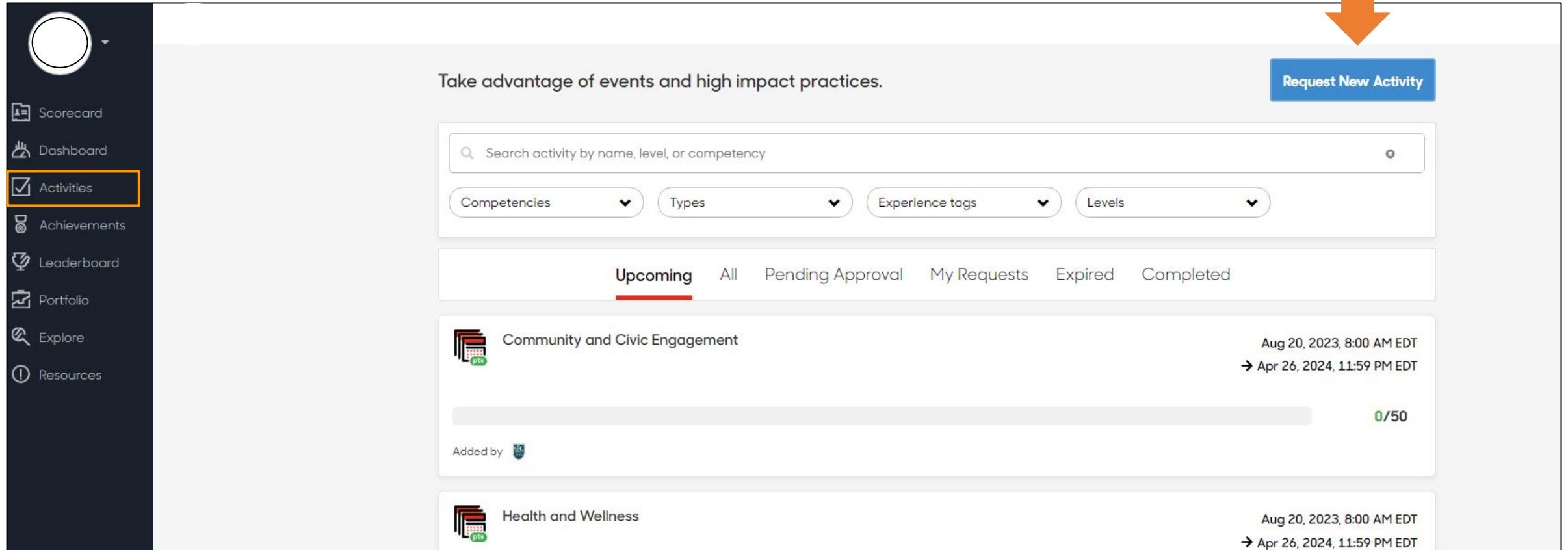


Go to the activities tab to request an event



The screenshot shows the Sutable user interface. On the left is a dark sidebar with navigation links: Scorecard, Dashboard, Activities (highlighted with an orange box), Achievements, Leaderboard, Portfolio, Explore, and Resources. The main content area has a header with the text "Take advantage of events and high impact practices." and a blue "Request New Activity" button, which is pointed to by a large orange arrow. Below the header is a search bar labeled "Search activity by name, level, or competency" and four filter dropdowns: Competencies, Types, Experience tags, and Levels. A tab bar below the filters shows "Upcoming" (selected), "All", "Pending Approval", "My Requests", "Expired", and "Completed". The main content displays two activity cards. The first card is for "Community and Civic Engagement", showing a calendar icon, the title, and dates "Aug 20, 2023, 8:00 AM EDT" and "→ Apr 26, 2024, 11:59 PM EDT". It also features a progress bar and a green "0/50" indicator. The second card is for "Health and Wellness", showing a similar layout with a calendar icon, title, dates, and a progress bar.


Take advantage of events and high impact practices.

[Request New Activity](#)


Search activity by name, level, or competency


Competencies Types Experience tags Levels

Upcoming All Pending Approval My Requests Expired Completed

 Community and Civic Engagement Aug 20, 2023, 8:00 AM EDT
→ Apr 26, 2024, 11:59 PM EDT

0/50

Added by 

 Health and Wellness Aug 20, 2023, 8:00 AM EDT
→ Apr 26, 2024, 11:59 PM EDT





Select event

[Back](#)[Next](#)

What kind of activity do you want to create?

The type determines how the activity is presented on the app. It also determines how students earn credit for the activity.


