



The **Activity** is the heart of the Collaboratory structure.



They are programs, courses, or research that involve a **Community Organization** that is either a **beneficiary** (through "Public Service") or **partner** (through "Community Engagement") and CWRU through a **Unit**.

A **Member** can be a CWRU Faculty, Staff, or Student.

### Creating or editing an activity in Collaboratory:

- Start by clicking this **link** to take you to the CWRU Collaboratory page (<https://he.cecollaboratory.com/cwru>).
- Once there, click **“Log In”** at the upper right-hand corner. You will be prompted to log in via SSO using your CWRU credentials. Once you have accessed Collaboratory, a brief tour will launch to walk you through the basic navigation.
- On the home page, scroll down to the box titled **“Faculty & Staff”** and click **“Add Activities”** then **“Create”** then **“Begin.”** You will then be asked to answer a series of questions (the answers should all be **“YES”**).
- You will then be able to enter information regarding your activity.