An Introduction for CEL Faculty

Start at orgsync.com/home/939

1. A CEL faculty member says, “I’d love to have my CEL students log their hours in AggieSync!”

2. CEL faculty member is trained to show their students to how log hours, with the help of resources on the How to AggieSync page. Alternatively, a Service Center student could be scheduled to do a short demo for the class. They emphasize that students need to choose Community Engaged Learning from the dropdown menu when logging hours they do for that class.

3. CCE staff set up a group under the Community Engaged Learning portal by faculty member’s last name and course number. They schedule a date to give the faculty member a report of logged hours.

4. CEL faculty sends CCE staff a list of class member email addresses.

5. CCE staff use the list to send invitations for the students to click and automatically become part of the correct group. If a student has multiple classes for which they’re required to log hours, they will receive multiple invitations.

6. Students cheerily log their hours, with no resistance whatsoever.

7. CCE staff send the faculty member a report on the date(s) previously scheduled, sorting by group in the Involvement tab of the CEL portal.

8. The semester ends, and all are content.