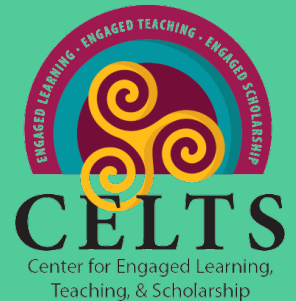
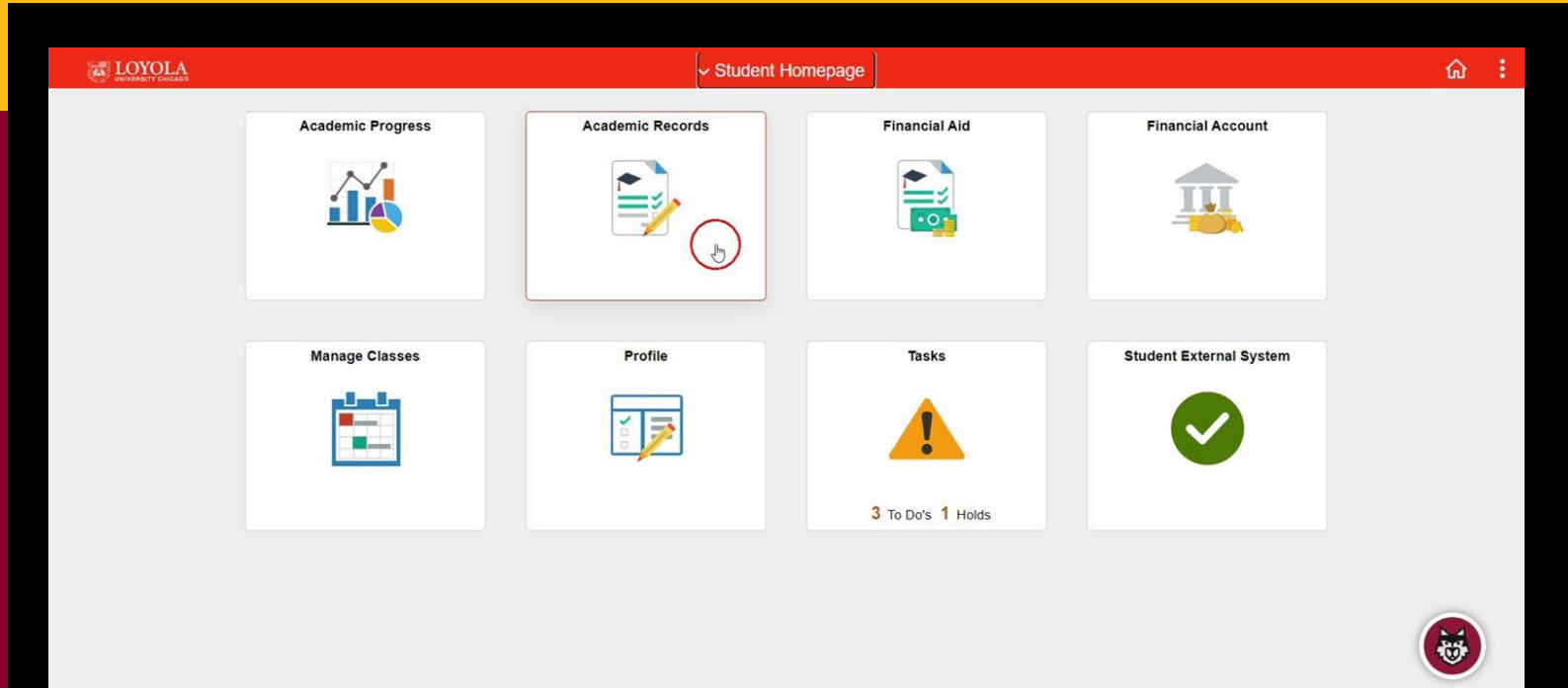

How to Enter Your Engaged Learning into LOCUS



1) Log onto LOCUS and click the “Academic Records” tile



2) Click on the Engaged Learning tab, then hit the “Add a Record” button

The screenshot shows the 'Academic Records' interface. The left sidebar contains a list of navigation options, with 'Engaged Learning' highlighted in green and a red arrow pointing to it. The main content area is titled 'Engaged Learning' and displays a search bar with the name 'Contreras Alba, Daniela' and the ID '00001471308'. Below the search bar is a table with three rows of data. At the bottom of the table, there is a button labeled 'Add a Record' which is circled in red.

