A Student Group, Organization or Department's Guide to Standard Volunteer User Groups

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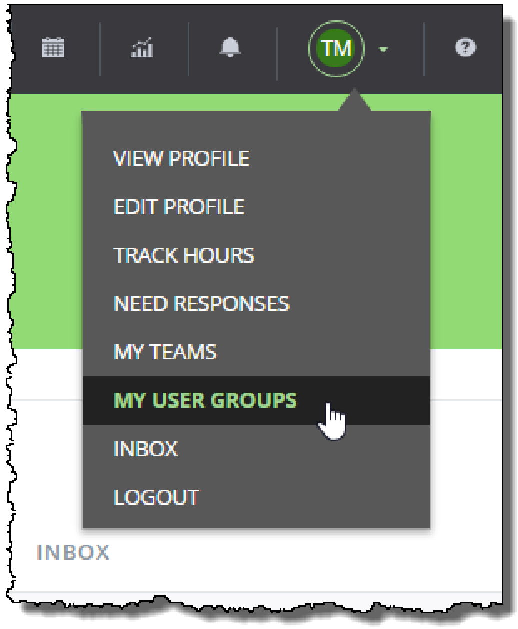
This article is for volunteers responding to needs as part of student group, an on-campus organization, or a department that wishes to track the service hours of their members or employees. It explains how to view your user groups, how to respond to a need as part of a user group, and how to access and view your user group report. If you are interested in being assigned a user group for your club, organization, or department please contact Cheryl Simmons at the Center for Leadership and Service via croundtree@albany.edu. For more information on user groups, look to our Frequently Asked Questions on albany.edu/engageualbany.

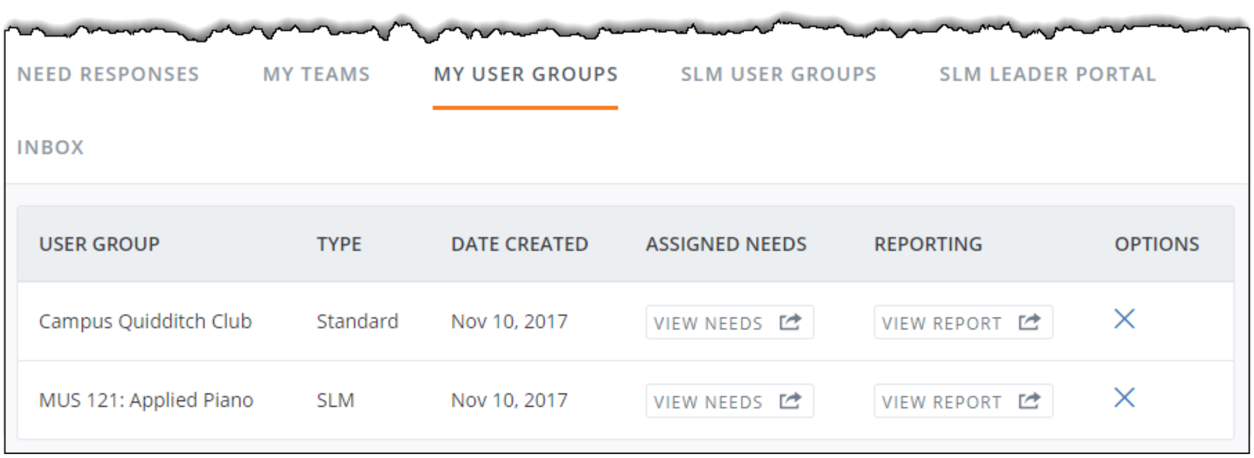
Accessing User Group Information

If you belong to a user group, you'll have a **My User Groups** option in your profile dropdown.



