COMMUNITY PARTNER USER GUIDE: OPPORTUNITIES

UPDATED: 3.8.22

ULINK USER GUIDE: OPPORTUNITIES

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⚠️ This is a detailed portion of our Community Partners ULink User Guide and will only hold topics regarding opportunities.

For the full Community Partners ULink User Guides, please contact ICCE or visit our website: https://icce.sfsu.edu/community-partnerships

2

SF State ULink

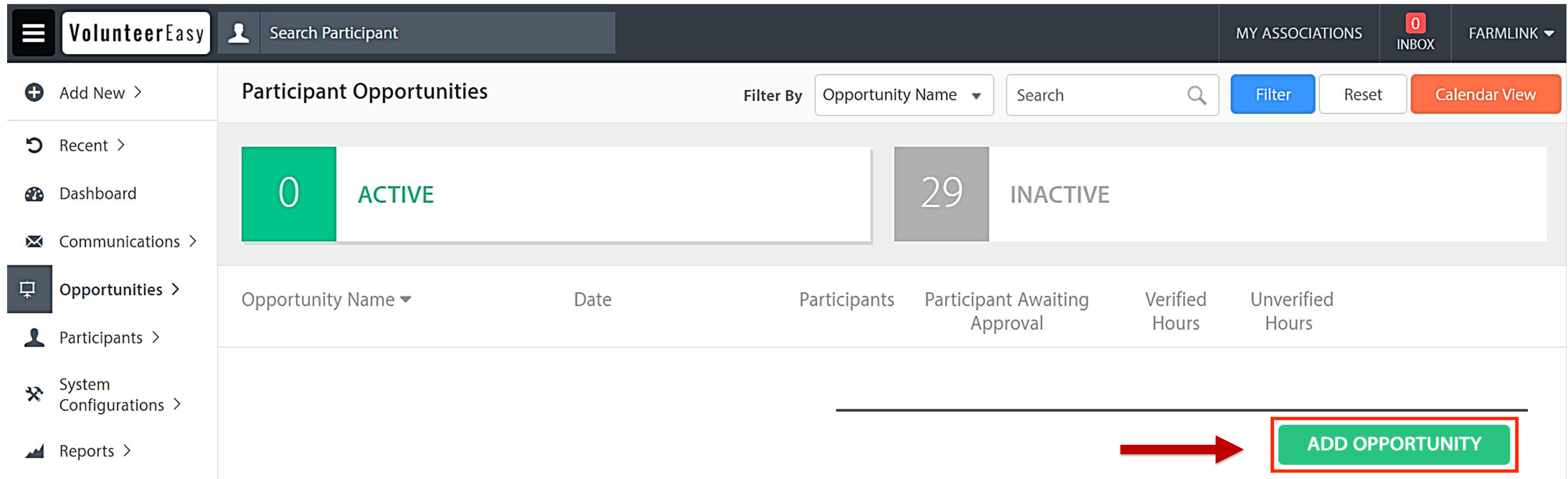Create Connections,
Explore the Possibilities

1

- You are posting your opportunities onto ULink so that it is visible to SF State students so they can view, apply, and/or reach out to you.

- Click on the three bars at the top left to see the main menu. Click on the "**Opportunities**" tab and then click on "**Our Opportunities**".
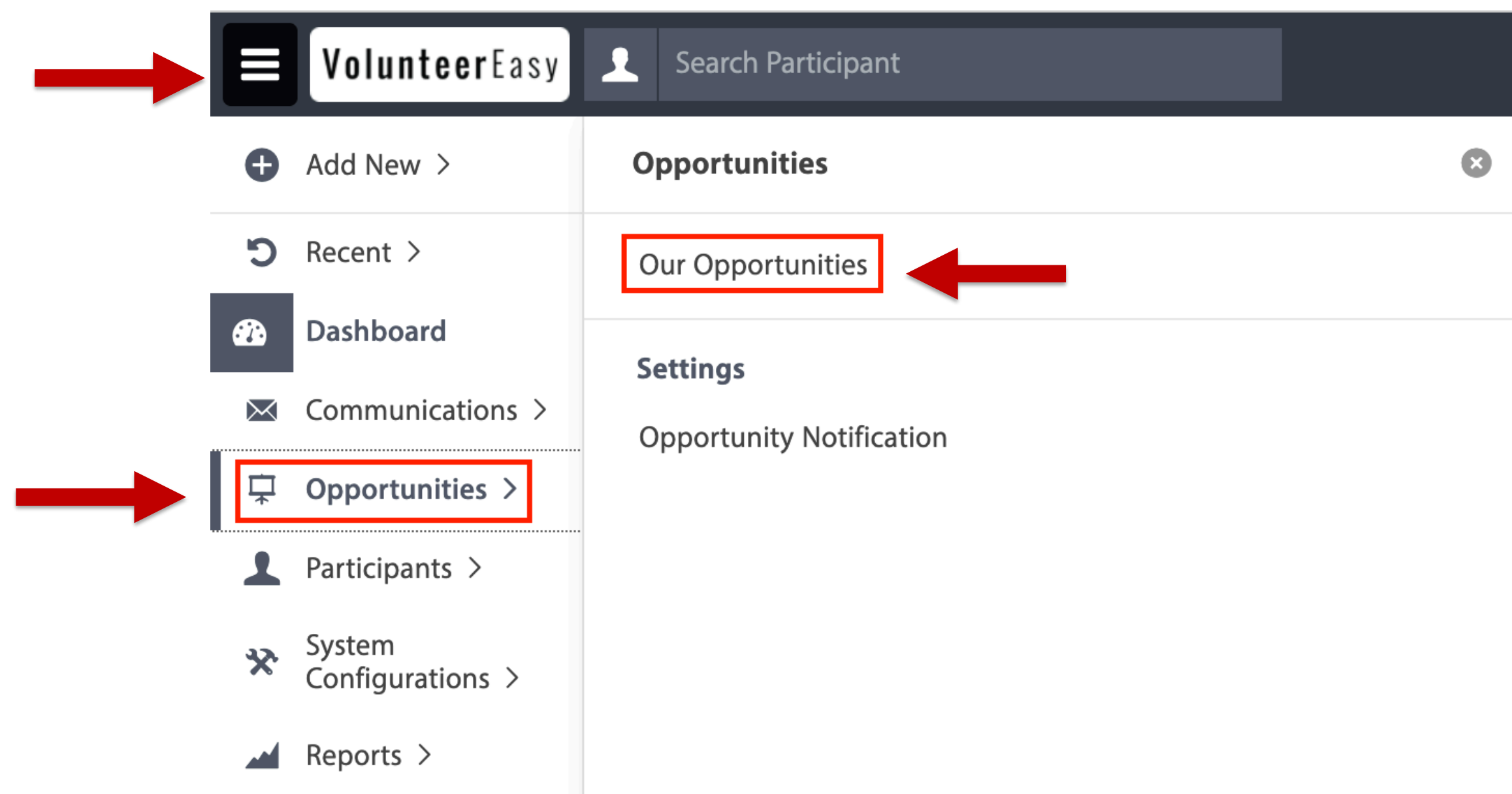
Throughout ULink, Students are referred to as "Participants".

