Experiential Learning Management System

BYU Careers & Experiential Learning
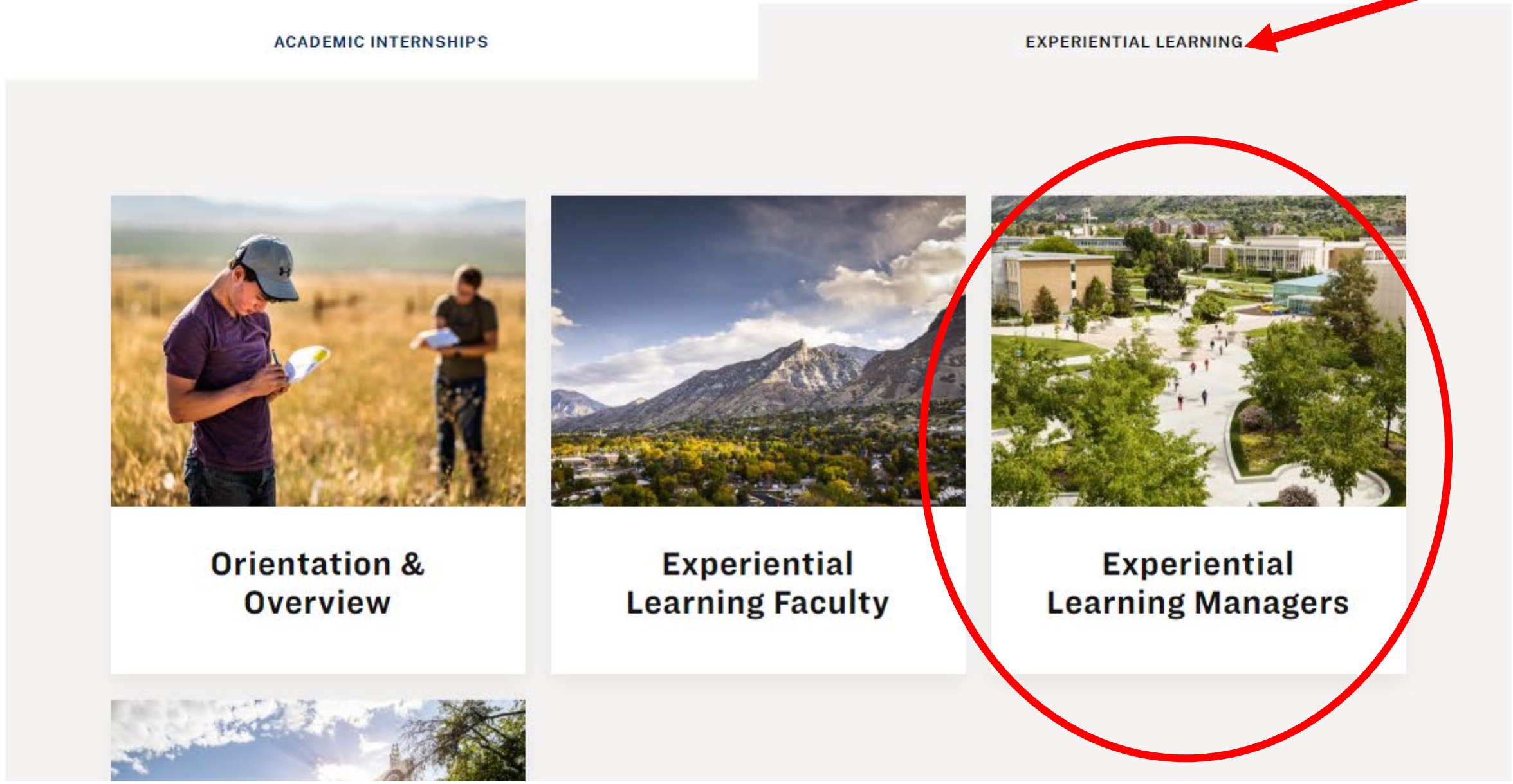
Login to ELMS

Navigate to our website:

experience.byu.edu

Select "Faculty and Staff"

