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1. LEARNING SPACE TUTORIALS

Get acquainted with your home page in ELC and review your Learning Space in ELC.

The screenshot shows the 'Home' page of the Experiential Learning Cloud (ELC) interface. It features four main cards:

- Welcome, Desha Student:** Includes a description of the Learning Space and a blue button labeled 'Learning space' with a red arrow pointing to it.
- Timesheets:** Includes a description and a blue button labeled 'Enter time'.
- Assignments:** Includes a description and a blue button labeled 'Complete assignments'.
- Site Placements:** Includes a description and a blue button labeled 'My site placements'.


Click on the green arrow to see all tutorials listed in each section.


The screenshot shows the 'Learning Space' page with a list of tutorials:


- Getting Started:** Includes a tutorial titled 'Getting Started' with a green arrow icon on the right.
- Timesheets:** Includes tutorials 'The Basics of Recording Time' and 'Advanced Time Features', both with green arrow icons on the right.
- Assignments:** Includes a tutorial 'The Basics of Assignments' with a green arrow icon on the right.
- Site Placements:** Includes a tutorial 'The Basics of Site Placement' with a green arrow icon on the right.

A red arrow points to the green arrow icon next to the 'Getting Started' tutorial.

2. COMMON SYMBOLS & FUNCTIONS

 **PLUS icon**- Click on this symbol to open or add an activity, add a document or detail, or add option to a form or Practicum.

 **EDIT PRACTICUM icon** – Click on this symbol to add text to a Practicum or other descriptor.

 **REQUIRED PRACTICUM icon** - Click on this symbol to add text to a Practicum or other descriptor to a required item.

SAVE – ELC saves your work as you go, so there's no need to click a button to save your work. The system automatically saves your entries.

3. COMPLETING YOUR PROFILE

Take time to personalize your profile and include demographic, contact, and address details. This information is for your own use, and only Practicum Office personnel can view. Add a picture, set your theme, and make your ELC system reflective of your interests and style.



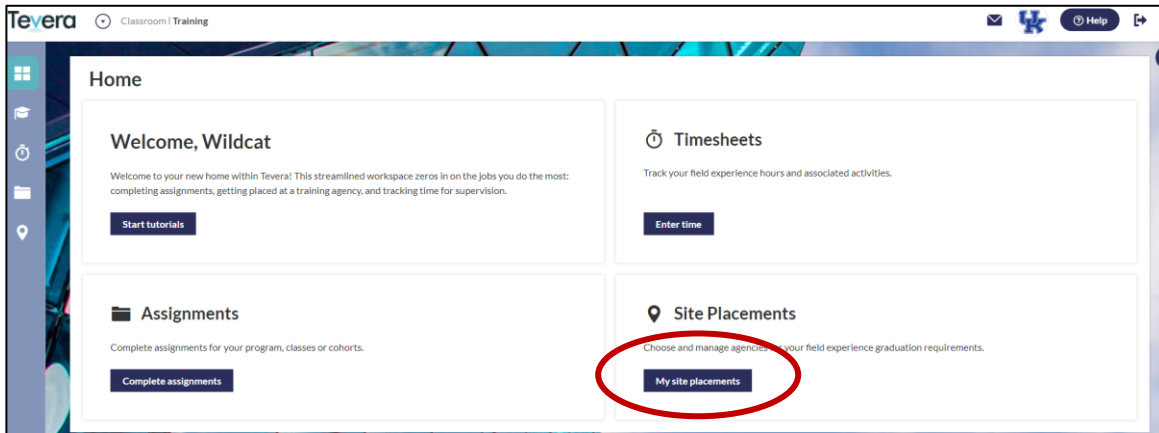
- Click the **USER PROFILE** icon in the upper right-hand corner. The **USER SETTINGS** window will open.
- Click the **MY PROFILE** tab. Click on the circle with your initials to **Edit Picture**. You can enter or edit any of your personal information. Click on the **EDIT** icon next to any Practicum to make a change*.

*Note: If you are a current BASW student and plan to remain with us for your MSW program, do not confirm graduation date until you are in your MSW program and know when you plan to graduate.

