

The ASU Experience Database

A step-by-step guide to entering and maintaining community outreach information in the ASU Experience database

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A step-by-step guide to entering and maintaining community outreach information in the ASU Experience database. Community outreach information collected is displayed on the ASU in the Community website.

Contents:

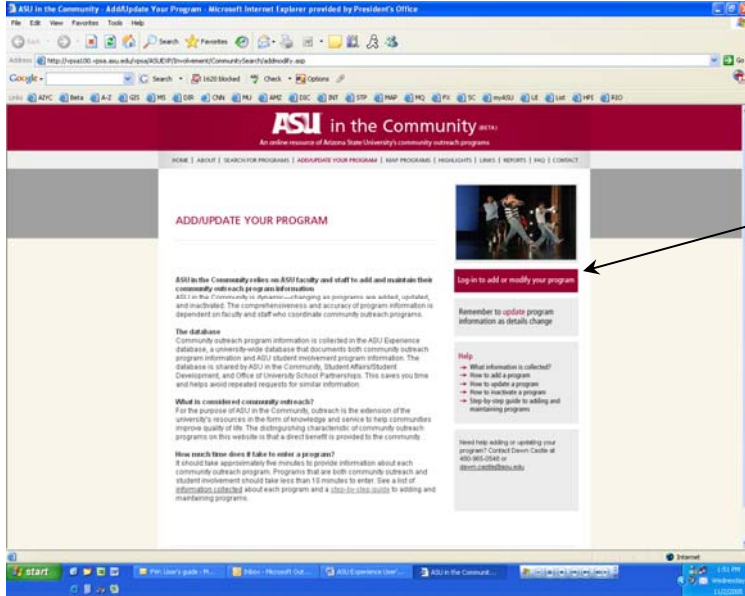
Logging into the ASU Experience database	pg 2
Adding a new program entry	pg 3
• Navigating to your department	
• Entering community outreach program information	
Modifying/updating program details	pg 9
Inactivating a program	pg 10
Reactivating a program	pg 11

For more information, please contact asucommunity@asu.edu or phone (480) 965-0548

Logging into the ASU Experience database

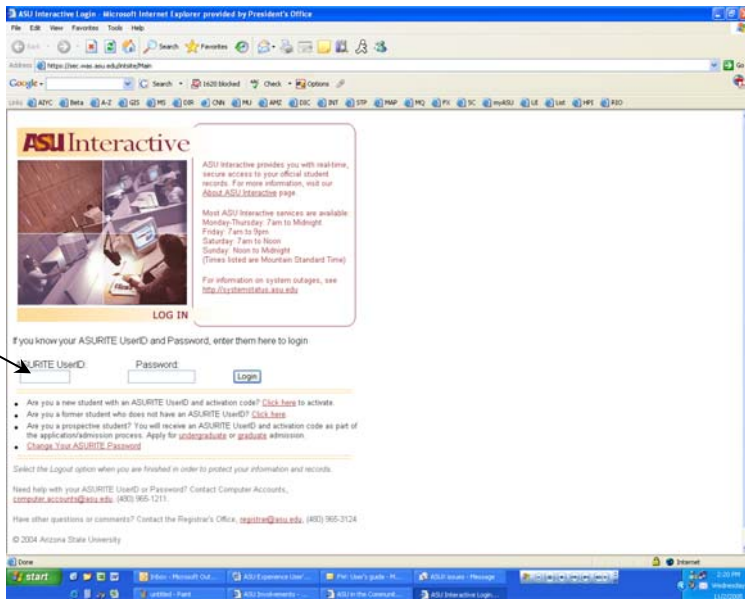
The ASU Experience database collects community outreach program information.

1. Go to <http://community.uui.asu.edu/add.asp> and click on **Log-in to add or update your program**



2. Enter your ASURITE UserID and password

Note: To enter the ASU Experience database, you must log-in from the ASU Experience homepage (<http://community.uui.asu.edu/add.asp>).

