Community Engagement Annual Report
Directions for Creating Entries

1. Go to [http://www.ipfw.edu/ced](http://www.ipfw.edu/ced) and log in with your IPFW network ID and password.
2. Select the year. MAKE SURE THE YEAR IS CORRECT AT THIS POINT.
3. Select “Add New Engagement”; you will only see engagements that you have put in (or, in other words, those for which you have “ownership”). If there are any engagements that someone else (like the Department Chair) has previously put in, you will not see them (the Chair has “ownership” for those).
4. After selecting “Add New Engagement,” read through the next page (if you have not so before), then select “Begin”.
5. The “Reporting Unit Type” is ‘Department/Office/Center/Program’ (first check box) and the “Reporting Unit” is (e.g.) Department of Chemistry. Leave the “Office/Program Reporting Unit” blank. Then click “Next.”
6. Give your activity a name and select the type of engagement. If you are unsure of the types of engagement, click on “Definitions” to decide. When done with this page, click “Next.”
7. If you worked with another organization (like another University or a local TV/Radio station), “create” that organization. If you worked with the General Public, and not a specific organization, the click “General Public.” You must fill in all the blanks that have red asterisks. Click “Next.”
8. For the “principal On-Campus Community Engagement Project Contact,” this will likely be yourself (since you’re creating the event). If others on campus helped you, click “Other On-campus partners” and move the appropriate entities to the appropriate side of the page. Click “Next”.
9. For the activity: “Individual Faculty/Staff Volunteerism Engagement Details” – indicate the group you helped (like “Southwood Park Neighborhood Association”), how many hours you put in, how many years you’ve been doing it, and the type of position you held. Click “Next”.
10. “Assessment and Awards of Community Engagement Activity” – answer the questions and click “Next”.
11. “Presentations and Publications Related to this Community Engagement Project” – fill in any presentations or publications – it might be helpful (if you have these things in your CV) to copy and paste from there – this saves typing.
12. Click “Finish”
13. You are given the summary to check and make any edits – sometimes items you entered (like the Community Partner Organizations) will show “no data found” – just check that you put the correct material in and move on.
14. You can then opt for adding another engagement, or “Main Menu”
a. In the Main Menu, you will see the engagement you just added; you have the option to edit, delete, view, copy. This is where you have the editing abilities. Your engagement will then show up in the Department Chair’s report, and can be “approved.” You CANNOT edit after it has been approved.

b. If you do the same engagement in multiple years, you have the option of copying the file (even after it has been approved) and making any changes to the entry. The following directions were previously distributed by Bill Baden with regard to copying entries:

Please note that you will only be able to copy the records you entered. If records from your unit were entered by someone who is no longer on campus, let me know as we will need to reassign them to someone else.

a - Confirm the Year date is set to 2010 (I refer to this value as the Active Year, the year new records will be assigned)

b - If you have entered 2010 records, you will see two groupings of records (if not you will only see 2009's records). The top-most grouping lists those for 2010. The second group will be those from 2009 (Note: the second, non-active group will display a Year value of 2009). Changing the Active Year value will reverse the sequence.

c - Each record should have a Copy button associated with it. If you click on a 2009 record's Copy button that record will be copied into 2010’s group. If you click on a 2010 record (the active year’s grouping) the record will be copied into it's own group. The Copy button always copies records into the Active Year's group. This can be used to copy records to another year or make a duplicate record within a year's set of records. The goal is to minimize the need to type redundant information.

d - Once you have clicked on Copy you will be presented with the details of the record. Clicking on Continue will take you through each entry screen, displaying the original values stored in each field. (You must click through all the screens to save the record.) As the screens are displayed you may make changes to any of the values entered last year. Or, you can just click Next to move through each screen where changes are not needed.

e - Clicking Finish on the last screen will save the record. It will also display a Summary screen of what has been saved. At the bottom of the screen you will find a Main Menu
button. Clicking on this will take you back the list of records and finish the copying process.

Perform this procedure for each engagement record you need to duplicate for 2010.

15. Logout when done.