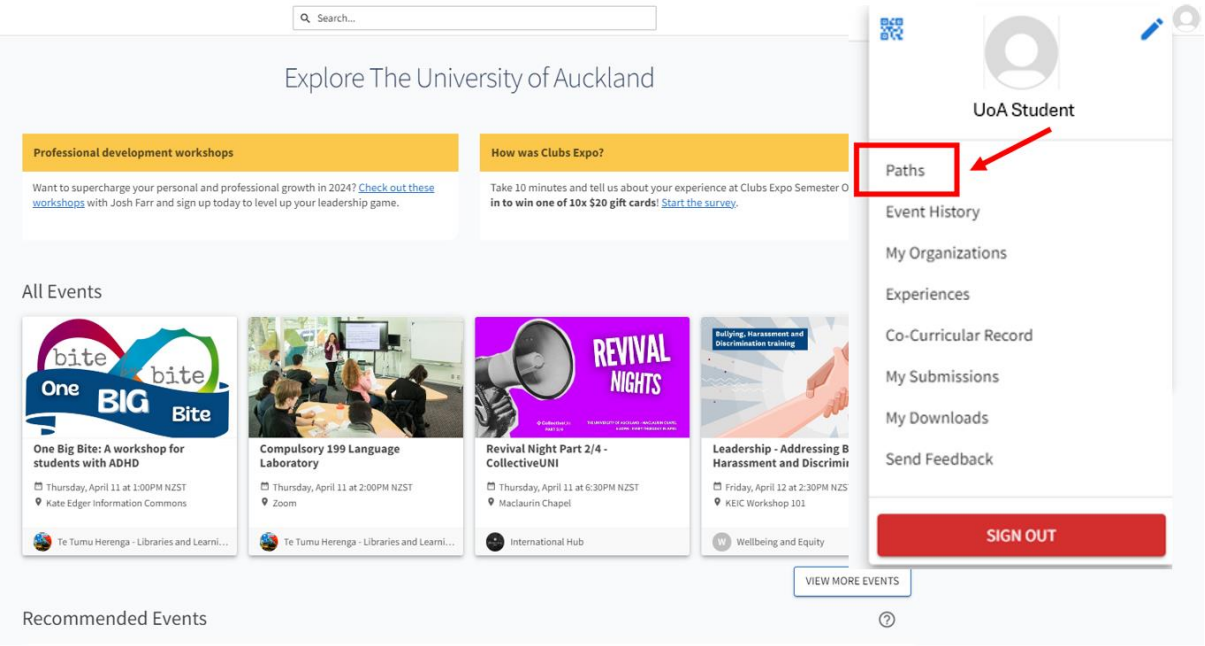
Participating in Paths

The Paths tool in Engage allows you to participate in a specific experience laid out by the Student Engagement team. This could be eligible activity hours, a Professional Development Workshop or a written reflection. No matter what path you are taking part in, the process for receiving credit and reviewing your progress in these paths will be the same!

You can access your paths progress by clicking on your User Drawer and selecting Paths.

