌐	⊙ LOG ENGAGEMENT
Communicate With Confidence - Negotia	Communicate with Confidence (COL) ...	University of Wollongong	🔴	⊙ LOG ENGAGEMENT
Communication, Personal Brand and Net	Communication, Personal Brand and ...	Chartered Accountants ANZ	🔴	⊙ LOG ENGAGEMENT
Discovery Space	Discovery Space Guide - 2023	Guide	🔵🔴🔄»🌐	⊙ LOG ENGAGEMENT
External Industry	External Industry Conference - 2023	Conference	🔵🔴🌐🔄»»	⊙ LOG ENGAGEMENT
From Curiosity to Innovation	From Curiosity to Innovation (INN) - 20...	University of Wollongong	⚪	⊙ LOG ENGAGEMENT
Personal Brand Curation for Employability	Personal Brand Curation for Employab...	University of Wollongong	🔴»	⊙ LOG ENGAGEMENT
Regulating Your Best Self to Achieve Purr	Regulating Your Best Self to Achieve P...	University of Wollongong	🔄	⊙ LOG ENGAGEMENT
Science Space	Science Space Ambassadors 2023	Ambassador	🔵🔴🌐🔄	⊙ LOG ENGAGEMENT

Rows per page: 10 ▾   1–10 of 11   < >

My interim record

Your interim record includes all the co-curricular activities that you have engaged with throughout your studies, including those that are not yet complete. Check your interim record to keep track of your progress and to ensure your record is up to date.

Please note - This is not an official document until it is issued via My eQuals. Upon graduation you will receive your official UOWx Record.

6. **VIEW & DOWNLOAD MY INTERIM RECORD**

Guide:

1. Overall summary of activities. You can use to gauge if you should be applying for Learning Stream Awards or the UOWx Award.
2. Search by activity name and hit enter to filter.
3. Link to the activity information page - click for more details and your engagement history.
4. Which Learning Streams the activity falls under (you can use this as a guide to pick which Learning Stream Awards you wish to go for).
5. Log engagement and evidence specifically to that activity.
6. View your interim record. This allows you to see how your record is currently looking based on your involvement in UOWx. Reminder this is not an official document to be used.

Activity Information Page

Guide:

1. Click to go back to the All My Activities Summary page.
2. Activity details, including role, year and description that will appear on your UOWx Record.
3. Thresholds outlining what is required to reach "Highly Engaged" and "Engaged" status for the activity. (Note - An engagement threshold may include a reflection or further evidence to achieve)
4. Which Learning Streams the activity falls under (you can use this as a guide to pick which Learning Stream Awards you wish to go for).
5. Opens up an email to contact your Activity Coordinator for you to reach out. Use to ask anything about the activity or if there are discrepancies in your logged engagement.
6. Log engagement for the activity you are currently in.
7. Utilise the search bar to look through your logged engagement by keywords in the engagements description.
   a. Toggle between Only Pending and all of your engagement records. Only Pending will show only hours you have submitted but has not been marked by an Activity Coordinator.
8. Filters allow you to search for specific entries.
9. Resubmit - requires you to edit your logged engagement based on Activity Coordinator feedback.
10. Approved - means it has been logged towards your engagement.
11. Submitted - means you are waiting for approval from the Activity Coordinator (will only show these entries on Only Pending)

Logging Engagement - Step by Step:

Step 1 - Depending on where you are in the UOWx Portal (locations shown below) you can log your engagement in two different ways:
a. Global log engagement locations - allow you to log engagement to all activities you are actively enrolled in.
b. Activity specific log engagement locations - only allow you to log engagement to the activity you are in.

a. Global Log Engagement Locations

Home Dashboard

Side Menu

b. Activity Specific Log Engagement Locations

Homepage Activity cards   Activity Information Page   All my Activities Page   Profile Activities Page

Step 2 - Upon clicking on the Log Engagement button you will see these two options:

2.a. - You have the option of a dropdown to select any actively enrolled subject you are in.
2.b. - Logging engagement is locked to this specific activity.

Step 3 - Fill out the details of your Engagement (some activities need evidence to be attached, a link will appear if required):

1. Select the date of your engagement.
2. Fill in the hours that you completed.
3. Describe in a short descriptive sentence a highlight of what you did during that engagement e.g. Tour guide for high school students or had a mentoring session with my mentee. Your activity coordinate will add any specifics to what you need to write in your description, if they chose so.
4. Click the Trash Can Icon, to delete that log engagement entry.

Step 4 - If you wish to log another engagement period click "+ ADD ANOTHER LOG" and repeat Step 3. If you are happy with your engagement/s, you can click "SUBMIT".

Step 5 - You will require waiting for your Activity Coordinator to accept (or ask you to resubmit) your logged engagement.

    a. When they have accepted it, it will no longer show up while "Only pending" is selected.

    b. If you wish to edit your Logged Entry, to change the date, hours or description (or attach difference evidence if that is applicable).

Step 6 - If you wish to see the status of all activities and if you need to resubmit any entries, toggle "Only pending" off. These statuses include:

    a. Resubmit - you require editing the entry based on feedback from your activity coordinator (See step 3.)

    b. Approved - you no longer require doing anything else and it has been added to your UOWx record, plus will show up on your progress bar.

    c. Submitted - the logged engagement is still pending an update from Activity Coordinators.

    d. Rejected - your engagement has been declined. If there is issues, please contact your activity coordinator.