CREATE/POST YOUR OPPORTUNITIES (CONTINUED)

2 In the "**Participant Opportunities**" window, click on "**ADD OPPORTUNITY**" at the bottom right to start creating an opportunity.

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:

STEP ONE: BASIC INFO

1. **Name** – Name of the opportunity that you wish to post *(note*: for the purpose of this demo. presentation is ENG 695 internship is our title of our opportunity)

2. **Contact Person** – The organization admin/user who is assigned to the opportunity. This user will receive email notifications specific to the opportunity such as volunteer opportunity application.

3. **Virtual Opportunity** – Set to Yes if the opportunity will be remote.

4. **Address** – Venue of the opportunity (in-person). By default, it is set to the organization's address.

5. **Position(s)** – Keep as is – You do not need to "add a position".

6. **Opportunity Logo** – This logo is going to be displayed on the public site. Feel free to add your logo or leave blank.

7. **Describe more about the opportunity** – Where the details of the opportunity are listed such as information about the activity, things the participant (SF State student) must know or bring before participating, or other specifications particular to the opportunity. This information can be read both on the opportunity posting and on the volunteer application confirmation email.

8. **Active/Inactive** – Set to Active so that opportunity can be viewed publicly.

9. **Save** – Save any changes on the page.

10. **Save & Next** – Save any changes and proceed to the next step.

5

③ Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:
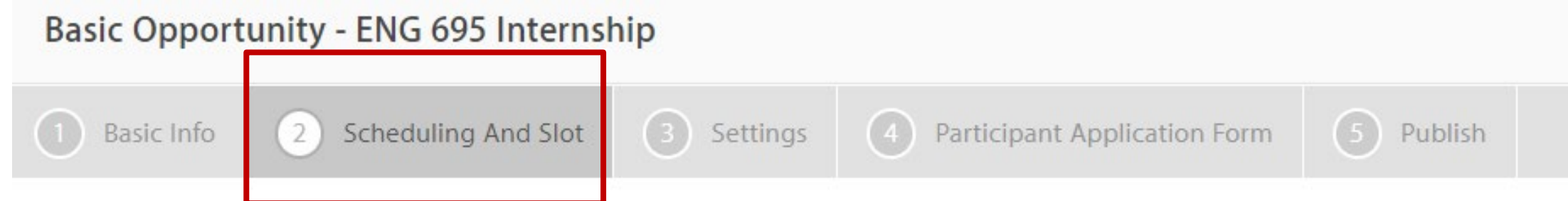
STEP TWO: SCHEDULING AND SLOT

1. **To add dates, click Add Dates.**

2. **On the Add Schedule Dates pop-up, select 1 from the 4 scheduling types and enter the dates.**

    For information purposes:
    1. One Time – Single date occurrence
    2. Weekly – Recurring schedule type. Enter the date range then select the recurring days, e.g., ongoing, every MWF, first Sunday of the month, alternate Saturdays.
    3. Monthly – Recurring at a specific date of the month, e.g., every 4th of the month
    4. Other – Random dates. Select each date manually and click Add
    5. Add {No.} Dates – Calculates the total dates of the schedule. Click to add dates.
    6. Cancel – Click to cancel and close.

3. **Once the dates are added, they will populate the Date column of the table.**

    ⚠️ **For a full description and tips on what scheduling type to choose, refer to the next slides, #7-10.**

    Otherwise, skip to slide #11 for the remaining steps.

6

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:
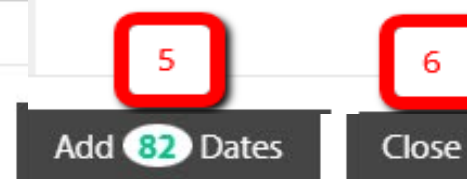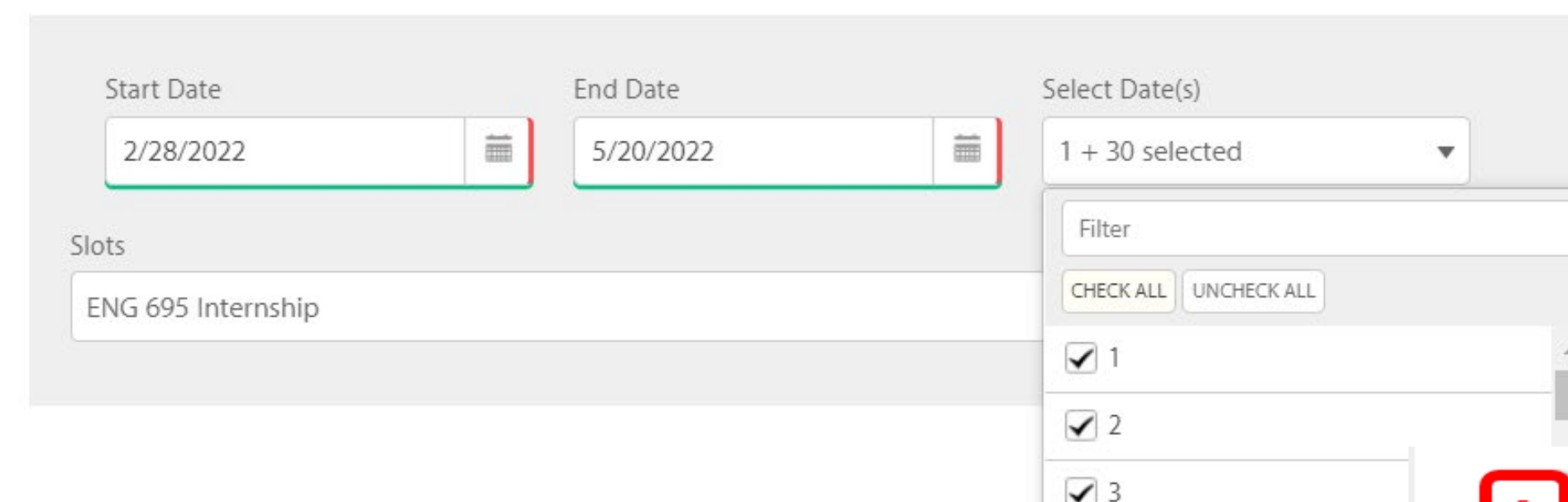
Basic Opportunity - ENG 695 Internship