Once you're on this page, click on the tab titled "Experiential Learning
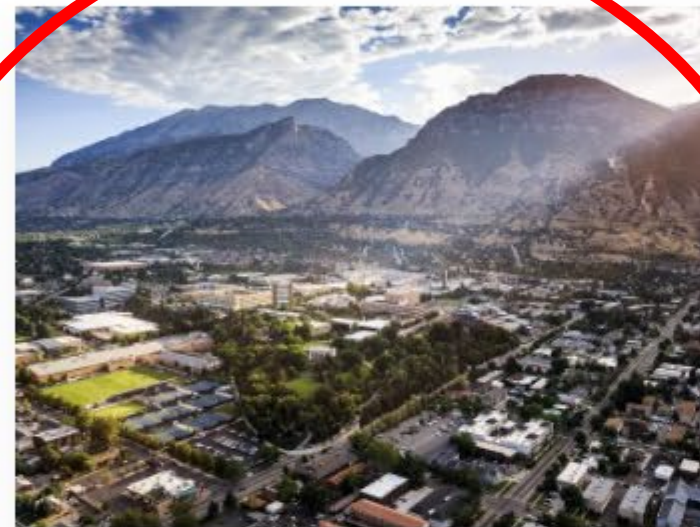
Then select "Experiential Learning Managers"

Login to ELMS (cont'd)

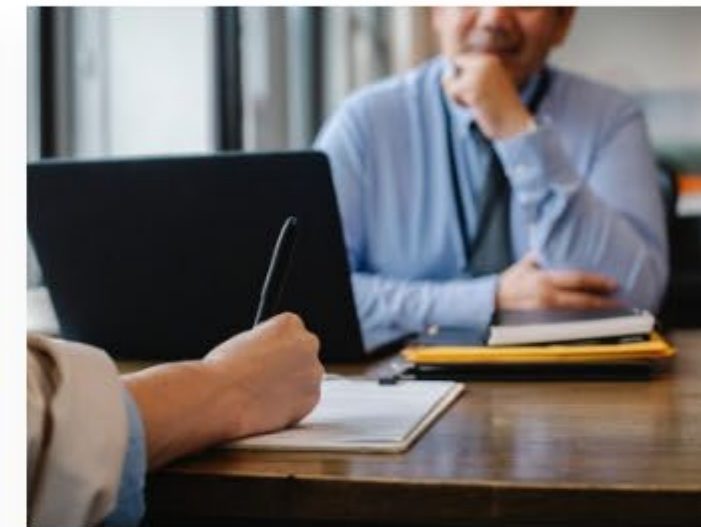On this page, you will be able to find a few helpful resources to help you as you're working in ELMS!

EXPERIENTIAL LEARNING MANAGERS

Experiential Learning Management System (ELMS)

ELMS Training Guide

ELMS Manager Directory

FAQ

Dates and Deadlines

To Login to ELMS, click on "Experiential Learning Management System (ELMS)"

Alternatively, you can click "ELMS Login" in the top right-hand corner of the webpage

ELMS Login

Search

BYU

CSM Staff Sign In

Email Address

Password

☐ Keep me logged in on this computer

Sign In

CSM by ∎symplicity™
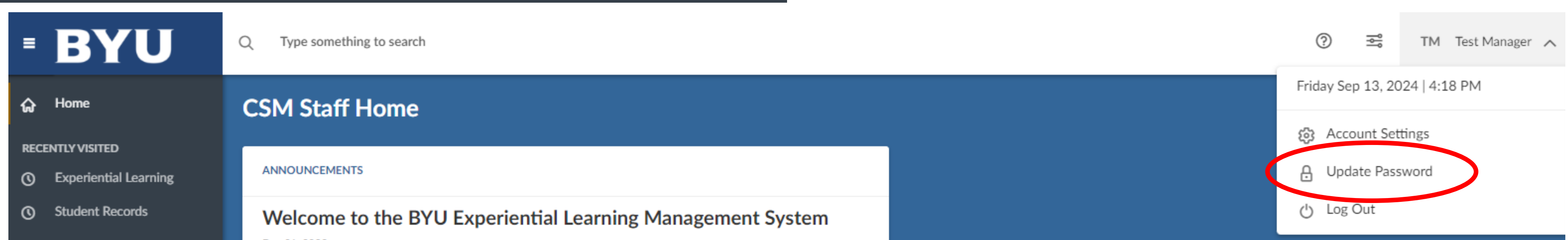
Help Desk: 703-373-7040
Privacy Policy | Terms of Use

You will be taken to a login screen that looks like this.

