WHAT DO I HAVE TO DO AGAIN?

Use Engage to track and log participation
(instructions on next page)

All Village residents must complete a total of 10 events per term.

AT LEAST 5 events must be Academic Village sponsored.

These are the events you will find when filtering for Academic Village Events (Fall ’18) in Engage.

NO MORE THAN 5 events can be social. Social events are CA events in your building, Open Mic Nights, and live music performers in the Coffeehouse. The idea is to attend social events in the Village.

ONE final reflection. The final reflection should be 200-300 words and consider all of the events you attended this semester. In addition to being required in order for you to continue living in the Village this year, this final reflection will be used as your essay for reapplication to the Village for the Fall 2019 term.

We hope you will attend more than 10 events. Log these extra events in Engage in order to receive entries in a special prize drawing at the end of the semester. You will receive one entry for every event you attend over the required 10 events.
Using Engage to Find/Record Village Participation

Logging in and finding events
1. Go to my.pitt.edu and log in to your student portal
2. Click “Life on Campus”
3. Click Greensburg – Engage
4. Bookmark this page.
5. Click events – Click Categories and select Academic Village Events (Fall ‘18)
   a. The events in this category are the ONLY ones that can be used toward your first five required learning events.
6. CA events, live music in the coffeehouse and open mic nights fall under Social and you can attend as many as you want but only 5 can count toward your total of 10 events. More info on logging these events below.

Reporting event attendance (swipe or add experience)
1. IF IDs ARE SWIPED AT AN EVENT, PLEASE DO NOT LOG THE EVENT IN ENGAGE. Attendance at swiped events will appear in your path within a week of the event.
2. You can report any social or non-swiped learning event using the self report function. After logging in, click your initials in the circle in the top right corner and select “Paths.” Click “Village Events – Fall ’18.”
3. You will see the list of completion requirements (10 events and one final reflection). You will see a green check mark next to completed events.
4. Click on the item you want to complete.
5. Click the blue “Report Experience” button and then “Events” as the type. Events is the only option.
6. Fill in required fields AND date. Contact phone or e-mail is required.
7. Your 2-3 sentence reflection should address the substance of the event. Why did you attend? What did you get out of it? What could have made the event better?
8. Click Submit
9. Once you have completed 10 events, submit requirement #11, your final reflection. Details on that requirement are at the bottom of this sheet.
10. The curriculum allows for you to submit additional events. You will receive one entry for each event over 10 for a prize drawing at the end of the term.

To see where you stand
11. Click your initials in the upper right corner and select Paths
12. The progress bar shows your overall progress
13. To see exactly what events you have been given credit for, you can go to your co-curricular transcript, also by clicking your initials at the top right of the page.

To Complete and Submit Your Path
On your Village Events – Fall ’18 path, click “Fall ’18 Final Reflection.” Then click “Mark Complete.” Here you will write a 200-300 word reflection on the events you attended throughout the semester. Think about how your experiences contributed to community building, discovering mentors and to developing your learning outside of the classroom.