

BWRS User's Guide

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1) Updating your Profile

At the beginning of each semester you'll want to look through your profile on BWBRS and make sure all your information is current and correct.

1.1 To look at and update your profile:

1.1.1 Log in to <http://www.bwbrs.org>

The screenshot shows the login page for the Bonner Web Based Reporting System v2.9. The page has a grey header with the title "Bonner Web Based Reporting System v2.9". Below the header, there is a text area on the left and a login form on the right. The text area contains the following information: "The Bonner Web Reporting System is now is version 2.9.", "We encourage all of our schools to provide feedback on any parts of the system. To do so, send an email to [Robert Hackett](#).", and "We thank you for your participation." The login form is titled "Login Here" and contains two input fields: "Name:" and "Password:". Below the password field is a "Log In" button.

1.1.2 Select the profile tab located at the top of the window.

The screenshot shows the profile page for Robert Goble. The page has a blue header with tabs for "Main", "Profiles", "Plans", "Logs", "Reports", and "Contacts". Below the header, there is a navigation bar with tabs for "Student", "Service Opportunities", "Service Projects", "Training & Enrichment", "Contact", "Campus", and "Agency". The user is logged in as "Robert Goble @ Berry College" and the date is "Friday, September 08, 2006". The profile page is titled "General Information for Robert Goble" and "Fall 2006". The "Member Information" section contains the following fields: "First Name" (Robert), "Middle Initial" (E), "Last Name" (Goble), "Nickname" (empty), "Date of Birth" (April 30, 1987), "Student ID" (empty), "Social Security #" (empty), and "Email Address" (empty). The left sidebar contains a "General" tab, "Contact", "Enrollment", "Current Time Period" (Fall 2006, 8/21/06 - 1/9/07), "Print this Page", "Quick Links", "Switch to Semester..." (Summer 2006, Spring 2007), "Enter my...." (CLA, Hours, Service Accomplish), and "View/Print my...." (CLA).

1.1.3 All your information will be displayed here. Take the time to look through it all and change anything that up to date. **Please put the email address you check most often.**

1.2 To change your username and password:

1.2.1 Select the “Profiles” tab located at the top of the window.

The screenshot shows the 'Profiles' tab selected in the Bonner Web Based Reporting System. The navigation bar includes 'Main', 'Profiles', 'Plans', 'Logs', 'Reports', and 'Contacts'. Below this, there are sub-tabs: 'Student', 'Service Opportunities', 'Service Projects', 'Training & Enrichment', 'Contact', 'Campus', and 'Agency'. The user is identified as 'Robert Goble @ Berry College' and the date is 'Friday, September 08, 2006'. The main content area is titled 'General Information for Robert Goble' for 'Fall 2006'. It contains a 'Member Information' section with the following fields: First Name (Robert), Middle Initial (E), Last Name (Goble), Nickname (empty), Date of Birth (April 30, 1987), Student ID (empty), Social Security # (empty), and Email Address (empty). On the left side, there are links for 'General', 'Contact', 'Enrollment', 'Current Time Period' (Fall 2006, 8/21/06 - 1/9/07), 'Print this Page', 'Quick Links', 'Switch to Semester...' (Summer 2006, Spring 2007), 'Enter my...' (CLA, Hours, Service Accomplish.), and 'View/Print my...' (CLA).

1.2.2 Scroll down to the bottom of the window and you'll see your user name and password listed.

The screenshot shows the 'Bonner System login' form. It has two input fields: 'Login Name' with the value 'example' and 'Login Password' with the value 'example'. Below the fields, it says 'Updated: 07/13/2006'. At the bottom right, there is a 'Save' button.

www.bwbrs.org • Bonner Web Based Reporting System • 2.9.8.5

1.2.3 Change your user name and password to whatever is easiest for you to remember. Then Click Save. Using your Berry College email username and password typically works well.

1.2.4 **Important:** If the username you choose is taken, BWBRS will **NOT** tell you. A string of numbers will be added to your username. Ex: You make your username David. David is taken, so the username will be labeled is David5683. Make sure you've chosen something original before you log out.

