

Guide to recording a past activity (STEM Ambassador)

Login at https://www.stem.org.uk

From your dashboard, click on the activities heading on the left menu to expand it, then click 'Add a past activity'.

Only STEM Ambassadors with an approved DBS/PVG will be able to add a completed activity. If this option is missing from your menu, please contact your local STEM Ambassador hub in the first instance.

				PRIMARY	SECONDARY Y FE	HE EMPI	OYERS	MY DASHBOARD	LOG OUT	Ø SEARCH
		RESOURCES	CPD	ENRICHMENT	STEM AMBASSADOF	S NEWS	AND VIEWS			
	Ξ				You are logg	d in as Shafiqa I	Ambtest			
A	DASHBOARD	Am	bassa	ador Dashl	board					
8	PROFILE									_
Q,	RESOURCES		*	My Profile			Profile Sta	tus		
Ø	GROUPS		12	Name	Shafiqa Ambto	st	About me	83% compl	eted	- 1
	MAGAZINE		1	Email address	shafambtestri .ac.uk	@devnull.slcs	My employment	86% compl	eted	- 1
ST	TEM AMBASSADORS			Organisation	Shaf's Univers	ity	Preferences			_
	ACTIVITIES -		dit my profile	Current role	Digi			100% comp	oleted	
Brow	ise									
Upco	natches oming activities					_				
Riqu	lire feedback ssed interest	Act	tivities							
Examples and the set of the set o	a past activity pleted activities	G	You	have 0 new matches	Your matches					
		6	You requ	have one activity iring feedback	Your feedback					
			You activ	have 0 upcoming rities	View upcoming					
		1	You	have 11 closed activitie	S View closed					

Fill out the past activity creation form:

. . .

1. Provide an informative title and brief description of the activity that you carried out. Try to capture the activity type as closely as possible so your record is accurate

.

. .

Activity name *	What type of activity did you participate
	Employability skills session e.g. mock inter
Fell us about your activity *	
(Please describe what your activity	was about and the types of things you did with the

.

2. Use the address lookup to add the venue for the activity. Once you have found the address, click 'Select Address' to populate the details. If the postcode is not picking up any addresses, please fill it in manually and select the relevant local authority from the presented list

d a new location by postcode *	Address *	
(O10 5DD	Find	
Café Society, Law And Management, Graduate Students' Association (GSA ShockSoc, Department Of Electronic University of York, , , York	Unive), 12C , The Town or city *	



3. If you know which organisation(s) participated, add them here. Start typing the name and then click on the relevant details to add them.

P	articipating schools/organisations
w	/hich schools or organisations participated (if known)?
	national stem
	National STEM Centre University of York, York, YO10 5DD
	National STEM Learning Centre University of York, York, YO10 5DD

4. Tell us when the activity took place, how many hours it was and how long you spent preparing for the activity.

ate of activity *		
dd/mm/YYYY	=	
ow long was the activity (hours)? *	
much time did you spe	end preparing for t	he activity (hours)

5. Tell us about the activity audience; who they were and the number of participants.

ges of participants *								
4-5 years	5-7 years	7-11 years						
11-14 years	14-16 years	16-19 years						
19+ years	Working with teac	hers						
Expected number of pa	rticipants *							
Expected number of pa	rticipants *							
Expected number of pa	rticipants *							
Expected number of pa Who were your particip Governors	rticipants * pants? *	Parents/carers						
Expected number of pa Who were your particip Governors Students	rticipants * eants? * Other Teachers	 Parents/carers Technicians 						

Once you're happy with the details, click 'Add this activity'. This will be added on your record, and your delivery hours will be counted.

To see a list of your completed activities, click on the 'Completed activities' section on your menu. You can also add a completed activity from this area

* ACTIVITIES -	Completed Activities								
Browse									
My matches	und								
Upcoming activities	Hide								
Require feedback				LOCATION	LOCATION	START			
Expressed interest	NAME	ТҮРЕ	OWNER	NAME	POSTCODE	DATE	END DATE		
Add a past activity	Ambassador activity	Hands on	Ambtest	University of	yo10 5dd	31/05/2018	31/05/2018		
Completed activities	testing 2	practical	Shafiqa	York					