1 Basic Info   2 Scheduling And Slot   3 Settings   4 Participant Application Form   5 Publish

STEP TWO: SCHEDULING AND SLOT (CONT.)

ONE TIME

ONE TIME

- **When would you use the One Time scheduling type?**
  - Use the One Time scheduling type if your opportunity only consists of one date (e.g., seminar, one-day event).

- **How to create a One Time activity:**
  - Click on "**ONE TIME**".
  - Schedule the date by typing it in or by clicking on the calendar and selecting the date.
  - Finally, Click "**Add Date**" and the date will be populated into the Date column of the table.
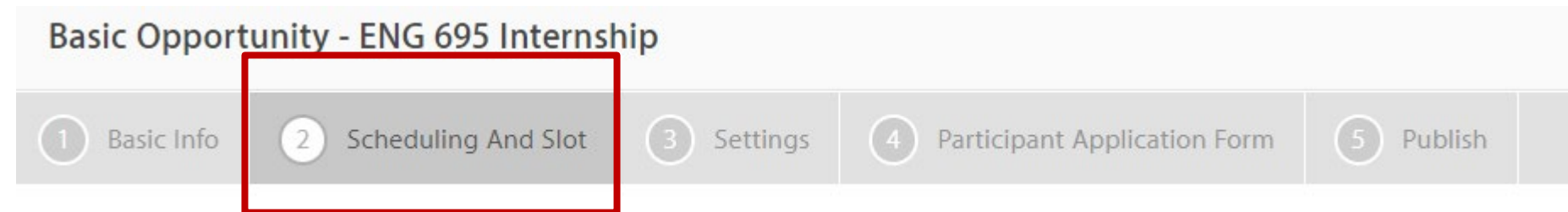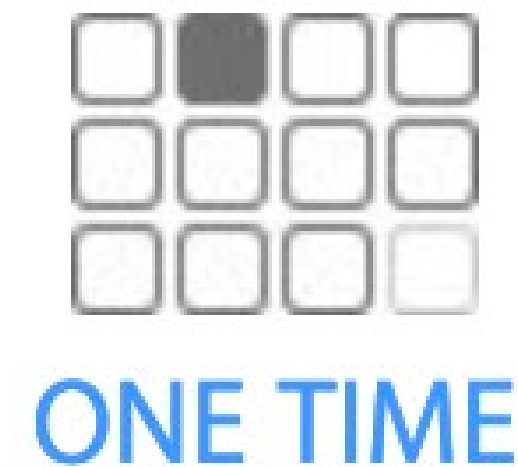
Schedule Date

3/1/2022

Add Date   Close

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:

Basic Opportunity - ENG 695 Internship

① Basic Info | ② Scheduling And Slot | ③ Settings | ④ Participant Application Form | ⑤ Publish

STEP TWO: SCHEDULING AND SLOT (CONT.)

WEEKLY

WEEKLY

- **When would you use the Weekly scheduling type?**
  - Use the Weekly scheduling type if your opportunity consists of recurring dates throughout the week(s) (e.g., internship that takes place Monday-Friday over the course of several months).

- **How to create a Weekly activity:**
  - Click on "**WEEKLY**".
  - Select the Start and End Dates of the opportunity (e.g., 3/1/2022 – 5/1/2022).
  - Then, select the recurring schedule within the allotted Start and End dates (e.g., ongoing, every MWF, first Sunday of the month, alternate Saturdays).
  - Finally, click "**Add Dates**" and the dates will be populated into the Date column of the table.

Start Date | End Date

Schedule Start Date | Schedule End Date

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Every	☑	☑	☑	☑	☑	☑	☑
First	☑	☑	☑	☑	☑	☑	☑
Second	☑	☑	☑	☑	☑	☑	☑
Third	☑	☑	☑	☑	☑	☑	☑
Fourth	☑	☑	☑	☑	☑	☑	☑
Fifth	☑	☑	☑	☑	☑	☑	☑
Alternate	☑	☑	☑	☑	☑	☑	☑

Add Dates | Close

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:

Basic Opportunity - ENG 695 Internship

① Basic Info ② Scheduling And Slot ③ Settings ④ Participant Application Form ⑤ Publish

STEP TWO: SCHEDULING AND SLOT (CONT.)

MONTHLY

MONTHLY

- **When would you use the Monthly scheduling type?**
  - Use the Monthly scheduling type if your opportunity consists of a single recurring date over the course of several months (e.g., internship or event that takes place on the 4th of every month).

- **How to create a Monthly activity:**
  - Click on "**MONTHLY**".
  - Select the Start and End Dates of the opportunity (e.g., 3/1/2022 – 5/1/2022).
  - Then, in the "**Select Date(s)**" dropdown, select the specific recurring date(s) of the month (e.g., every 4th of the month)
  - Finally, click "**Add Dates**" and the dates will be populated into the Date column of the table.