2) Adding a CLA

2.1 Completing and Printing a CLA

2.1.1 Click on the “Plans” tab located on the top row of tabs.

The screenshot shows the 'Plans' tab selected in the top navigation bar. Below the navigation bar, there are two main sections: 'Community Learning Agreements' and 'Project Plans'. The user is identified as 'Robert Goble @ Berry College' and the date is 'Tuesday, September 19, 2006'. On the left side, there is a 'List & View' section with an 'Add' button, a 'Current Time Period' of 'Fall 2006' (8/21/06 - 1/9/07), a 'Print this Page' button, and 'Quick Links' for switching to 'Summer 2006' or 'Spring 2007'. The main content area is titled 'Select Community Learning Agreement' for 'Fall 2006'. It is divided into two sections: 'Proposed' and 'Active'. The 'Proposed' section contains a table with one entry:

Title	Agency	Semester
Water Monitor	Coosa River Basin Initiative	Fall 2006

The 'Active' section contains a table with one entry:

Title	Agency	Semester
Team Member	Bonner Leadership Team Office Hours	Fall 2006

2.1.2 Click on the “Add” button located on the left side below your name.

The screenshot shows the 'Plans' tab selected in the top navigation bar. Below the navigation bar, there are two main sections: 'Community Learning Agreements' and 'Project Plans'. The user is identified as 'Robert Goble @ Berry College' and the date is 'Tuesday, September 19, 2006'. On the left side, there is a 'List & View' section with an 'Add' button, a 'Current Time Period' of 'Fall 2006' (8/21/06 - 1/9/07), a 'Print this Page' button, and 'Quick Links' for switching to 'Summer 2006' or 'Spring 2007'. The main content area is titled 'Add Community Learning Agreement for Robert Goble' for 'Fall 2006'. It contains a 'Select Service Opportunity' table with the following data:

	Agency	Project	Position	Semester
SELECT	100 Black Men of Atlanta/Project SUCCESS	No Project Assigned	Counselor	Fall 2006
SELECT	100 Black Men of Atlanta/Project SUCCESS	No Project Assigned	Mentor/Tutor	Fall 2006
SELECT	100 Black Men of Atlanta/Project SUCCESS	No Project Assigned	On Site Director/Head Counselor	Fall 2006
SELECT	Alternative Spring Break Trip to Gautier, MS	No Project Assigned	Volunteer	Fall 2006
SELECT	Apprentice Red Cross	No Project	Volunteer	Fall 2006

2.1.3 This will display a list of all Service Opportunities available to you.

Scroll through them and see if the one you are looking for is listed.

List & View

[Add](#)

Current Time Period
Fall 2006
8/21/06 - 1/9/07

[Print this Page](#)

Quick Links

Switch to Semester....
[Summer 2006](#)
[Spring 2007](#)

Enter my....
[CLA](#)
[Hours](#)
[Service Accomplish.](#)

View/Print my....
[CLA](#)
[Hour Log Report](#)
[Hour Status](#)
[Service Accomplish.](#)

Search for....
[Service Opportunities](#)

Add Community Learning Agreement for Robert Goble Fall 2006

Select Service Opportunity

	Agency	Project	Position	Semester
SELECT	100 Black Men of Atlanta/Project SUCCESS	No Project Assigned	Counselor	Fall 2006
SELECT	100 Black Men of Atlanta/Project SUCCESS	No Project Assigned	Mentor/Tutor	Fall 2006
SELECT	100 Black Men of Atlanta/Project SUCCESS	No Project Assigned	On Site Director/Head Counselor	Fall 2006
SELECT	Alternative Spring Break Trip to Gautier, MS	No Project Assigned	Volunteer	Fall 2006
SELECT	American Red Cross	No Project Assigned	Volunteer	Fall 2006
SELECT	American Red Cross-- Rome/Floyd Co. Chapter	No Project Assigned	Health and Safety Volunteer	Fall 2006
SELECT	American Red Cross-- Rome/Floyd Co. Chapter	No Project Assigned	HIV/AIDS Instructor	Fall 2006
SELECT	Armuchee Elementary School	No Project Assigned	Student Mentor/Tutor	Fall 2006
SELECT	Asociacion un Nuevo Comienzo (NGO)	No Project Assigned	English Instructor	Fall 2006

Note: If your Service Opportunity was not listed skip to section 2.2

2.1.4 Select your Service Opportunity of choice. We'll use Coosa River Basin Initiative – Water Monitor for this example.

