Activity and Change Tracker (ACT) How-to Guide

This document describes how to use the NCWIT Activity and Change Tracker (ACT) tool. The purpose of this tool is to help NCWIT members track their activities related to broadening participation in computing, as well as to inspire members with ideas for activities that other members are carrying out.

The ACT tool can be found at http://www.ncwit.org/activities or under “Resources and Tools” drop-down menu on the NCWIT home page, select Member Activity & Change Tracker (ACT). This document contains details on the following topics:

1. Create an NCWIT account
2. Log in to the NCWIT website
3. If you submitted your NCWIT Activity Worksheet at the 2013 Summit...
4. Add a new AA Member Activity
5. View AA Member Activities (search)
6. Edit one of your existing Activities
7. Comment on other Users’ Activities

Please see the following sections for details on each topic.

1. Create an NCWIT account

If you do not have an account, perhaps because you are a new member, please follow these steps to create an account:

1. Go to https://www.ncwit.org/user/register and click on “Create new account”.

2. For “Username”, please type in a username you would like to use.
3. For “E-mail address”, please enter your email address.
4. Please enter the characters in the CAPTCHA validation box.
5. Click on “Create New Account” button.
6. If successful, you should receive an email from admin@ncwit.org stating your account detail as well as your one-time password. You will need to set a new password the first time you log in to the NCWIT website.
7. Once you login, you should see your activity in the right-hand box under “My Activities.”
8. Please edit the title of your activity from your name to a short description of your activity. For more details on editing, see below. Feel free to edit any of the items under your activity.

2. Log in to the NCWIT website

Before you add, modify, or delete one of your activities, you must sign in to the NCWIT website (http://www.ncwit.org/).

You can find the sign in button at the top right corner of NCWIT website:

![Sign in button](national-center-for-women-information-technology.png)

If you are already a NCWIT member, by default you should have an NCWIT account. (If you attended last year’s summit, you used your NCWIT account to register for the summit.) If you don’t know your password, you can click on the “Request new password” link:

![Sign in options](https://www.ncwit.org/)

Please enter your email address, and a one-time login link will be sent to you to let you reset your password.

If you believe that you have an account, but you can’t remember your account ID, there are two ways to obtain your account ID (username). Either:

1. Click on “Request new password”. At the User account page, enter your email address that you used to register an NCWIT account. Click on “E-Mail New Password.” You will receive an email from admin@ncwit.org with a one-time link that you can use to log in and then set a new password; Or:
2. If you are unable to reset your password, send an email to act@ncwit.org. In your email, please include the alliance you are affiliated with as well as the email address you used to register an NCWIT account, if you can remember this information.

Note that when you are first given a new account, this is not yet a member account. Currently, to turn your new NCWIT account into a member account, you will need to email act@ncwit.org stating your request. You must be a member of an alliance to have your NCWIT account turned into a member account. For more information concerning membership view the Membership Agreement (http://www.ncwit.org/sites/default/files/file_type/ncwitaamember_agreement_november2012.pdf), and fill out this form (http://www.ncwit.org/academic-alliance-membership-form).
3. If you submitted your NCWIT Activity Worksheet at the 2013 Summit...

Your first activity has already been entered into ACT for you. Please follow the directions in the “5. View AA Member Activities (search)” section below to update the title from your name to the name you wish to give your activity.

4. Add a new AA Member Activity

Once you have logged in, you can click on the “View Member Activities” orange button on the right hand side of the page. This will take you to the ACT site (http://www.ncwit.org/activities).

On the right hand side of the ACT site, you should see a box that looks similar to this:

Click on the “Create an activity” link. This will take you to a page titled “Create Member Activity”. This is where you fill in the information for the member activity.
For “Title” of your activity, type in the name of your activity (not your own name). You will probably want to make the title short but descriptive, so that others will be able to quickly tell what it is. Some examples: “Increase colloquium speaker diversity”, “Find local sources of funding”, “Big Sisters Club”.

The next field is “Activity”, which is a drop-down list of possible activities, as shown below:

If none of the selections describe your activity, please choose “Other”.

Next, summarize the overarching goal of the activity. This is a good place to provide more context and a longer description of your activity and of what you hope to accomplish by carrying out this activity. For instance, the goal statement for the activity “Find local sources of funding” might be something like this: “To better support existing and planned future programs in our department for recruitment and retention, we want to identify local sources of funding through our campus and within our local community. If you chose “other” as your activity type, you should definitely use this space to describe your activity.

For the Name field, please type in your full name or the name displayed on your NCWIT account.

Now select one or more tags for your activity. These tags will allow others to more easily identify activities that they may wish to implement. There are currently ten goals: Retaining,
Recruiting, Organizational Change, Outreach, Reducing Unconscious Bias, Mentoring, Advising/Counseling, Evaluating, Raising Awareness, and Teaching.

Enter the name of your organization (if you are an Academic Alliance member, this is most likely your institution) and your department affiliation, or the department that is sponsoring this activity.

Enter the starting date for the activity in the “Activity Date” box. This is that date that you wish to commit to the activity, and can be now or a future date. Make sure the date is in the format YYYYY-MM-DD (for instance: 2013-05-24).

