

IC Activities: Adding and Updating Students

When a student successfully completes an activity that has been approved for one or more Institutional Competency(ies), that activity will appear on the student's [Comprehensive Learner Record \(CLR\)](#). For this process to work correctly, the Activity Director must:

- Enroll the student in the activity when it begins.
- Indicate the student's successful or unsuccessful completion of the activity when it is over.

To add and update students in your IC Activity, complete the following steps:

1. Go to the [Institutional Competencies page](#) on the Office of the Registrar website.
 2. Navigate down the page to the **Adding and Updating Students for IC Activities** section. Click on the **IC Activity – Student Template** link to download the necessary submission spreadsheet.
 3. Update the **IC Activity – Student Template** spreadsheet with the following student information for your activity:
 - **Column A (“Student Username”)**: In this column, enter the UGA MyID of each student participating in the activity, with one UGA MyID/student per row.
 - **Column B (“Section Completed”)**: In this column to the right of each student:
 - 1) If you are enrolling the student for the first time, leave the cell blank.
 - 2) If the activity has ended and you wish to indicate that the student has **successfully** completed the activity, type **"True"** in the cell.
 - 3) If the activity has ended and you wish to indicate that the student was **unsuccessful** in completing the activity, type **"False"** in the cell.
 4. Save the spreadsheet on your device. **The file must be saved as an Excel Workbook file (.xlsx) or an Excel 97-2003 Workbook file (.xls).**
 5. Once you have completed the spreadsheet, attach and email the file to clr@uga.edu with your Unit and the Activity Name in the email subject line.
 6. CLR staff with the Office of the Registrar will update your activity in the system with the correct student information. Once your students have been successfully added to or updated for your activity, you will be notified by the CLR staff.
- If you have any questions or concerns regarding this process, please contact us at clr@uga.edu.*