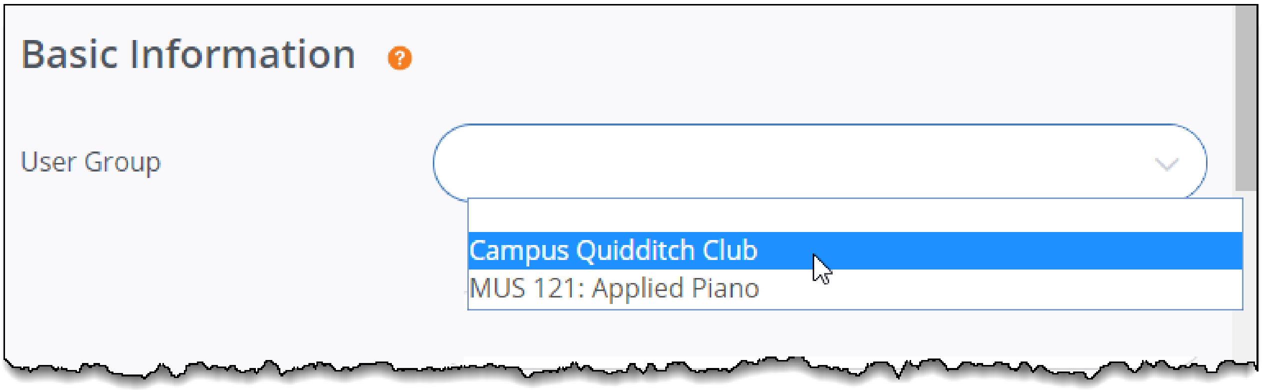
This option leads to your **My User Groups Table**, which includes the following information and options:

- Your user group(s) name, type, and date(s) created
- Ability to view the needs assigned to your user group
- Ability to generate your user group's [reporting link]
- The option to leave a user group



Responding to a Need

When you respond to a need, you have the option of associating your response (and any subsequent hours submitted for that need) with a user group.



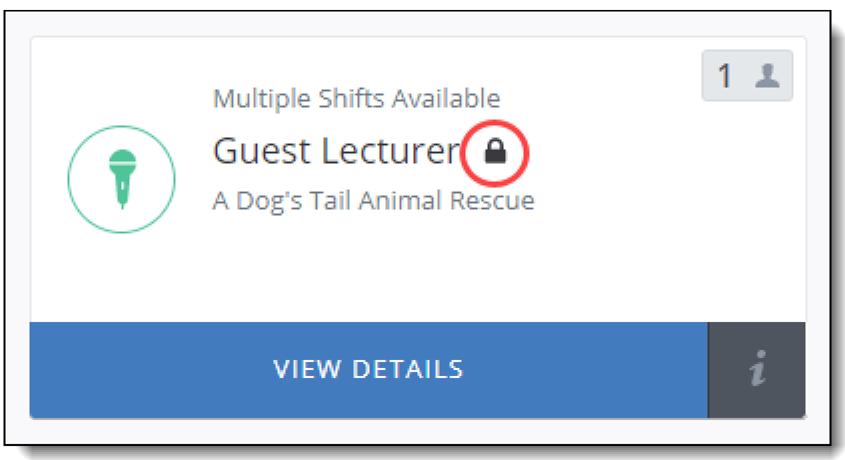
This field is not required; if you do not wish to associate your response with a user group, you do not have to make a selection.

Viewing Your User Group's Assigned Needs

To view the needs that have been assigned to your user group:

1. Select **My User Groups** from your profile menu.
2. In the table of user groups, click **View Needs**, located in the **Assigned Needs** column.

Needs that have been marked private will appear with a "lock" icon next to the title.



Viewing Your User Group Report

The User Group Report uses attractive, user-friendly graphics to convey the following information for the entire user group *for the past six months*:

- Total number of volunteer hours submitted
- Overall impact value
- Number of members
- Total number of needs to which the group responded
- Number of volunteer hours by month
- Number of need responses by month
- Number of need responses by primary interest of the need

  Note: Primary interest is determined by the agency manager when they post the need.

- List of needs to which the group responded
- List of agencies with which the need responses are associated

To access it:

1. Select **My User Groups** from your profile menu.
2. Click **View Report**, located in the **Reporting** column.

The report opens in a new tab. Click **Export as PDF** to generate a PDF of the report.