Your login is:

email address:
firstname_lastname@byu.edu

password:
ELMStemp

≡ BYU

Type something to search

⌂ Home

RECENTLY VISITED

🕐 Experiential Learning

🕐 Student Records

🕐 Work Term

CSM Staff Home

ANNOUNCEMENTS

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

? ⇄ TM Test Manager ⌄

Friday Sep 13, 2024 | 4:18 PM

⚙ Account Settings

🔒 Update Password

⏻ 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

CSM Staff Home

ANNOUNCEMENTS

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

EXPERIENTIAL LEARNING MANAGEMENT SYSTEM

ALL EXPERIENCES AND STUDENTS FOR WINTER 2024 MUST BE ENTERED BY April 10, 2024

Click on the following links for resources to help you with ELMS.
Experiential Learning Website
BYU's Experiential Learning Framework
ELMS Training Packet
ELMS Managers Directory
Frequently Asked Questions

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.

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

Left menu items: Home, RECENTLY VISITED — Experiential Learning, Student Records, Work Term, Program Evaluation, Faculty. OTHER MENU ITEMS — Calendar, Students, Experiences, Experience Provider, Events (NOT IN USE), Communications, More. USERS ONLINE — Manager (1)

Experiences

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

Keywords [ ]

Apply Search | Clear | Save Defaults | More Filters

+ Add New | Batch Options | Items 1-20 of 4687 | Showing 20

2. Click " + Add New"

	Experience Title	ID	Location	Experience Provider	Contact	Applicants	Position Type
☐	CFAC - ART - 2024 NYC Trip	5824	New York, New York, United States	Department of Art	Peter Everett	21	Field Study/Field Work
☐	CFAC - COMMS - ISSSS "Q" CONFERENCE PAPER PRESENTATION	5691	Akron, Ohio, United States	School of Communications	Loy Callahan	1	Culminating Learning Experience
☐	MSB Academic Internship MSB 199R & MSB 496R - Fall 2024	5817	Nationwide, United States	Marriott School Academic Advisement Center	Rhonda Sandberg	2	Internship
☐	MSB Undergraduate Advisement Center - Peer Advisor Fall 2024	5815	Provo, Utah, United States	Marriott School Academic Advisement Center	Rhonda Sandberg	18	Campus Engagement
	CFAC - COMMS - COMMS 490		Atlanta, Georgia		Edward		Culminating

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

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 Sponsor *

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

Select   ↺ Clear

☒ Family, Home, and Social Sciences

4. Enter the College that is 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).

Sociology   🔍 ⊗

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.

Melissa Alcaraz   ⌄

6. Select the name of the faculty/staff 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 in the experience (if any)

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

8. Here, if you'd 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.

Copy Existing

Pick a position from which you'd like to copy data.
Please review and edit any experience details (including the title) when copying a previously used experience.

[⌄]

Show Archived

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

Semester or Term *

Select the semester or term during which the experience will happen.

[⌄]

Adding Experience Details (cont'd)

Experience Title *

Enter a unique name for the experience. Be descriptive enough that you will easily recognize the experience in the future.

0/60

10. Enter the Experience Title. Each college has an acronym that should be listed at the very beginning of the experience title to help with sorting.

Experience Description *

| B | I | ☰ | ☷ | ⤓ | ⤒ | 🔗 | ⊘ | _I_ₓ |

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

Powered by Tiny

College of Engineering: CCE
Family, Home, and Social Sciences: FHSS
Fine Arts & Communications: CFAC
Humanities: Humanities
Kennedy Center: KC
Life Sciences: LFSCI
Physical and Mathematical Sciences: CMS
Religious Education: RELED

Academic Credit

Will the student receive academic credit for this experience?
○ Yes ○ No

12. Specify "yes" or "no" regarding whether the student will receive credit for this experience

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.

13. 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".

14. 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.

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

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)

16. The posting date and expiration date should be the first and last days of the experience. We understand this may not always be possible, but we ask that dates or estimates are given when possible.

Posting Date *

Please select the start date of the experience.

2024-09-17 📅 ↺

Expiration Date *

Please select the last day of the experience.

