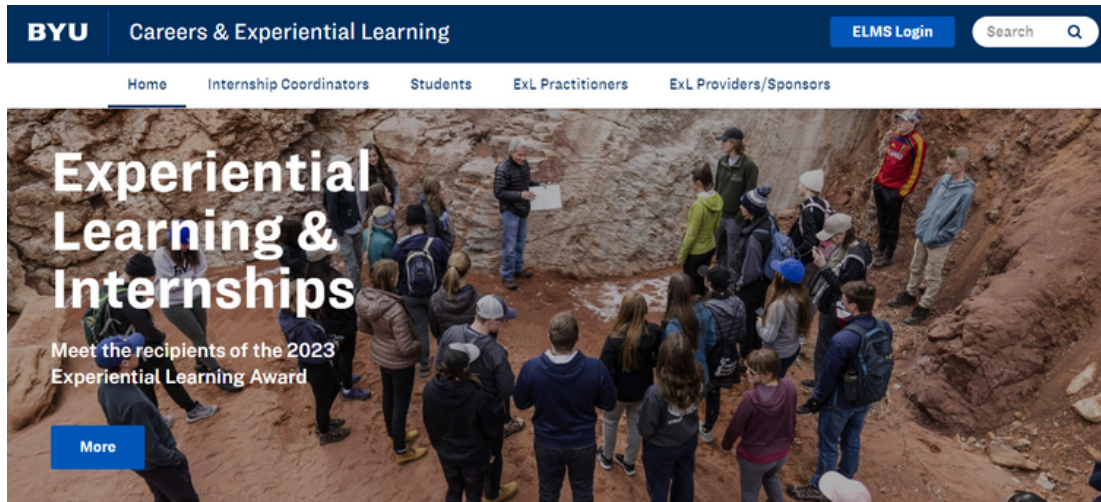




Experiential Learning Management System

Login To ELMS



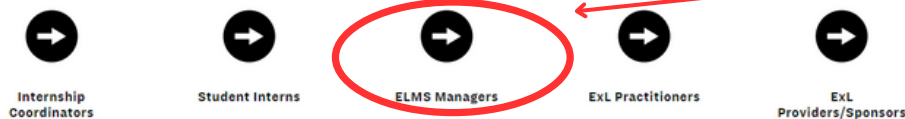
Navigate to our website:

experience.byu.edu

WE MANAGE UNIVERSITY EXPERIENTIAL LEARNING SYSTEMS AND PROVIDE SUPPORT FOR EXPERIENTIAL LEARNING OPPORTUNITIES.

This includes facilitating legal, risk, and university policy compliance; managing data collection and reporting processes; and maintaining experiential learning systems like IRAMS and ELMS.

Who are you? Let's get you where you need to go.



Select "ELMS Managers"



EXPERIENTIAL LEARNING AND MANAGEMENT SYSTEM

The Experiential Learning Management System (ELMS) is administered by BYU Careers & Experiential Learning to gather and track experiential learning activities on campus. Through ELMS we are able to collect data, create reports, develop insights, and capture the impact and inspiration students are experiencing.

Click on "Manager Login."



ELMS Manager Directory

Connect with your fellow ELMS managers.



ELMS Training Packet

New to ELMS? Click here for a full training packet on how to use the new system.

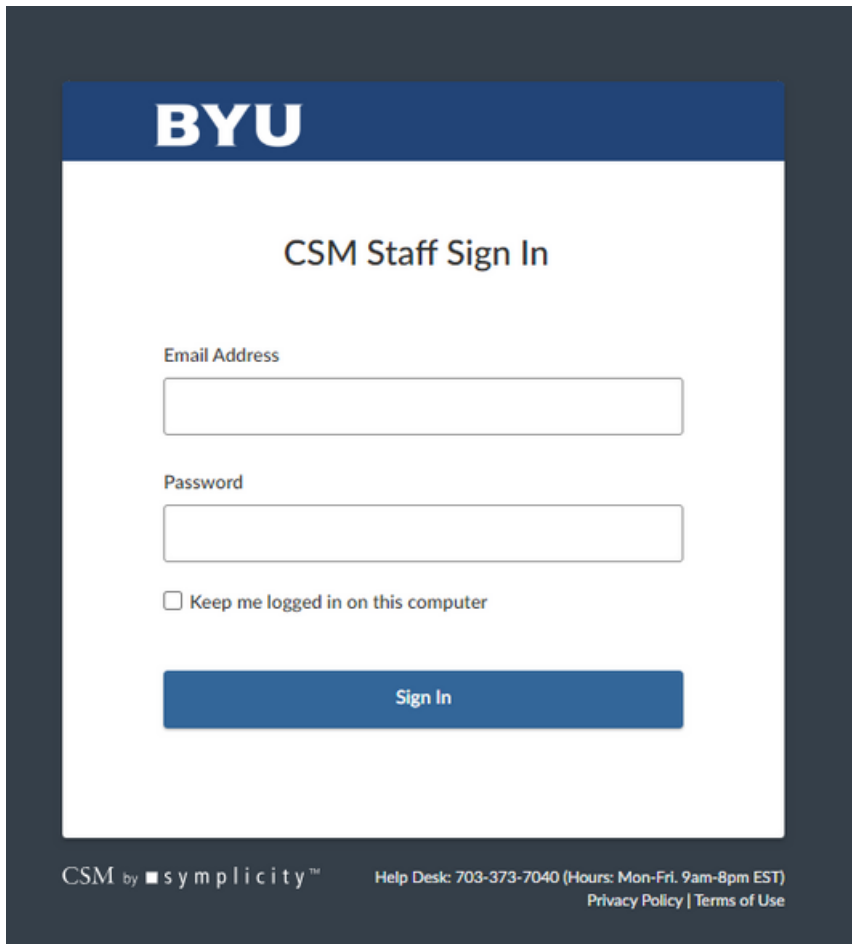


Frequently Asked Questions

Find answers to the most common questions about ELMS.