	Career	Term	Course	Employer	Location	Department	View
1	Undergrad	Spr 2023	1866			Public Relations	View
2	Undergrad	Spr 2023	1866	Albany Park Community Center	Chicago, IL	School-aged	View
3	Undergrad	Spr 2023	1866				View

3) Read and accept the Partnership Agreement pop-up

The screenshot displays a web application interface with a red header bar. The header contains a navigation breadcrumb 'Student Homepage', the page title 'Academic Records', a home icon, and a menu icon. On the left, a vertical navigation menu lists various student services, with 'Engaged Learning' highlighted in green. The main content area features a list of bullet points detailing responsibilities, followed by two sections: 'COURSE INSTRUCTORS HAVE THE RESPONSIBILITY TO:' and 'LOYOLA UNIVERSITY CHICAGO (THE CENTER FOR EXPERIENTIAL LEARNING) HAS THE RESPONSIBILITY TO:'. At the bottom, a blue confirmation dialog box is visible, with a red circle highlighting the 'OK' button.

Student Homepage Academic Records

- organization's priorities;
- Be available to discuss problems or concerns that may arise during the students' performance of their assigned duties;
- Communicate any concerns with students' performance to the student(s) in question, the course instructors, and/or the Center for Experiential Learning staff in a timely, clear, and appropriate manner;
- Terminate the internship/volunteer position of any Loyola student whose inadequate performance of his/her role would constitute a threat to the student, the staff, or the clients of the experience provider;
- Maintain insurance appropriate to its operations.
- Hold Loyola University Chicago harmless from any liability for loss or damage arising from the acts or omissions of the employer/volunteer supervisor.

COURSE INSTRUCTORS HAVE THE RESPONSIBILITY TO:

- Clearly communicate the expected learning outcomes of students' community-based work;
- Provide reflection opportunities and assignments to help their students relate their community-based learning to other academic content;
- Communicate as needed with site supervisor(s) regarding students' fulfillment of their community-based commitments, and enact academic/disciplinary consequences for non-fulfillment of said commitments.

LOYOLA UNIVERSITY CHICAGO (THE CENTER FOR EXPERIENTIAL LEARNING) HAS THE RESPONSIBILITY TO:

- Support University faculty in their supervision of students' community-based work;
- Actively cooperate with employer/community partners to define and promote appropriate experiential learning opportunities for Loyola students;
- Communicate any concerns regarding the training, duties, supervision, or safety of students to the employer/community partner in a timely and appropriate manner;
- Remove Loyola students from any employer/community partner site that does not fulfill its responsibilities towards said students, if necessary for the safety of the students and/or the organization's clients;
- Maintain insurance appropriate to its operations.

OK Cancel

4) Start by filling out your current term

Student Homepage **Academic Records** New Window | Help | Personalize Page

My Academic Programs
View Grades
Course History
View Unofficial Transcript
Change My Major
Request Official Transcript
View Transfer Credit Report
Request Enrollment Verification
Apply for Graduation
View Graduation Status
Engaged Learning
My List

Engaged Learning Details

Contreras Alba, Daniela 00001471308

Agreement Number: 4

*Term: **1232-Spr 2023** *Course:

Engaged Learning Agreement Details

Org: ** Employer Type:

Department:

Position

*Start Date:

*End Date:

*Position/Title:

*Placement Mode:

Supervisor Contact Information

*Name: *Title:

*Hours/Compensation

Hours Per Week:

Compensation Type:

Term Selection List:

- 1184-Sum 2018
- 1186-Fall 2018
- 1191-J-term 19
- 1192-Spr 2019
- 1194-Sum 2019
- 1196-Fall 2019
- 1201-J-term 20
- 1202-Spr 2020
- 1204-Sum 2020
- 1206-Fall 2020
- 1211-J-term 21
- 1212-Spr 2021
- 1214-Sum 2021
- 1216-Fall 2021
- 1221-J-term 22
- 1222-Spr 2022
- 1224-Sum 2022
- 1226-Fall 2022
- 1231-J-term 23
- 1232-Spr 2023**