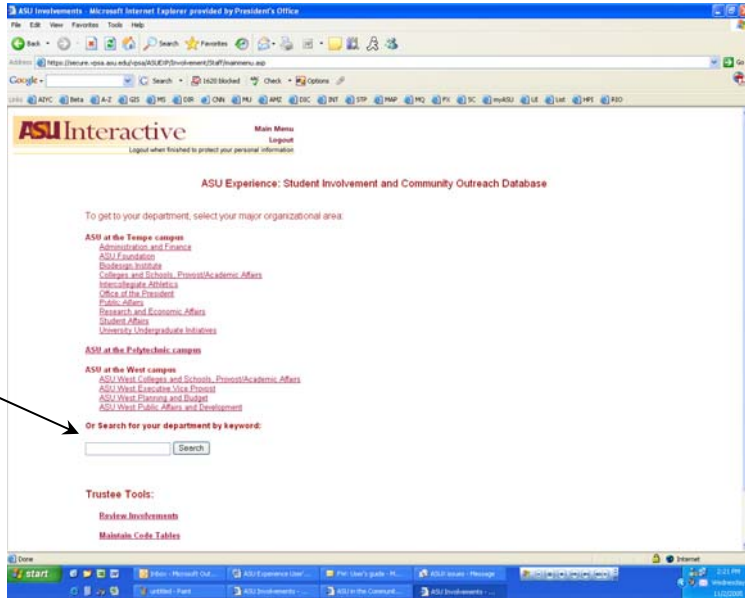


Adding a new program

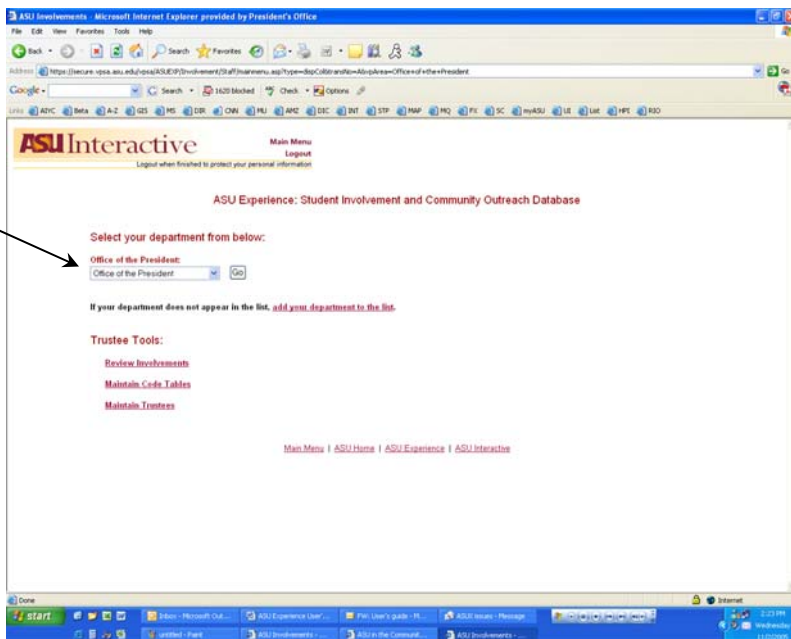
Navigate to your department

1. Select the major organizational area/affiliation that your department/unit falls under. Continue selecting the appropriate organizational levels to drill down to your department/unit.

You can also search for your department/unit by keyword.



2. Select your department/unit from the drop down list and select **Go**.



If your department/unit does not appear in the list, you can add your department/unit by clicking on **add your department to the list**. You will then be required to select your major organizational area and enter the requested information.

The screenshot shows a web browser window displaying the 'ASU Interactive' website. The page title is 'Department Contact Information'. It contains a form with the following fields: 'Select Major Organizational Area' (a dropdown menu), 'Department' (a text input field), 'Dept. Mail Code' (a text input field), 'Dept. Phone Number' (three separate text input fields for area, number, and extension), 'Dept. Email' (a text input field), 'Contact Name' (a text input field), 'Contact Phone Number' (three separate text input fields), and 'Contact Email' (a text input field). There are 'Submit' and 'Reset' buttons at the bottom of the form. The browser's address bar shows the URL: https://secure.opus.asu.edu/opusASUEIP/Involvement/Staff/Involvement.asp.