2.1.5 After you've chosen your Service Opportunity, you'll be taken to a new window to fill out your CLA.

List & View

[Add](#)

Current Time Period
Fall 2006
8/21/06 - 1/9/07

[Print this Page](#)

Quick Links

Switch to Semester....
[Summer 2006](#)
[Spring 2007](#)

Enter my....
[CLA](#)
[Hours](#)
[Service Accomplish.](#)

View/Print my....
[CLA](#)
[Hour Log Report](#)
[Hour Status](#)
[Service Accomplish.](#)

Search for....
[Service Opportunities](#)
[Training & Enrichment](#)
[Summer Internships](#)
[Job Opportunities](#)

Add a new....
[Service opportunity](#)
[Training & Enrichment](#)

Add Community Learning Agreement for Robert Goble Fall 2006

Service Opportunity

[Select a different Service Opportunity](#)

Name	Water Monitor	Semester	Fall 2006
Agency	Coosa River Basin Initiative	Project	
General Issue Area(s)		Specific Issue Area(s)	

Lead Contact

No contacts in database.

CLA Information

CLA Title

Restate Service Opportunity Description

Conduct basic water monitoring on streams throughout Floyd County.

0 of 500

My Role/Responsibility

2.1.6 Scroll down and you'll need to fill in your Learning and Service Objectives.

The screenshot shows a web interface with two main sections. The top section is titled "Service Objective Statements" and contains two rows. The first row is labeled "Objective 1" and has a text area with "0 of 500" characters. The second row is labeled "Objective 2" and also has a text area with "0 of 500" characters. The bottom section is titled "Learning Objective Statements" and contains one row labeled "Goal 1" with a text area and "0 of 500" characters. Each text area has a vertical scrollbar on the right side.

2.1.7 Once you've completed your CLA you'll want to click Save located at the bottom.

The screenshot shows the bottom of the web interface. A grey bar contains a "Save" button on the right side, which is highlighted with a red rectangular box. Below the bar, the text "www.bwbrs.org • Bonner Web Based Reporting System • 2.9.8.5" is displayed.

2.1.8 Your CLA will then be listed as a proposed CLA. You want to make sure your advisor knows you've added a CLA though.

Community Learning Agreements | Project Plans

Robert Goble @ Berry College | Monday, September 18, 2006

List & View | Select Community Learning Agreement | Fall 2006

Add

Current Time Period
Fall 2006
8/21/06 - 1/9/07

Print this Page

Quick Links
Switch to Semester....
[Summer 2006](#)
[Spring 2007](#)
Enter my....
[CLA](#)
[Hours](#)
[Service Accomplish.](#)
View/Print my....
[CLA](#)

Proposed		
Title	Agency	Semester
Water Monitor	Coosa River Basin Initiative	Fall 2006

Active		
Title	Agency	Semester
Team Member	Bonner Leadership Team Office Hours	Fall 2006

Completed		
Title	Agency	Semester

2.1.9 Click on your CLA and choose “Notify my advisor to review CLA”.

Community Learning Agreement for Robert Goble | Fall 2006

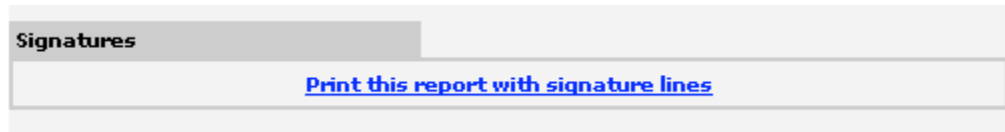
Available Actions

[Notify my advisor to review CLA](#)
[Permanently Delete CLA](#)

CLA Information

Title	Water Monitor
Agency	Coosa River Basin Initiative
Status	Proposed
Service Description	Conduct basic water monitoring on streams throughout Floyd County.

2.1.10 If you scroll down you'll an option to print off your CLA with signature lines. Once you have this form signed, turn it in at the Bonner Office.



Note: After attempting this section and you still cannot find your agency, please send an email to bonner@berry.edu with the following information.

