

# STLR Snapshot Quick Guide

Begin by logging into [stlrsnapshot.uco.edu](http://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

## 2. Reorder or hide activities

**TIP:** Hide items using the drop-down lists. Reorder them using either the drop-down lists or drag and drop arrows. If using drop-down lists, select "Refresh View" to update the on-screen view of your Snapshot.

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

Required: Enter a version name (title) before saving.

Fall 2019 Internship

SAVE AND SET AS PRIMARY VERSION    SAVE THIS VERSION

**TIP:** Select "Save and Set as Primary Version" if this is the STLR Snapshot version you would also like to order officially through UCO's Parchment system.

## 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	<input type="radio"/>
Fall 2019 Internship	VIEW	EDIT	DELETE	<input checked="" type="radio"/>

**TIP:** On some devices, if viewing PDF in a browser, right-click and select "Save As." Some browsers prompt to "Open" or "Save." If selecting Save, check your device's "Downloads" folder for the PDF file.

## To order or send official versions:

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

Version Name/Title	View PDF	Edit Snapshot	Delete Snapshot	Primary
Student Assistant, Sp2019				<input type="radio"/>
Fall 2019 Internship				<input checked="" type="radio"/>

The screenshot shows the UCONNECT interface. The 'Academics' menu is open, and the 'Official STLR Snapshot' option is highlighted with a red circle and a mouse cursor. Other options in the menu include Enrollment Verification, Barnes & Noble Textbook Reservation, Unofficial Academic Transcripts, Official Academic Transcripts, and Unofficial 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](http://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](http://stlr.uco.edu/activities) or [ucore.uco.edu](http://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](http://servicedesk.uco.edu), calling 405-974-2255, or visiting the IT Service Desk on the 1st floor of the UCO Max Chambers Library.