Below, you can also find a few helpful resources such as the ELMS manager directory, this training packet, and an FAQ page!

Login To ELMS (cont'd)



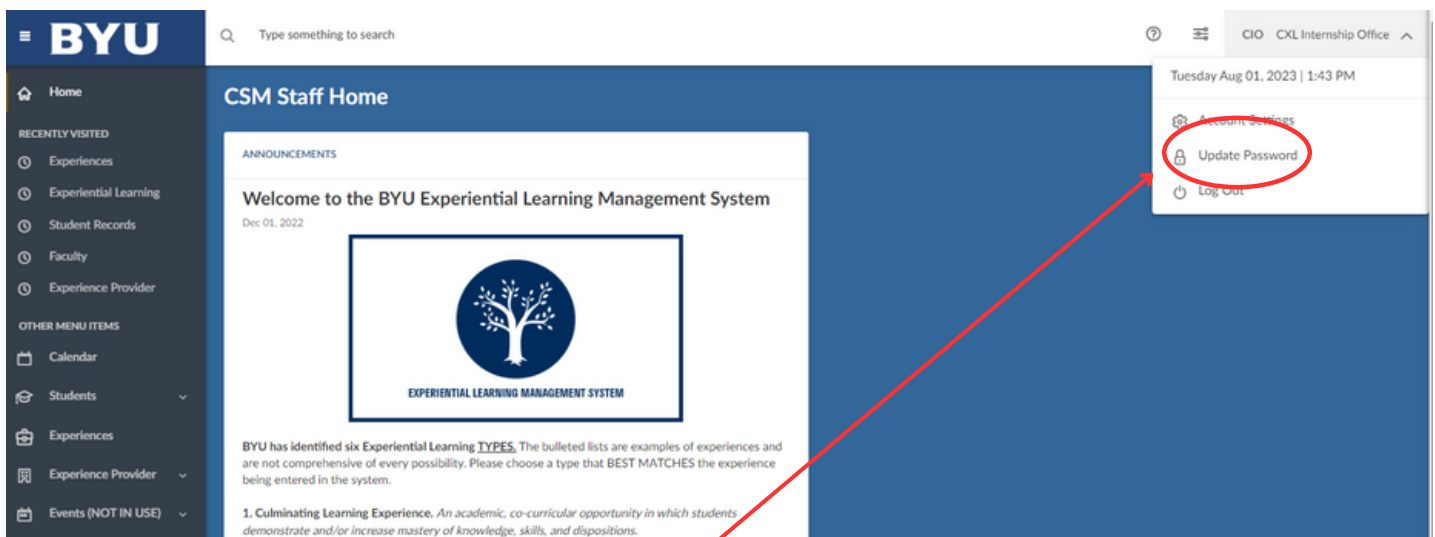
The image shows the 'BYU CSM Staff Sign In' login screen. It features a dark blue header with the 'BYU' logo. Below the header, the title 'CSM Staff Sign In' is centered. The login form includes two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Keep me logged in on this computer'. A blue 'Sign In' button is positioned below the form. At the bottom of the screen, there is a footer with the text 'CSM by ■ simplicity™', a 'Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)' link, and links for 'Privacy Policy' and 'Terms of Use'.

You will be taken to a login screen that looks as follows.

Your login is:

email address:
firstname_lastname@byu.edu

password:
ELMStemp

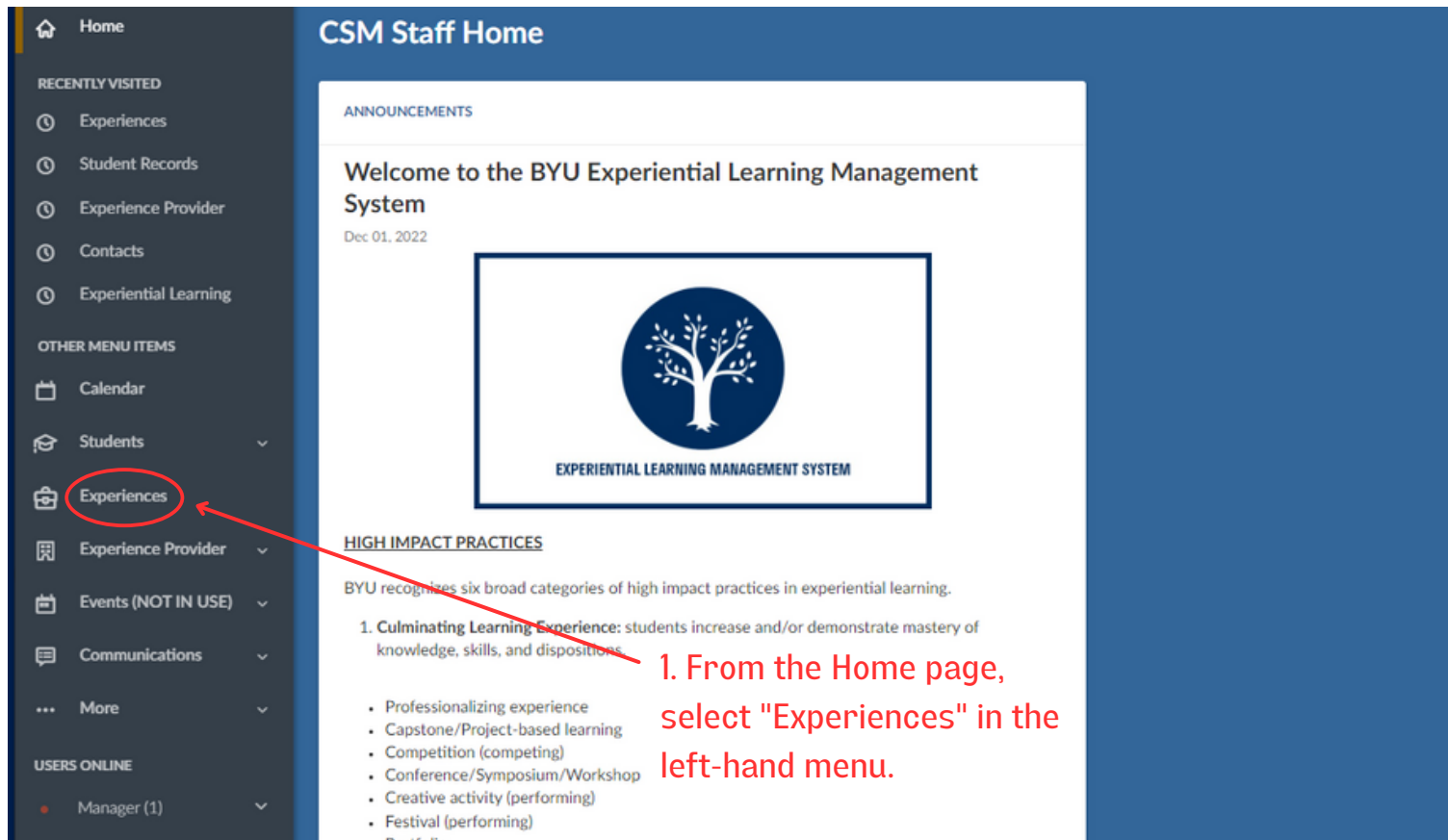


The image shows the 'BYU CSM Staff Home' dashboard. On the left is a dark blue sidebar with the 'BYU' logo and a search bar. Below the search bar are sections for 'RECENTLY VISITED' (Experiences, Experiential Learning, Student Records, Faculty, Experience Provider) and 'OTHER MENU ITEMS' (Calendar, Students, Experiences, Experience Provider, Events (NOT IN USE)). The main content area has a blue header with 'CSM Staff Home' and a search bar. Below the header is an 'ANNOUNCEMENTS' section with a welcome message and a date of 'Dec 01, 2022'. The announcement includes a logo for the 'EXPERIENTIAL LEARNING MANAGEMENT SYSTEM' and text about six types of experiential learning. A red arrow points from the 'Update Password' link in the top right corner of the dashboard to the 'Update Password' link in the user profile dropdown menu. The user profile dropdown menu is located in the top right corner and includes links for 'Account Settings', 'Update Password', and 'Log Out'.

Once you have logged in for the first time, you can go in and change your password. Click your name in the upper right hand corner and select 'Update Password.'

ELMS for Department Managers

Adding an Experience




The screenshot shows the 'CSM Staff Home' page. On the left is a dark blue navigation sidebar. The 'Experiences' menu item is circled in red. A red arrow points from this menu item to the right. The main content area has a white background with a blue header 'CSM Staff Home'. Below the header is an 'ANNOUNCEMENTS' section with a welcome message and a tree logo. Below that is a 'HIGH IMPACT PRACTICES' section with a list of categories. A red arrow points from the 'Experiences' menu item to the '1. From the Home page, select "Experiences" in the left-hand menu.' text.

