



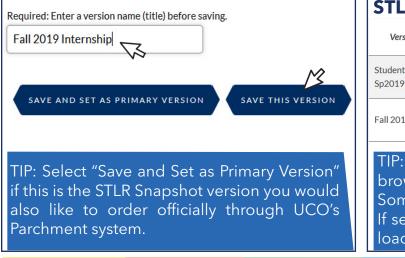
# **STLR Snapshot Quick Guide**

Begin by logging into *stlrsnapshot.uco.edu*, then follow the steps below to build one or more versions of your STLR Snapshot. You can then download, print, edit or order official copies.

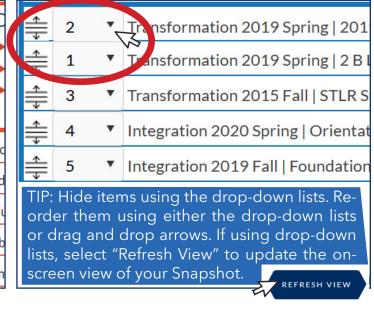
#### **1.** Reorder or hide tenet categories



# **3.** At the bottom, type a version name then select "Save This Version"



#### 2. Reorder or hide activities



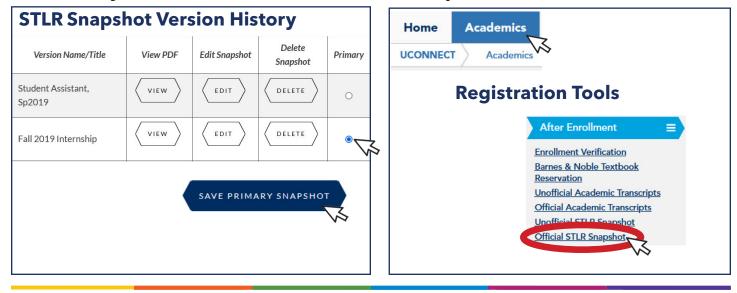
**4.** On your Version History page, select "View" to download or save

STLR Snapshot Version History				
Version Name/Title	View PDF	Edit Snapshot	Delete Snapshot	Primary
Student Assistant, Sp2019	VIEW	EDIT	DELETE	0
Fall 2019 Internship	VIEW		DELETE	۲
TIP: On some browser, right Some browser If selecting Sav loads" folder fo	t-click ar rs promp ve, check	nd selec t to "Ope your de	t "Save en" or "Sa	As." ve."

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#### To order or send official versions:

- On your Version History page, make sure the desired version is saved as "Primary"
- 2. Login to UCONNECT, then select Academics > Official STLR Snapshot



## What to do if STLR credits aren't showing:

**1.** Check to see if the activity was an approved STLR-tagged activity at *stlr.uco.edu/activities*.

Not all campus activities count for STLR credit. Not all events using swipers are STLR events.

#### 2. It was a STLR-tagged activity, and I signed in on paper.

Check with the event host to see if they have manually entered the credit in D2L. Hosts are listed at **stlr.uco.edu/activities** or **ucore.uco. edu.** It takes overnight for STLR credits to appear on your STLR Snapshot.

### **3.** The event was STLR-tagged and in D2L, but still doesn't show up.

Submit an IT support ticket by visiting **servicedesk.uco.edu**, calling 405-974-2255, or visiting the IT Service Desk on the 1st floor of the UCO Max Chambers Library.



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