

ELMS FAQ

What if my experience doesn't directly fit one of the 6 types of experiential learning?

- The types are just a guideline. If your college/department has a specific type of experiential learning that doesn't directly fit, we recommend making a choice and keeping it consistent. It does not matter to us which type you assign it to, but consistency throughout your college/department will help when we get data back on the experiences.

How do I get the "copy existing field" to show on my form?

- The copy existing field will only appear once you have selected a faculty member. Once you have copied a current or archived experience, that option will now disappear and it will show you editing the experience as normal.

When copying from a past experience, will I only see my past experiences?

- The copy existing field will only show you past experiences from the college/department that you selected earlier on the page.

When copying a past experience, will I have to reattach students if they carried over?

- Copying an existing experience will not copy over the students. You will have to go back in and attach them again, even if they have done the experience before.

What will this process look like when we have an experience that continues beyond one semester?

- You will have to enter the experience for every semester it will take place. You can use the copy existing field to carry over information that stays the same and then make edits to fit the new semester. You will have to reattach students to each of the new semesters the experience takes place. Students will receive the survey at the end of every semester the experience takes place. This way, we can collect data from throughout their experience rather than just the end.

Do I select the semester dates as posting and end dates even if the experience isn't exactly those days?

- We recommend entering the first and last day of classes for the semester in which the experience is taking place, even if the days for the experience are different. However, if that is something you would like to track and have reports on, you can put the actual dates of the experience.

What is the deadline for entering experiences?

- The experiences and students must be entered by the time we start sending out the survey to students. The link to the survey will first be sent to students 3 weeks before the end of classes. The next two weeks, they will receive two more links.
- For Fall 2023, the program evaluation will be sent out on November 27, so experiences need to be entered and students placed before November 27.

Is there an easier way to enter students when I have large group?

- For experiences with fewer than 25-30 students, entering them on your own is the easiest, most efficient way to place them. If you are trying to place more than 30 students in a single

experience, is larger than that, you can send the list of students to experience@byu.edu and we will upload it.

Should we track graduate students as well?

- Yes, we want to track experiences and funding for all the students here at BYU participating in experiential learning, including graduate students.

How do we get students to answer the survey?

- This will be different for every college. Some already have protocols in place such as consistently telling the students to fill out the survey until they do, withholding funding until they have submitted a response, making it a course requirement, etc. Each college can choose if/how they want to encourage students to fill out the survey. The better your response rate, the better the data we will be able to return to your college.

How should we report finances for 2023? In Form E or ELMS?

- Through 2023, we will report finances in Form E. Beginning in 2024 and moving forward, we will report individual student funding in ELMS at the end of each semester, with an addendum at the end of each year reporting aggregate amounts for the sources of funding, i.e. AVP funds, budgeted college funds, and discretionary funds

How do we report funding that was not directly distributed to individual students?

- When filling out the financial report, there will be a section designated for indirect funds by experience. This will allow you to add up the total amount that was not directly given to students for each experience.

How do we enter experiences that are sponsored or funded by multiple colleges or departments? (i.e., study abroad)

- If you are funding the experience, you will need to enter it into the system. If someone else is also funding the experience, they will need to enter it as well. We will reconcile the records manually at the end of each semester to show both sources of funding.

Will staff and admin be in the system to attach to experiences?

- They will be entered by request only. Email experience@byu.edu with any staff/admin names you would like available as experience leaders in ELMS and we will add them.