Engagement Inventory Website - Update

The engagement inventory website has been relaunched as the University FOR Missouri map tool. The engagements in this tool represent a growing inventory of activities, services, and programs provided by the campus’s departments, colleges, and divisions. This site will enable Missourians to quickly answer the question: "How is the University of Missouri engaging with my community?" The website was soft-launched on Wednesday, January 17th to state lawmakers in Jefferson City, and is also now available to the public.

Logged in users with an MU Pawprint can still add or edit engagements to the inventory. To log-in, visit engagements.missouri.edu and click the Log In link, located in the navigation bar in the top right corner of the home page.
After you are logged in, the link to add or edit engagements can be found in top navigation bar (desktop only), or in the navigation panel on the left side of the page (desktop and mobile).

Instructions on how to Add and Edit engagements are included below.

Instructions about how to use the functions of the new University FOR Missouri map interface will follow at a later date.

Adding and Editing Engagements

After logging in, click the **Add Engagement** link in the top or left navigation bar.

First, enter the title of your engagement. Next, enter your engagement’s attributes. Engagement attributes are organized in 6 sections, titled: **Who**, **Where**, **What**, **When**, **Why**, and **How**.

**WHO**

Please provide one or more contact persons for the engagement. This section supports multiple entries.

Commented [BZG11]: Like that we’ve settled on a name

Commented [BZG12]: Is this where we should define engagement? Thoughts?

Commented [BZG13]: Contact persons should be those able to answer potential inquiries about an engagement in addition to the personnel actually doing the engagement. For example, Admin assistants, secretaries, etc. that may be appropriate to direct calls or inquiries about the engagement. (I don’t know about all this wording per say, but thinking this may help some who don’t want to be contacted…)
WHERE
Enter the location where the engagement takes place and the type of region served by the engagement. This section supports multiple entries. The location bar will auto-complete while you type. You may enter an address, city, county, or ZIP code into the location bar.

Next, select the type of region served by the engagement. For an engagement that serves multiple regions (i.e., multiple counties), please use the Add Location button to add a new location record until all counties are listed.

IMPORTANT: The accuracy of the location attributes will drive the success of the University of Missouri map tool. Please be as detailed and specific as possible!

WHAT
The text entered in the Description box will appear in the “About” section in the main engagement inventory, so keep the description concise but informative. This field requires manual data entry, and is required. Text may be copied from an existing resource which describes the program or event, if available. Next, if the engagement has a web page, please provide the URL. If you wish to upload a featured image to be associated with your engagement, use the Set Featured Image section to browse to an image on your personal computer.

Commented [BZG14]: This is designed to serve more as a directory of services and engagements. Those searching for more info can contact the person associated with the engagement or follow a link to a website (if you have one) for more information. (again not sure all this extra wording is necessary. Just throwing this out there for thoughts...
The next two fields – Affiliation and Theme – use preset taxonomies. Click the fields to view a full list, or start typing to narrow your search. Affiliation refers to the College, Division or Department with which the engagement (or the primary contact) is associated. Select all that apply. The engagement Theme refers to the category that best describes the engagement. Select the most appropriate theme or themes.

WHEN
Enter the Start Date, which should represent the earliest date that the engagement began. This field requires data to be entered in Day-Month-Year. If only the year is known, please enter the day and month as January 1.

Next, select the Frequency that the event occurs. Options include continuous/ongoing (for programs and services that are offered year-round or as-needed), recurring (for programs and services that occur annually, monthly, per semester, etc.) or ended. If the engagement only occurred one time and is not scheduled to occur in the future, select ended. If ended is selected, you will be prompted to enter the end date.

You may manually enter additional information about the event’s frequency in the Timeframe (text) box.

HOW
Both fields in this section are taxonomies. Funding source refers to the funding that supports the engagement. Options include institutional (MU campus) and external (grants, contracts, and fees).

Engagement Type refers to the delivery method and function of the engagement. Options include:

- Educational Program – an ongoing, continuous or recurring educational engagement which is generally free to the public. Examples include the Healing Arts Program, the Life Sciences and Society Program, and the Tomorrow’s Outstanding Physics Teacher program.
- **Training, Workshop, or Conference** – a single or ongoing, continuous, or recurring engagement which provides career, technical, or continuing education training and services to Missourians. Engagements can include the Law Enforcement Training Institute, the Master Gardener Program, and the Winter Production Conference.

- **Service** – a utility or service of the University to the general benefit of the public. Examples include the Prototype Development Lab, Project Homeless Connect and the Area Resource Center PK-12 Assessment service.

- **Publication or Web Resource** – an educational publication or application designed to increase the knowledge of Missourians in relevant topic areas. Examples include Local Government – Tax Policy Briefs and the By Products Feed Pricing Report.

- **Advisory Boards, Councils, or Societies** – Contribution to or from a formal or informal body which gives strategic advice to communities, businesses, and other organizations.

- **Enrollment Services** – any event, program, or service which increases student retention, recruitment, and or success and serves to promote the Mizzou brand.

- **Event or Festival** – a community event or festival with no single education or service goal which brings the community and University together. Examples include the South Farm Showcase, the Tomato Festival, and Art in Bloom.

- **Internship** – an internship that takes place in a community (beyond the UM campuses) and provides services and/or education to the citizens of Missouri.

**WHY**

The Impact and Audience fields use preset taxonomies. Click the fields to view and scroll through a full list, or start typing to narrow your search. Select all that apply.

If you wish to add an outcome or success story to your engagement, click the + button in this section. A new editor window will appear which supports manual data entry as plain text or in HTML.

If you have questions about the engagement inventory or the University FOR Missouri website, please contact our support team at info@engagementnetwork.org.