Preparing People to Lead Extraordinary Lives

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Loyola University Chicago

Faculty Creating and Approving Templates for Project-Based Engaged Learning Sections in LOCUS

Overview

LOCUS is used to collect data for Engaged Learning sections each semester. For **placement-based courses**, students enter their own information about their internship, service learning, undergraduate research, public performance, or fieldwork site. Faculty only need to approve the student information once the engaged learning experience has been completed. This streamlines data collection and allows for efficient reporting of students enrolled in these engaged learning experiences across the university.

In **project-based courses**, students work on a project together as an entire class. For project-based courses, faculty can create a template and record and approve students' Engaged Learning site information into LOCUS.

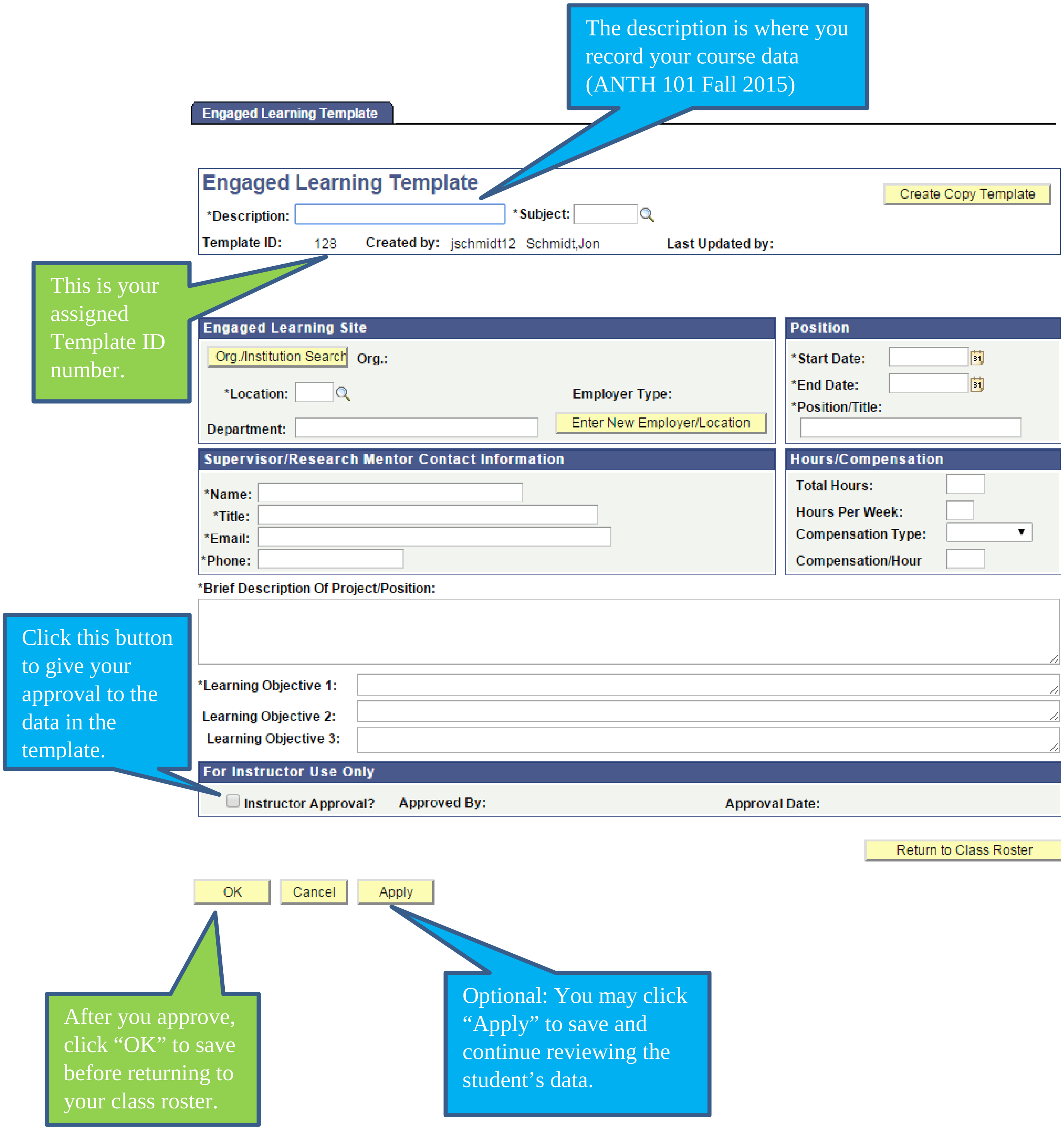
The university documents where students perform their Engaged Learning requirements for several reasons, including: university accreditation, liability and risk, and improved services. It also allows faculty to easily access, record, and approve data entered by students.