CSM Staff Home

ANNOUNCEMENTS

Welcome to the BYU Experiential Learning Management System
Dec 01, 2022



EXPERIENTIAL LEARNING MANAGEMENT SYSTEM

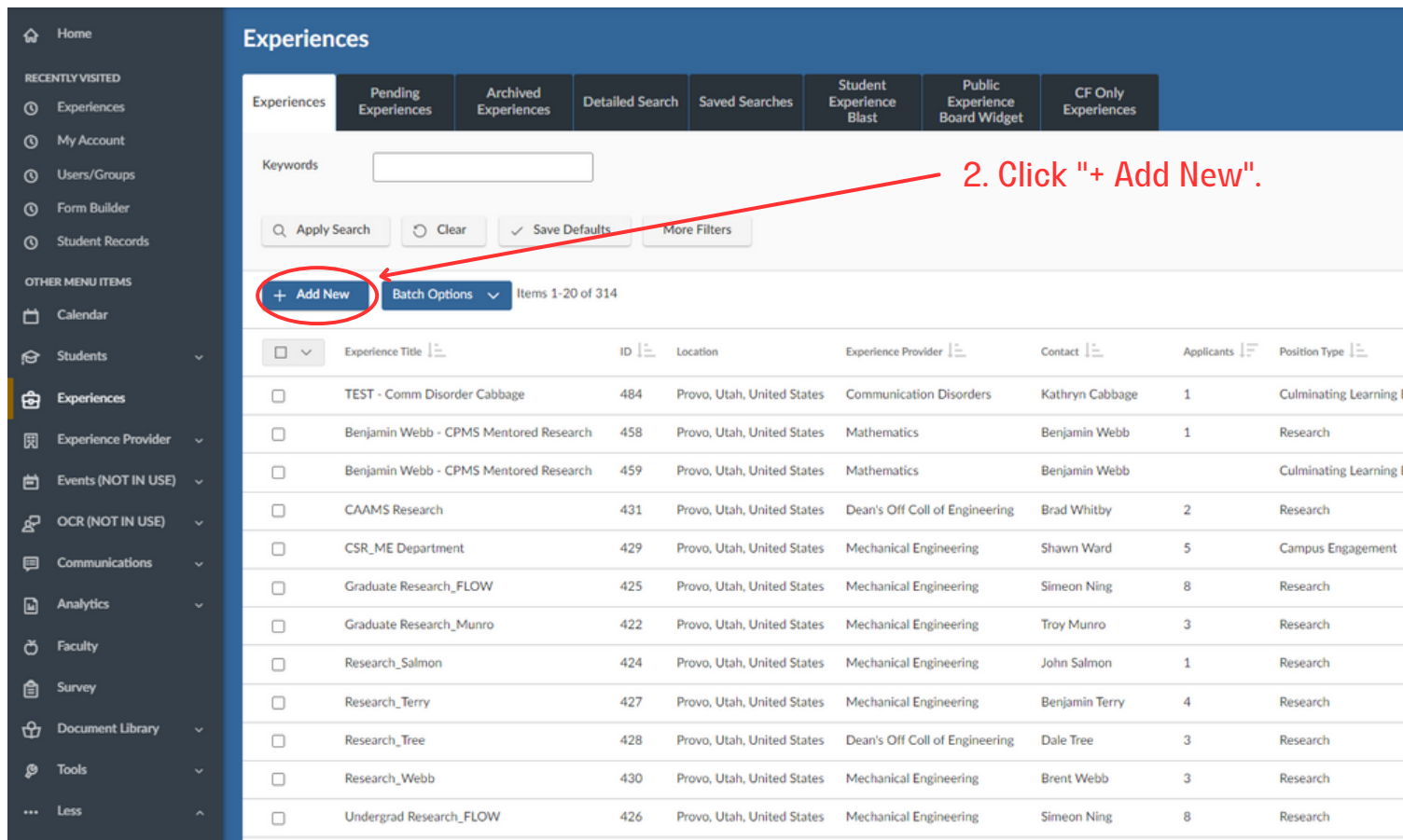
HIGH IMPACT PRACTICES

BYU recognizes six broad categories of high impact practices in experiential learning.

1. **Culminating Learning Experience:** students increase and/or demonstrate mastery of knowledge, skills, and dispositions.

- Professionalizing experience
- Capstone/Project-based learning
- Competition (competing)
- Conference/Symposium/Workshop
- Creative activity (performing)
- Festival (performing)

1. From the Home page, select "Experiences" in the left-hand menu.



The screenshot shows the 'Experiences' page. The left sidebar is the same as the previous screenshot. The main content area has a blue header 'Experiences'. Below the header is a navigation bar with tabs: 'Experiences', 'Pending Experiences', 'Archived Experiences', 'Detailed Search', 'Saved Searches', 'Student Experience Blast', 'Public Experience Board Widget', and 'CF Only Experiences'. Below the tabs is a search bar with a 'Keywords' input field and buttons for 'Apply Search', 'Clear', 'Save Defaults', and 'More Filters'. Below the search bar is a table of experiences. The '+ Add New' button is circled in red. A red arrow points from this button to the right. A red arrow points from the '2. Click "+ Add New".' text to the '+ Add New' button.

Experiences

Experiences Pending Experiences Archived Experiences Detailed Search Saved Searches Student Experience Blast Public Experience Board Widget CF Only Experiences

Keywords

Items 1-20 of 314

<input type="checkbox"/>	Experience Title	ID	Location	Experience Provider	Contact	Applicants	Position Type
<input type="checkbox"/>	TEST - Comm Disorder Cabbage	484	Provo, Utah, United States	Communication Disorders	Kathryn Cabbage	1	Culminating Learning
<input type="checkbox"/>	Benjamin Webb - CPMS Mentored Research	458	Provo, Utah, United States	Mathematics	Benjamin Webb	1	Research
<input type="checkbox"/>	Benjamin Webb - CPMS Mentored Research	459	Provo, Utah, United States	Mathematics	Benjamin Webb		Culminating Learning
<input type="checkbox"/>	CAAMS Research	431	Provo, Utah, United States	Dean's Off Coll of Engineering	Brad Whitby	2	Research
<input type="checkbox"/>	CSR_ME Department	429	Provo, Utah, United States	Mechanical Engineering	Shawn Ward	5	Campus Engagement
<input type="checkbox"/>	Graduate Research_FLOW	425	Provo, Utah, United States	Mechanical Engineering	Simeon Ning	8	Research
<input type="checkbox"/>	Graduate Research_Munro	422	Provo, Utah, United States	Mechanical Engineering	Troy Munro	3	Research
<input type="checkbox"/>	Research_Salmon	424	Provo, Utah, United States	Mechanical Engineering	John Salmon	1	Research
<input type="checkbox"/>	Research_Terry	427	Provo, Utah, United States	Mechanical Engineering	Benjamin Terry	4	Research
<input type="checkbox"/>	Research_Tree	428	Provo, Utah, United States	Dean's Off Coll of Engineering	Dale Tree	3	Research
<input type="checkbox"/>	Research_Webb	430	Provo, Utah, United States	Mechanical Engineering	Brent Webb	3	Research
<input type="checkbox"/>	Undergrad Research_FLOW	426	Provo, Utah, United States	Mechanical Engineering	Simeon Ning	8	Research

2. Click "+ Add New".

Adding Experience Details

[New Experience] ← Back

Edit

Student Views

Faculty Views

External URL
Tracking

Submit

Save

Cancel

* indicates a required field

EXPERIENCE INFORMATION

Experience Type *

Select the Experience Type. If unsure, refer to the ExL Type list found on the ELMS entry screen for guidance.

