

## Creating projects in SOC

Projects manage SOC opportunities. All projects are linked to opportunities so there are a couple of steps to set up before creating your project.

*NOTE: if you will be using the same project year-to-year or semester-to-semester you should first create a project template. You can then attach that template when you create your project which will allow you to copy the project in the future (see page 3).*

1. Create an application. To create an application go to applications/create
2. Create an opportunity (image on page 2)
  - a. Go to opportunities/create opportunity
  - b. Attach the application you created
  - c. Attach the community your created (if applicable)
  - d. **Turn on “Create a SOC project for this opportunity”**
  - e. Make sure the project is marked “hidden” until you are done working on it and ready to share it

Once you have created the opportunity associated with your project, you can add assignments, admins and students to your project:

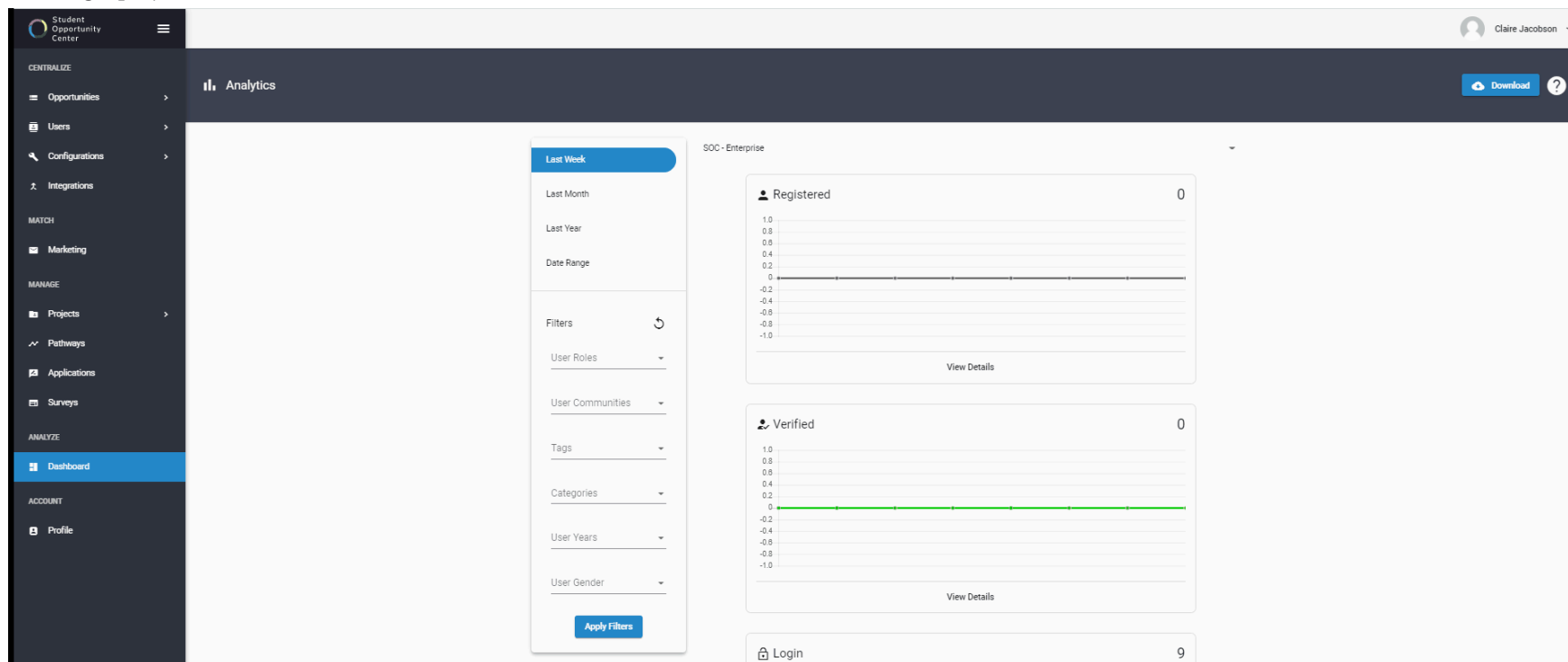
1. Go to projects and select your project
2. Add assignments to your project
  - a. Go to projects and select your project
  - b. Select assignment/create assignment
3. Add students
  - a. Go to projects/applications
  - b. Admin receives an email whenever a student applies to a project and submits an assignment
  - c. To add individual students: go to projects/students/invite students--*Students added individually will get an email to apply. Admin will need to approve the application*
  - d. To add students in bulk: go to projects/students/upload students--*Students added in bulk will be automatically added to the project*
  - e. *Note: if you email students the link to the project and your campus uses SSO to login, please make sure to indicate students need to select the SSO login option from the home screen. Not doing so will prevent them from accessing the project.*
4. Approve applications
  - a. Go to projects/applications to view and approve students who have applied or to bulk download applications (if using application or adding student individually)