Start Date

3/1/2022

End Date
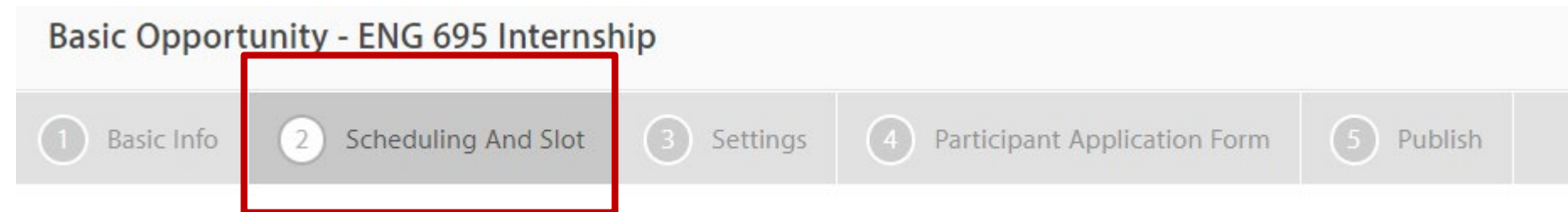
Schedule End Date

Select Date(s)

Select Date(s)

Filter

CHECK ALL | UNCHECK ALL

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6

Add Dates | Close

Basic Opportunity - ENG 695 Internship

① Basic Info ② Scheduling And Slot ③ Settings ④ Participant Application Form ⑤ Publish

STEP TWO: SCHEDULING AND SLOT (CONT.)

OTHER

OTHER

- **When would you use the Other scheduling type?**
  - Use the Other scheduling type if your opportunity consists of a random date(s) with no recurring schedule. This function is equivalent to manually picking dates.

- **How to create a Weekly activity:**
  - Click on "**OTHER**".
  - Under Schedule Date, enter the date that you would like to add.
    - If you would like to manually add more than one date, click on the blue "**ADD**" button to add another date. Make sure to click the blue "**ADD**" button once more after you've entered the last date. Click on the white "**DELETE**" button to delete an entered date.
  - Finally, click "**Add Dates**" (e.g. "Add 2 Dates") and the dates will be populated into the Date column of the table.

Schedule Date

| Schedule Date | | ADD |

Schedule Date

3/1/2022		DELETE
3/2/2022		DELETE
Schedule Date		ADD

Add **2** Dates   Close

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:

Basic Opportunity - ENG 695 Internship

① Basic Info ② Scheduling And Slot ③ Settings ④ Participant Application Form ⑤ Publish

STEP TWO: SCHEDULING AND SLOT (CONT.)

4. Click Add Slots to setup the slot time(s) for these dates.

Basic Opportunity - ENG 695 Internship

Manage Participants

① Basic Info ② Scheduling And Slot ③ Settings ④ Participant Application Form ⑤ Publish

ADD DATES   ADD SLOTS   Page Size 20 ▼ Total Records 82 ‹ 1 / 5 ›

Date		Available Slots
28 Feb 2022	🗑	

5. Click Add Slots to setup the slot time(s) for these dates.

1. **Slot Name** – Name of the slot/shift
2. **Slot Dates** – Select dates to which this slot will apply- Click on "Check All"
3. **Flexible Time** – We recommend to set to Yes.
4. **Start/End Time** – If you marked Yes for #3, leave as is.
5. **Capacity** – Click on Participant and indicate the number of Participants. Zero means unlimited capacity. We recommend to indicate 0.
6. **Save** – Save the slot and close pop-up
7. **Close** – Cancel and close pop-up

Slot

Slot Name **1**   Slot Dates **2**   Position(s) **5**

ENG 695 Internship   Select Date(s)   Filter   Name   Capacity
                                         CHECK ALL | UNCHECK ALL

Flexible Time **3**   Start Time **4** End Time   ☑ Participant   0

Yes ⬤ No   Start Time ⏰ End Time ⏰   Note: At least one slot is required for the schedule to be Active. The position related fields will auto populate to 0 if user does not enter any value. 0 means unlimited c...

6 Save   **7 Close**

6. Once the slot is saved, they will populate the Available Slots column of the table.

Basic Opportunity - ENG 695 Internship

Manage Participants

① Basic Info ② Scheduling And Slot ③ Settings ④ Participant Application Form ⑤ Publish

ADD DATES   ADD SLOTS   Page Size 20 ▼ Total Records 82 ‹ 1 / 5 ›

Date		Available Slots		
28 Feb 2022	🗑	ENG 695 Internship Time is flexible	Unlimited - Participant	✏ 🗑
1 Mar 2022	🗑	ENG 695 Internship Time is flexible	Unlimited - Participant	✏ 🗑
2 Mar 2022	🗑	ENG 695 Internship Time is flexible	Unlimited - Participant	✏ 🗑
3 Mar 2022	🗑	ENG 695 Internship Time is flexible	Unlimited - Participant	✏ 🗑

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:

| 1 Basic Info | 2 Scheduling And Slot | 3 Settings | 4 Participant Application Form | 5 Publish |

STEP THREE: SETTINGS

4. Complete the required information to proceed to Step 4.

1. **Causes** – Causes that the opportunity serves

2. **Skills** – Skills required for the opportunity

3. **Activity Type** – Types of activities that the opportunity involves

4. **Keywords** – Words that can help volunteers search for the opportunity online

5. **Age of Volunteer** – Age group of volunteers required

6. **Groups/Teams are allowed to apply** – Turn on if groups/teams are allowed to apply. Keep it off if only individual volunteers are allowed to apply for the opportunity.

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:

① Basic Info   ② Scheduling And Slot   ③ Settings   ④ Participant Application Form   ⑤ Publish

STEP THREE: SETTINGS (CONT.)

4. Complete the required information to proceed to Step 4.

7. **Participant can schedule** – Turn on if SF State interns are allowed to schedule from their ULink portal. We recommend to click Yes.

8. **Participant can select/change time** – Turn on if interns are allowed to select a time within the time range when scheduling for the opportunity. We recommend to click Yes.

9. **Participants can log hours** – Turn on if interns are allowed to log their own hours from their ULink portal. We recommend to click Yes.

