

Co-Curricular Tracker (CCT) Frequently Asked Questions for Staff and Faculty

The Co-Curricular Tracker (CCT) is a useful tool for students to track their involvement and volunteer activities. These activities can showcase students' employability skills on their resume, for graduate school, volunteer applications and more.

The CCT was known as the Co-Curricular Record (CCR) until September 2022. A major change from CCR to CCT is that activities no longer need to be validated by a faculty or staff member, as all activities in the co-curricular catalogue are University recognized.

How do I request a new CCT Staff Account?

You can request a staff account by emailing elevate@ucalgary.ca with your name, UCID, email, position title and faculty/office

How do I access my existing CCT Staff Account?

- Go to [Elevate](#) and click on Staff Login
- Sign in using your UCalgary Login information

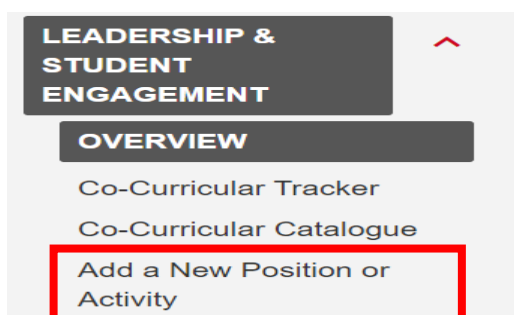
What are the criteria for adding new activity positions to the Co-Curricular Catalogue?

The following criteria must be met:

- The position must be an on-campus activity or be attached to a university department, club, faculty, or program
- The position can be paid; however, the function of the job must focus on student engagement work (ex. Community Advisors in residence, volunteers, and clubs).
- The position cannot be attached to any form of academic credit

How do I add a new activity or position to the Co-Curricular Catalogue?

- Click on Leadership & Student Engagement
- Prior to submitting a new activity, please ensure that it does not already exist in the CCT. You can do this by searching for it in the Co-Curricular Catalogue.
- Click on "Add a New Position or Activity"



- Select a time period & Category

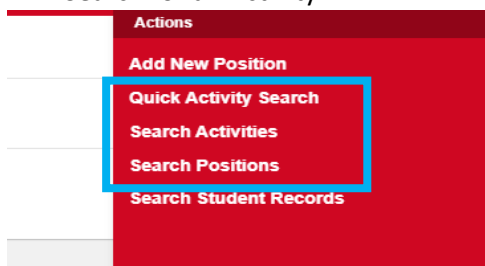
A screenshot of the 'Select a time period & Category' form. The form is part of a larger interface with tabs for 'Grouping', 'Activity', 'Position', 'Validator', and 'Requestor'. The 'Activity' tab is selected. The form has two dropdown menus: 'Select a time period' with '2022-2023' selected, and 'Select a category' with '-Select-' selected. A red rectangular box highlights the 'Next' button at the bottom of the form.

- Select an Activity

- Complete the form
- Add the requestor details on the final step and click “FINISH” and your activity/position will be submitted for approval to be live in the Co-Curricular Catalogue
- Approvals will take 2 – 3 business days

How do I edit an existing activity?

- Search for an Activity



- Add the relevant filters and Search
- Double click on the desired activity and then click on the red circle with three dots in lower right-hand corner of screen to edit

Questions:

If you have any questions, please email involve@ucalgary.ca