3. A list of programs already entered for your department will be displayed.

4. Select **Add New Entries** from the options on the left side of the page.

The screenshot shows the 'ASU Interactive' website displaying a list of programs for the 'College of Law'. On the left side, there is a navigation menu with the following options: 'Manage Active Entries', 'Add New Entries', 'View Inactive Entries', 'View/Update Department Contact Information', 'Search Student Involvement/Community Outreach programs', and 'Trustee View'. The main content area is titled 'Active Student Involvement and Community Outreach Entries' and contains a table with the following data:

Program ID	Student Involvement/Community Outreach Title	Contact Submitter Name	Contact Submitter Email/Phone	Community Outreach Status	Student Involvement Status
247	Advisory Program for Battered Women	Michelle Schaffer	michelle.schaffer@asu.edu / 4806657053	Approved	Pending
248	Arizona Justice Project	Robert Bartels	Robert.Bartels@asu.edu / 4806657053	Approved	Approved
249	Black Mesa Legal Trust	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved
250	De Colores Domestic Violence Project	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved
251	Eloy INS Detention Center Project	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved
252	Student Animal Legal Defense Organization	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved
253	Family Lawyers Assistance Project	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved
254	Junior Law	K Royal	kroyal@asu.edu / 4807278979	Approved	Pending
255	Homeless Legal Assistance Program	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved
257	Street Law	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved
258	Crime Victim's Legal Assistance Project	Walt Luther	wluther@crimelaw.asu.edu / 4806656640	Approved	Pending
877	Criminal Defense Mentor & Peer Bona Program	K Royal	kroyal@asu.edu / 4807278979	Approved	Approved

Adding a new program

Enter community outreach program information

1. Enter General Program Information

The screenshot shows a web browser window displaying the ASU Interactive application. The page title is "Screen 1: General Program Information". The form contains the following fields:

- Program Title:** A text input field with a note: "(Examples: Ecology Explorers, ASU Cares)".
- Location & Address:** A section with the instruction "Please list the locations and addresses where this program is conducted." It includes a text input field and buttons for "Add", "Edit", and "Delete".
- Contact Name:** A text input field.
- Contact Phone:** A text input field.
- Contact Email:** A text input field.
- Submitter's Name:** A text input field with a note: "(if different from Contact Name)".
- Submitter's Email:** A text input field with a note: "(if different from Contact Email)".
- Web site address:** A text input field with a note: "http://".
- Brief Description:** A text input field.

Information collected on this page:

- **Program Title:** Title of the program
- **Location and Address:** The exact location(s) where the outreach activity occurs. If program locations vary based on community requests, please include the most recent locations. Complete address information (street address, city, zip code) is required for program locations to be mapped on the interactive mapping tool (<http://community.uui.asu.edu/map.asp>).
- **Contact Name:** Primary contact for the program. Will be displayed in the program summary.
- **Contact Phone:** Phone number for the primary contact person. Will be displayed in the program summary.
- **Contact Email:** Email address for the primary contact person. Will be displayed in the program summary.
- **Submitter's Name:** Name of the person entering the program into the database (if different than the contact name). Communication from the database trustees will be directed to this person instead of the program contact. Will not be displayed in the program summary.
- **Submitter's Email:** Email address for the program submitter. Will not be displayed in the program summary.
- **Website Address:** Program website.
- **Brief Description:** Briefly describe what the program is and what it does, specifically the benefit to the community.

- **Partners:** Partners include any organizations inside and/or outside of ASU that work with the program to provide the outreach opportunity. Programs that are co-sponsored by multiple ASU departments can list the other participating ASU departments as partners.

2. Enter Community Outreach Program Details

IMPORTANT: When adding or modifying program information, please DO NOT use your web browser's back button as you navigate through the data collection forms. If you need to go back, continue through to the end of the program and then go back into it from the list of programs.

* Indicator required field

Community Outreach Information:

Primary Impact Area
Please select one primary impact area (programs are identified on the mapping tool by primary impact area)
Selection required.

