BSUConnect 2013
Student Development Transcript Guide

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Student Development Transcript

The Student Development Transcript is a student self-reported document, with verification by an advisor or supervisor, listing various types of developmental activities while at Bemidji State University. The Student Development Transcript is intended to be part of the student's placement credentials. It will provide prospective employers with information on the student's participation and level of involvement in co-curricular activities and additional knowledge of your abilities.

Getting Started

Each organization has its own site where members can collaborate in discussion posts, events, photos, and other online features. As a student leader, you control the majority of these features.

Access your organization's site

1. Log in to your campus site.
2. In the top bar, click on My Shortcuts to view all current organizations you are a member of.
3. Click on the name of your organization and you will be taken directly to your organization's site.

OR

4. Go to My Involvement at the top of the page, then select My Memberships.
5. Click on the name of your organization to expand the options.
6. Click on "Organization Site" to the far right.

Service Hours Tracking

You are able to indicate the amount of time you spend involved in community service directly on your campus site. This information is associated with a specific organization and is included on your student development transcript. You can add this in directly as you complete service hours or student leaders can add this for members of their organization.

In the event that BSU has service hours associated with an office or organization that isn't represented on BSUConnect, you'll need to record and/or approve these service hours. An example of this would be for Leadership Development Programs.

*** Only organization officers or campus administrators can enter/approve service hours for other members of the organization. Reporting on service hours is also limited to organization officers and campus administrators. ***

Record Organization Members' Service Hours
1. Log in to your campus site.
2. Go to the organization's page under the Organizations tab to add service hours.
3. Go to Service Hours on the left side of the page.
4. Enter the following information in the top "Record New Entry" module:

· **Member Name**: Name of the person to receive the service hours (a drop-down menu will appear as characters are entered)

· **Date** when the service hours took place

· **Description**: A brief description of the event or service hours

· **Duration**: The number of hours (in 1:30 format)

5. Click "Submit".
*** These service hours are automatically approved. ***

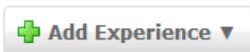
Approve Organization Member's Service Hours
From the Service Hours option on the organization page:
1. On the "Pending Submissions" tab in the lower module, you will see the member's name, date, description of service event, and duration of service.
2. Click Approve or Deny on the far right of the person based on appropriate action.
3. Confirm action.

Generate and Export Reports of Organization's Service Hours
From the Service Hours option on the organization page:
1. Go to the "Reporting" tab in the lower module. All service hours display by default.
2. Adjust the date range and individuals you'd like to see a report for in the fields.
3. Click "Show Report".
*** The results based on the criteria you entered will display on the page. Export options will be available in the future. ***

Experiences

You are able to indicate the other types of Experiences that you participate while at Bemidji State University. This information does not have to be associated with an on-campus office or organization. You can add these directly as you participate in them.

Recording Your Experiences
1. Go to “My Involvement” at the very top of the screen.
2. Click the drop down menu and select “Experiences”
3. Click the “Add Experience” button and select your experience type.



4. Fill in the required information and save your submission.

Note that some Experiences are automatically accepted and others require permission from Campus Administrators before being posted and appearing on your Student Development Transcript

Accessing Your SDT

Access Your Student Development Transcript

1. Log in to your campus site.
2. Go to My Involvement at the top of the page.
3. Go to the Transcript tab on the My Organization Memberships page.
4. Deselect the positions and memberships you do not want to show on the transcript.
5. Click “View” at the bottom of the page. A new web page window will display.

OR

6. Click “Create PDF” to download a PDF version of the transcript.