5) Then to fill in your course, hit the magnifying glass

This will pull up all of your current engaged learning courses

Student Homepage Academic Records New Window | Help | Personalize Page

Engaged Learning Details

Contreras Alba, Daniela 00001471308

Agreement Number: 4

*Term: 1222-Spr 2022 *Course:

Engaged Learning Site

Org./Institution Search Org: **

*Location:

Department: Employer Type:

Position

*Start Date:

*End Date:

*Position/Title:

*Placement Mode:

Supervisor/Research Mentor Contact Information

*Name:

*Title:

Hours/Compensation

Hours Per Week:

CompensationType:

6) Click on the course you would like to add to your record

The screenshot shows a student's 'Academic Records' page. A 'Look Up Course' modal is open, displaying search results for a course. The modal includes fields for 'Empl ID' (00001471308), 'Term' (1232), and 'Class Nbr' (with an equals sign and a dropdown arrow). Below these fields are 'Search', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The search results section shows 'View 100' results and a table with the following data:

Academic Career	Class Nbr	Description	Description
Undergrad	1866	COMM 391-20E	Ad PR Internship

The 'Ad PR Internship' entry in the table is circled in red. The background page shows the 'Engaged Learning' section with fields for 'Contreras Alba, Daniela', 'Agreement Number: 4', and '*Term: 1232-Spr 2023'. Other sections like 'Engaged Learning Site' and 'Supervisor/Research M' are partially visible.

7) Next, click on the “Org/ Institution Search” button to search for your organization’s site

The screenshot displays the 'Academic Records' system interface. The top navigation bar includes 'Student Homepage', 'Academic Records', and utility links like 'New Window', 'Help', and 'Personalize Page'. A left sidebar lists various student services, with 'Engaged Learning' highlighted in green. The main content area is titled 'Engaged Learning Details' and shows information for 'Contreras Alba, Daniela' with ID '00001471308'. It includes fields for 'Agreement Number: 4', '*Term: 1232-Spr 2023', '*Course: 1866', and 'Career: Undergraduate'. The 'Engaged Learning Site' section contains a search form with a red circle around the 'Org./Institution Search' button. Other fields include '*Location:', 'Department:', 'Employer Type:', and 'Main way you found position:'. The 'Position' section has fields for '*Start Date:', '*End Date:', '*Position/Title:', and '*Placement Mode'. The 'Supervisor/Research Mentor Contact Information' section includes fields for '*Name:', '*Title:', and '*Email:'. The 'Hours/Compensation' section includes fields for 'Total Hours:', 'Hours Per Week:', and 'Compensation Type:'.

8) Enter a single word into the “Phrase” field, then hit the “Search” button

NOTE: Hitting Enter on your keyboard WILL NOT bring any results; YOU MUST hit the “Search” button

The screenshot shows the 'Academic Records' interface with the 'Org. Search' tab selected. The search criteria are 'Albany' and 'Park'. The 'Search' button is highlighted with a red circle. Below the search bar, there is a table with the following structure:

External Org ID	Description	Selected
		<input type="checkbox"/>

NOTE:

If your organization is within a Loyola Department, it most likely already exists. If nothing comes up initially, keep searching using different keywords for the department and add Loyola within your search. For Example: Fine (for Department of Fine & Performing Arts) & Loyola (in separate boxes) or Mock (for Department of Political Science) & Loyola (in separate boxes)

If after searching multiple times nothing comes up, then [skip to slide 14 to add a new organization.](#)

9) Select the organization that matches yours and click “Ok”

NOTE: You may have to slide to the right in order to view the “selected” section

The screenshot shows the 'Academic Records' page with a search interface. The search results are as follows:

Org ID	Description	Selected
	Albany Park Community Center	<input type="checkbox"/>
	Albany Park Theater Project	<input checked="" type="checkbox"/>

The checkbox for 'Albany Park Theater Project' is circled in red. The interface also includes a search bar with the text 'Park' entered, a search button, and a clear all button. The page title is 'Academic Records' and the breadcrumb is 'Student Homepage'.

