

# Graduate Attributes Volunteer Portal Guide



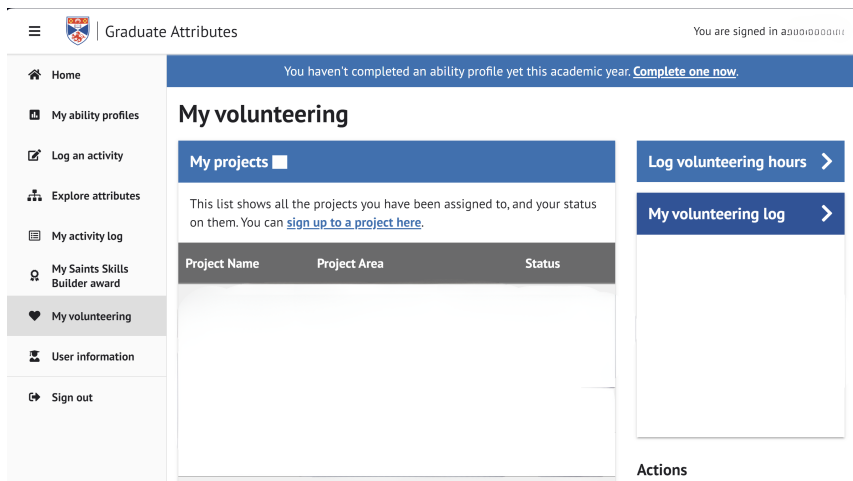
The volunteer recognition scheme monitors, acknowledges and rewards the hard work and commitment of volunteers at St Andrews. Students can sign up to the scheme via the dedicated online portal, where they can log their volunteering hours and projects. Students who achieve Platinum, Gold, Silver and Bronze awards can have their volunteering efforts formally recognised on their Higher Education Achievement Report (HEAR) when they graduate and are often recognised at the appropriate end of year awards ceremony.

Award	Hours
<b>Bronze</b>	50
<b>Silver</b>	150
<b>Gold</b>	300
<b>Platinum</b>	500

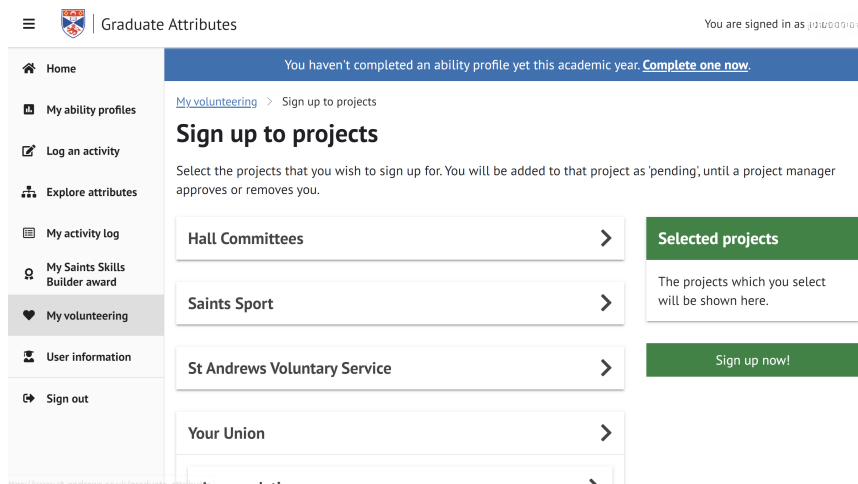
# How to log hours

## SIGN UP TO A PROJECT

- Head to the Graduate Attributes Portal here: <https://www.st-andrews.ac.uk/graduate-attributes/> Click on My Volunteering on the left hand panel



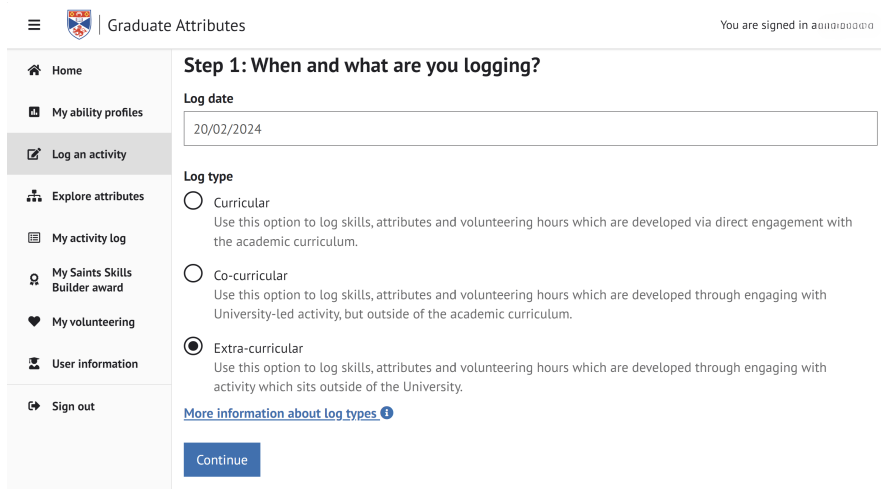
- Click Sign up to a project here
- Select the relevant project and click Sign up now!



At this point your sign up will have to be approved by an administrator before you can log hours and have them approved!

