CASE WESTERN RESERVE
UNIVERSITY

collaboratory®
Track·Report·Connect·Plan

Initiative
Strategic Plans
(CWRU/Dept.)
Presidential Priorities
Mission/Vision
Goals

Unit
+ Sub Unit (if applicable)
Academic Department/Program
Center/Institute
Clinic
Co-Curricular
College/School
Division
Museum
Network/Coalition
Office

Community Organization
Outside Partners
or Beneficiaries
K-12
Education
For-Profit
Nonprofit
Government
Informal
Religious

Public Service
or
Community Engagement
Activity
Program/Course/Research
(CWRU-Based)

Member
Faculty
Staff
Student
Activity Lead
Proxy
Team Member

Outcomes
Creation/Revision of Policies
Institutional Collaboration
Learning
Meaningful Community Impact
Creation/Sharing of Resources
Achieving Mutually Desired Goals
Tracking Member Engagement

Mutual Benefit with
Goal of Sustainability

Expected
Identify Potential
(not visible)

Achieved
Identify Actual
(visible)

Other Institution
Higher Ed Partner

Funding
Internal
External

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

They are <u>programs</u>, <u>courses</u>, or <u>research</u> 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. ONLY Faculty & Staff can "claim" an activity for it to be published in the system.

Creating or editing an activity in Collaboratory:

- Start by clicking this **link** which takes you directly 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 them be asked to answer a series of questions (the answers should all be **"YES"**).
- Enter activity information. **BE SURE TO INCLUDE ALL REQUIRED FIELDS (red *)**, then submit.
- More information & tutorials may be accessed through https://case.edu/gcr/collaboratory, or to set up a private meeting or walkthrough, please reach out to our office: communityrelations@case.edu.