Agency Name:

Contact Person:

Brief Description of Agency:

Address:

Phone Number:

2.2 Adding a Service Opportunity

2.2.1 Select the profile tab located at the top of the window.

The screenshot shows a web application interface with a navigation bar at the top. The 'Profiles' tab is selected. Below the navigation bar, there is a header for 'Robert Goble @ Berry College' and the date 'Friday, September 08, 2006'. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'General', 'Contact', 'Enrollment', 'Current Time Period' (Fall 2006, 8/21/06 - 1/9/07), 'Print this Page', 'Quick Links', 'Switch to Semester....' (Summer 2006, Spring 2007), 'Enter my....' (CLA, Hours, Service Accomplish.), and 'View/Print my....' (CLA). The main panel displays 'General Information for Robert Goble' for 'Fall 2006'. Under 'Member Information', there are input fields for: First Name (Robert), Middle Initial (E), Last Name (Goble), Nickname (empty), Date of Birth (April 30, 1987), Student ID (empty), Social Security # (empty), and Email Address (empty).

2.2.2 Select the tab that is labeled “Service Opportunities” located on the second row of tabs.

The screenshot shows the Berry College website interface. The top navigation bar includes tabs for Main, Profiles, Plans, Logs, Reports, and Contacts. Below this is a secondary row of tabs for Student, Service Opportunities, Service Projects, Training & Enrichment, Contact, Campus, and Agency. The 'Service Opportunities' tab is selected. The user is identified as Robert Goble @ Berry College, and the date is Friday, September 08, 2006.

The main content area is titled "Browse Service Opportunities for Fall 2006". It includes a search bar and filters for Issue Area (All, Education, Environment, Human Needs, Public Safety) and Duration (All, 1-3 Day, Week, Several Weeks, Semester). A table lists the following opportunities:

AGENCY	PROJECT	OPPORTUNITY
100 Black Men of Atlanta/Project SUCCESS	-	Counselor
100 Black Men of Atlanta/Project SUCCESS	-	Mentor/Tutor
100 Black Men of Atlanta/Project SUCCESS	-	On Site Director/Head Counselor
Alternative Spring Break Trip to Gautier, MS	-	Volunteer
American Red Cross	-	Volunteer

2.2.3 Choose “Add” located on the left hand side below your name.

The screenshot shows the Berry College website interface with the 'Add New Service Opportunity' form open. The 'Add' button is highlighted in the left-hand navigation menu. The form includes the following fields:

- Agency/Project: A text input field.
- Agency/Project: A dropdown menu.
- Service Opportunity Details: A section containing:
 - Position Title: A text input field.
 - Description: A large text area with a character count of 0 of 500.

A message below the dropdown menu states: "You are required to select an Agency. If you know the project under which this opportunity is classified (indented items), please select the project name. If the Agency and/or project is not currently available, you must contact your advisor before adding the new Service Opportunity."

2.2.4 In the drop down box labeled Agency/Project select you're Agency, we'll use Glenwood Primary School for this example.

2.2.5 Fill in the information for the Service Opportunity for your specific job at your Agency, such as someone working at Glenwood Primary might have a position title of Student Teacher or Student Mentor.

2.2.6 Once you've completed the information, choose "Save" at the bottom.

2.2.7 Move back up to section 2.1.5 to continue adding your CLA.

3) Logging CLA Hours

3.1 Recording your Hours

3.1.1 Select the Logs tab located on the top row of tabs.

The screenshot shows the 'Service Hours Log for Robert Goble' interface. At the top, there are navigation tabs: Main, Profiles, Plans, Logs (selected), Reports, and Contacts. Below the tabs, the user's name 'Robert Goble @ Berry College' and the date 'Monday, September 18, 2006' are displayed. The main content area is titled 'Service Hours Log for Robert Goble' and 'Fall 2006'. On the left, there is a sidebar with 'Log Hours' selected, and other options like 'Approvals', 'Reporting', 'Current Time Period' (Fall 2006, 8/21/06 - 1/9/07), 'Print this Page', 'Quick Links', 'Switch to Semester....' (Summer 2006, Spring 2007), 'Enter my....' (CLA Hours, Service Accomplish.), and 'View/Print my....' (CLA). The main form area is titled 'Add Log Entry' and contains the following fields: 'Date of Activity' (September 1, 2006), 'Hours' (empty), 'Type of Service (select only one)' (CLA Service: Select, Non-CLA Service: Select, Training & Enrichment: Select), and an 'Add Log Entry' button.