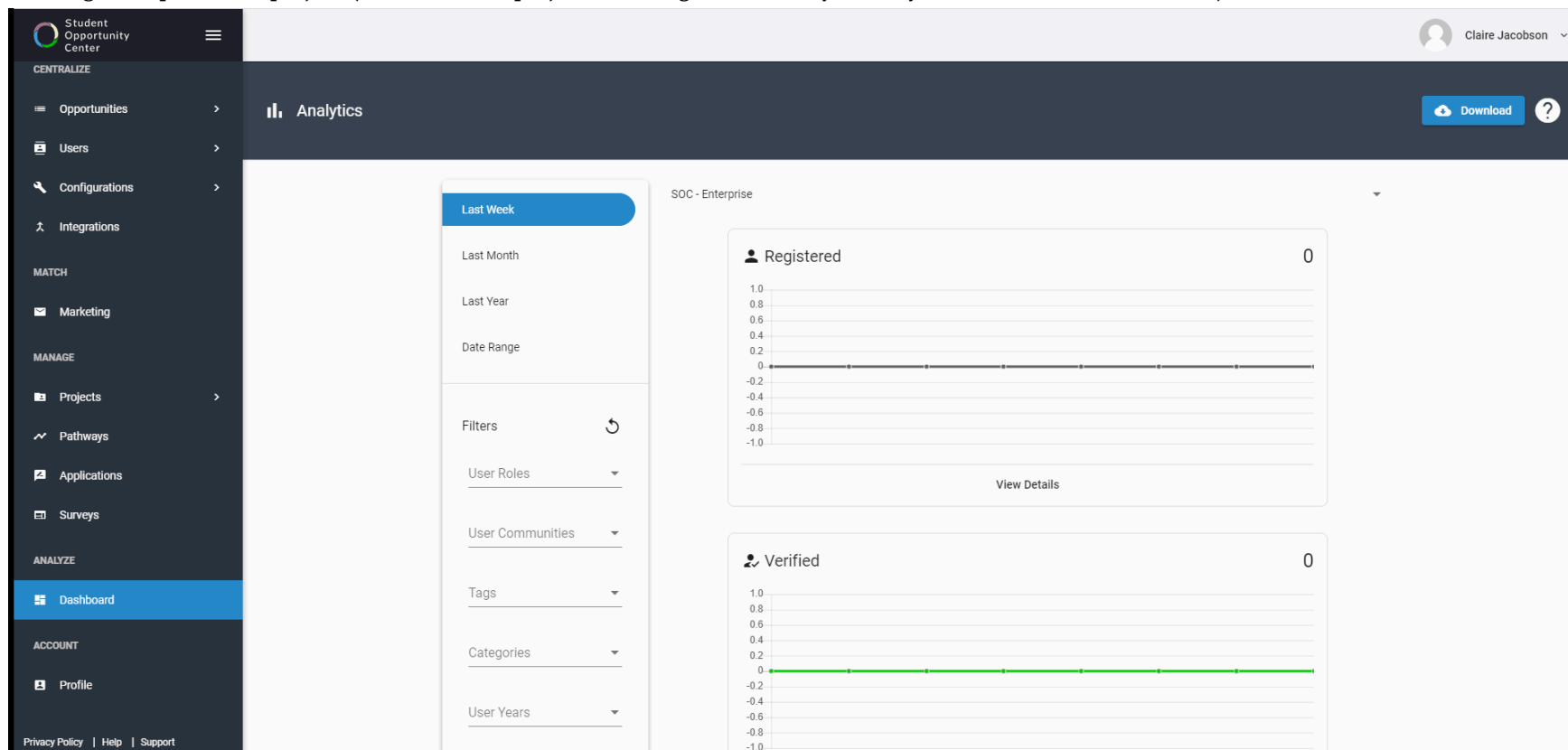
## Student Opportunity Center

- b. Admin receives an email whenever a student applies to a project and submits an assignment
- 5. Remove students
  - a. To remove students from a project: go to the student's name and select the trash icon on the right side
- 6. Add admins
  - a. Go to projects/admin/invite admin
  - b. To remove an admin from a project: go to the admin name and select the trash icon on the right side
- 7. View students' submissions
  - a. Go to assignment/submission
- 8. View analytics (images on pages 4 & 5)
  - a. Go to progress/submissions to keep track of who has submitted which assignments
  - b. Go to progress/analytics for a snapshot of the project
- 9. Submit feedback (image on page 6)
  - a. Go to progress/submissions. From here you can select assignments that need your review and submit feedback
- 10. Attach a project to a pathway--optional
  - a. In your pathway, select "opportunity," and then the opportunity to which you have attached the project


## Creating a project



Creating a template for a project (to recreate the project and assignment from year-to-year or semester-to-semester):



View data analytics for your project--submissions table



CENTRALIZE

- Opportunities >
- Users >
- Configurations >
- Integrations

MATCH

- Marketing

MANAGE

- Projects >
- Pathways
- Applications
- Surveys


ANALYZE

- Dashboard

ACCOUNT

- Profile

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 Claire Jacobson

TEST Undergraduate Research opp

?