10) Continue to fill in all of the fields

For the “Supervisor/ Research Mentor Contact Information” section, fill in your professor’s information if your organization is with Loyola. If your organization is not with Loyola, then fill in your supervisor’s information

The screenshot shows a web interface for 'Academic Records' with a sidebar on the left containing navigation options like 'My Academic Programs', 'View Grades', 'Course History', 'View Unofficial Transcript', 'Change My Major', 'Request Official Transcript', 'View Transfer Credit Report', 'Request Enrollment Verification', 'Apply for Graduation', 'View Graduation Status', 'Engaged Learning', and 'My List'. The main content area is titled 'Academic Records' and contains the following sections:

- Supervisor/Research Mentor Contact Information:** Fields for *Name (Walt Whitman), *Title (Senior Director of Literature Distribution), *Email (waltwhitman@gmail.com), and *Phone (636 238 2544). The phone number field contains a red circle with the letter 'I' inside.
- Hours/Compensation:** Fields for Total Hours (40), Hours Per Week (10), and Compensation Type (Paid/Hour).
- *Brief Description Of Project/Position:** A text area containing 'Engaging youth from the community for empathy building, relationship building, and overall community cohesion.'
- NEED LEARNING OBJECTIVE HELP? USE THIS LINK.**
- *Learning Objective 1:** Working with youth ages 11-12, I will learn how to work with youth in a trauma-informed way
- Learning Objective 2:** When working with youth in the Albany Park neighborhood, I will better understand the community I live in
- Learning Objective 3:** As a result of working closely in a community center, I will be better acquainted with community leaders
- For Instructor Use Only:** Includes an 'Instructor Approval?' checkbox and an 'Approved By:' field.

11) At the bottom of the page click “Apply”, then “Ok” to submit your information, then celebrate!

Note that continual edits can be made to this document until it is approved

Student Homepage Academic Records

*Title: Senior Director of Literature Distribution

*Email: waltwhitman@gmail.com

*Phone: 636 238 2544

Hours Per Week: 10

Compensation Type: Paid/Hour

*Brief Description Of Project/Position:
Engaging youth from the community for empathy building, relationship building, and overall community cohesion.

[NEED LEARNING OBJECTIVE HELP? USE THIS LINK.](#)

*Learning Objective 1: Working with youth ages 11-12, I will learn how to work with youth in a trauma-informed way

Learning Objective 2: When working with youth in the Albany Park neighborhood, I will better understand the community I live in

Learning Objective 3: As a result of working closely in a community center, I will be better acquainted with community leaders


For Instructor Use Only

Instructor Approval? Approved By:

Entered by: dcontrerasalba Entered on: 02/23/2023 3:40PM

Updated by: dcontrerasalba Updated on: 02/23/2023 3:40PM

OK Cancel **Apply**

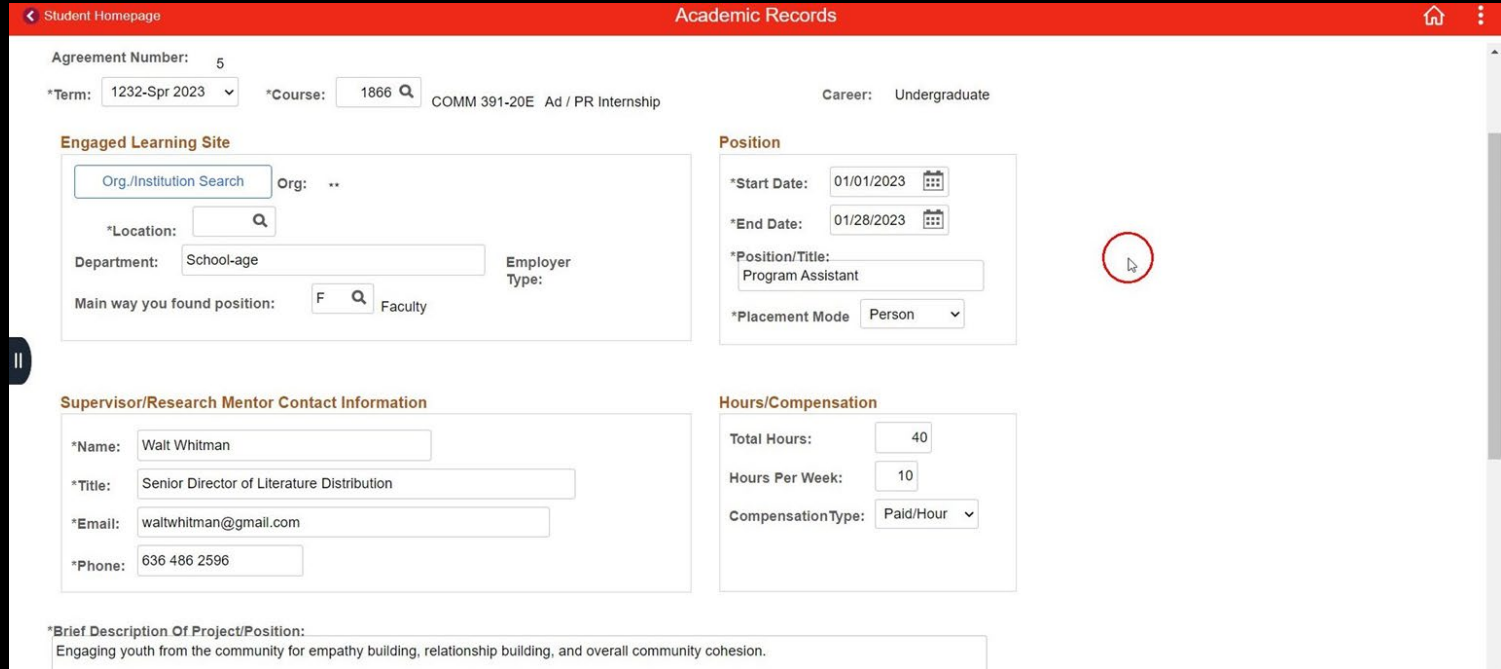


How to Add a New Organization into LOCUS

ONLY add a new one if your
organization was not listed in
your initial search

1) Fill all of the fields, but skip only the “Location” field

For the “Supervisor/ Research Mentor Contact Information” section, fill in your professor’s information if your organization is with Loyola. If your organization is not with Loyola, then fill in your supervisor’s information



The screenshot shows a web form titled "Academic Records" with a red header. The form is divided into several sections:

- Agreement Number:** 5
- *Term:** 1232-Spr 2023
- *Course:** 1866
- COMM 391-20E Ad / PR Internship**
- Career:** Undergraduate

Engaged Learning Site

- Org./Institution Search: [] Org: ..
- *Location: []
- Department: School-age
- Employer Type: []
- Main way you found position: F [] Faculty

Position

- *Start Date: 01/01/2023
- *End Date: 01/28/2023
- *Position/Title: Program Assistant
- *Placement Mode: Person

Supervisor/Research Mentor Contact Information

- *Name: Walt Whitman
- *Title: Senior Director of Literature Distribution
- *Email: waltwhitman@gmail.com
- *Phone: 636 486 2596