3.1.2 From the appropriate drop down boxes select your date, number of hours, and choose your CLA.

The screenshot shows the 'Service Hours Log for Robert Goble' interface. The 'Add Log Entry' section is highlighted with a red box. The 'Date of Activity' is set to September 18, 2006. The 'Hours' field is set to 2. The 'Type of Service' is set to 'CLA Service' with the selected option 'Team Member @ Bonner Leadership Team Office Hours (Fall 2006)'. The 'Non-CLA Service' and 'Training & Enrichment' are set to 'Select'. An 'Add Log Entry' button is at the bottom right of the form.

Note: 1-6 minutes = .1 hour 31-36 min = .6 hour
7-12 min = .2 hour 37-42 min = .7 hour
13-18 min = .3 hour 43-48 min = .8 hour
19-24 min = .4 hour 49-54 min = .9 hour
25-30 min = .5 hour 55+ min = 1 hour

3.1.3 After you've selected the appropriate boxes click Add Log Entry, continue the previous steps until you have added all your hours.

3.2 Printing your Bi-Weekly Timesheets

3.2.1 Select the Logs tab located on the top row tabs.

3.2.2 Select “Reporting” located on the left hand side of the window below your name.

Date	Title	Training & Enrichment Hours	Service Hours	Advisor Approved
08/21/06	Class of 2010 Orientation Retreat	8.00		YES
08/21/06	Freshmen Class Meeting (1of 7)	1.00		YES

3.2.3 Select the appropriate time period from the drop down box and choose Update.

Hours Log Report for Robert Goble Fall 2006

Report Options

Semester: **Fall 2006** | Show hours in: August 2006

Student is currently active in:
Bonner Scholar Program

[Notify School Administrators](#)

- August 2006
- September 2006
- October 2006
- November 2006
- December 2006

3.2.4 Click on “Print this Report with Signature Lines”.

Signatures

[Print this report with signature lines](#)

3.2.5 Have your supervisor sign the time sheet and then turn it in at the Bonner Office.

4) Non-CLA Hours and Training and Enrichment

Non-CLA Hours can include activities that won't be a regular reoccurring activity. Examples are First Year Service Day, Potato Drop, and Saturday Soup Kitchen. Training and Enrichment events include monthly meetings, Class trainings, and other mandatory events.

4.1 Logging Non-CLA Hours

4.1.1 Select the Logs tab located on the top row of tabs.

The screenshot shows a web application interface with a top navigation bar containing tabs for 'Main', 'Profiles', 'Plans', 'Logs' (highlighted), 'Reports', and 'Contacts'. Below the navigation bar, there are two main sections: 'Service & Training Hours' and 'Service Accomplishments'. The user is identified as 'Robert Goble @ Berry College' and the date is 'Monday, September 18, 2006'. The 'Log Hours' section is active, displaying 'Service Hours Log for Robert Goble' for 'Fall 2006'. The 'Add Log Entry' form includes a 'Date of Activity' field with dropdowns for 'September', '1', and '2006', and an 'Hours' input field. Below this are three dropdown menus for 'Type of Service (select only one)': 'CLA Service' (with an 'ADD' link), 'Non-CLA Service' (with an 'ADD' link), and 'Training & Enrichment' (with an 'ADD' link). An 'Add Log Entry' button is at the bottom right. A left sidebar contains navigation links for 'Log Hours', 'Approvals', 'Reporting', 'Current Time Period' (Fall 2006, 8/21/06 - 1/9/07), 'Print this Page', 'Quick Links', 'Switch to Semester....' (Summer 2006, Spring 2007), 'Enter my....' (CLA Hours, Service Accomplish.), and 'View/Print my....' (CLA).

4.1.2 Choose your Non-CLA Service from the drop down list, and choose the appropriate date and hours.

This is a close-up view of the 'Add Log Entry' form. The 'Date of Activity' field is highlighted with a red box and contains 'September', '1', and '2006'. The 'Hours' input field is also highlighted with a red box. The 'Non-CLA Service' dropdown menu is highlighted with a red box and shows 'Select'. The 'CLA Service' and 'Training & Enrichment' dropdown menus are also visible, both showing 'Select'. The 'Add Log Entry' button is at the bottom.