📅 ↺

Approved *

○ Yes ○ No

17. Always select "Yes" for the "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

18. Skip the "Additional Documents" question

Blind Posting

Choosing "yes" will hide Experience Provider/Contact name and link from students
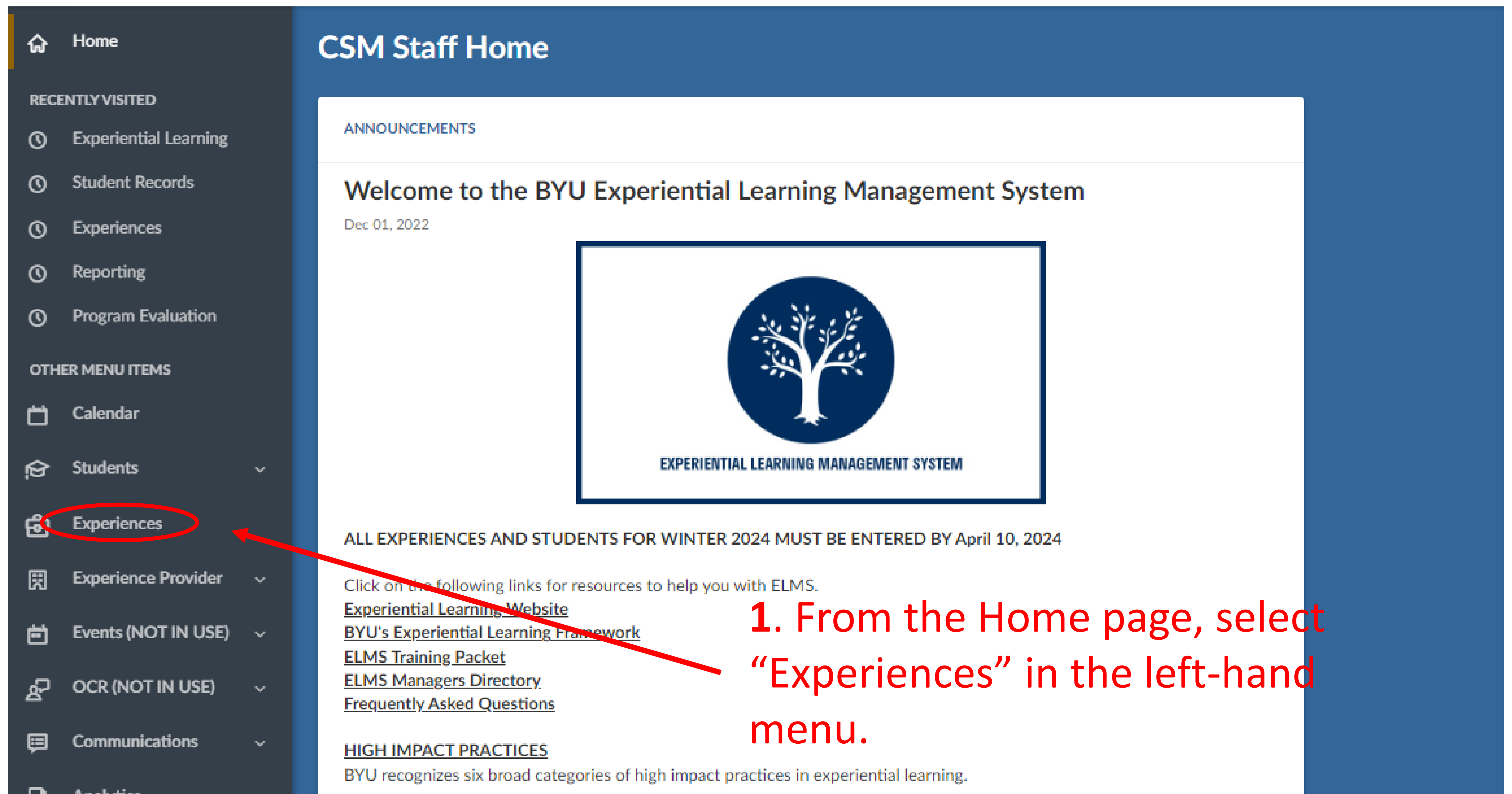○ Yes ○ No

