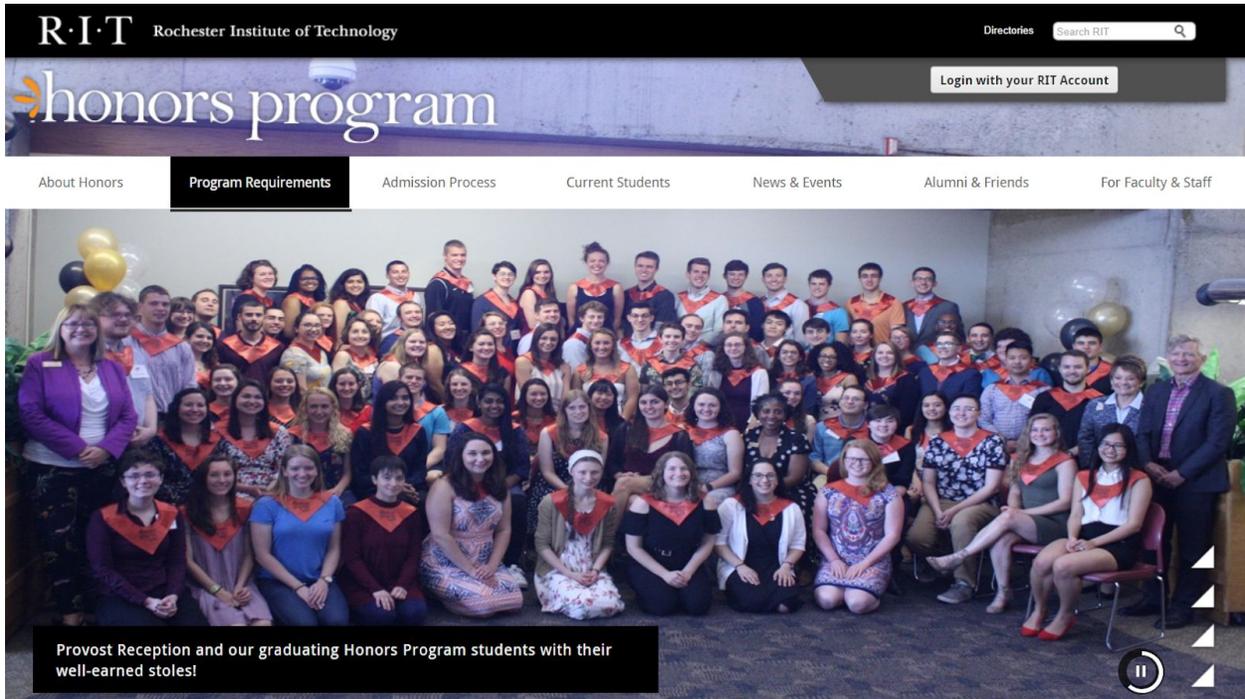


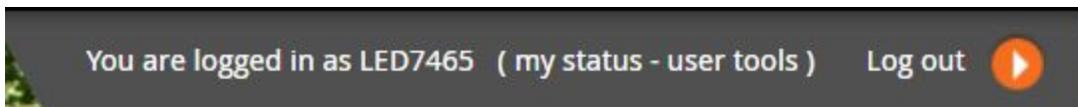
Comp Learning for Honors

Don't remember how to submit your comp learning? Here's a tutorial for you!

1. Go to honors.rit.edu. You should see a page that looks something like this:



2. Click on "Login with your RIT Account". Once you log in, you'll see that the button you just clicked has changed to say "My Status" and "User Tools".

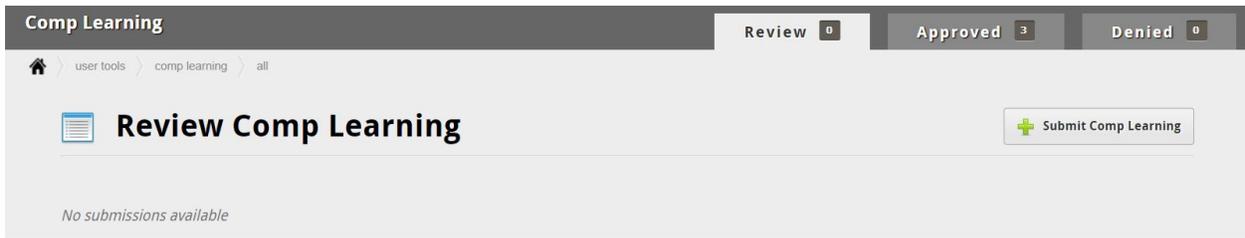


"My Status" - this lists all the requirements you've completed. You can use it to check your continuation each year to make sure you're on track to stay in the program.