10. **Auto log hours when marked as attended** – Turn on if hours should be automatically logged when marked attended from the Attendance page or on the Time It add on.

11. **Allow people to "swap" slots with each other**

12. **Approval required for participant application-** If this is set to No, all students who apply will automatically be added to the opportunity. If this is set to Yes, students will require your approval to be added to the opportunity.

13. **Orientation and/or training required** – Turn on if an orientation/training is required for approved interns. The orientation/training must be configured within the database, as a result click No.

14. **Allow participant(s) to cancel opportunity** – Turn on if interns are allowed to cancel a schedule for the opportunity. To not allow this, don't put a number and keep it blank.

15. **Save only** – Save any changes to the page

16. **Save and Next** – Save any changes and proceed to the next step

Opportunity Configurations

7 | Participant can schedule for this opportunity
Yes ⬤ No

8 | Participant can select/change time
Yes ⬤ No

9 | Participant can log hours for this opportunity
Yes ⬤ No

10 | Auto log hours when marked as attended
Yes ⬤ No

11 | Allow people to "swap" slots with each other
Yes ◯ No

12 | Approval required for participant application
Yes ⬤ No

13 | Orientation and/or training is required before participant can work
Yes ◯ No

14 | Allow participant(s) to cancel opportunity before [Hours] Hours
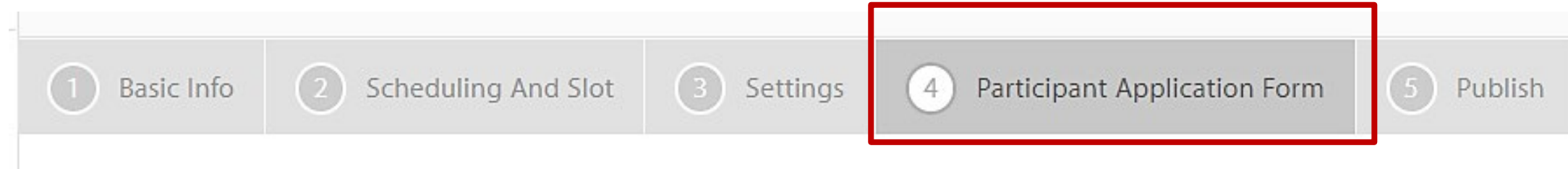Keep blank if volunteer(s) are allowed to cancel opportunity any time.

15 **16**

PREVIOUS | SAVE ONLY | SAVE & NEXT

3 Complete all the information regarding the opportunity. The basic opportunity configuration has 5 steps:

| ① Basic Info | ② Scheduling And Slot | ③ Settings | ④ Participant Application Form | ⑤ Publish |

STEP FOUR: PARTICIPANT APPLICATION FORM

Your organization may require that volunteers fill out an application form when they apply to an opportunity.
However, you can skip this step altogether – if you would like to.
• **Click "Next" to proceed to the next step.**

Basic Opportunity - ENG 695 Internship   Manage Participants

| ① Basic Info | ② Scheduling And Slot | ③ Settings | ④ Participant Application Form | ⑤ Publish |

Use an existing form or create a new form :

Select to create/use the Template

--Select Template--   ▼

--Select Template--
New Template
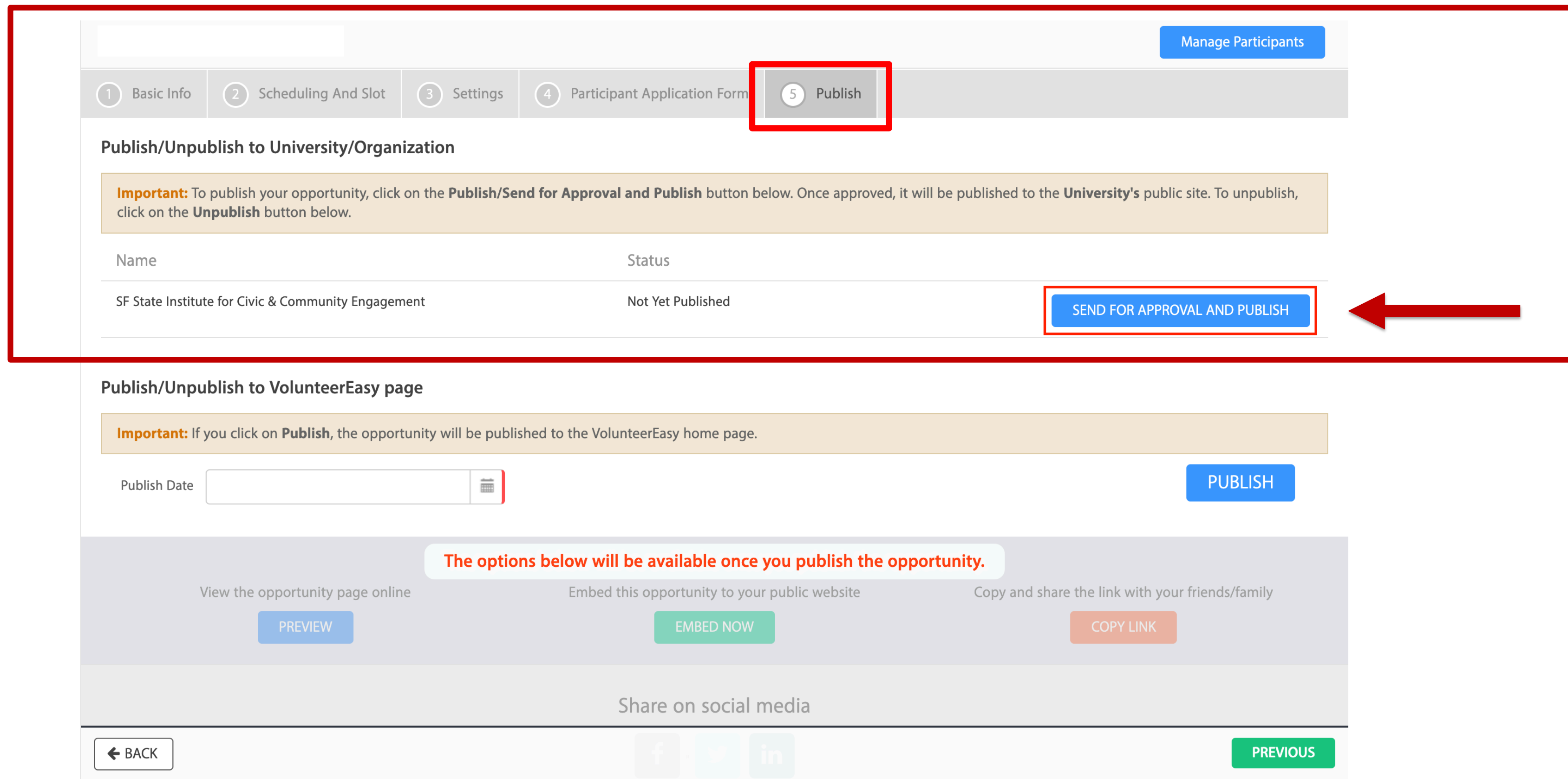Internship

