Activity and Change Tracker (ACT) Short How-to Guide

This document describes how to use the National Center for Women & IT (NCWIT) Activity and Change Tracker (ACT) tool. The purpose of this tool is to help NCWIT members track their goals related to broadening participation in computing, inspire members with ideas for activities that other members are carrying out, and learn what other members are doing—perhaps for collaboration purposes.

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. **Add a New AA Member Activity, E.g., Un-Poster**
4. **View AA Member Activities (Search)**
5. **Edit One of Your Existing 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," type in the username that you would like to use.
3. For "E-mail address," enter your email address.
4. Please enter the characters in the CAPTCHA validation box.
5. Click the "Create New Account" button.
6. If successful, you should receive an email from admin@ncwit.org with your account details and 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" if you previously submitted activities or if NCWIT uploaded them for you.

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 log in button in the **top right corner** of NCWIT website:

If you are already an NCWIT member and have attended an NCWIT Summit, you have an NCWIT member account that you used to register to attend the Summit. If you don't know your password, you can click on the "Request new password" link:
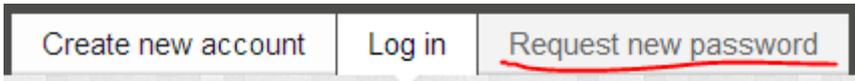

Note that when you are first given a new account, this is not yet a *member* account but the process to obtain a member account is automatic if you registered to attend the Summit. However, if you haven't registered to attend a Summit and would like a member account, you will need to email act@ncwit.org stating your request. You must be a member of an NCWIT alliance to have your NCWIT account turned into a member account. For more information concerning NCWIT Academic Alliance membership view the Membership Agreement (https://www.ncwit.org/sites/default/files/file_type/ncwit-aamember_agreement_2016.pdf) and fill out to become a member in the NCWIT Academic Alliance: http://www.ncwit.org/academic-alliance-membership-form.

3. 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).
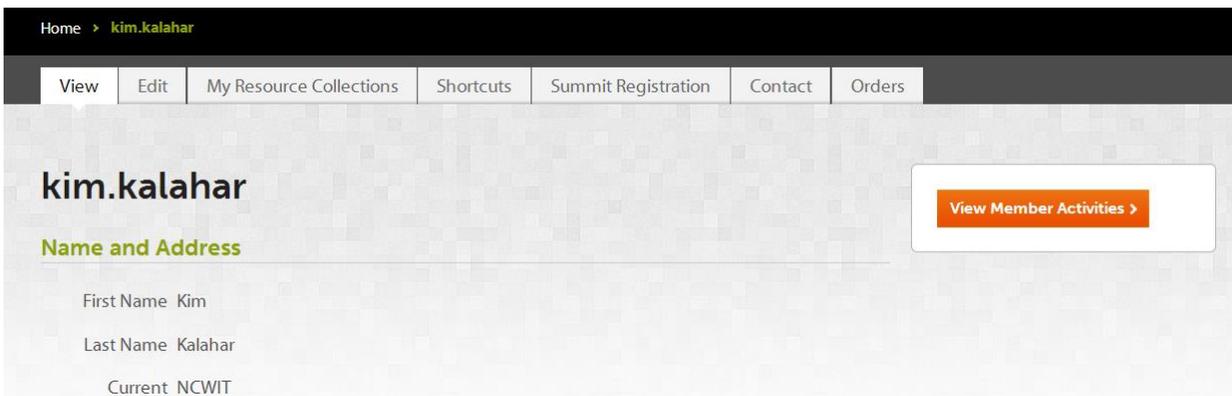
On the right hand side of the ACT site, you should see a box that looks similar to this:
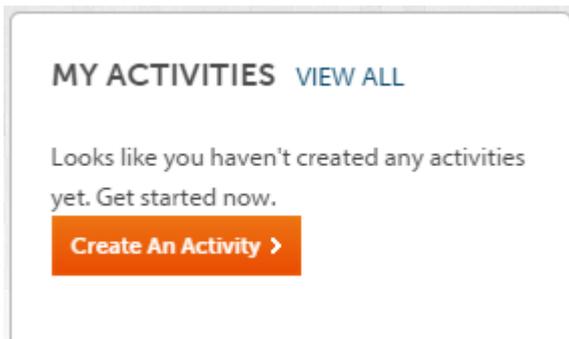
Click on the "Create An Activity" link. This will take you to a page titled "Create Member Activity." This is where you fill in the information for the member activity.

Start with the title of your activity. For "Title" of your activity, type in the name of your activity (not your own name). Then go through the rest of the form filling out all fields that you can. Once you are done filling in all of the fields you can click "Preview" to preview what your activity will look like and then you can click "Save" to save it.

4. 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.

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).

5. 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 click 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, click "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.