Details

Assignments

Progress

Applications

Students

Admins

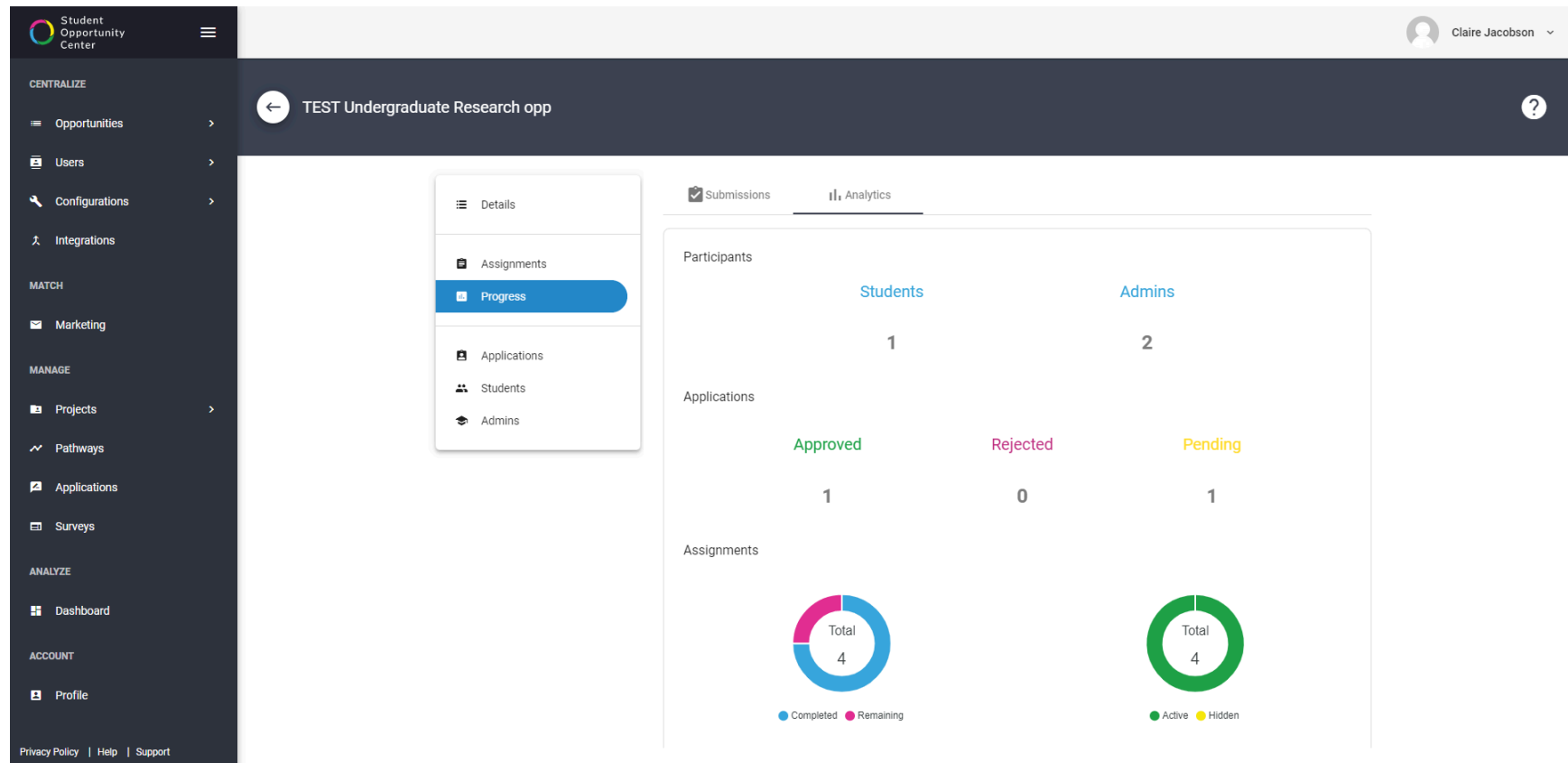
Submissions

Analytics

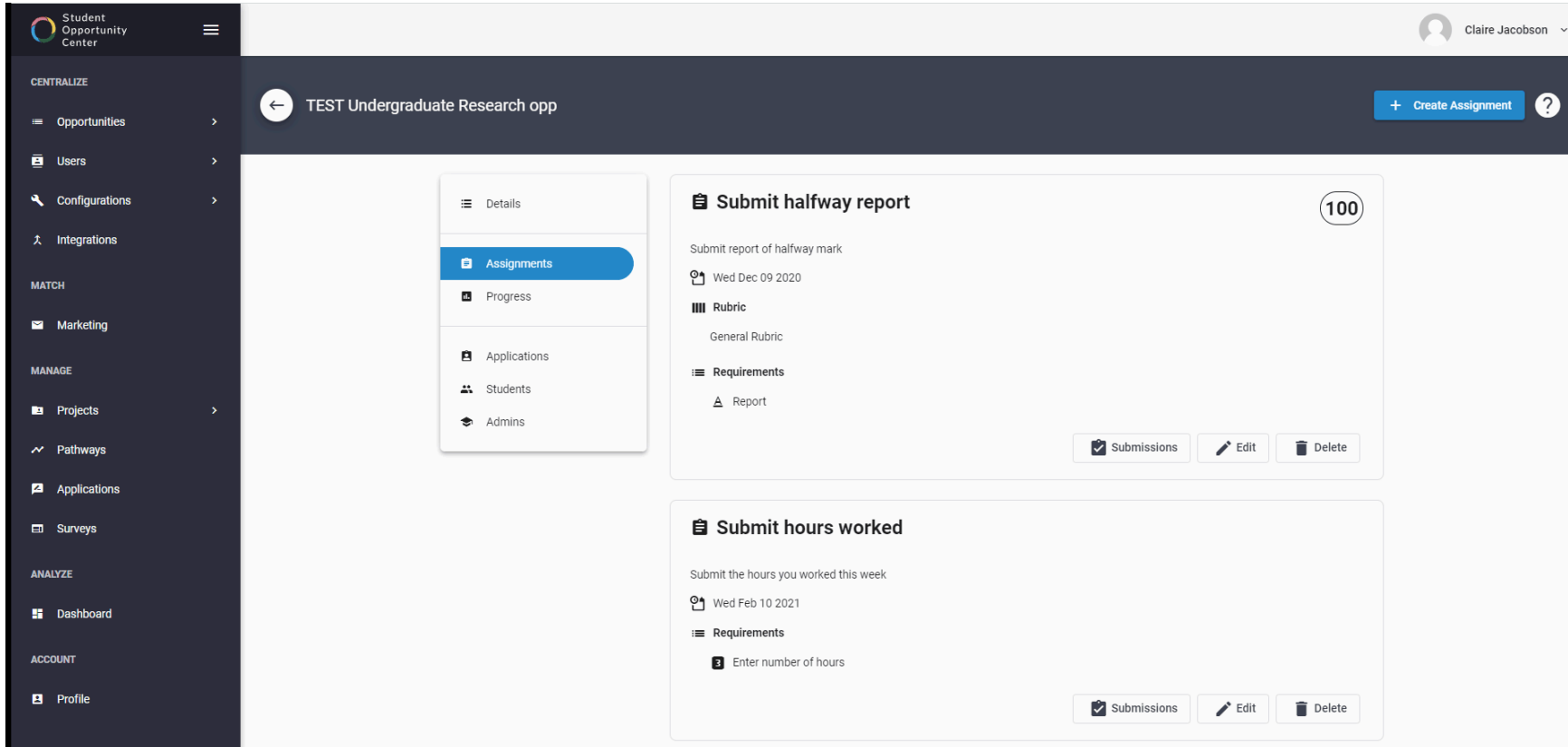
Name	Due Date	Total	In Progress	Submitted	Reviewed
Submit halfway report	Dec 9, 2020	1	0	1	0
Submit hours worked	Feb 10, 2021	1	0	1	0
Hours worked	Feb 25, 2021	0	0	0	0
Final Reflection	May 14, 2021	0	0	0	0



