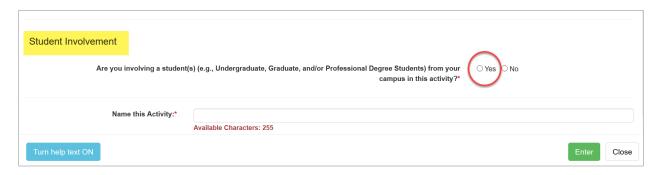# How to Add Student Involvement to an Activity

You may add student involvement while filling out the "Enter an Activity" form or by clicking the "Edit Activity" button after the activity has been added to your workspace.
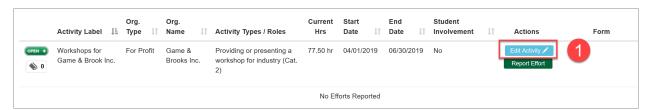
Enter an Activity Form

To add student involvement while filling out the "Enter an Activity" form, select "yes" to the Student Involvement question. The form will automatically appear after the activity is entered.

Student Involvement

Are you involving a student(s) (e.g., Undergraduate, Graduate, and/or Professional Degree Students) from your campus in this activity?*   ○ Yes ○ No

Name this Activity:* [   ]
Available Characters: 255

[Turn help text ON]   [Enter] [Close]

Edit Activity button

To add student involvement after the activity has been added to your workspace,

1. Locate the activity and then click the "Edit Activity" button.

	Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Start Date	End Date	Student Involvement	Actions	Form
OPEN ⊕ ◷ 0	Workshops for Game & Brook Inc.	For Profit	Game & Brooks Inc.	Providing or presenting a workshop for industry (Cat. 2)	77.50 hr	04/01/2019	06/30/2019	No	Edit Activity ✏ Report Effort	
				No Efforts Reported						

2. Select the "I am involving a student(s)…" button and then click "Next". The student involvement form will appear.

Edit Activity: Workshops for Game & Brook Inc.

What would you like to do?

I want to change Activity Label, Organization Name, and/or Intellectual Property.

I am involving student(s) (e.g. undergraduates, GSRs, professional students- MD, MBA, JD, etc.) in this activity.
Student Involvement Form

I need to make a change to the Activity Type/Role.

[Next] [Close]

3. Fill out the student involvement form, then click the "Add Student" button. Once the student is added, you can add additional students by repeating step 3.

Student Involvement Form for fiscal year 2018

FORM DETAILS   ✎ **NOTES**

Organization Name:	Game & Brook Inc.	**Type:**	For Profit
Start Date:	04/01/2019	**End Date:**	06/30/2019
Activity Type(s)/Role(s):	Providing or presenting a workshop for industry (Cat. 2)	**Activity Label:**	Workshop for Game & Brook Inc.
Student Involvement:	Yes		

Add students below one by one:

Name of student:* Required

Available Characters: 500

Type of student:*

-- Select One --

Description of the nature of the student's participation in this outside professional activity, including possible beneficial outcomes to research, industry, and the public. Please include description of educational benefit to the student:*

Available Characters: 210

Do you have or expect to have academic responsibility (instructional, evaluative, or supervisory) for the student in their capacity as UC students?*   ○ Yes ○ No

If appropriate, what measures will be put in place to ensure that the student continues to make adequate progress on degree work? How will the student be compensated?*

[Add Student +]   ③

[Export current data]

Student Added: Student **James Stanley** successfully added.   ×

Student Name	Type	Participation Description	Instructional/Supervisory/Evaluative Role?	Details	
James Stanley	Graduate	James will help me prepare for the workshops.	Yes	The assignment is short	🗑

Historical Actions

[Turn Help Text On]   ④ [Submit Form] [Cancel Form] [Print] [Close]

4. Once the form is complete, click "Submit Form".

5. The form will then process through the review and approval workflow. The status of the form will be displayed on top of the form.

	Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Start Date	End Date	Student Involvement	Actions	Form ④
OPEN 🏷0	Workshops for Game & Brook Inc.	For Profit	Game & Brook Inc.	Providing or presenting a workshop for industry (Cat. 2)	0.00 hr	04/01/2019	06/30/2019	Yes	Edit Activity ✎ Delete ✖ Report Effort	Student Involvement Approval: Dept Reviewer