- ☒ Campus Engagement
- ☐ Culminating Learning Experience
- ☐ Field Study/Field Work
- ☐ Internship
- ☐ Research
- ☐ Study Abroad
- ☐ Other

3. In order to trigger the correct wording and order of questions, you must select the position type before doing anything else. Doing so will change the form to match what is seen below.

College/Dept. Sponsor *

Enter the sponsoring college/department of the experience (This is usually the college/department primarily funding the experience).

☒ Family, Home, and Social Sciences

4. Enter the College sponsoring the experience.

Faculty Department/Unit *

Enter the Department/Unit of the faculty member leading the experience (This is often the same as the sponsoring college/department).

5. Enter the department/unit leading the experience.

Primary Faculty/Staff
Leading the Experience *

Enter the name of the primary faculty/staff member leading the experience.

6. Select the name of the faculty/staff member leading the experience.

Additional Faculty/Staff

Enter the names of additional faculty or staff leading the experience.

7. List any additional faculty/staff members involved with the experience (if any).

After you select the name of the faculty/staff member, the "Copy Existing" field will appear.

Copy Existing

Pick a position from which you'd like to copy data.
Please review and edit your job title when copying an experience.

8. Here, if you like, you can search for and copy information from existing (archived or current) experiences. If you copy from an existing experience, make sure you edit any fields that are unique to the new experience. If you do not copy from an existing experience, continue to step 9.

Semester or Term *

9. Select the semester or term when the experience will happen.

Adding Experience Details (cont'd)

Experience Title *

Name of the experience.

0/60

10. Enter the Experience Title.

Experience Description *

B *I*

Powered by Tiny

11. Enter 1-2 sentences for the experience description.

Number of Openings (skip this field)

This indicates the remaining number of job openings available for this position. If the number of openings is equal to zero, the job will be hidden from students. If you leave this field blank, it will not have any effect on students' visibility.

12. Leave the "Number of Openings" field empty.

Location

Most experiences will be entered with "Provo, UT" as the location. When applicable, multiple locations can be selected. Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as "United States".

13. Enter the location of the experience or leave blank.

Resume Receipt (always select accumulate online) *

How would you like to receive students' application materials?

E-mail: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Students' application materials will be collected online and contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system. Please note: You may select more than one "Resume Submission Method" option.

- ☐ Email
☐ Accumulate Online
☐ Other (enter below)

14. Always select "Accumulate Online" for the "Resume Receipt" question.

15. The posting date and expiration date should be the first and last day of classes in the semester when the experience takes place. (If the experience is happening during fall, use the fall semester dates even if you are entering the experience during the summer.)

Posting Date *

Expiration Date *

Approved *

☐ Yes ☐ No

16. Always select "Yes" for "Approved" question.

Additional Documents

Recommendation: leave unselected. If selected students are required to submit in order to apply.

☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample ☐ Other Documents

17. Skip the "Additional Documents" question.

Blind Posting

Choosing "yes" will hide Experience Provider/Contact name and link from students

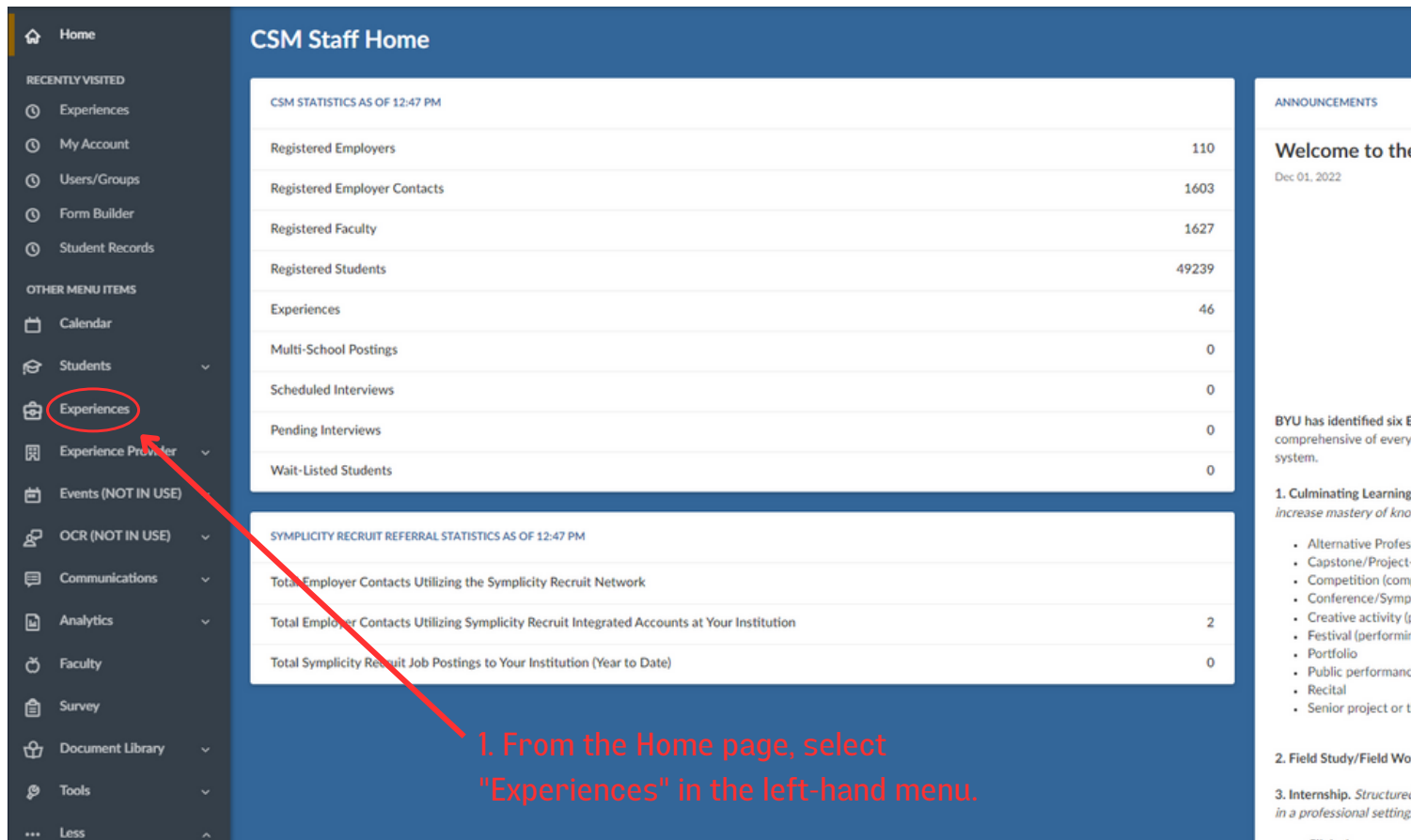
☐ Yes ☐ No

18. Skip the "Blind Posting" question.

19. Click "Submit".

Placing a student in an Experience

(After an experience is created, you will be able to place a student in the experience)

