

Collaboratory at CCSU

What is Collaboratory?

Collaboratory is a one-of-a-kind software that helps higher education understand the landscape of their engagement – the who, what, where, when and why of activities designed with and for their community. Click [here](#) for an overview of Collaboratory from the creators themselves!

What Information Does Collaboratory Track?

Collaboratory tracks community engagement and public service activities including service learning, community-based research and scholarship, practicums, internships, public lectures, volunteer, and outreach. Collaboratory uses activities as the unit of analysis to understand key elements (the who, what, where, when, and to what end) of what faculty, staff, and students do *in* and *with* community.

Community Engagement vs Public Service?

Collaboratory organizes activities into two categories - Community Engagement and Public Service. While Community Engagement and Public Service both occur in community settings, involve interaction with the community, and integrate some form of service, they have very distinct goals and processes.

Public Service

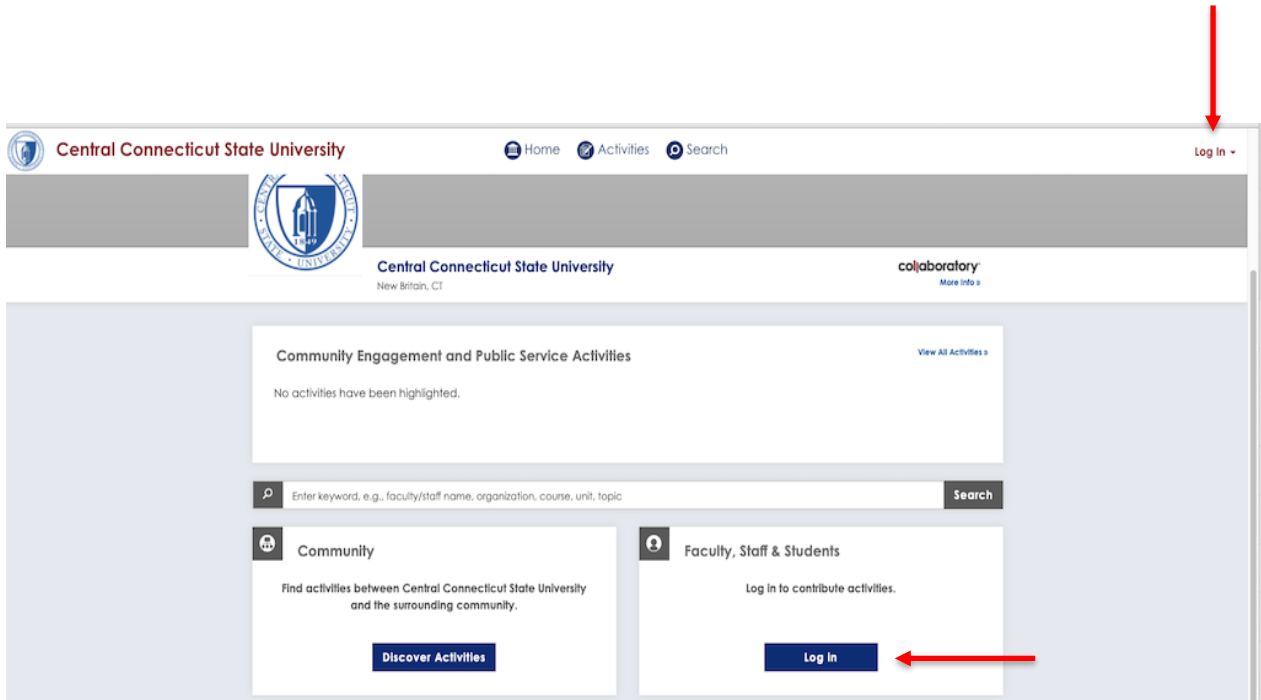
Sometimes referred to as community service or outreach--- occurs when an institution provides expertise, resources, and services to or for community individuals, groups, organizations, and the general public. External entities may invite, host, attend, participate, and benefit from the activity, but the primary responsibility for the design, delivery, and assessment of the activity is shaped by the academic institution. Such activities may include camps, clinics, direct services, cultural performances, community lectures, practicums, internships, and professional development activities provided by faculty, students, and staff for the public's general benefit.