The “Additional Activity Info” box is where you can enter more details about the planned activity. These details could include things like when the activity will take place, NCWIT resources you plan on using or consulting, or a longer description of the activity.

The target completion date is the date by which you expect to complete the activity, and should be entered in YYYYY-MM-DD format.

Once you’ve started the activity, or started planning the activity, you will most likely want to enter text in the “Progress on Activity” box. This box is a great place to note where you are in the process, which may be useful to you as you plan your activity and to others who are considering or planning a similar activity.

Next, select your alliance in the “Alliance” drop-down list. Most likely this is the Academic Alliance.

The “Status” drop-down allows you to indicate how far along you are in the planning and execution of the activity (see below for options):

The “Lessons Learned” box is a place for you to describe what have you learned from your activity. You may want to include feedback you’ve received on the activity, resources that did and did not work, things that went well and things that went poorly, and future directions for this
activity. Not only can this help you and your organization plan future related activities, but it can also help other organizations plan similar activities better and learn from your experiences.

The “Visibility” drop-down allows you to indicate who can view your activity. The three options are “public” (everyone can view), “members only” (only NCWIT members can view), or “private” (only you can view).

If you would like other members to contact you about your activity, please select “yes” from the “Can other members contact you?” drop-down. Otherwise, select “no”.

You may optionally add your (or your institution’s) address, city, state, and ZIP code. This information will not be displayed with your activity, but in the future will allow people to search for an activity based on geographic location (so, for instance, you can find all activities from organizations near your institution).

Finally, select the type of institution you are at from the “Organization Type” drop-down. Again, this information will help others to search for or filter activities based on institution type (for instance, “K-12 serving organization” or “bachelor’s and master’s degrees only”).

If you would like to include evaluation in your activity and have it considered for the spotlight, please click “Yes”. Otherwise, please click either “N/A” or “No”. If your activity has been selected for a spotlight, please upload an image of your activity.

You’re done! Click “Save” to save the activity, or “Preview” to preview before saving.

5. View AA Member Activities (search)

Search AA Member Activities

The search feature of ACT allows you to look for specific activities or types of activities within the system.

At the top of the main ACT page (http://www.ncwit.org/activities/), you will notice a section with several drop-down menus, as shown below:
You can enter specific text in the Search box (for instance, the title of an activity, keywords, etc.) to find an activity. You can also use the drop-down menus to filter your search results, by tag (retaining, recruiting, outreach etc.), alliance, activity type, status, or organization type (for instance, “K-12 serving organization” or “bachelors and master’s degrees only”). **Note that to search on a "User ID" you must enter the user's ID exactly.** Click on the “Submit” button to start the search.

**Browse through all AA Member Activities**

If you scroll past the search section on the main ACT page (http://www.ncwit.org/activities/), you can browse all the currently entered activities. The activities show the title and status of the activity, followed by start date and target completion date of the activity, the goal statement, organization and department, alliance, and goal tags. If the activity’s creator chose to allow others to contact him or her, you will also see a “Contact this user” link. This allows you to email a message to the activity’s creator via a web form.

You may click the “READ MORE>” link to view more information about the activity, including lessons learned, and to comment on the activity. (Comments appear in this expanded activity view and also appear on the main ACT page under your activities.)

**View your activities**

You can quickly and easily view all of the activities you have created, as well as all of the activities that you have commented on. There is a box on the right hand side of the page titled “My Activities” that contains all of this information. Clicking on the “View All” link takes you to a page that shows the same “summary view” of all of these activities as is seen on the main ACT page when you browse all activities. You may filter the activities by status (“Not started”, “In progress”, etc.) for convenience. In addition, for each activity you have entered there is an “Edit” button that allows you to edit the activity’s details. This provides you with a handy and easy way to update the details associated with an activity. (See the next section for details.)

**6. Edit one of your existing Activities**

As you plan and execute each of your activities, you will want to use ACT to update your progress. To edit an existing activity, click on the “View All” link in the “My Activities” box on the right hand side of the main ACT page (http://www.ncwit.org/activities/) to take you to the full “My Activities” view. Find the activity you’d like to edit and press the “Edit” button. You will see the same view as you do when you add a new activity (see “Add a new AA Member
Activity” section above). Modify any of the fields. When you are finished, press “Save” to save your changes; “Preview” to preview your changes before saving; “View Changes” to compare your modified activity to the previous version; or “Delete” to delete the activity from the system.

7. Comment on other Users' Activities

One of the goals of ACT is to allow NCWIT AA Members to collaborate, share, inspire, and be inspired by other AA Members. To that end, ACT allows you to comment on other's activities. To make a comment on an Activity, simply find the Activity, click on "Read more>", go to the bottom of the Activity, and enter your comment. There you can title your comment, and give details.

You will see comments that you have commented on in the right-hand column of the main Activity page under "MY COMMENTS".

Please feel free to provide feedback, encouragement, and advice to others via comments on their Activities.

If you have additional questions or comments regarding the NCWIT Activity and Change Tracker, please send us an email at act@ncwit.org.