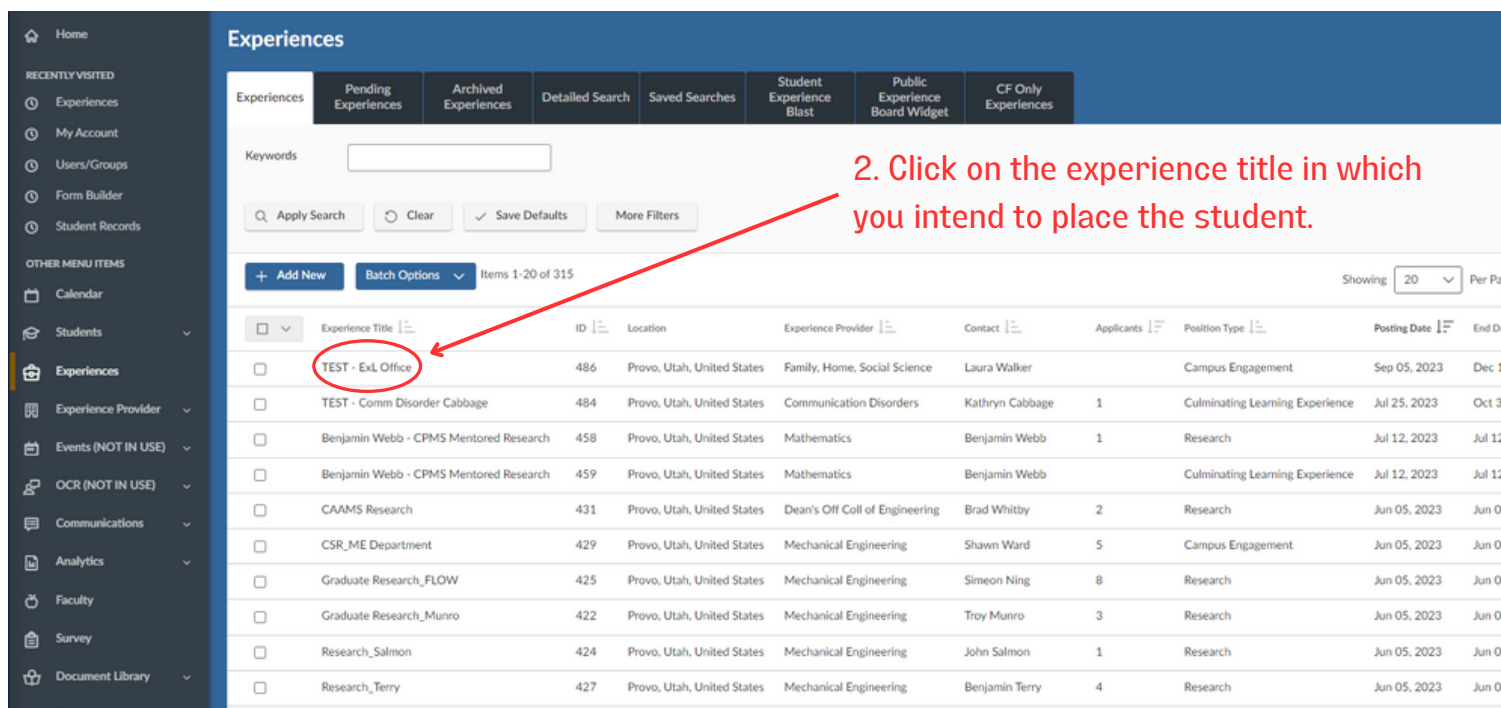


The screenshot shows the 'CSM Staff Home' dashboard. On the left, a dark blue sidebar contains a 'RECENTLY VISITED' section with links to Experiences, My Account, Users/Groups, Form Builder, and Student Records. Below this is an 'OTHER MENU ITEMS' section with links to Calendar, Students, Experiences (highlighted with a red circle and a red arrow), Experience Provider, Events (NOT IN USE), OCR (NOT IN USE), Communications, Analytics, Faculty, Survey, Document Library, Tools, and Less. The main content area displays 'CSM STATISTICS AS OF 12:47 PM' with a table of counts for various categories. Below this is a 'SYMPPLICITY RECRUIT REFERRAL STATISTICS AS OF 12:47 PM' table. On the right, there is an 'ANNOUNCEMENTS' section with a 'Welcome to the' message and a list of activities.

CSM STATISTICS AS OF 12:47 PM	
Registered Employers	110
Registered Employer Contacts	1603
Registered Faculty	1627
Registered Students	49239
Experiences	46
Multi-School Postings	0
Scheduled Interviews	0
Pending Interviews	0
Wait-Listed Students	0

SYMPPLICITY RECRUIT REFERRAL STATISTICS AS OF 12:47 PM		
Total Employer Contacts Utilizing the Symplicity Recruit Network		
Total Employer Contacts Utilizing Symplicity Recruit Integrated Accounts at Your Institution		2
Total Symplicity Recruit Job Postings to Your Institution (Year to Date)		0

1. From the Home page, select "Experiences" in the left-hand menu.



The screenshot shows the 'Experiences' page. At the top, there are tabs for 'Experiences', 'Pending Experiences', 'Archived Experiences', 'Detailed Search', 'Saved Searches', 'Student Experience Blast', 'Public Experience Board Widget', and 'CF Only Experiences'. Below the tabs is a search bar with a 'Keywords' field and buttons for 'Apply Search', 'Clear', 'Save Defaults', and 'More Filters'. Below the search bar is a table of experiences. The first row, 'TEST - ExL Office', is highlighted with a red circle and a red arrow. The table has columns for 'Experience Title', 'ID', 'Location', 'Experience Provider', 'Contact', 'Applicants', 'Position Type', 'Posting Date', and 'End Date'.

Experience Title	ID	Location	Experience Provider	Contact	Applicants	Position Type	Posting Date	End Date
TEST - ExL Office	486	Provo, Utah, United States	Family, Home, Social Science	Laura Walker		Campus Engagement	Sep 05, 2023	Dec 1, 2023
TEST - Comm Disorder Cabbage	484	Provo, Utah, United States	Communication Disorders	Kathryn Cabbage	1	Culminating Learning Experience	Jul 25, 2023	Oct 3, 2023
Benjamin Webb - CPMS Mentored Research	458	Provo, Utah, United States	Mathematics	Benjamin Webb	1	Research	Jul 12, 2023	Jul 12, 2023
Benjamin Webb - CPMS Mentored Research	459	Provo, Utah, United States	Mathematics	Benjamin Webb		Culminating Learning Experience	Jul 12, 2023	Jul 12, 2023
CAAMS Research	431	Provo, Utah, United States	Dean's Off Coll of Engineering	Brad Whitby	2	Research	Jun 05, 2023	Jun 05, 2023
CSR_ME Department	429	Provo, Utah, United States	Mechanical Engineering	Shawn Ward	5	Campus Engagement	Jun 05, 2023	Jun 05, 2023
Graduate Research_FLOW	425	Provo, Utah, United States	Mechanical Engineering	Simeon Ning	8	Research	Jun 05, 2023	Jun 05, 2023
Graduate Research_Munro	422	Provo, Utah, United States	Mechanical Engineering	Troy Munro	3	Research	Jun 05, 2023	Jun 05, 2023
Research_Salmon	424	Provo, Utah, United States	Mechanical Engineering	John Salmon	1	Research	Jun 05, 2023	Jun 05, 2023
Research_Terry	427	Provo, Utah, United States	Mechanical Engineering	Benjamin Terry	4	Research	Jun 05, 2023	Jun 05, 2023

2. Click on the experience title in which you intend to place the student.

TEST - ExL Office ← Back

RECENTLY VISITED

- Experiences
- My Account
- Users/Groups
- Form Builder
- Student Records

OTHER MENU ITEMS

- Calendar
- Students
- Experiences
- Experience Provider
- Events (NOT IN USE)
- OCR (NOT IN USE)
- Communications

Applications

No Non-OCR Application records yet
Once you create Non-OCR Application records, they will appear here

+ Add New

3. From the "Applications" tab in the top menu. Click "+ Add New".

CSM by simplicity™

Help Desk: 703-373-7040 (Hours: Mon-Fri, 9am-8pm EST) Privacy Policy | Terms of Use

Adding a Student

TEST - ExL Office ← Back

Applications

Submit Cancel

* Indicates a required field

Student *

Resume

No Resume Found!