View data analytics for your project--charts & graphs



Submit feedback to students:



The screenshot displays the Student Opportunity Center interface. On the left is a dark sidebar with a menu categorized into CENTRALIZE, MATCH, MANAGE, ANALYZE, and ACCOUNT. The main content area is titled 'TEST Undergraduate Research opp' and includes a 'Create Assignment' button. A central panel shows a list of options: Details, Assignments (highlighted), Progress, Applications, Students, and Admins. The right side features two assignment cards: 'Submit halfway report' (due Wed Dec 09 2020, 100 points) and 'Submit hours worked' (due Wed Feb 10 2021). Each card includes a description, requirements, and buttons for Submissions, Edit, and Delete.

**Student Opportunity Center**

**CENTRALIZE**

- Opportunities
- Users
- Configurations
- Integrations

**MATCH**

- Marketing

**MANAGE**

- Projects
- Pathways
- Applications
- Surveys

**ANALYZE**

- Dashboard

**ACCOUNT**

- Profile

**TEST Undergraduate Research opp** [+ Create Assignment](#) [?](#)

**Details**

**Assignments**

**Progress**

**Applications**

**Students**

**Admins**

**Submit halfway report** **100**

Submit report of halfway mark

Wed Dec 09 2020

**Rubric**

General Rubric

**Requirements**

Report

☒ Submissions ☐ Edit ☐ Delete

**Submit hours worked**

Submit the hours you worked this week

Wed Feb 10 2021

**Requirements**

Enter number of hours