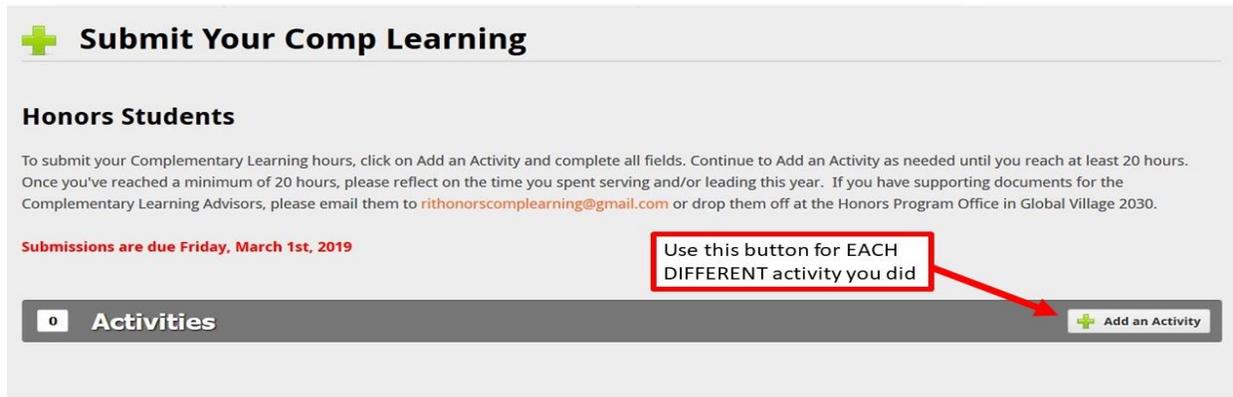
"User Tools" - this has all the different options available to you as an honors student. You can apply to be an Honors Mentor or see nominees for Council elections, for example. There is also a button called "Comp Learning". Click on this to submit.



You'll be brought to another page where you can see your comp learning status.



3. If you haven't yet begun your submission, click "Submit Comp Learning" to start one. You'll see a page like the one below. Add an entry for each activity you completed.



If you did multiple events for the same type of activity, you can put them all under the same "activity" and specify different dates in the "dates when this activity took place" area.

For example:

Description of Activity

Activities Committee

- Participated in weekly meetings
- Helped plan the Halloween Party, Darien Lake trip, & trivia for the Honors Spring Dinner
- Made posters for the Holiday Party

Each responsibility related to Activities Committee goes under one entry. This makes it easier for the comp learning advisors to read and understand what you've done!

Another example is below. Note that **individual dates are specified with an hourly breakdown**. This helps us understand how your 20 hours are allocated.

Add a New Activity ✕

Description of the Activity *

Volunteered at Greater Nebraska Volunteer Center.
1733 Crane Road, Sandhill, Nebraska

My volunteering consisted of cleaning equipment for a nursing home.

Dates When This Activity Took Place *

6/3/2018 - 10:00am-2:00pm
6/7/2018 - 11:30am-3:30pm
6/21/2018 - 12:00pm-4:00pm
7/1/2018 - 10:00am-2:00pm
7/7/2018 - 1:00pm-5:00pm

Hours Completed for Activity *

20

Contact Information for Person Related to Project *

Note: This person must be someone other than yourself and must include a name and email or phone number.

Jane Doe
Director of Volunteer Programs
jane.doe@ersatzmail.com
(555) 555-3614

4. Important: When you are done you have two options to save your submission. See the picture below.

“Save” - Even if you know you will be completing an activity, you can’t submit dates until after you’ve done them! Use the “save” feature to save your progress and wait to submit until after all twenty hours are completed.

“Submit” - You can only submit once. In order to submit, you must have all twenty hours AND you must have a written reflection of at least 100 words. Do this when you are finished with your comp learning altogether. The earlier, the better!

Expected Graduation *

Academic Year Term

Use this button if you are recording service events as they happen and want to come back to your submission to edit/add. This button DOES NOT SUBMIT your submission for approval.

Use this button when you have FINISHED filling out your submission and ready for it to be approved. You cannot edit your submission after hitting this button.

Save

Submit For Review →



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5. Once you've submitted completely, you'll receive an email saying that your comp learning status is "pending". If you don't see it, be sure to check your spam. You'll get another email once it's approved!