PREVIOUS   SAVE ONLY   SAVE & NEXT   NEXT

⚠ **If you would like to add to your application, the function to request students to provide a resume and/or a cover letter - lease contact ICCE as this function is an advanced feature that we (ICCE) must do on our administrative end.**

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4

- At the final "**Publish**" window, you will look at the "Publish/Unpublish to University/Organization - click on "**SEND APPROVAL AND PUBLISH**".

- Once ICCE receives the pending opportunity, we will review and approve your opportunity.

Manage Participants

① Basic Info   ② Scheduling And Slot   ③ Settings   ④ Participant Application Form   ⑤ Publish

Publish/Unpublish to University/Organization

Important: To publish your opportunity, click on the **Publish/Send for Approval and Publish** button below. Once approved, it will be published to the **University's** public site. To unpublish, click on the **Unpublish** button below.

Name	Status	
SF State Institute for Civic & Community Engagement	Not Yet Published	SEND FOR APPROVAL AND PUBLISH

Publish/Unpublish to VolunteerEasy page

Important: If you click on **Publish**, the opportunity will be published to the VolunteerEasy home page.

Publish Date [   ] 📅   PUBLISH

The options below will be available once you publish the opportunity.

View the opportunity page online   Embed this opportunity to your public website   Copy and share the link with your friends/family

PREVIEW   EMBED NOW   COPY LINK

Share on social media

← BACK   PREVIOUS

WHAT TO EXPECT AFTER POSTING AN OPPORTUNITY

- Once ICCE approves your opportunity in ULink, it will be actively promoted and visible to SF State Students through ULink and students will be able to apply to the opportunity.

- Students often utilize ULink as **1)** a platform where they can search/apply for opportunities and post their hours towards academic credit for their academic internship courses, service-learning courses, and/or student programs and **2)** a historical archive to track their activity. Therefore, we *encourage* our Community Partners to actively utilize ULink as well.

SF State ULink

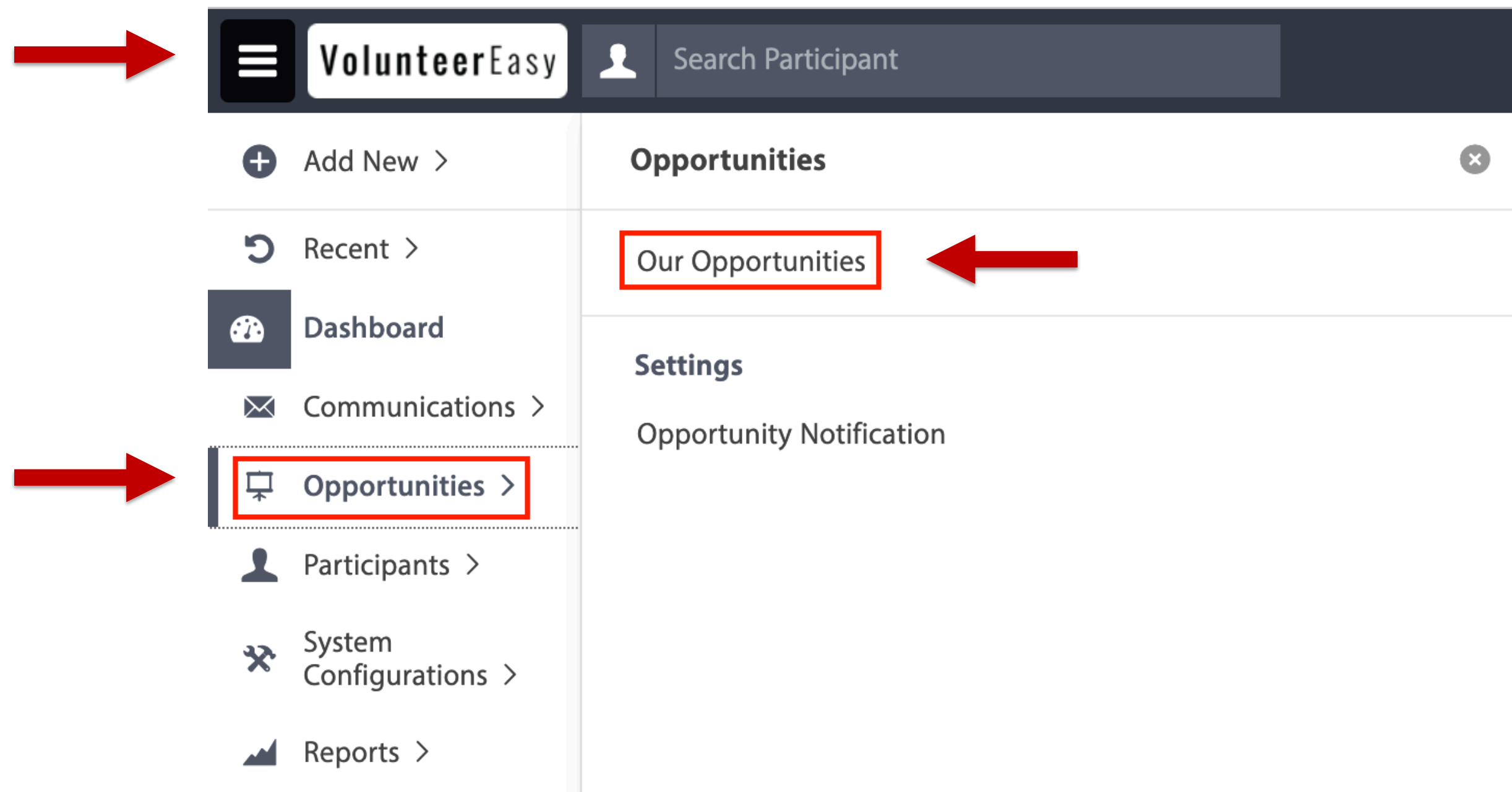Create Connections, Explore the Possibilities

- Students *may* or *may not* apply to your opportunity but if they do, an email will automatically be sent to the **Contact Person** – The organization admin/user who is assigned/created the opportunity.