Hours/Compensation

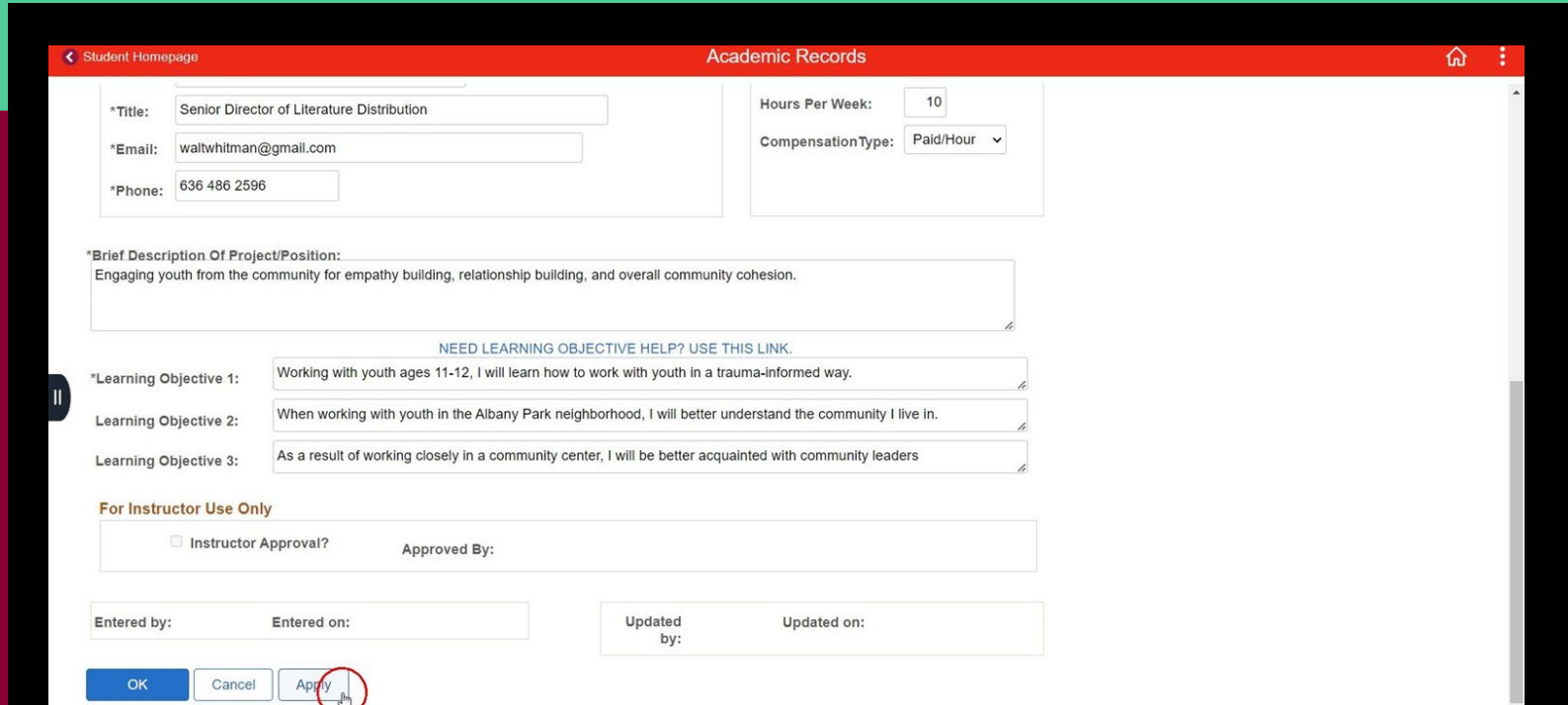
- Total Hours: 40
- Hours Per Week: 10
- Compensation Type: Paid/Hour

***Brief Description Of Project/Position:**
Engaging youth from the community for empathy building, relationship building, and overall community cohesion.

A red circle highlights the "Program Assistant" text in the "Position/Title" field.

2) Click the “Apply” button

A pop-up will appear, recognizing that you do not have an organization site filled in



The screenshot shows a web form titled "Academic Records" with a red header bar. The form contains several input fields and sections:

- Title:** Senior Director of Literature Distribution
- Email:** waltwhitman@gmail.com
- Phone:** 636 486 2596
- Hours Per Week:** 10
- Compensation Type:** Paid/Hour
- Brief Description Of Project/Position:** Engaging youth from the community for empathy building, relationship building, and overall community cohesion.
- NEED LEARNING OBJECTIVE HELP? USE THIS LINK.**
- Learning Objective 1:** Working with youth ages 11-12, I will learn how to work with youth in a trauma-informed way.
- Learning Objective 2:** When working with youth in the Albany Park neighborhood, I will better understand the community I live in.
- Learning Objective 3:** As a result of working closely in a community center, I will be better acquainted with community leaders
- For Instructor Use Only**
 - Instructor Approval? Approved By:
- Entered by:** Entered on:
- Updated by:** Updated on:

At the bottom of the form, there are three buttons: "OK", "Cancel", and "Apply". The "Apply" button is circled in red.

3) Read, then click “Ok”

Notice that there is now a new “Add Organization Form” button in the “Engaged Learning Site” section

Student Homepage Academic Records

Engaged Learning Details

Contreras Alba, Daniela 00001471308

Agreement Number: 5

Please Enter an Organization or click Request Organization button. (25100,66)

You will need to take action on one of the following options. You have searched and not found an existing organization. You will not be able to save your agreement without an existing organization ID or submitting a request to have an organization added for you.

1. If you wish to re-search for an organization click on the "Org/Institution Search" button.
2. If you wish to request an organization please click the 'Add Organization' button. Once you request an organization to be added you will be returned to your agreement page and allowed to save your agreement.