☒ Submissions ☐ Edit ☐ Delete

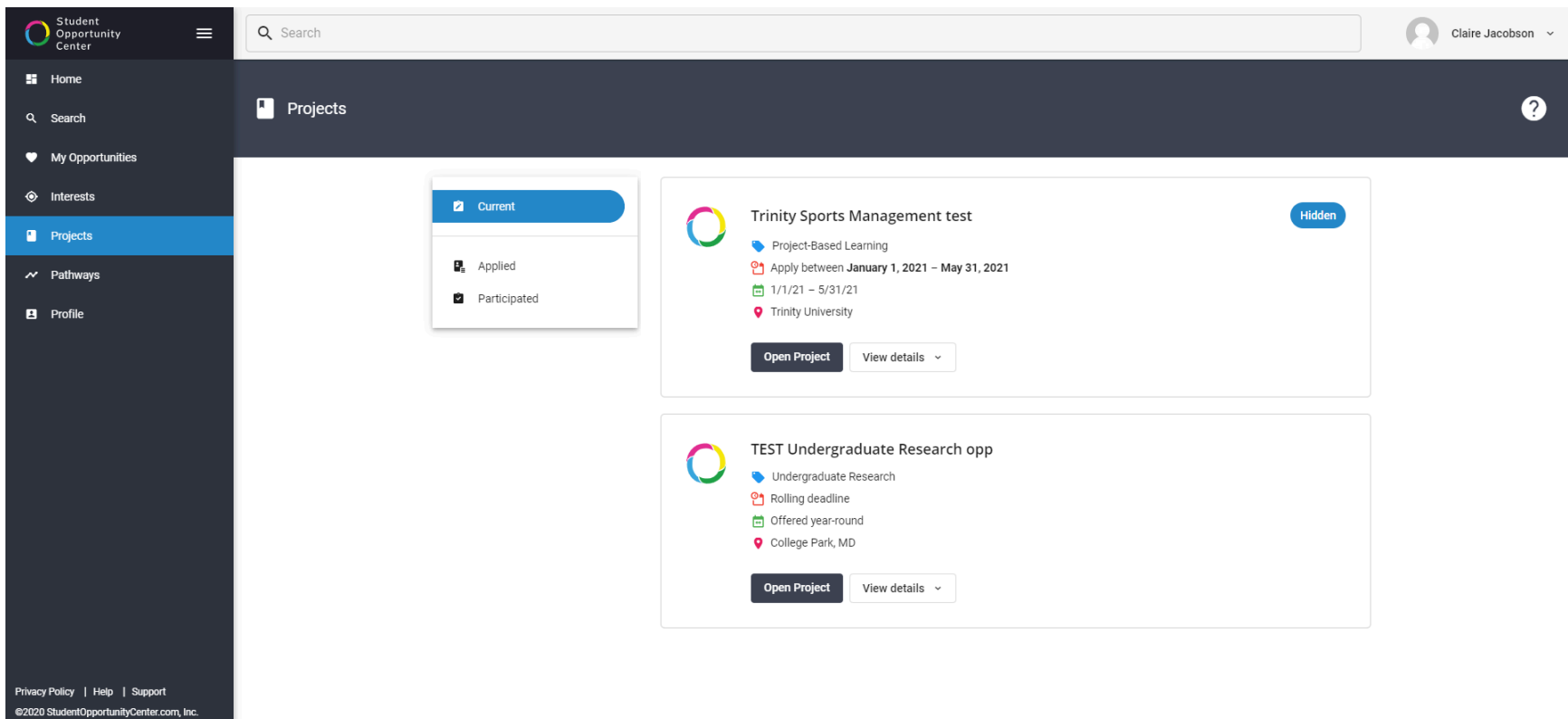


Projects from student view:

Students can view projects from the “project” tab on the left-side navigation menu, selecting the project and then “open project.”  
They submit assignments from the assignments tab.

*\*Students need to “save” assignments before submitting.\**

Admin receives an email whenever a student applies to a project and submits an assignment; Students receive an email when you submit your feedback.



The screenshot displays the Student Opportunity Center web application interface. On the left is a dark sidebar with a navigation menu containing: Home, Search, My Opportunities, Interests, **Projects** (highlighted in blue), Pathways, and Profile. The top of the page features a search bar, a user profile for Claire Jacobson, and a 'Projects' header with a question mark icon. A filter dropdown menu is open, showing 'Current' (selected), 'Applied', and 'Participated'. The main content area lists two projects:

- Trinity Sports Management test**: Project-Based Learning, Apply between January 1, 2021 – May 31, 2021, 1/1/21 – 5/31/21, Trinity University. Buttons: Open Project, View details.
- TEST Undergraduate Research opp**: Undergraduate Research, Rolling deadline, Offered year-round, College Park, MD. Buttons: Open Project, View details.

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