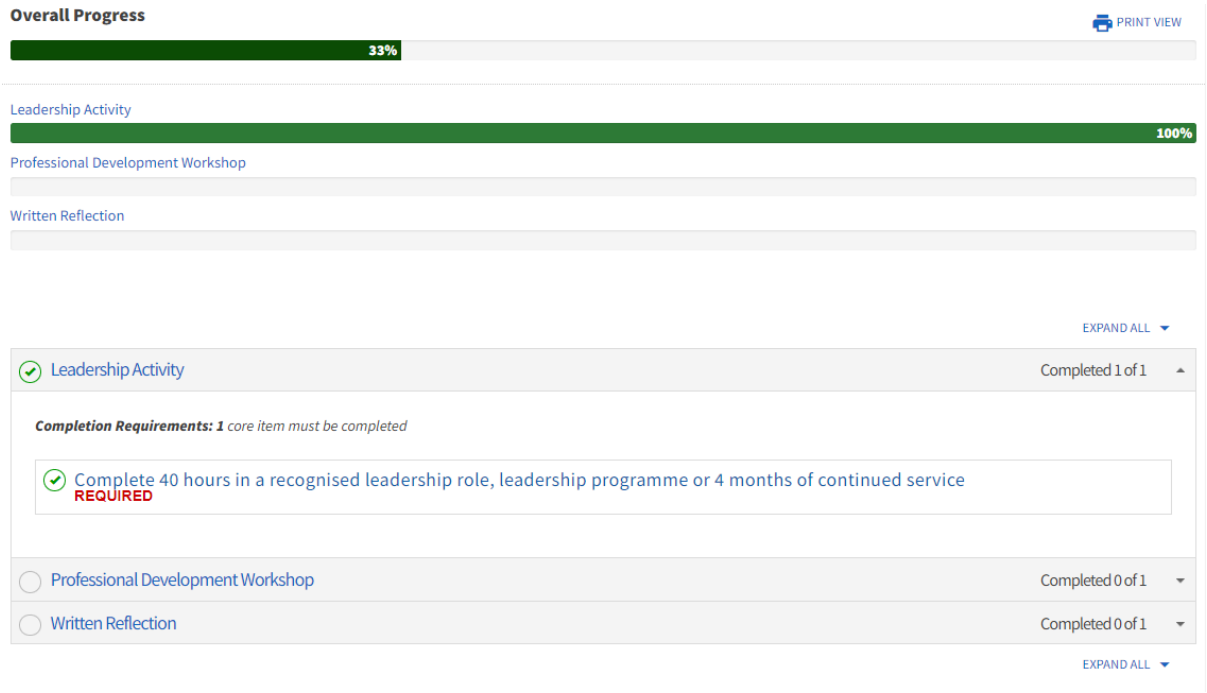


In order to participate in a path, you have to be added into that path by a Student Engagement team member. There is no way for you to opt in or join without administrative oversight. If you think you should be part of a path that you are not seeing, please contact co-curricular@auckland.ac.nz.

Viewing your progress through a path

Make sure that the "Progress For" drop-down field is set to the correct one you want to view. You will see your overall progress, your progress through each of the path domains, and you'll have the ability to click on each domain to view its details. "Domains" refer to the different main topics within your path.

Select a domain to read more about its details and to view the requirements. For each, you'll be able to see which path requirements you have completed and which you still need to earn. You will also see the number of "Completion Requirements" that you must complete as well.



Based on your progress for a particular aspect of the path, you will see one of five possible icons next to each individual activity (the system may require up to 48 hours to update):

Icon	Description
	Item is Complete: Credit is Earned Credit has been earned, either by completing all criteria necessary or receiving approval from a campus administrator for a particular item.
	Item is Pending Approval Item has been submitted for approval but has not yet been approved or denied by a campus administrator.
	Item Needs Additional Action or Info from Student

You need to include further information for this item. For example, the student may need to complete a written reflection or description.