Notes

Submit Cancel

4. In the Student box, enter the student's name (or search by Net ID or BYU Student ID).

5. Click "Submit"

CSM by simplicity™

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How it Should Look in the End

TEST - ExL Office ← Back

Applications

+ Add New Batch Options Items 1-3 of 3

	Name	Year	Docs	Date Submitted	Options	Employer Status	Resume Referred	Status	Student Availability	Employer Rank	Status for Offer	Placement
<input type="checkbox"/>	Adrienne Chamberlain A-Test	Freshman		Jul 25, 2023, 3:29 PM	Delete Application				Yes		Offer Accepted Undo Offer Status	View Placement
<input type="checkbox"/>	Jillie Rash A-Test	Freshman		Jul 25, 2023, 3:29 PM	Delete Application				Yes		Offer Accepted Undo Offer Status	View Placement
<input type="checkbox"/>	TEST - Megan Saunderson	Freshman		Jul 25, 2023, 3:29 PM	Delete Application				Yes		Limit Reached	

+ Add New Items 1-3 of 3

6. The student's name will appear and the placement is created.

CSM by simplicity™

Help Desk: 703-373-7040 (Hours: Mon-Fri, 9am-8pm EST) Privacy Policy | Terms of Use

You've successfully added the experience and attached students to it!

Adding Funding (optional)

Home

RECENTLY VISITED

- Student Records
- Experiential Learning
- Form Builder
- Experiences
- Users/Groups

OTHER MENU ITEMS

- Calendar
- Students
- Experiences
- Experience Provider
- Events (NOT IN USE)
- OCR (NOT IN USE)
- Communications
- Analytics

Experiences

Keywords

Apply Search Clear Save Defaults More Filters

+ Add New Batch Options Items 1-20 of 417

Showing 20 Per Page [Show All] Page 1

Experience Title	ID	Location	Experience Provider	Contact	Applicants	Position Type	Posting Date	End Date	Approved
Test - ACAFS Internship	747	Provo, Utah, United States	Psychology	Wendy Birmingham	2	Internship	Sep 05, 2023	Dec 14, 2023	Yes
Test - Brown, Bruce - Research Lab	490	Provo, Utah, United States	Psychology	Bruce Brown	1	Research	Sep 05, 2023	Dec 14, 2023	Yes
TEST - Coal Bed Village Project/Jim Allison	491	Multiple Locations	Anthropology	James Allison	7	Field Study/Field Work	Sep 05, 2023	Dec 14, 2023	Yes
TEST - ExL Office	486	Provo, Utah, United States	Family, Home, Social Science	Laura Walker	6	Campus Engagement	Sep 05, 2023	Dec 14, 2023	Yes
TEST - Mexico	743	Provo, Utah, United States	Dean's Office FHSS	Michael Searcy	1	Field Study/Field Work	Sep 05, 2023	Dec 14, 2023	Yes

Under the experiences tab, find your experience and click on it's title.

Home

RECENTLY VISITED

- Experiences
- Experiential Learning
- Student Records
- Form Builder
- Users/Groups

OTHER MENU ITEMS

- Calendar
- Students
- Experiences
- Experience Provider

TEST - ExL Office ← Back

Edit Applications Notes Student Views Faculty Views External URL Tracking

+ Add New Batch Options Items 1-6 of 6

Showing 20 Per Page

Name	Year	Docs	Date Submitted	Options	Employer Status	Resume Referred	Status	Student Availability	Employer Rank	Status for Offer	Placement
Adrienne Chamberlain A-Test	Freshman	Jul 25, 2023, 3:29 PM	Delete Application		Yes	Offer Accepted	Undo Offer Status	View Placement			
Ashlan Gruell A-Test	Freshman	Aug 01, 2023, 12:45 PM	Delete Application		Yes	Offer Accepted	Undo Offer Status	View Placement			
Caroline Bills A-Test	Freshman	Aug 01, 2023, 12:45 PM	Delete Application		Yes	Offer Accepted	Undo Offer Status	View Placement			

Click 'view placement' on the student you would like to add funding to

You will be taken to this page. Scroll down to the bottom where "Funding Information" is listed

2023 Fall: TEST - Megan Saunders - TEST - ExL Office (486) (Family, Home, Social Science)

Edit Student Self Evaluation Program Evaluation Semester Report Employer Final Evaluation Reminder Messages Notes

Submit Save Cancel Cancel Edits Delete Copy To New Work Term

* Indicates a required field

EXP. LEARNING INFORMATION

Student * Saunders TEST - Megan (testmegan725@byu.edu)

Experience Provider Family, Home, Social Science

Experience TEST - ExL Office (486) Show Archived

Work Term * 2023 Fall

ExL Type * Exp Learning Placement

Completed Program Evaluation Yes No

INFORMATION SHEET

Start Date

End Date

Total Submitted Hours

FUNDING INFORMATION

Primary Funding Allocation *

Scholarship
Stipend
Student Wages
Travel
Other
Don't Know

Primary Funding-Total Amount 0.00

Secondary Funding Allocation

Scholarship
Stipend
Student Wages
Travel
Other
Don't Know

Secondary Funding-Total Amount 0.00

Submit Save Cancel Cancel Edits Delete Copy To New Work Term

Choose the "Primary Funding Allocation" based on what type of funding it is

If you know how the amount being allocated to the student before the end of the semester, you can enter the "Primary Funding-Total Amount"

If there is a different college/department/unit funding the experience as well, you can follow the two previous steps again for the secondary funding.

Click submit and you are done!