  - Once students apply to your opportunity, if needed, you can contact them (e.g., to request additional information, schedule an interview, etc.).

- When you receive the notification, you will be able to approve or reject the student (ONLY if you indicated that participant applications required approval when initially creating the opportunity-see #12 on slide 13 for reference).

For detailed instructions on how to approve, reject, and/or remove students, refer to the next slides, #18-23.

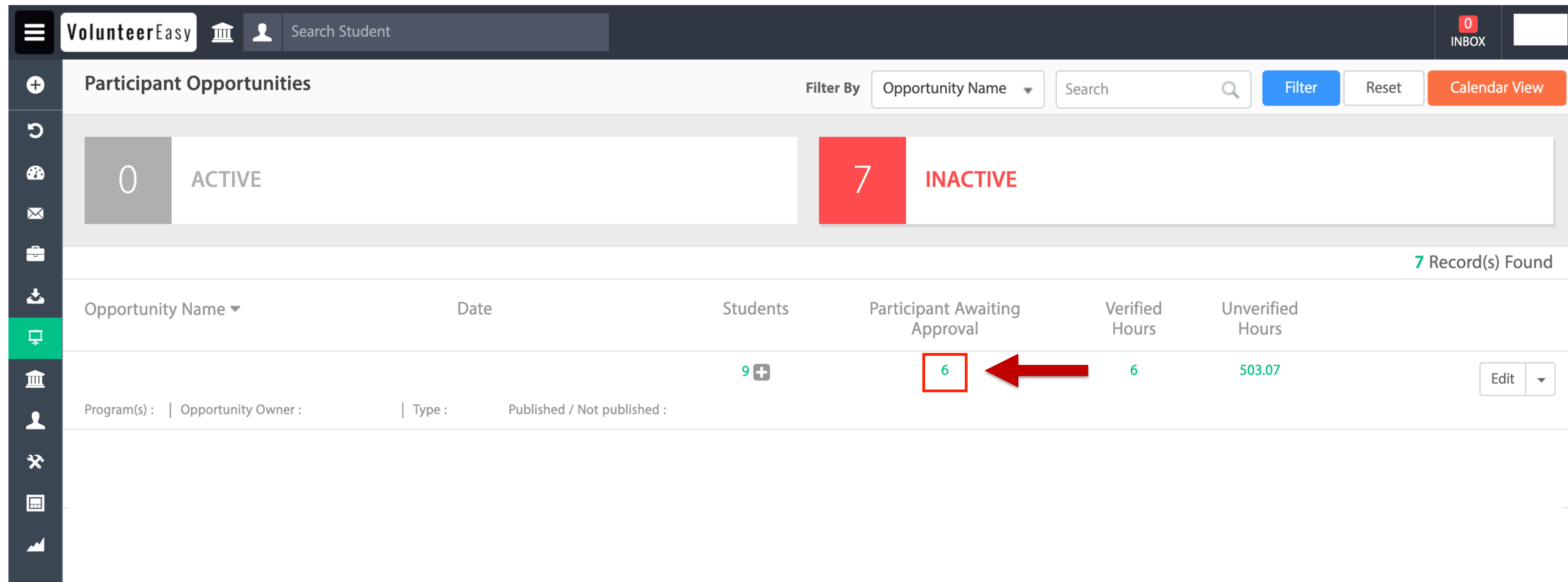# APPROVE, REJECT, OR REMOVE STUDENTS

1

- Once students apply for your opportunity you can approve, reject, or remove them from the opportunity.

- In the Main Menu on the left, click on the "**Opportunities**" tab and then click on "**Our Opportunities**".

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Create Connections,
Explore the Possibilities

2

- In the **Participant Opportunities** window, find the opportunity that you are approving, rejecting, or removing students from.

- To approve or reject student, under the "**Participant Awaiting Approval**" column, click on the number, which shows how many students are awaiting approval for the opportunity.

3.A

- When you approve a student, it means that you've reviewed their application and determined that they are a good fit for the opportunity.

- To Approve a student, click on "**Approve**".

- *Note*: Students can only be Approved and/or Rejected if the "**Approval required for participant application**" slider was set to "**Yes**" in the "**Settings**" category when creating the opportunity. see #12 on slide 13 for reference

Pending Participants

Name	Application Type	Application Date	Action
✉	Individual	1/29/2021	Approve ▾ / Reject
✉	Individual	3/8/2021	Approve ▾

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Create Connections, Explore the Possibilities

3.B

- When you "**Reject**" a student, it means that you've reviewed their application and determined that they are *not* a good fit for the opportunity and not able to offer the position.

- To "**Reject**" a student, click on the dropdown arrow and click on "**Reject**".

- *Note*: Students can only be Approved and/or Rejected if the "**Approval required for participant application**" slider was set to "**Yes**" in the "**Settings**" category when creating the opportunity.

Pending Participants

Name	Application Type	Application Date	Action
✉	Individual	1/29/2021	Approve ▾ / Reject
✉	Individual	3/8/2021	Approve ▾

REMOVE STUDENTS (CONTINUED)

3.C

- *Note*: Removing a student from an opportunity would only need to be done if you would like to remove the student for a specific reason *or* if the "**Approval required for participant application**" slider was set to "**No**" in the "**Settings**" category when creating the opportunity - see #12 on slide 13 for reference. This means that students are automatically added to the opportunity when they apply, without your review of their application.