Please follow the directions in this document to access, record, and approve the Engaged Learning data entered for your course.

<u>Recording Engaged Learning Site Information in LOCUS</u>

1. Go to your class roster. On the right side of the screen in a yellow box, click on “Create/Edit Templates.”
2. If you have **<u>previously created a template or a template exists from a preceding semester</u>**, click on that template from the list of Internal Templates.
    a. Revise any information that needs to be updated (organizational contact information, dates of service, etc.).
    b. Click “Apply” and “OK.”
    c. Click “Return to Class Roster.”
    d. On the right side above your Student Roster, click on the drop down menu labeled “Select Template” and proceed to click on the updated template.
    e. In the “Apply to Template” column (third column from the right), click on all of the students in your class.
    f. Go to the yellow box on the right side of the screen and click on “Apply Template-Selected Students.” The **black** icons should now turn **red**. This indicates that the students’ information is ready for review.
    g. At the end of the semester, return to the Class Roster. Click on the red box for each student, then scroll to the bottom of the screen and click on the “Instructor Approval” box on the left side. Click “Apply” and “OK.” The red icon should now turn **green**.

3. If you have **<u>never created a template or a template does not exist from a preceding semester</u>**, click “Add New Value.” See Figure 1 on the last page of this document.
    a. You must first assign your template a number. It should be the next number in the current sequence of templates.
    b. In the first box designed “Description,” enter your course data in the following format: ANTH 101 Fall 2015.
    c. Next, enter the subject area in the “Subject” box: i.e., ANTH.



d. In the “Career” box, select **Undergraduate** from the dropdown menu.
e. In the “Term” box, be sure to select the appropriate semester.
f. From the dropdown menu in “Class Nbr,” select the appropriate class designation.

g. In the "Engaged Learning Site" section, click on the yellow box titled "Org./Institution Search."
    i. Click on "All" in "**Organizations to Be Selected**" box, then enter the name of the organization in the Phrase box(es). You can separate the organization name into one word to type in each box. Click on "Search" and your organization should appear, populating the section.
    ii. If the organization does not appear, click on "**Enter New Employer/Location**."
h. Next, enter information in the "**Position**" box – both dates of service during the semester and the title of the service-learning position (typically volunteer).
i. Enter the number of hours that the students will serve during the semester in the **"Hours/Compensation"** box.
j. Enter the contact information of the organizational representative you will be working with in the **"Supervisor/Research Mentor"** box.
k. Enter a brief description of the service-learning experience (1-3 sentences).
l. Enter three concise learning outcomes for your course that directly relate to the service-learning experience.
m. Click "Apply" and "OK" at the bottom of the screen.
n. At the bottom right side of the screen, click on 'Return to Class Roster."
o. Back at the Class Roster, click on the "Select Template" dropdown menu on the top right side of the screen and select your new template.
p. Click on the "Apply to Template" boxes (third column from the right) for all of your students.
q. Finally, click on "Apply Template-Selected Students." The Engaged Learning icons should now turn from **black** to **red**. This means the students' information is ready for review.
r. At the end of the semester, return to your Class Roster in LOCUS. If the student has completed the service-learning experience, click on the red box in the "Engaged Learning" column (second from right),

then scroll to the bottom of the screen and click the "Instructor Approval" box, then "Apply" and "OK." The **red** boxes should now turn **green**. This means the students' information has been approved.

4. Click on all of your students in the "Apply Template to" column (third column from the right). This will apply the template you created to all the students in your course.

Black Icon	Student has not yet entered Engaged Learning information
Red Icon	Student's information is ready for review
Green Icon	Student's information has been received and approved

I – Internship
SL – Service-Learning
UR – Undergraduate Research
PP – Public Performance
FW – Fieldwork