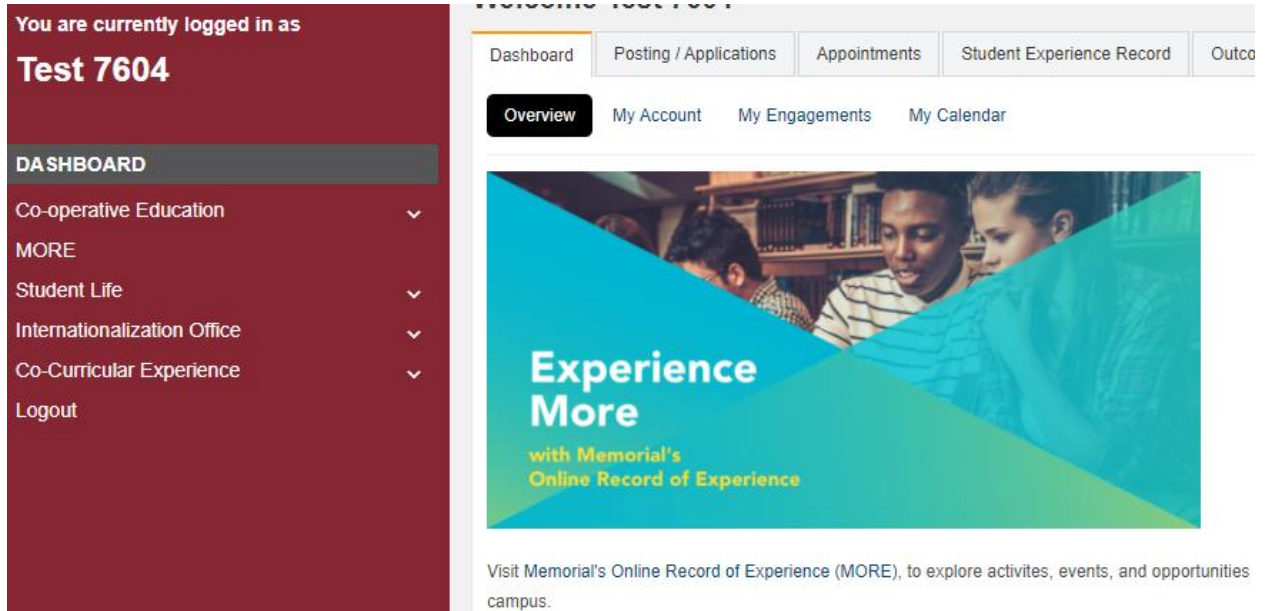


How a Student Adds Reflection to their on-campus employment

1. Log onto to your [My MUNLife Portal](#).
2. On the main screen, select “Dashboard” on the top of the left-hand menu. Then select the Student Experience Record tab.



The screenshot displays the My MUNLife Portal interface. On the left, a dark red sidebar contains the user's name 'Test 7604' and a 'DASHBOARD' menu with options: 'Co-operative Education', 'MORE', 'Student Life', 'Internationalization Office', 'Co-Curricular Experience', and 'Logout'. The main content area features a navigation bar with tabs: 'Dashboard', 'Posting / Applications', 'Appointments', 'Student Experience Record', and 'Outco'. Below this is a secondary navigation bar with 'Overview' (highlighted), 'My Account', 'My Engagements', and 'My Calendar'. A large banner image shows students in a library setting with the text 'Experience More with Memorial's Online Record of Experience'. Below the banner, a text prompt reads: 'Visit Memorial's Online Record of Experience (MORE), to explore activites, events, and opportunities campus.'

3. Find the MUCEP job (by title) and click on the two Quote marks on the bottom of the card (next to the checkmark). Popup will say "Needs Reflection".

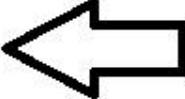
The screenshot shows a user interface for a dashboard. On the left is a dark red sidebar with the text "You are currently logged in as Test 7604" and a "DASHBOARD" section containing menu items: "Co-operative Education", "MORE", "Student Life", "Internationalization Office", "Co-Curricular Experience", and "Logout". The main content area is titled "Welcome Test 7604" and has navigation tabs for "Dashboard", "Posting / Applications", "Appointments", and "Student". A "Transcript" button is visible. Below it is a job listing card for "Memorial University" with the title "Test Job Title", the date "Dec 14, 2021", and "View {0}" button. The card also shows "HOURS: 35" and a green checkmark with two quote marks at the bottom right. A large black arrow points to these quote marks. To the right of the card, there is a vertical list of text: "Co", "76", "De", "Th", "de", "Th", "co", "an".

4. Answer the three questions in the spaces provided and click Save at the bottom.

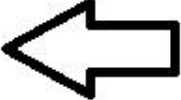
Memorial University - Test Job Title (Dec 14, 2021)

ADD / EDIT REFLECTION

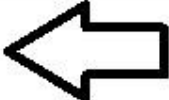
* During this experience, choose a specific activity and the key insight or learning that it provided.

This is my Answer to the first question 

* What did you enjoy most and the least about this experience?

This is my Answer to the second question 

* What skills/competencies did you gain from this experience that will help you in school and/or future career goals?

This is my Answer to the Third question 

Save

5. Navigate back to Dashboard, Student Experience Record (as done in Step 2) and if you now point to the two Quote marks on the bottom of the MUCEP job experience card, the popup message will say "Has Reflection".

The screenshot displays a user interface for a student dashboard. On the left, a dark red sidebar contains the text "You are currently logged in as Test 7604" and a "DASHBOARD" menu with options: "Co-operative Education", "MORE", "Student Life", "Internationalization Office", "Co-Curricular Experience", and "Logout". The main content area is titled "Welcome Test 7604" and features a navigation bar with "Dashboard", "Posting / Applications", "Appointments", and "Stude". A "Transcript" button is visible. The primary job experience card is for "Memorial University" with the title "Test Job Title", dated "Dec 14, 2021", and "HOURS: 35". A "View {0}" link is present. A large white arrow points to a dark grey button labeled "Has reflection" which includes a green checkmark and quote marks icon.