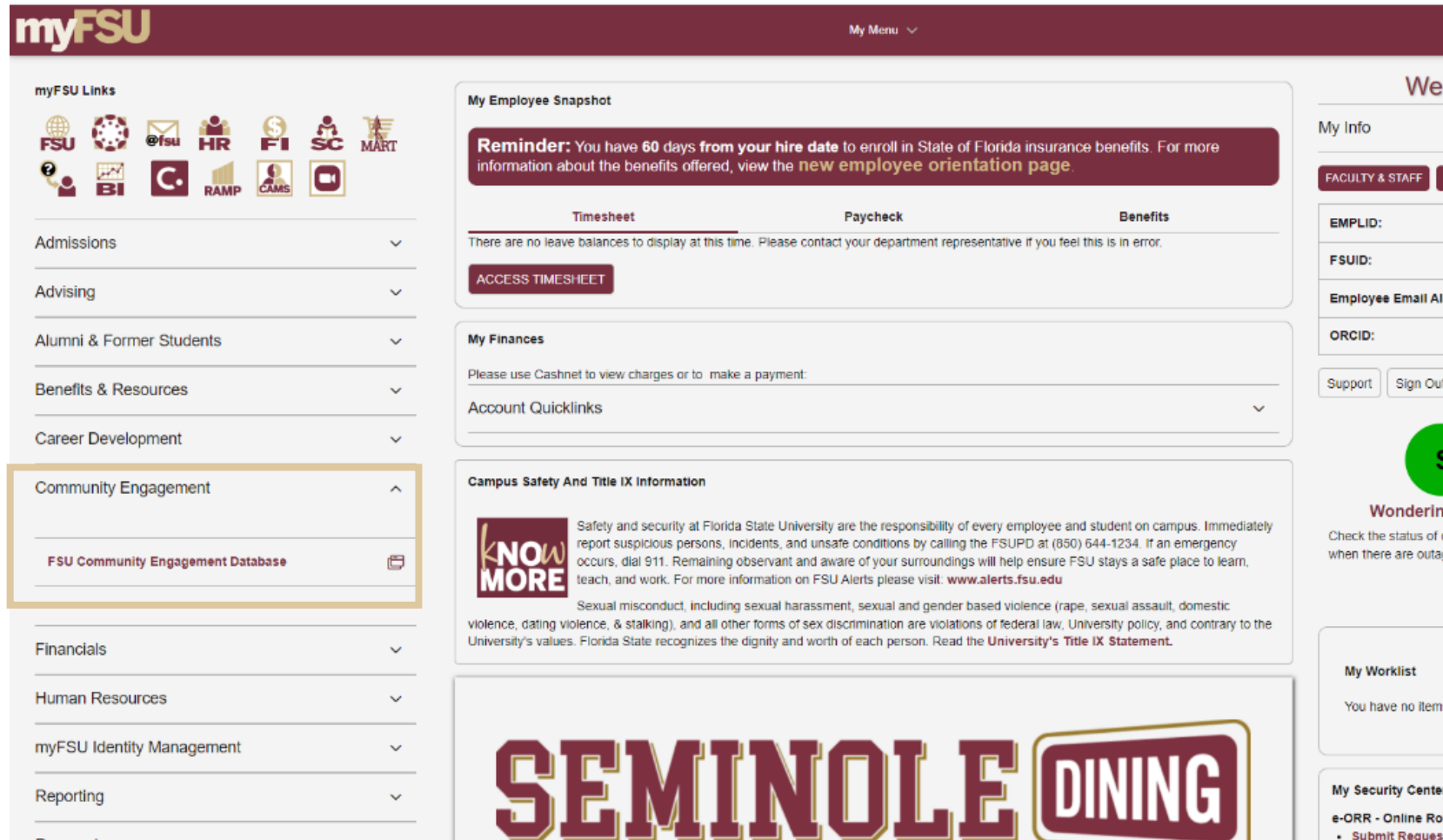


Community
Engagement Database
User Guide

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Access the CE Database via the myFSU portal under “Community Engagement.”



The screenshot displays the myFSU portal interface. On the left, a vertical menu titled "myFSU Links" contains various categories. The "Community Engagement" category is highlighted with a red box, and a red arrow points to it from the left. Within this category, the "FSU Community Engagement Database" link is visible. The main content area on the right includes sections for "My Employee Snapshot" (with a reminder about insurance benefits), "My Finances" (with a note about Cashnet), and "Campus Safety And Title IX Information" (with a "KNOW MORE" button). A "SEMINOLE DINING" logo is at the bottom. The right sidebar shows "My Info" with fields for EMPLID, FSUID, and ORCID, and a "Wondering" section for checking outage status.




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FSU Community Engagement Activities Hub

Welcome to the FSU CE Database.