- Click on the arrow to open further **Details**.
- Phone Numbers: Click the **PLUS (+)** icon to add a phone number. You can add as many phone numbers as you like, label them appropriately, and select one as your [primary number](#).
- Demographics: Click on the **EDIT** icon next to any demographic information Practicum that you would like to enter.
- Address: Click on the **EDIT** icon next to any address Practicum for which you would like to enter information. Entering the **Zip code** first will allow you to select/auto-populate **City, State, County, and Country** Practicums all at once.
- Languages (optional): Add any languages you would like to have listed as part of your profile. Click the **PLUS (+)** icon to the right. Language Practicums will appear. Select the **LANGUAGE, PROFICIENCY, and MODE** using the drop-down menus.

Note: do not click on "Add a track" as you will be connected to your correct track in your course.

4. COMPLETING PRE-APPLICATION TASKS



1) Select **MY SITE PLACEMENTS** on your home screen.

2) Determine which type of placement process you need to complete for your upcoming practicum. Select from the options described below, then click on the tab that corresponds to your type of placement:

- **Traditional Placement:** Click on this tab if you are completing a practicum placement **not** connected to your current employment.
- **Traditional Placement Extension (444/640 students only):** Click on this tab to continue a traditional placement by remaining in the same agency as you progress from 444 to 445 **or** as you progress from 640 to 740/745/746.
- **Employer-Hosted Placement:** Click on this tab if you are completing a placement connected to your current employment.
- **Employer-Hosted Placement Extension (444/640 students only):** Click on this tab to continue an employer-hosted placement from 444 to 445 **or** 640 to 740/745/746.

Traditional Placement Employer-Hosted Placement Traditional Placement Extension Employer Hosted Placement Extension My agencies

Go to the pre-application paperwork and click 'Pre-application tasks' (**see below**). All students are required to complete:

- 1) a Traditional Placement Acknowledgement or Employer Hosted Placement Acknowledgement form **AND**
- 2) a Student Detail Profile.

Students may also submit a resume, though this step is optional.

In the Status column on the **Pre-application Tasks** page, click **NOT STARTED**, then click **START**.

The screenshot shows the 'Site Placements' interface. On the left, there are navigation options: 'Pre-application tasks' (highlighted with a green bar), 'Select agency', and 'AGENCY 1'. The main area contains a table with the following data:

Name	Task Type	Status
Traditional Placement Acknowledgement	Form	Not Started
Complete Student Detail Profile	Form	Not Started
Upload Current Resume (Optional)	Upload	Not Started

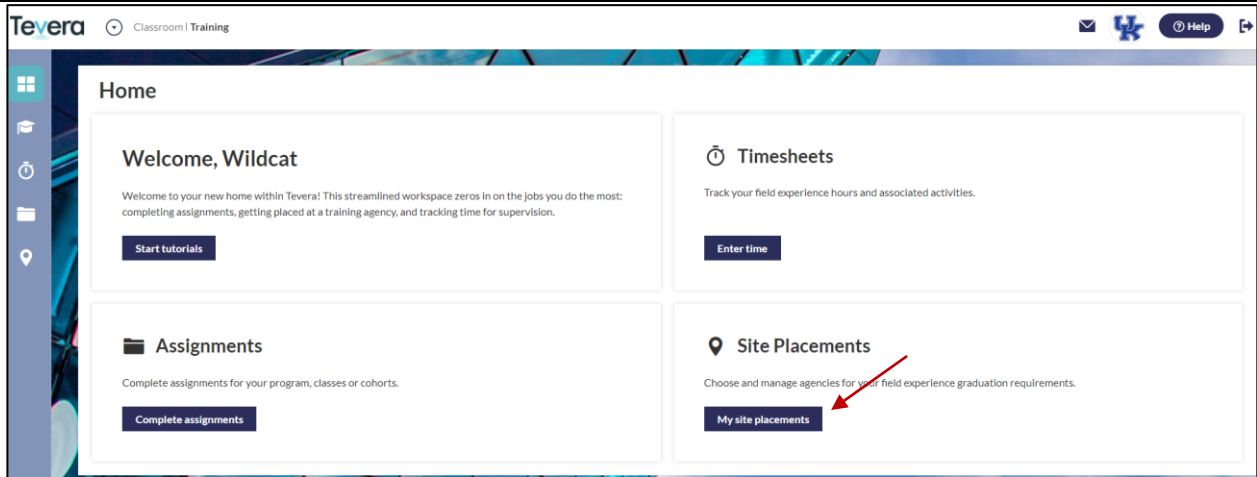
1. Review the Placement Acknowledgement form for your type of placement, digitally sign, and submit.
2. Complete all Practicums in the Student Details Profile to provide information about your practicum interests, planning, and accommodation needs.
3. **OPTIONAL:** Upload a PDF file of your resume.