Note: 1-6 minutes = .1 hour 31-36 min = .6 hour
 7-12 min = .2 hour 37-42 min = .7 hour
 13-18 min = .3 hour 43-48 min = .8 hour
 19-24 min = .4 hour 49-54 min = .9 hour
 25-30 min = .5 hour 55+ min = 1 hour

4.1.3 Click “Add Log Entry” and repeat the previous steps to add other dates or events.

4.2 Logging Training and Enrichment

4.2.1 Select the Logs tab located on the top row of tabs.

4.2.2 Choose your Training & Enrichment from the drop down list, and choose the appropriate date and hours.

4.2.3 Click “Add Log Entry” and repeat the previous steps to add other dates or events.

Note: After attempting this section and your Non-CLA event or Training and Enrichment event were not listed, please send an email to bonner@berry.edu

5) Service Accomplishments (End of the Semester)

Service Accomplishments are completed at the end of the semester and serve as a way to look back at what you have accomplished.

5.1 Completing your Service Accomplishment

5.1.1 Select the Logs tab located on the top row of tabs.

Main Profiles Plans **Logs** Reports Contacts

Service & Training Hours Service Accomplishments

Robert Goble @ Berry College Monday, September 18, 2006

► Log Hours
Approvals
Reporting

Current Time Period
Fall 2006
8/21/06 - 1/9/07

Print this Page

Quick Links
Switch to Semester....
Summer 2006
Spring 2007

Enter my....
CLA
Hours
Service Accomplish.

View/Print my....
CLA

Service Hours Log for Robert Goble Fall 2006

Add Log Entry

Date of Activity Hours

September 1 2006

Type of Service (select only one)

CLA Service ADD
Select

Non-CLA Service ADD
Select

Training & Enrichment ADD
Select

Add Log Entry

5.1.2 Select Service Accomplishments on the second row of tabs.

Main Profiles Plans **Logs** Reports Contacts

Service & Training Hours Service Accomplishments

Robert Goble @ Berry College Monday, September 18, 2006

► List / Edit
Add

Current Time Period
Fall 2006
8/21/06 - 1/9/07

Print this Page

Quick Links
Switch to Semester....

Service Accomplishments for Robert Goble Fall 2006

Signatures

When ready to print this report, select the 'Printable Version' option on the lower left. The report will be displayed with signature lines for your site supervisors, campus administrator and yourself. While you are viewing the printable version, select the print option from your web browser menu and print the screen as you normally would. Use your browser's BACK button to return to the site. If you have trouble printing, or have issues fitting the content onto the page properly, please contact support.

5.1.3 Select “Add” located on the left hand side below your name.

List / Edit	Add New Service Activity Summary	Fall 2006
Add	Choose Activity Phrase that best describes your Service:	
Current Time Period	Education	
Fall 2006	Environment	
8/21/06 - 1/9/07	Human Needs	
Print this Page	Public Safety	
Quick Links		
Switch to Semester....		
Summer 2006		
Spring 2007		

5.1.4 Choose the Activity Phrase that best describes your Service

5.1.5 Click on an area you participated in and several options should drop down. Select the area that best describes your involvement.

5.1.6 From there several other options should drop down. Select and click the activity that was most applicable to what you did over the last semester.

5.1.7 Fill out all of the fields that are presented once you click on the particular activity.

5.1.8 After you have completed your entire service accomplishment form, click on the left side where it says “print this page” so that the signature lines will show up. Get it signed and turn it in to the Bonner Office.

6) Glossary

Agency – Specific sites where Bonner Scholars work. You will choose a Service Opportunity for an agency to create a CLA with.

BWBRS – Bonner Web Based Reporting System

Community Learning Agreement (CLA) – An agreement you fill out with a specific agency describing a time period and the nature of your volunteer work. This is a contract between you and your work supervisor.

Learning Objective – Learning Objectives are located on your CLA. A Learning Objective should describe a goal you have to improve upon yourself through your service placement.

Non-CLA Event – Any event that you take part in that will not be a regular reoccurring activity. Examples would be First Year Service Day, Potato Drop, or the soup kitchen.

Service Accomplishment – Service Accomplishment are filled out at the end of the semester and serve as an evaluation of what you have accomplished during the semester.

Service Objective – Service Objectives are located on your CLA. A Service Objective should describe how you plan to make an impact on the community with your service placement.

Service Opportunity – Service Opportunities are specific to an agency. The service opportunity will define your job, responsibilities, and title within an agency.

Training and Enrichment – Any activity such as Monthly Meetings, Class Trainings, or any other activity that wouldn't be classified as direct service.