Community Engagement

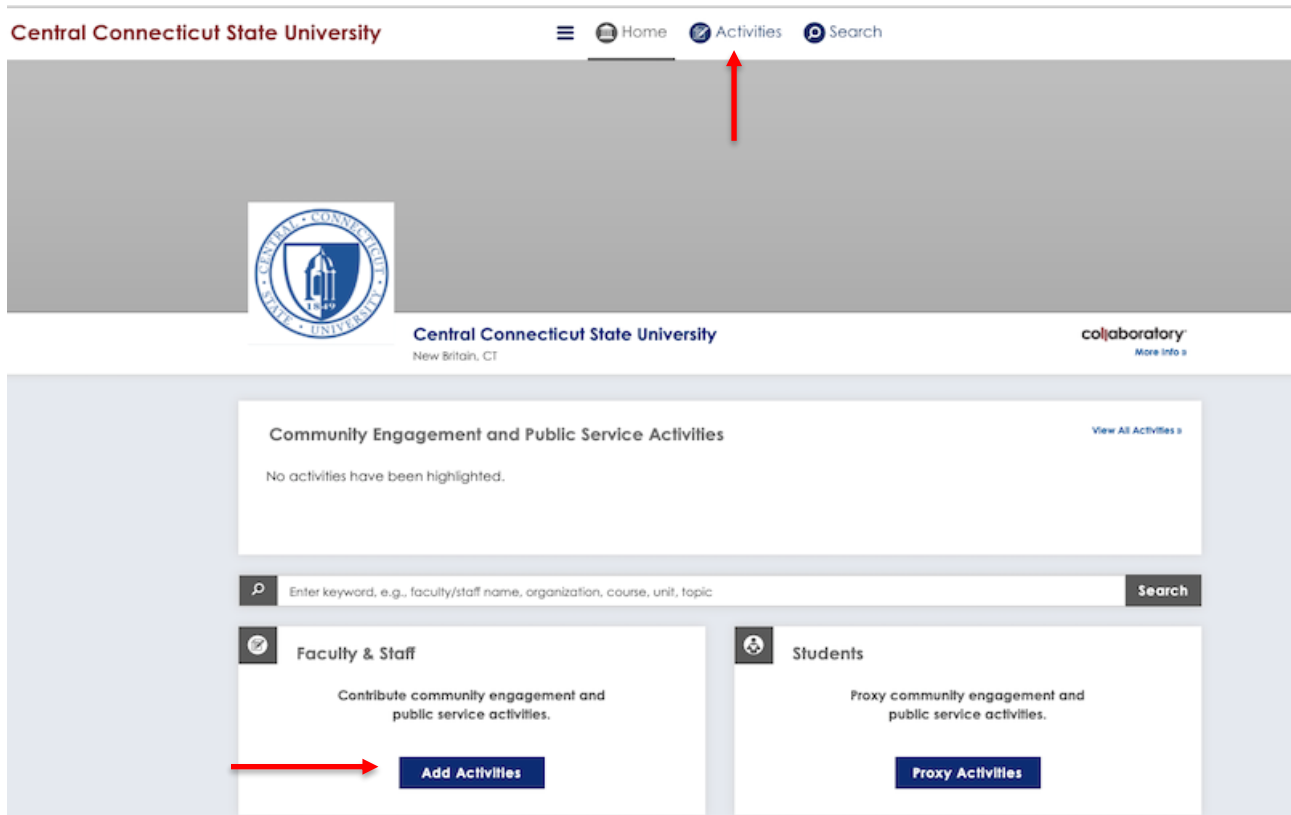
Is a process by which an institution works with community partners to co-create and implement mutually beneficial activities distinguished by collaboration and reciprocity. The exchange of expertise and ideas between academic and external community partners leads to co-creation of knowledge and activities that generate benefits for the academic institution, as well as community partners. Such activities may include service-learning course projects, engaged scholarship, internships, practicums, outreach and other community engagement initiatives.

How Is Data Entered in Collaboratory?

1. Visit CCSU's [Collaboratory site](#)
2. You can log in by either clicking on the Log In arrow in the top right-hand side or the Log in button box in the Faculty, Staff, & Students section



3. Your CCSU bluenet ID and password will serve as your log in credentials.
4. Once you are logged in click “Add Activities” in faculty and staff section or by clicking on “Activities” in the top bar (between Home and Search)



5. Choose the create option
6. Answer a series of questions to determine what category your activity will be entered in
7. Enter data required for the activity and submit when complete.
 - All fields with a red asterisk (*) are required
 - Some fields can remain private or can be toggled to the left (green) to be viewed publicly
 - Certain fields are pre-populated and you will be able to add from a pull-down menu (community partners, course, unit, etc.). You will be able to add some info that will then become part of the database (course or community partner)
 - You can save and exit from the “Submit) stage if you want to finish later

What Data is Required?

1. Basic Information

- Title of activity, a description, and location (if no specific location toggle to the left - red)
- Date of Activity – **can keep end date open if this is an ongoing activity*

2. Collaborators

- CCSU Unit associated with the activity (e.g. Anthropology, CE Minor); choose the most immediate unit to you—e.g. department). In some cases you may need to choose a school/college (e.g. interdisciplinary majors or programs), or an Office, Center, Institute. When all else fails, choose a Division (e.g. Student Affairs, Academic Affairs, President’s Office). You can also search the name in the search box
- Contact jessica.hernandez@ccsu.edu if you believe your unit should exist in Collaboratory
- **Disregard “programs/initiatives” for now**
- If you worked with another faculty member and they have not created a profile, you can invite them to register

3. Focus

- Describe the populations and focus areas this activity aims to reach

4. Scholarship

- If a course is connected to the activity, it can be added via the drop-down menu or you can manually enter it if it is not in Collaboratory

5. Goals

- Outline what was expected and what was achieved through this activity

6. Submit

- You can go back and review/edit or add missing data then submit! You will be notified of any missing data before submitting and can go directly to the field from this section (click on the missing data in blue). Be sure to check the box (“By checking I agree..”)