You have completed your pre-application tasks!

5. BROWSING APPROVED AGENCIES

The UK College of Social Work has existing relationships and active agreements with many organizations across the U.S and the world. You can search for sites directly by name or do a zip code, state, or city search to explore the agencies in your area. You can also filter sites using filter drop-down Practicums by populations served, practice areas, and other agency details. If you have specific interests in particular areas, you can also save your search criteria by clicking on the file icon.

To explore possible sites, first click **MY SITE PLACEMENTS** on the Home screen:



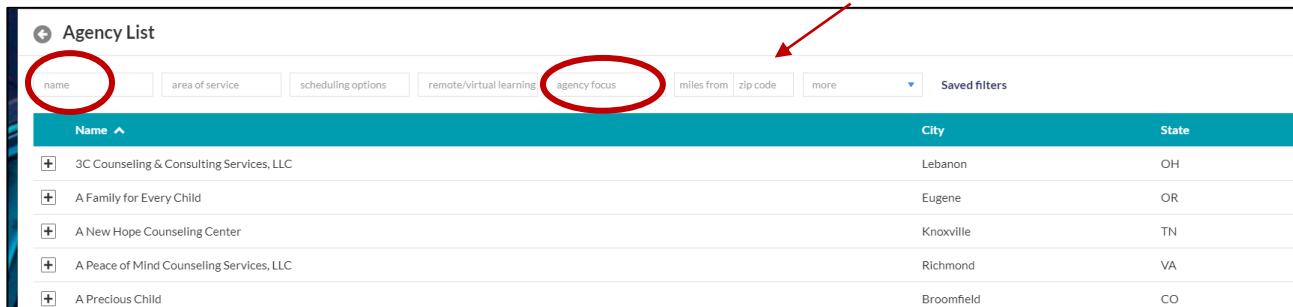
Next, click the **"My Agencies"** header, and then the **"Browse all program agencies"** button, which will open a new page.

Traditional Placement Employer-Hosted Placement Traditional Placement Extension Employer Hosted Placement Extension My agencies

Q Browse all program agencies


Then, use the drop-down filters to search by name, location, filter option, etc.


****Note:** Searching by zip code first may exclude other filter options.



Click on the PLUS (+) symbol to view additional details about each site, including the site contact details, site representative details, and site profile documents. Site profile documents will often include program details that outline placement learning activities, onboarding requirements, and relevant website(s).

When hyperlinked address details are clicked, a new web browser will open, displaying Google Maps and will provide the site's specific location.

 Aldine ISD - Hinojosa Primary School

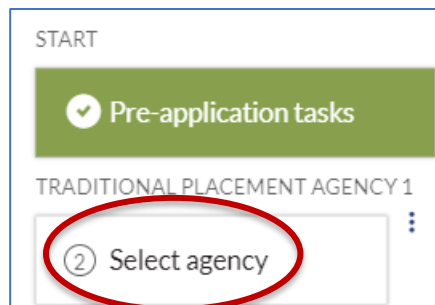
Site Contact Details
(281) 985-4750 • Phone
<http://aldineisd.org> • Website
[1620 Lauder Rd.](#) 
[Houston, TX 77039](#) • Address



6. CONFIRMING YOUR AGENCY: TRADITIONAL SITE PLACEMENT PROCESS

Once you have identified the agency where you want to complete your practicum and have had a successful interview with agency personnel, you will need to confirm the site. Click the **SITE PLACEMENTS** tile.

Next, select your agency by first clicking on **Select Agency**



Search for your agency by name. Remember, your agency might be called something different in ELC, so try searching for it in a few different ways to locate it.

Click "**Start**" next to your agency listing once you have located it.

Click the "**Suggest Agency**" button at the bottom of the screen if your agency is not listed. See page 10 to learn how to add a new agency in ELC.



Select a agency to work at for your Traditional Placement field experience.

Select a agency approved by your program from the list. If you are certain a agency is not listed, use the "Suggest agency" button.

Click "**Yes, I'm ready to proceed.**"

You will now land on your agency's placement page. Click on the **+** button next to the **Traditional Placement Confirmation** task, and then click on the **Start** button.