Secondary Impact Area
Please select any additional impact areas that apply to this program

<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Public Policy
<input type="checkbox"/> Business and Economic Development	<input type="checkbox"/> Technology
<input type="checkbox"/> Education	
<input type="checkbox"/> Environment	
<input type="checkbox"/> Health and Wellness	
<input type="checkbox"/> Human Rights	
<input type="checkbox"/> Other (Please specify):	

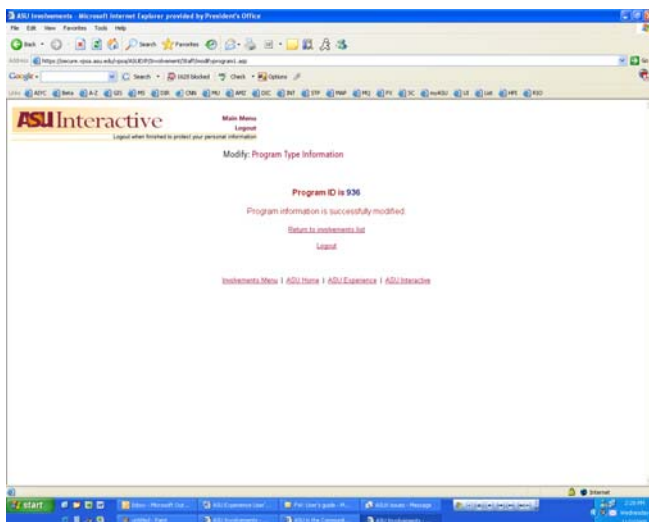
Audience
Please select the community members that benefit from the program

<input type="checkbox"/> Business	<input type="checkbox"/> Families
<input type="checkbox"/> Schools	<input type="checkbox"/> Retirees
<input type="checkbox"/> Pre-school Children	<input type="checkbox"/> Teachers
<input type="checkbox"/> K-12 Students	<input type="checkbox"/> School Administrators
<input type="checkbox"/> High School Students	<input type="checkbox"/> General Public
<input type="checkbox"/> Other (Please specify):	

Semester program offered:
Fall

- **Primary Impact Area:** The primary impact area describes the general subject category for the program. Programs are identified on the interactive mapping tool (<http://community.uui.asu.edu/map.asp>) by the primary impact area. Select one.
 - Arts and Culture
 - Business and Economic Development
 - Public Policy
 - Education
 - Environment
 - Health and Wellness
 - Human Rights
 - Technology
 - Other
- **Secondary Impact Area:** Secondary impact areas can be specified to further describe the program. For example, Ecology Explorers could have Environment as a primary impact area and education as a secondary impact area. Secondary impact areas are not mapped, but they are included in search results. Choose all that apply.
 - Arts and Culture
 - Business and Economic Development
 - Public Policy
 - Education
 - Environment
 - Health and Wellness
 - Human Rights
 - Technology
 - Other
- **Audience:** Audience specifies the community members that benefit from the outreach program. Choose all that apply.

- Business
 - Schools
 - Pre-School Children
 - K-8 Students
 - High School Students
 - Families
 - Retirees
 - Teachers
 - School Administrators
 - General Public
 - Other
- **Semester Offered:** Select when the program takes place:
 - Continuous year-round
 - Fall
 - Spring
 - Fall and Spring
 - Summer



Congratulations!

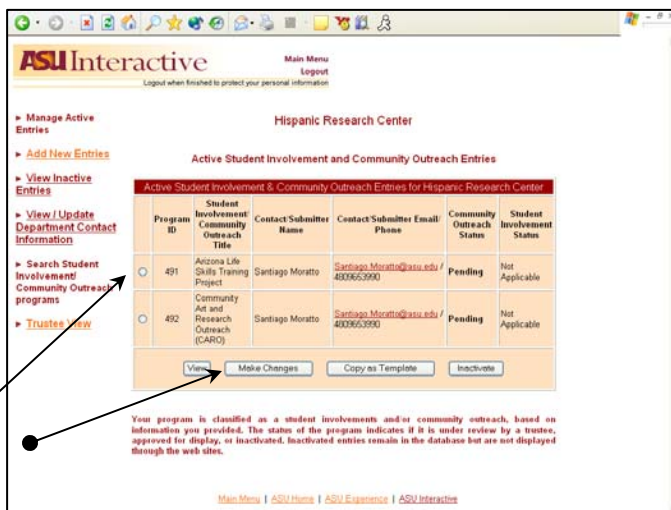
If your program is community outreach only, you have completed the program submittal process. Your program will be assigned a tracking number then reviewed by a database trustee. An email regarding the status of your program entry will be sent to you shortly after the program is reviewed.