19. Skip the "Blind Posting" question
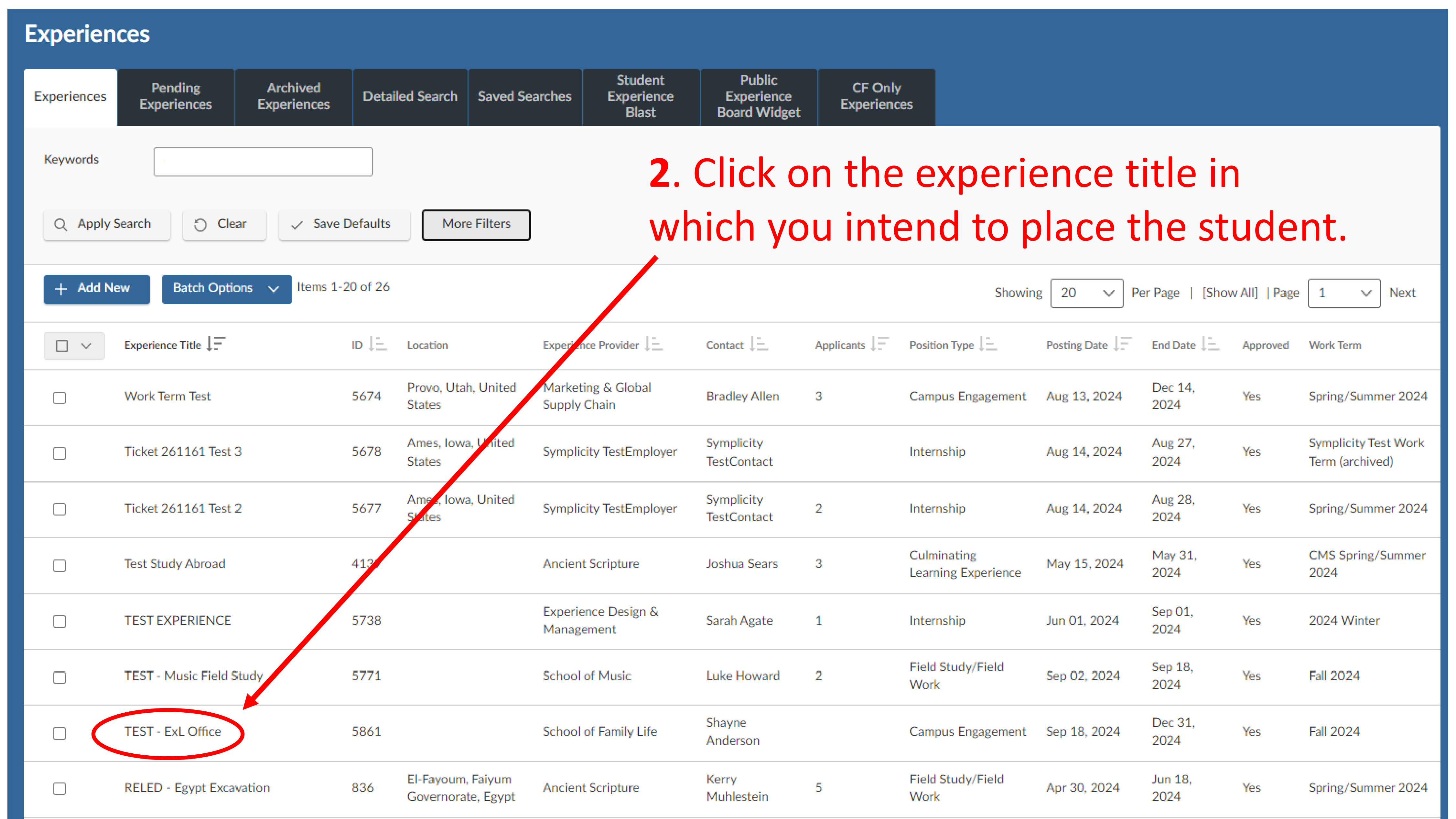
➤ Submit ✓ Save ✕ Cancel

20. Click "Submit"

Placing a Student in an Experience

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

Home		CSM Staff Home

RECENTLY VISITED
- Experiential Learning
- Student Records
- Experiences
- Reporting
- Program Evaluation

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

ANNOUNCEMENTS

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Dec 01, 2022

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Experiences

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

Keywords [ ]

[Apply Search] [Clear] [Save Defaults] [More Filters]