If this is the first time you are entering data here, please create your PI/lead profile first. After you have created your PI/Lead Profile you may begin connecting activities to your profile. You may query the database to find your entered activities real time. A detailed guide can be found here:

Attachment:  [CE Database User Guide.pdf](#) (0.72 MB)

What would you like to do?



- Create your PI/lead profile
- Add a community engagement activity
- Query the data

Click the link to
access the
landing page

[FSU Community
Engagement
Activities Hub](#)

To get started with the database, there are three steps:

- Create a profile
- Add activities to your profile
- Search for activities or community partners in the database




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First, create a profile for yourself.

FSU Community Engagement Activities Hub

Welcome to the FSU CE Database.

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What would you like to do?

- Create your PI/lead profile
- Add a community engagement activity
- Query the data

[Click here to create your profile.](#)

You may need to scroll in the queue to see the "Create a new PI/Lead Profile" button.

Click “+ Create a new PI/Lead profile”

Close survey queue

Survey Queue

Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
✓ Completed	PI/ Lead Profile – Profile – #17 <input type="button" value="+ Create a new PI/Lead profile"/>
✓ Completed	Activity – Activity – #11 <input type="button" value="+ Add another CE Activity"/> <input type="button" value="Edit response"/>
✓ Completed	All surveys in your queue have been completed! (view all)

-
- Enter your information and then click “Submit” to create a PI/Lead Profile.
 - Now you are ready to enter your community engagement activities!

PI/ Lead Profile Survey Queue

A A A
+ -


Thank you for creating your PI/Activity Lead Profile. Please submit this form for your profile to be integrated into the database before you begin to document activities for your profile.

Name
** must provide value* Last, First

Email
** must provide value*

FSU Role Faculty
** must provide value* Staff
 Student
 Other reset

FSU College (Primary Affiliation)
** must provide value*






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Next, Add Your Community Engagement Activity

FSU Community Engagement Activities Hub

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What would you like to do?


- Create your PI/lead profile
- Add a community engagement activity
- Query the data

[Click here to add an activity to your profile.](#)





You may need to scroll in the queue to see the next "Add another CE Activity" button.

Click “+ Add another CE Activity”

Close survey queue

 **Survey Queue** Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
 Completed	PI/ Lead Profile – Profile – #17 + Create a new PI/Lead profile
 Completed	Activity – Activity – #11 + Add another CE Activity  Edit response
 Completed	All surveys in your queue have been completed! (view all)

- You will be able to link activities to your profile.

-
- You will not be able to submit activities without selecting an activity PI/Lead, and you won't be able to select yourself as the PI/Lead until you've created a profile.

Activity

☰ Survey Queue


AAA
+ -

Please complete the survey below for each Community Engagement Activity you wish to attach to your profile.

If you have not yet created a PI/Activity Lead profile, please go back to the previous page to do that first. You will not be able to complete the form without attributing it to a profile.

For fields where you need to select "Other," it will take up to one business day for these options to be integrated into the database before you can use them for queries.

PI / Lead Name
* must provide value



If you do not see your name, please create a profile first.

Title of Engagement Activity
* must provide value

Is this part of a broader project or research study?
* must provide value

Yes
 No

reset

Collaborators

Please check all FSU collaborating colleges/offices on this activity.
* must provide value

College of Applied Studies
 College of Arts and Sciences
 College of Business

10

- Indicate the number of community partners involved in this activity – limit of 5 per activity entry.
- If you are working with a community partner that is not already listed in the dropdown, please click “New organization not listed” to open the fields below to enter partner information.
- This will trigger an alert to the database administrator to integrate these new partners into the database.
- Please allow up to one business day for new partners to be fully integrated into the database.

How many community partners were involved in this activity?

* must provide value

1

Max number of community partners per entry is 5. If more than 5 community partners on the project, please submit multiple entries to record additional partnerships.

Community Partner 1

Organization:

New organization not listed

Please check all phases of this community engagement activity where New organization not listed gave input:

- Initiation
- Planning
- Implementing
- Disseminating Outcomes
- Providing Feedback/ Program Evaluation
- Sustainability Planning

If new organization not listed was selected, please complete the following fields.

New Organization:

Contact Person:

Email:

Phone:

Please select all levels of community engagement that apply to New organization not listed in this activity. [Click here for more information.](#)

- Outreach: Provides community with information
- Consult: Gets information or feedback from the community
- Involve: Involves more participation with community on issues
- Collaborate: Forms partnerships with community on each aspect of project from development to solution
- Shared leadership: Final decision making is at community level

Plans to sustain relationship with New organization not listed moving forward

- Contract Renewal
- Upcoming follow-up project

Enter activity information and then click “Submit” to enter your activity in the database.