Item Denied: No Credit Awarded

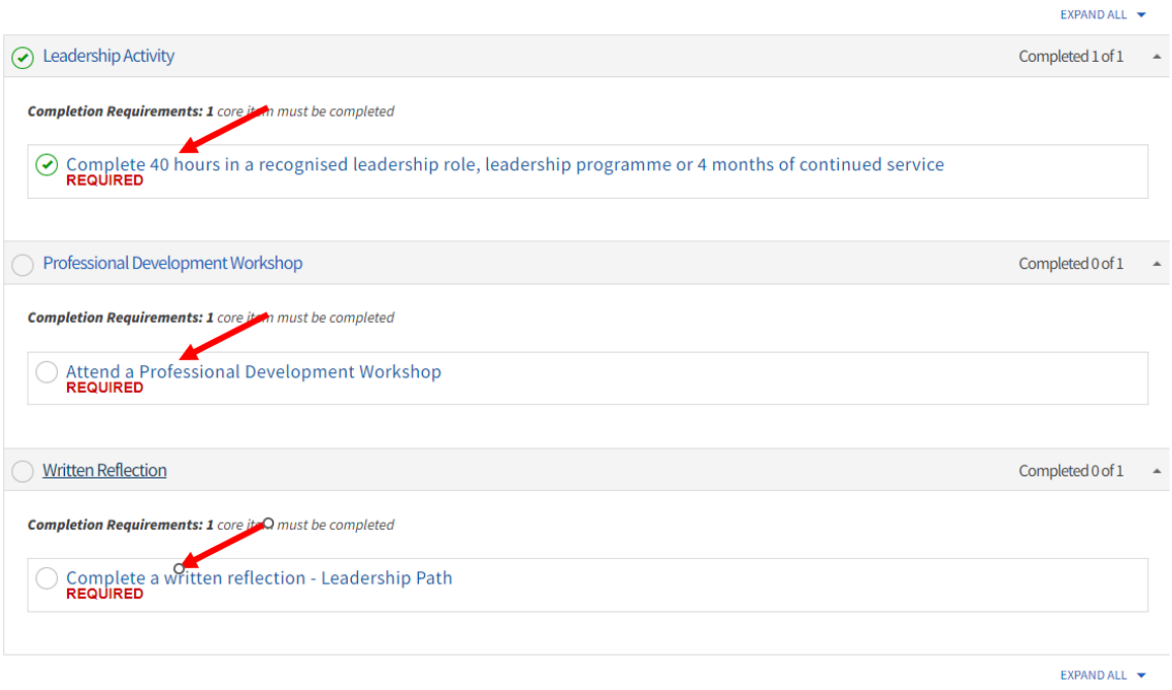
Item has been reviewed and denied by a campus administrator. For more information regarding why the submission was denied, please reach out to your campus administrator directly.

Item Not Completed: No Status

Item has not been completed or submitted and still requires action before credit can be awarded.