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

[+ Add New] [Batch Options ∨] Items 1-20 of 26

Showing [20 ∨] Per Page | [Show All] | Page [1 ∨] Next

☐	Experience Title	ID	Location	Experience Provider	Contact	Applicants	Position Type	Posting Date	End Date	Approved	Work Term
☐	Work Term Test	5674	Provo, Utah, United States	Marketing & Global Supply Chain	Bradley Allen	3	Campus Engagement	Aug 13, 2024	Dec 14, 2024	Yes	Spring/Summer 2024
☐	Ticket 261161 Test 3	5678	Ames, Iowa, United States	Symplicity TestEmployer	Symplicity TestContact		Internship	Aug 14, 2024	Aug 27, 2024	Yes	Symplicity Test Work Term (archived)
☐	Ticket 261161 Test 2	5677	Ames, Iowa, United States	Symplicity TestEmployer	Symplicity TestContact	2	Internship	Aug 14, 2024	Aug 28, 2024	Yes	Spring/Summer 2024
☐	Test Study Abroad	413		Ancient Scripture	Joshua Sears	3	Culminating Learning Experience	May 15, 2024	May 31, 2024	Yes	CMS Spring/Summer 2024
☐	TEST EXPERIENCE	5738		Experience Design & Management	Sarah Agate	1	Internship	Jun 01, 2024	Sep 01, 2024	Yes	2024 Winter
☐	TEST - Music Field Study	5771		School of Music	Luke Howard	2	Field Study/Field Work	Sep 02, 2024	Sep 18, 2024	Yes	Fall 2024
☐	TEST - ExL Office	5861		School of Family Life	Shayne Anderson		Campus Engagement	Sep 18, 2024	Dec 31, 2024	Yes	Fall 2024
☐	RELED - Egypt Excavation	836	El-Fayoum, Faiyum Governorate, Egypt	Ancient Scripture	Kerry Muhlestein	5	Field Study/Field Work	Apr 30, 2024	Jun 18, 2024	Yes	Spring/Summer 2024

TEST - ExL Office ← Back

Edit | **Applications** | Notes | Student Views | Faculty Views | External URL Tracking

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"

Adding A Student

TEST - ExL Office ← Back

Edit | **Applications** | Notes | Student Views | Faculty Views | External URL Tracking

➤ Submit | ✕ Cancel

* indicates a required field

Student *

Resume   No Resume Found!

Notes

➤ Submit   ✕ Cancel

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

5. Click "Submit"

How it Should Look in the End

TEST - ExL Office ← Back

Edit | **Applications** | Notes | Student Views | Faculty Views | External URL Tracking

+ Add New | Batch Options ⌄ | Items 1-1 of 1   Showing 20 ⌄ Per Page

☐ ⌄	Name ⬇	Year ⬇	Docs	Date ⬇	Options	Employer Status	Resume Referred	Status	Student Availability	Employer Rank ⬇	Status for Offer	Placement
☐	TEST - Megan Saunders	Freshman		Sep 19, 2024, 10:51 AM	🗑 Delete	⌄			Yes		Offer Accepted Undo Offer Status	View Placement

+ Add New | Items 1-1 of 1   Showing 20 ⌄ Per Page

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

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

Adding Funding (optional)

Experiences

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

Keywords [   ]

Apply Search | Clear | Save Defaults | More Filters

Under the experiences tab, find your experience and click on its title

Add New | Batch Options ∨ | Items 1-20 of 26   Showing 20 Per Page | [Show All] | Page 1 Next

☐ ∨	Experience Title	ID	Location	Experience Provider	Contact	Applicants	Position Type	Posting Date	End Date	Approved	Work Term
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TEST - ExL Office ← Back

| Edit | Applications | Notes | Student Views | Faculty Views | External URL Tracking |

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

Add New | Batch Options ∨ | Items 1-1 of 1   Showing 20 Per Page

☐ ∨	Name	Year	Docs	Date	Options	Employer Status	Resume Referred	Status	Student Availability	Employer Rank	Status for Offer	Placement
☐	TEST - Megan Saunders	Freshman		Sep 19, 2024, 10:51 AM	🗑 Delete	[∨]			Yes		Offer Accepted — Undo Offer Status	View Placement

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

Fall 2024: TEST - Megan Saunders - TEST - ExL Office (5861) (School of Fami...

| 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 [School of Family Life]

Experience [TEST - ExL Office (5861)]
Show Archived

Work Term * [Fall 2024]

ExL Type * [   ]

Completed Program Evaluation   ○ Yes ● No

INFORMATION SHEET

Start Date [   ]

End Date [   ]

Total Submitted Hours [   ]

Attachment(s)   + Add Attachment

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

FUNDING INFORMATION

Primary Funding-Total Amount [0.00]

Primary Funding Allocation   How is this funding being spent?
  ○ Scholarship
  ○ Stipend
  ○ Student Wages   **Choose the "Primary Funding Allocation" based on what type of funding it is**
  ○ Travel
  ○ Other
  ○ External Funding

Secondary Funding-Total Amount [0.00]

Secondary Funding Allocation   How is this funding being spent?
  ○ Scholarship
  ○ Stipend
  ○ Student Wages   **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**
  ○ Travel
  ○ Other
  ○ External Funding

Submit | Save | Cancel | Cancel Edits | Delete | Copy To New Work Term

Click submit and you are done!