If new organization not listed was selected, please complete the following fields.

New Organization:

Contact Person:

Email:

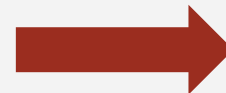
Phone:

Please select all levels of community engagement that apply to New organization not listed in this activity. [Click here for more information.](#)

- Outreach: Provides community with information
- Consult: Gets information or feedback from the community
- Involve: Involves more participation with community on issues
- Collaborate: Forms partnerships with community on each aspect of project from development to solution
- Shared leadership: Final decision making is at community level

Plans to sustain relationship with New organization not listed moving forward

- Contract Renewal
- Upcoming follow-up project
- MOU/MOA
- Endowment
- Other




Submit

Close survey

Thank you, your Community Engagement Activity has been saved to the database.

IMPORTANT! READ BEFORE CLOSING WINDOW:

If you plan to edit or update this community engagement activity in the future you will need to enter an email address below, where you would like to send a confirmation email that includes a link and access code back to this activity. Please note that anyone with the link and access code can edit this activity.


 **Enter your email to receive confirmation message?**

A confirmation email is supposed to be sent to all respondents that have completed the survey, but because your email address is not on file, the confirmation email cannot be sent automatically. If you wish to receive it, enter your email address below.

Enter email address

Send confirmation email

* Your email address will not be associated with or stored with your survey responses.

 You may return to this survey in the future to modify your responses by navigating to the survey URL and entering the code below.

Return Code:

[Redacted]

- When your activity is submitted, a new window will open.

- This page lists a return code that will enable you to return and edit your specific activity.
- It is recommended to enter your email to receive a confirmation email with the return code.

Enter return code to return and edit an activity.

Activity

To continue the survey, please enter the RETURN CODE that was auto-generated for you when you left the survey. Please note that the return code is **not** case sensitive.

Submit your Return Code



Alternatively, if you have forgotten your return code or simply wish to start the survey over from the beginning, you may delete all your existing survey responses and start over.

Start Over




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FSU Community Engagement Activities Hub

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What would you like to do?

- Create your PI/lead profile
- Add a community engagement activity
- Query the data



What type of information are you looking for?

- List of community engagement activities
- List of community partners working with FSU

Lastly, you can query each of the community database pages.

- You can find your activities in real time in the Community Engagement Activities database.
- You can find information about Community Partners in the Community Partners Database.

Activity Database

Please scroll down to see a full list of community engagement activities in this database. You may use the filters below to narrow your search.

Please note: Adding more filters will increasingly narrow your search. For example, a search for "Tallahassee" will yield all activities that include Tallahassee. A search for "Tallahassee"+"Quincy" will only yield activities that include BOTH Tallahassee and Quincy.

- All CE activities in the database are listed by default.
- Narrow your search by utilizing filters and checking "Submit"
- It is recommended to refresh the page when performing new searches.

Please select your query from the options below, and scroll down to see relevant results.

Activity Title	<input type="text"/>
PI or activity lead name	<input type="text"/>
Populations of Focus <i>* must provide value</i>	<input type="text" value="Popul:"/> <input type="text"/> Please select "Any" to include all categories.
Catchment Area <i>* must provide value</i>	<input type="text" value="Country"/> <input type="text" value="State"/> <input type="text" value="City"/> <input type="text"/> Please select "Any" to include all categories.

Community Partner Database

Please use the filters below to define your search.

Please note:

Using the dropdown filters will increasingly narrow your search. For example, a search for "Tallahassee" will yield all partners that include Tallahassee. A search for "Tallahassee"+"Quincy" will only yield partners that include **BOTH** Tallahassee and Quincy.

Using the checkbox filters will increasingly expand your search. For example, a search for "Public Safety" and "Educational Services" will yield partners that provide **one OR both** of these service categories.

- All community partners in the database are listed by default.
- Narrow your search by utilizing filters and checking "Submit"
- It is recommended to refresh the page when performing new searches.

Organization Name	<input type="text"/>
Catchment Area <small>* must provide value</small>	<input type="text" value="Country"/> <input type="text" value="State"/> <input type="text" value="City"/> <input type="text"/>
Population of Focus <small>* must provide value</small>	<input type="text" value="Population Focus"/> <input type="text"/>
Organization Type	<input type="checkbox"/> Government <input type="checkbox"/> Faith Based

Frequently Asked Questions

- When to use the database?
 - Recommended to enter community engagement (CE) activity when it happens.
- What is the time limit for an older partnership?
 - CE activities can be added 90 days retroactively.
- What constitutes a CE activity?
 - CE activities include CE research and CE programmatic projects, CE services, CE events (i.e., health fairs, trainings and workshops).

Questions?



Contact the REDCap Team

REDCap@fsu.edu