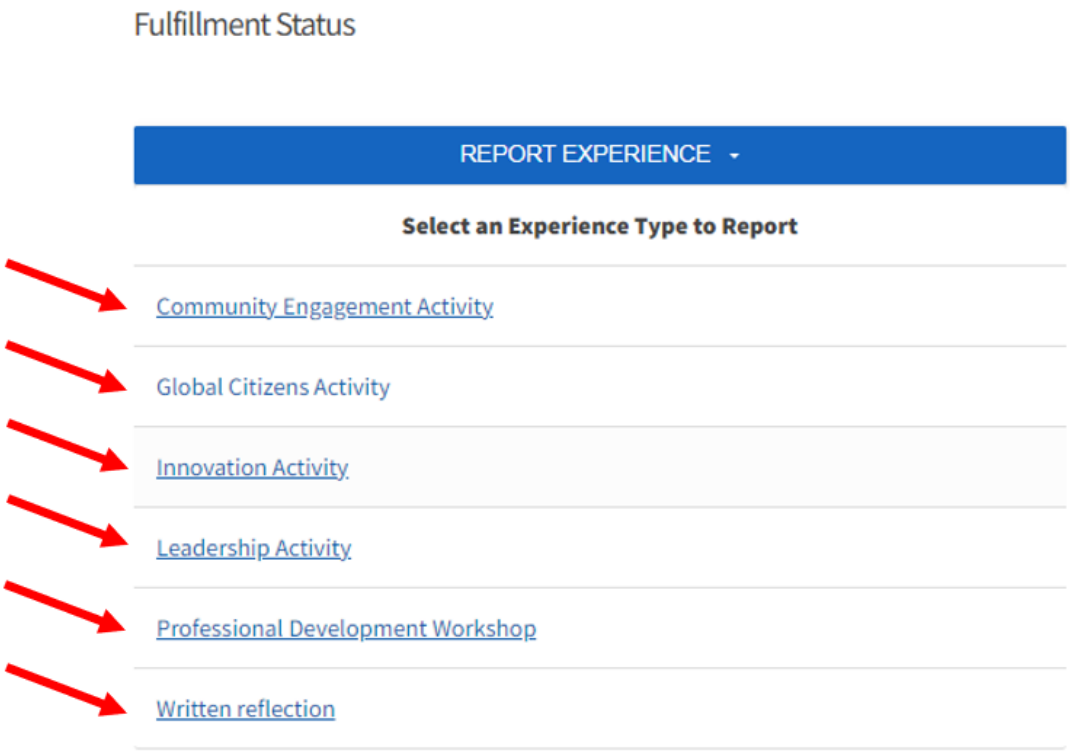
Logging your path items into Engage

Select the path item you would like to complete. You will see additional details as well as some requirements of what you need to include in your submission.



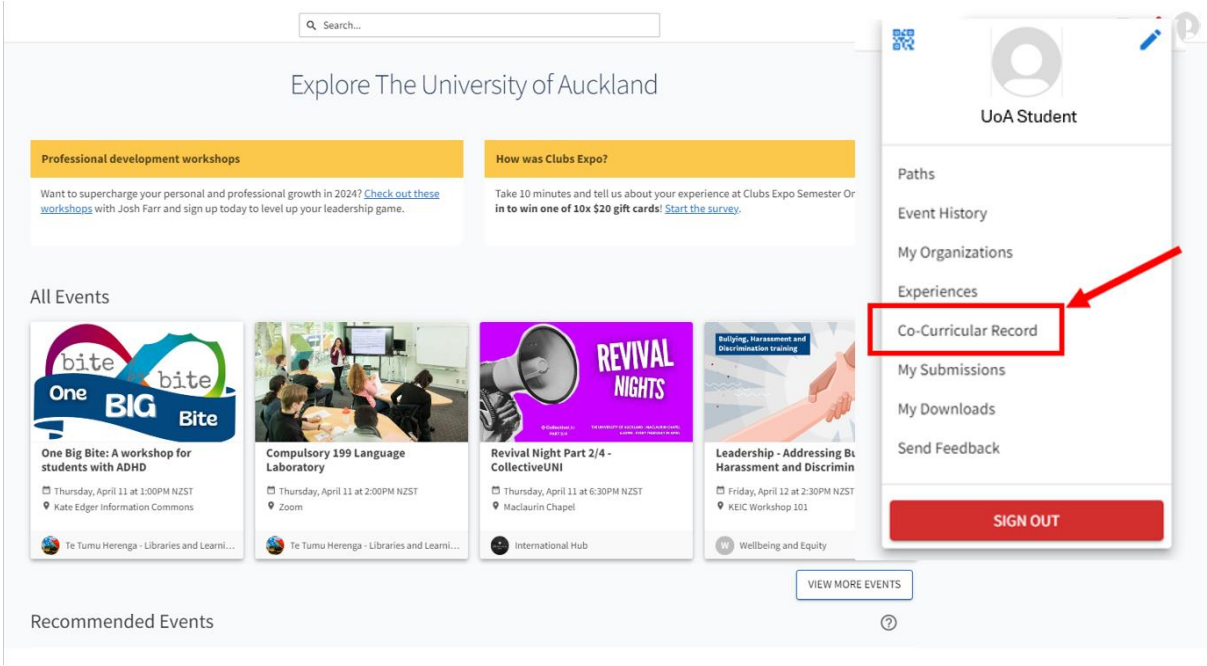
Then select “Report Experience”, choose the experience type you are reporting, provide the required experience details in the form and submit it for approval. You'll

receive a notification once your submission is approved, or if further information is required.



Access your Co-curricular Record

You can also access your Co-curricular Record at any time which tracks your organization memberships, events, reflections, and other involvement history. This report cannot be modified or customized.



Important note

Please upload evidence of completion, such as an email from your manager/supervisor acknowledging your completion, a certificate, or any document containing your name verifying that you have completed the activity hours.