- To remove a student from an opportunity, go back to your opportunities and click on the number under the "Participants" column.

Participant Opportunities

Filter By | Opportunity Name ▼ | Search 🔍 | **Filter** | Reset | **Calendar View**

| 2 | **ACTIVE** | 27 | INACTIVE |

2 Record(s) Found

Opportunity Name ▼	Date	Participants	Participant Awaiting Approval	Verified Hours	Unverified Hours	
	1/7/2020 - 1/7/2022	2 ➕ ⬅	0	0	10	Edit ▼

Program(s) : | Opportunity Owner : | Type : | Published / Not published :

22

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Create Connections,
Explore the Possibilities

3.C

- In the **Manage Participants** window, locate the student that you wish to remove from the opportunity.

- Click on the dropdown arrow and click "**Remove Participant**".

HOW TO VERIFY (REVIEW & APPROVE) HOURS

Once students have been accepted to an opportunity, they can log their hours through ULink in order to receive academic credit for their time. Once students log their hours, you can verify them through ULink as well. Therefore, we *encourage* our Community Partners to actively utilize ULink as well.

Note: Students can only log hours if the "**Participant can log hours for this opportunity**" slider in the "**Settings**" category was set to "**Yes**" when the opportunity was created- see #9 on slide 13 for reference.

1

- In the Main Menu on the left, click on the "**Opportunities**" tab and then click on "**Our Opportunities**".

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Explore the Possibilities
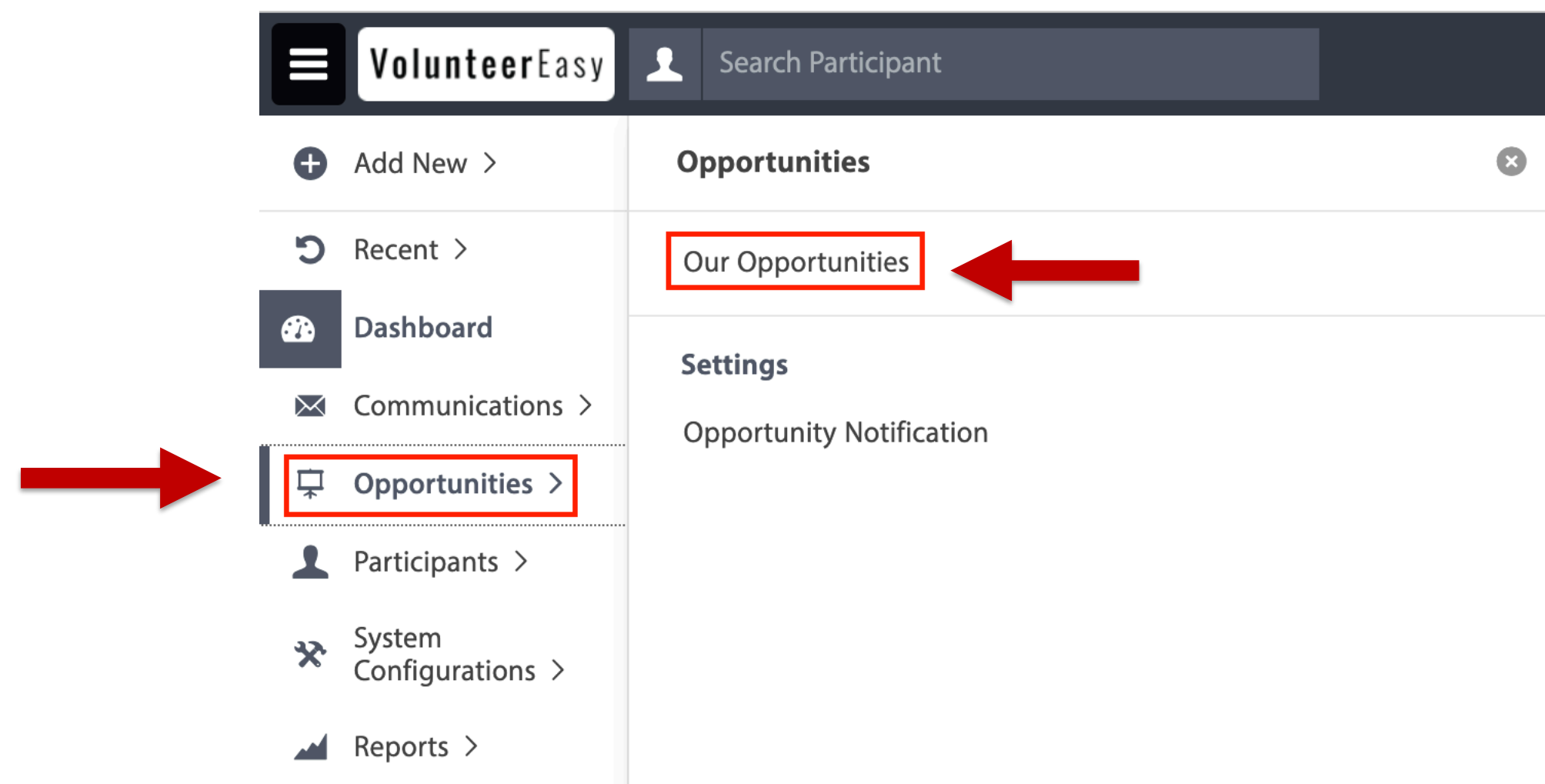
2 In the "**Participant Opportunities**" window, click on the number under the "**Unverified Hours**" column to verify the hours.

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Create Connections,
Explore the Possibilities

3
- To approve an entry, click "**Approve**".
- To reject an entry, click "**Reject**" in the dropdown menu, enter a reason and then click "**Reject**" again.

QUESTIONS?

PLEASE JOIN US AT OUR WEEKLY VIRTUAL DROP-IN HOURS

More information, scheduled hours, and the Zoom link can be found here:

https://icce.sfsu.edu/virtual-drop-hours

INSTITUTE *for*
CIVIC &
COMMUNITY
ENGAGEMENT

SF STATE

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