Modifying/Updating Program Details

The accuracy of programs on the ASU in the Community website is dependent on the program coordinator's maintenance of the program details. Please remember to update your program as details change, such as locations, when the program is offered, etc.

To modify program details:

1. Log in to the database and navigate to your department as described on pages 3 and 4 of this guide.
2. When you arrive at your department page, a list of programs will be displayed.
3. To modify a program, select the program by clicking on the round check button in the first column then choose **Make Changes**



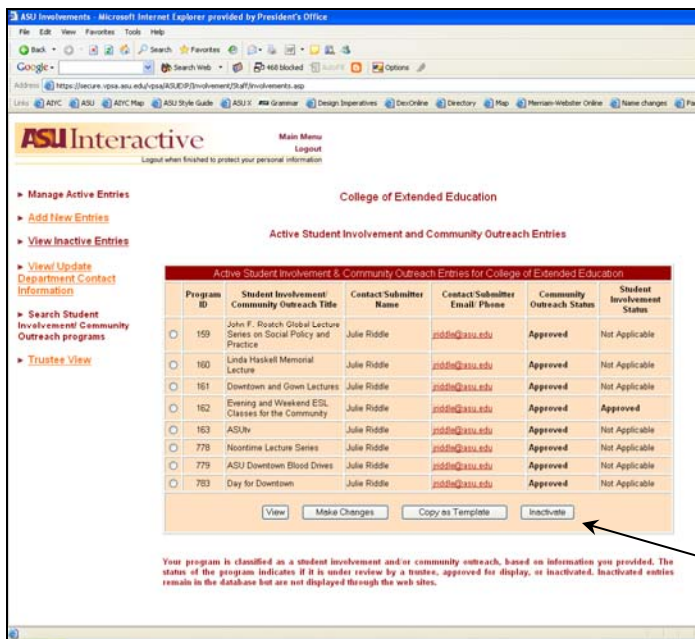
Inactivating a program

Programs that are no longer taking place or are temporarily on hold should be inactivated. Inactive programs are still in the database, but they are not searchable on the ASU in the Community website.

Inactivated programs can be reactivated at any time.

To inactivate a program:

1. Log in to the database and navigate to your department as described on pages 3 and 4 of this guide.
2. When you arrive at your department page, a list of programs will be displayed.
3. Select the program to be inactivated by clicking on the round check button in the first column, then choose **Inactivate**.



Reactivating a program

1. Log in to the database and navigate to your department as described on pages 3 and 4 of this guide.
2. When you arrive at your department page, a list of programs will be displayed.
3. Click on **View Inactive Entries** from the list of options on the left side of the page. A list of inactive programs will be displayed.
4. Select the program you wish to reactivate by clicking on the round check button in the first column of the table then choose **Activate**.

The screenshot shows a web browser window displaying the ASU Interactive website. The page is titled "Herberger College/Dept. of Dance" and "Inactive Student Involvement/ Community Outreach Entries". A table lists three programs, each with a round check button in the first column. The "Activate" button is highlighted with an arrow.

Program ID	Student Involvement/ Community Outreach Title	Contact/Submitter Name	Contact/Submitter Email/ Phone	Community Outreach Status	Student Involvement Status
<input type="radio"/>	401	Guest Artist Outreach	Mary Robert mary.robert@asu.edu / 480.661.200	Pending	Not Applicable
<input type="radio"/>	402	School and Community Teaching	Mila Parrish mila.parrish@asu.edu / 480.665.2512	Pending	Not Applicable
<input type="radio"/>	403	Service Projects in Dance Education	Mila Parrish mila.parrish@asu.edu / 480.665.2512	Pending	Not Applicable

View Make Changes Copy as Template **Activate**

Your program is classified as a student involvement and/or community outreach, based on information you provided. The status of the program indicates if it is under review by a trustee, approved for display, or inactivated. Inactivated entries remain in the database but are not displayed through the web sites.