OK

Main way you found position: Faculty

Program Assistant

*Placement Mode Person

Supervisor/Research Mentor Contact Information

*Name: Walt Whitman

*Title: Senior Director of Literature Distribution

*Email: waltwhitman@gmail.com

Hours/Compensation

Total Hours: 40

Hours Per Week: 10

CompensationType: Paid/Hour

4) Click the “Add Organization Form” button

The screenshot displays the 'Academic Records' system interface. At the top, there is a navigation bar with 'Student Homepage', 'Academic Records', and utility links like 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Engaged Learning Details' and contains several sections:

- Engaged Learning Details:** Includes a search bar with 'Contreras Alba, Daniela' and ID '00001471308'. Below are fields for 'Agreement Number: 5', '*Term: 1232-Spr 2023', '*Course: 1866' (with a search icon), 'COMM 391-20E Ad / PR Internship', and 'Career: Undergraduate'.
- Engaged Learning Site:** Features a search bar for 'Org./Institution Search', a search icon, and an 'Add Organization Form' button circled in red. Other fields include '*Location:', 'Department: School-age', 'Employer Type:', and 'Main way you found position: F' (with a search icon) and 'Faculty'.
- Position:** Contains 'Start Date: 01/01/2023', 'End Date: 01/28/2023', '*Position/Title: Program Assistant', and '*Placement Mode: Person' (with a dropdown arrow).
- Supervisor/Research Mentor Contact Information:** Shows '*Name: Walt Whitman', '*Title: Senior Director of Literature Distribution', and '*Email: waltwhitman@gmail.com'.
- Hours/Compensation:** Displays 'Total Hours: 40', 'Hours Per Week: 10', and 'CompensationType: Paid/Hour' (with a dropdown arrow).

5) Fill in your organization's information, then click "Apply"

Note that to fill in the "Organization Type" field, click on the magnifying glass, then select what type of organization it is. Also note that your request status will now say pending

The screenshot shows a web browser window with the following content:

- Page Header:** Student Homepage (left), Academic Records (center), Home icon and menu icon (right).
- Title:** C.E.L. Organization Request Form
- Form Fields:**
 - Contreras Alba, Daniela (Student Name) | 00001471308 (ID)
 - Agreement Number: 5 | Sequence Number: 1
 - Career: UndergraduateTerm: 1232-Spring 2023Course | 1866COMM | Ad / PR Internship
 - 391-20E
 - Organization Type: (magnifying glass icon) | Request Status
 - *Name of Organization:
 - *Address Line 1:
 - Address Line 2:
 - Address Line 3:
 - Address Line 4:
 - *City: | State: | Postal Code: | *Country:
- Buttons:** OK, Cancel, **Apply** (circled in red)

6) Click “Ok”, then you will be taken back to the main screen.

Student Homepage Academic Records

C.E.L. Organization Request Form

Contreras Alba, Daniela 00001471308

Agreement Number 5 Sequence Number: 1

Career: UndergraduateTerm: 1232-Spring 2023Course: 1866COMM Ad / PR Internship
391-20E

Organization Type: EL Non-Profit Request Status PND

*Name of Organization:

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City: State: Postal Code: *Country:

7) Once in the main page, all you have to do is click “Apply” and then “Ok”. Then celebrate, you have entered your Engage Learning!

Student Homepage Academic Records

*Title: Senior Director of Literature Distribution

*Email: waltwhitman@gmail.com

*Phone: 636 238 2544

Hours Per Week: 10

Compensation Type: Paid/Hour

*Brief Description Of Project/Position:
Engaging youth from the community for empathy building, relationship building, and overall community cohesion.

[NEED LEARNING OBJECTIVE HELP? USE THIS LINK.](#)

*Learning Objective 1: Working with youth ages 11-12, I will learn how to work with youth in a trauma-informed way

Learning Objective 2: When working with youth in the Albany Park neighborhood, I will better understand the community I live in

Learning Objective 3: As a result of working closely in a community center, I will be better acquainted with community leaders

For Instructor Use Only

Instructor Approval? Approved By:

Entered by: dcontrerasalba Entered on: 02/23/2023 3:40PM

Updated by: dcontrerasalba Updated on: 02/23/2023 3:40PM

OK Cancel Apply