FileMaker Guide for RAs

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5. RHA and UROC Meeting Attendance  
   a. RHA Meeting  
   b. UROC Meeting
Three new tabs have been created to sort student information within the portal, they are:

1) Student Conduct
2) Student Involvement
3) Priority Points

Four tabs are used to sort information (none are new):

1) Incidents (Judicial and Student Affairs)
2) Hearing Outcome
3) Warning Letters
4) Comments (CDAs & 1 on 1’s not viewable by Judicial)
Student Involvement

Four tabs are unchanged:
1) All RA Programs (student’s career)
2) RA ED (current year)
3) RA CS (current year)
4) CCE CS (current year)

Three new tabs:
1) RHA (attended meetings current year)
2) UROC (attended meetings current year)
3) Clubs (current year)

RHA Meetings

Information for Attended RHA Meetings

RHA e-board position if applicable

Only HDs can use these buttons
# UROC Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Current Year</th>
<th>Attendance Input By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information for Attended UROC Meetings

# Clubs

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Club</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information for Club Rosters student appears on for current year
Priority Point Tab

Please note the following items on this tab:
1) Assorted Priority Point Categories
2) Priority Point Total for current year
3) Honors Scholar is an inactive category
4) Time Period Priority Points are awarded
5) Academic Year the points are accumulated in

<table>
<thead>
<tr>
<th>Student Conduct</th>
<th>Student Involvement</th>
<th>Priority Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning Program Points: Starts (and includes) August 21</td>
<td>GPA Priority Points</td>
<td>Honor Scholar Priority Points</td>
</tr>
<tr>
<td>Ends (and includes) April 1</td>
<td>Credit Hours Priority Points</td>
<td>Judicial Priority Points</td>
</tr>
<tr>
<td>These records reflect the academic year.</td>
<td>ED Program Priority Points</td>
<td>RA CS Program Priority Points</td>
</tr>
<tr>
<td></td>
<td>CCE CS Program Priority Points</td>
<td>Athlete Priority Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Club/Organization Priority Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RHA E-board Priority Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RHA Attendance Priority Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UROC Attendance Priority Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LEAP Priority Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University Service Priority Points</td>
</tr>
</tbody>
</table>
RA Programming Changes

NEW PRIZE Section in Post Program Report

Please note the following items on this tab:

1) Information about the prize
   a. Description, Location, Date and Cost need to be included
   b. Gift Card, Eastbrook Mall, 1/1/14, $50
2) Type in the Student ID number after completing the prize information and then hit the ADD button
3) Add button to add prize information of a student
4) Prize information for the program
New Duty Log Layout

Please note the following items on this page:

1) RA On Duty
2) Second RA or DA on Duty
3) This is the ProStaff covering your hall that night
4) Be sure to submit to the ProStaff covering and your HD
5) Day and Date of the Duty Log
6) Daytime Office Data collected by OAs
   (input this info at the beginning of your shift)

7) Total Data for Daytime Office Use (this auto fills)
8) Visitor Count (1st Year Halls Only)
9) After Hour Guests (1st Year Halls only)
10) Time of Round, click on the clock to create a timestamp for the round
   (do not hit this for other rounds until you have completed the previous round comments as it locks the comment box)
11) RA that did the round
12) Comments about the building during the round (residents around, noisy rooms, mess, anything that HD should know). Tell your HD what you
RA Staff Resource Page

Please note the following items on this page:

1) Tabs
   a. Programs
   b. RA One on Ones
   c. Community Development Activities
   d. Read Me

2) FileMaker Sections

3) Change Password

4) Add New Items

5) CTW/PNG List

6) Change users

Dream big and dare to fail - Norman Vaughan
RA Programming Tab

Please note the following items on this tab:

1) Status of Program Request
2) Program Info
3) Program Evaluation
4) Link to actual Program Request

<table>
<thead>
<tr>
<th>Approved</th>
<th>Program</th>
<th>Funds Requested</th>
<th>Funds Approved</th>
<th>Funds Spent</th>
<th>RA Evaluation</th>
<th>Attendance</th>
<th>Evaluation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/12/2011</td>
<td>BBQ</td>
<td>?</td>
<td>$1100.00</td>
<td>$1200.00</td>
<td>Submitted</td>
<td>120</td>
<td>Approved</td>
</tr>
<tr>
<td>5/5/2011</td>
<td>Financial Literacy</td>
<td>$150.00</td>
<td>$100.00</td>
<td>$62.45</td>
<td>Submitted</td>
<td>6</td>
<td>Approved</td>
</tr>
<tr>
<td>4/20/2011</td>
<td>Prepare to celebrate Earth Day!</td>
<td>$100.00</td>
<td>$100.00</td>
<td></td>
<td>Cancelled</td>
<td></td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

RA One on Ones Tab

One on Ones are in Room Order:

1) Resident Info
2) One on One Info
3) Link to actual One on One Comments

<table>
<thead>
<tr>
<th>Resident</th>
<th>Hall</th>
<th>Room</th>
<th>Date</th>
<th>Event Type</th>
<th>Concerns</th>
<th>Comment #</th>
</tr>
</thead>
</table>

Personal RA Resource Page
RA Community Development Activities Tab

One on Ones are in Room Order:
1) Resident Info
2) One on One Info
3) Link to actual
   One on One Comments

Creating NEW RHA/UROC Meeting Attendance
RHA Meeting Attendance

One on Ones are in Room Order:
1) Meeting Info
2) First and Last Motion Number (to ease finding motions and starting at right number for next meeting)
3) Resident’s ID number
4) Submit button
5) Attendance
6) Export to attach to SABD Paperwork
### UROC Meeting Attendance

- **One on Ones are in Room Order:**
  1. Meeting Info
  2. First and Last Motion Number (to ease finding motions and starting at right number for next meeting)
  3. Resident’s ID number
  4. Submit button
  5. Attendance
  6. Export to attach to SABO Paperwork

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**UROC Meeting**

**Office of Housing and Residential Life • Division of Student Affairs**

83 Windham Stree • Willimantic, Connecticut 06226-2211 • (860) 485-3197

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Meeting Day</th>
<th>Meeting Month</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**First Motion**

- 

**Last Motion**

- 

**Eastern ID**

**Submit**

**Total Attendance**

0

---

**Point Earning Date Range**

Start (and includes) August 21
End (and includes) April 1

**Report Meeting Attendance**

<table>
<thead>
<tr>
<th>Created By</th>
<th>Creation Date</th>
<th>Creation Time</th>
<th>Last Modified By</th>
<th>Modified Date</th>
<th>Modified Time</th>
</tr>
</thead>
</table>