**Task**
Tasks can be configured to include validations such as self-report, reflection, submission, and administration approval.

**Event**
Events can be configured to generate a smart code that students can scan to instantly receive credit for the activity.



Add the event's details

TypeDetailValidationLevel and CompetenciesDatePreview

 Describe the event you are creating.

Let your students know all of the important details about your activity.




(Required)

Title *161 Characters left

Franta Hall: Mid-Semester Floor Meeting

(Required)

Description *4932 Characters left

B I   

Mandatory floor meeting for all residents to prepare for fall break.

Link. Provide students with a url to more details. Optional.2000 Characters left

Are there any resources that would be useful when completing this activity?

Link Title. Provide a short title that describes the link. Optional.200 Characters left

All links require a title to describe the resource

(Optional)

Incentive Optional.140 Characters left

Incentives are optional. If you have an incentive to offer your students you can describe it here.

(Required)

Is this activity associated with any experience tags? Optional.
Tagging activities will help students with searching and filtering

Franta Hall x Floor Meeting x

Tagging the event will allow you to easily search for all your events in the activities tab!

x v

Is this activity associated with any employers? Optional.

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Use the QR code to take attendance at your event

Back

Next

Type


Detail

Validation

Level and Competencies


Date

Preview



Choose how your students will receive credit for this event.

Select one or multiple validations that students must complete in order to receive credit for the event. If none are selected then students can receive credit by clicking to complete. More info on the various types of validations can be found at our [help center](#).

You will receive a smart code for this event, and can download it from the activities page at any time 

A QR code will be emailed to you upon approval of the event by an administrator. You can also pull the QR code from Suitable at any time.




Select the level and competency for your event

Back

Next


TypeDetailValidationLevel and CompetenciesDatePreview


 Select a level and competencies that are appropriate for your event.


Levels and competencies dictate how many points the student will receive upon completion. More info on these terms can be found at our help center.


Points awarded for completion: 10


Select a level:


Level 1


Level 2



Level 3



Level 4



Level 5


Level 1 involves exposure and activities that give an introduction to this specific competency. The goal of activities at Level 1 is just to give an introduction to the competency, what you might experience as a new person within an organization.


Select at least one competency:


 Civic and Global Engagement/Responsibility


 Commitment to Diversity, Equity and Inclusion


 Communication

 Critical and Complex Thinking

 Leadership

 Quantitative and Technological Literacy/Agility

 Self-Development and Professionalism

 Teamwork and Collaboration

Always select “Level 1” and select just one competency that you feel you and your students will use the most during your event.




Set the date, time, and location of your event

Back

Next

TypeDetailValidationLevel and CompetenciesDatePreview



When does this event start and end?

Select the date and time range that describes when your event begins and ends.

Required for events *

Select a date range for your activity.

Start date

MM/DD/YYYY

hh

:

mm

AM

Eastern (most areas)

Clear

End date

MM/DD/YYYY

hh

:

mm

AM

Eastern (most areas)

Clear

Select a location. Optional.

100 Characters left


Don't forget to add the location of your event so that students know where it will be held!



Preview and send for approval by an administrator

[Back](#)[Approve preview and send for approval](#)


TypeDetailValidationLevel and CompetenciesDatePreview

**Preview the event you have created. Edit or approve the activity.**


This is how students will view the your event. Please review your event for any mistakes before approving it.


[Activity Details](#)

Points awarded for completion: 10

**Franta Hall: Mid-Semester Floor Meeting**

Nov 17, 2023, 7:00 PM EST
→ Nov 17, 2023, 8:00 PM EST
📍 Franta Hall
10 pts

Level 1 

Added by 

Floor MeetingFranta Hall

- Once your event is approved, you will receive the Event Code to your email address.
- Once the event ends, you will receive an Attendance Report to your email address.




After approval by an administrator

Take advantage of events and high impact practices. [Request New Activity](#)


Search activity by name, level, or competency


Competencies Types Experience tags Levels

Upcoming All Pending Approval My Requests Expired Completed

 Club Meeting

Nov 27, 2023, 11:00 AM EST
→ Nov 27, 2023, 12:00 PM EST

Level 1 

Added by 

Copy Activity

Pull Completion Report

Get Smart Code

Economics Club

- You can pull the QR code at anytime by going to the activities you have submitted. Then click the 3 dots to the right and “Get Smart Code”.
- After your event, you are able to download an attendance report by clicking “Pull Completion Report”.