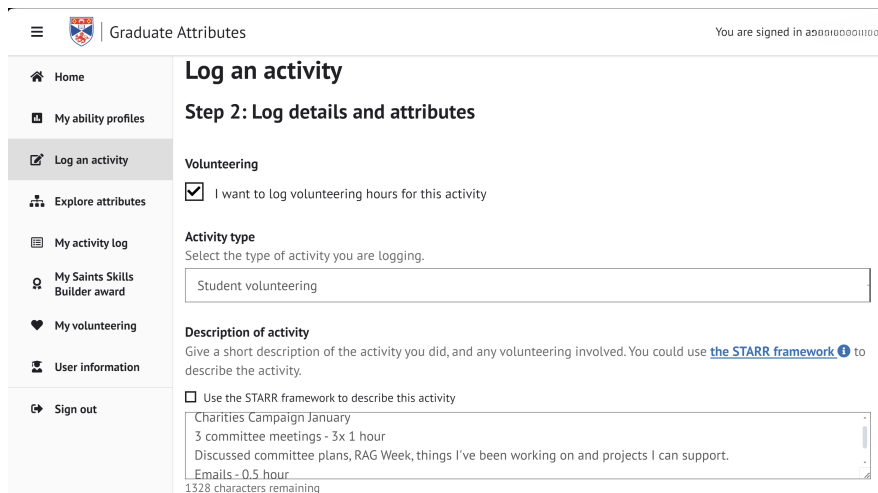
## LOG AN ACTIVITY

- The next step is to go to Log an Activity, choose a date from the menu and click extra-curricular)



The screenshot shows the 'Graduate Attributes' interface. The user is signed in. The left sidebar contains navigation options: Home, My ability profiles, Log an activity (selected), Explore attributes, My activity log, My Saints Skills Builder award, My volunteering, User information, and Sign out. The main content area is titled 'Step 1: When and what are you logging?'. It has a 'Log date' field with '20/02/2024'. Below is the 'Log type' section with three radio button options: 'Curricular' (unselected), 'Co-curricular' (unselected), and 'Extra-curricular' (selected). Each option has a brief description. A 'Continue' button is at the bottom.

- Make sure to tick the I want to log volunteering hours for this activity box
- Select Student Volunteering or other relevant category from the drop down menu
- Provide a brief description of the activity and what you did in the time you are logging. This need only be bullet points or a couple sentences. If you are bulk logging give a time estimate for each activity you are logging



The screenshot shows the 'Graduate Attributes' interface. The user is signed in. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Log an activity' and 'Step 2: Log details and attributes'. It has a 'Volunteering' section with a checked checkbox 'I want to log volunteering hours for this activity'. Below is the 'Activity type' section with a dropdown menu showing 'Student volunteering'. The 'Description of activity' section has a text area with the following text: 'Charities Campaign January', '3 committee meetings - 3x 1 hour', 'Discussed committee plans, RAG Week, things I've been working on and projects I can support.', 'Emails - 0.5 hour'. There is a character count '1328 characters remaining'.

- Choose some relevant Graduate Attributes (Max 5) and click save
- You will then be taken to the volunteer log. Select the project for which you are logging hours.

Graduate Attributes You are signed in as [Ellie Trace](#)

- Home
- My ability profiles
- Log an activity
- Explore attributes
- My activity log
- My Saints Skills Builder award
- My volunteering
- User information
- Sign out

## Log an activity

### Step 3: Log volunteering hours

**Project**  
Select the volunteering project you are logging hours for. You need to have signed up for it already and be marked as active.

**Start date**

**End date**

**Length (hours)**

- Choose a start date and end date. If you are bulk logging choose a relevant start date and choose an end date that matches the amount of hours you are logging.
- Fill in the number of hours you are logging


Graduate Attributes You are signed in as [a00000000000](#)

- Home
- My ability profiles
- Log an activity
- Explore attributes
- My activity log
- My Saints Skills Builder award
- My volunteering
- User information
- Sign out

**End date**

**Length (hours)**

**Volunteering evidence**  
This could be an email conversation, a screenshot of a meeting or similar. PDF/JPG/PNG file only.



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ATTACHED FILE

Toggl\_Track\_d...

[Save](#)

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- Attach evidence - This is where there are often problems. This can be a screenshot of meeting minutes, emails, a photo of you volunteering at an event etc. Anything that proves that the volunteering happened and you were involved.
- If you often struggle to remember what you've done in a week using calendars or apps like toggl can create a report of the hours you've spent on relevant projects and makes great evidence.
- Press save - at this point it will be sent for approval from the union. This may take some time so don't worry too much. Not Approved just means waiting for approval, if there was problems with your submission or evidence it will show as rejected.
- After you reach your award level you will be asked to submit a brief reflection on your volunteering to formally complete the award. This doesn't have to be anything complicated just a bit about what you have enjoyed and skills you have gained from your volunteer work.

# Projects

Any voluntary work done for union subcommittees, AU sports clubs, society committees, representation committees and union/au run volunteer projects count. If there's a project for it on the portal, you can log it!

Examples of things that count: Emails, committee meetings, cloakrooms, event planning, project meetings, creating graphics, coaching, teaching, presenting.

Travel to commitments, attending events in a capacity where you aren't actively helping to run it or taking part in trainings/general society activities unfortunately does not count towards your volunteer hours.

Last Updated 20/02/2024