Test Site 1	
Paperwork Traditional Placement (TEST)	
Name	Task Type
<input type="checkbox"/> + Traditional Placement Confirmation	Form

Please indicate who at the agency approved the placement below:

The first semester of this placement is		
Semester <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Fall		Year <input type="text"/>
PLEASE SELECT ONE OF THE BELOW OPTIONS		
<input type="radio"/> I was required to interview for this position:	With? (Agency Point of Contact Name) <input type="text"/>	When? (Month, Year) <input type="text"/>
<input type="radio"/> I was not required to interview for this position. Instead, someone at the agency confirmed I could complete a placement with this agency:		With? (Agency Point of Contact that confirmed placement) <input type="text"/>
<input type="radio"/> NEW AGENCY PARTNERS ONLY: I intend to interview or otherwise secure a placement with this agency, but need to initiate a legal agreement process prior to my interview/confirmation.		

Then, read, review, and initial next to each selection to indicate your understanding. Then, **SIGN** and click **SUBMIT**:

PLEASE READ AND INITIAL NEXT TO EACH STATEMENT TO CONFIRM YOUR UNDERSTANDING	
I confirm that I have contacted this agency directly and been offered a placement before completing this acknowledgment.	Student Initials <input type="text"/>
I understand that an active partnership agreement must exist between the University of Kentucky and the agency before I can be registered for the practicum course.	Student Initials <input type="text"/>
I acknowledge I am responsible for representing the University of Kentucky College of Social Work.	Student Initials <input type="text"/>
I confirm that I will adhere to the policies and procedures of the College of Social Work and my agency.	Student Initials <input type="text"/>
I agree to complete assignment on time.	Student Initials <input type="text"/>

Student Signature:

Sign here

Next, select the **Financial Compensation Inquiry** task:

Financial Compensation Inquiry Form Not Started

The task is a(n) online form: Financial Compensation Confirmation (UKY-1074). It is required for all assignees.

Not Started

Start

Select the choice that is most applicable to your placement. If this information changes during the semester, this is fine. If the information is not known at this time, please select "UNSURE":

I anticipate receiving some form of financial compensation, including but not limited to hourly pay, mileage reimbursement, a scholarship, or a stipend, from this agency before, during, or after my practicum, specifically for my role as a practicum student.

- Yes
- No
- Unsure at the time

Student Signature

Sign here

Please click **SIGN** and **SUBMIT**.

Congratulations, you have confirmed your agency!

Finally, confirm your Supervisor in ELC. First, click on **Select Supervisor**:

② Select agency

③ Select supervisor

Previously approved supervisors are listed in connection with the agency.

Click on the "**Start**" button next to your supervisor's name.

Click "**Suggest a supervisor**" at the bottom of the screen if you do not see your supervisor listed. See page 12 to learn how to add a new or additional supervisor to ELC:

Name	License	Supervisor Status	My Placement
+ Elisa Lemack		Approved	Start
+ Yvette Redwood		Approved	Start

Can't find your supervisor?
Help others by adding supervisors that are not currently listed.

Suggest a supervisor

Click 'Yes, I'm ready to proceed.' Then, click on the + button next to **Confirmation of Practicum/Instructor/Task Supervisor and Dates of Placement**. Click on the **Start** button:

Name	Task Type	Status
- Confirmation of Field Instructor/Task Supervisor and Dates of Placement	Form	Not Started

The task is a(n) online form: Confirmation of Placement Dates (UKY-1005). It is required for all assignees.

Not Started

Start

After clicking on the start button, a new window will open.

Enter your placement start and end dates based on the dates indicated in the chart on the form. Click **Submit**.

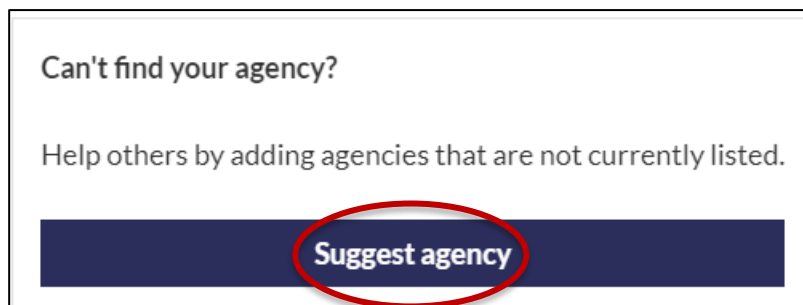
Congratulations, you have confirmed your supervisor!

Quick Reference Guide: Getting Started

7. HOW TO ADD A NEW AGENCY TO ELC AND BEGIN THE APPROVAL PROCESS

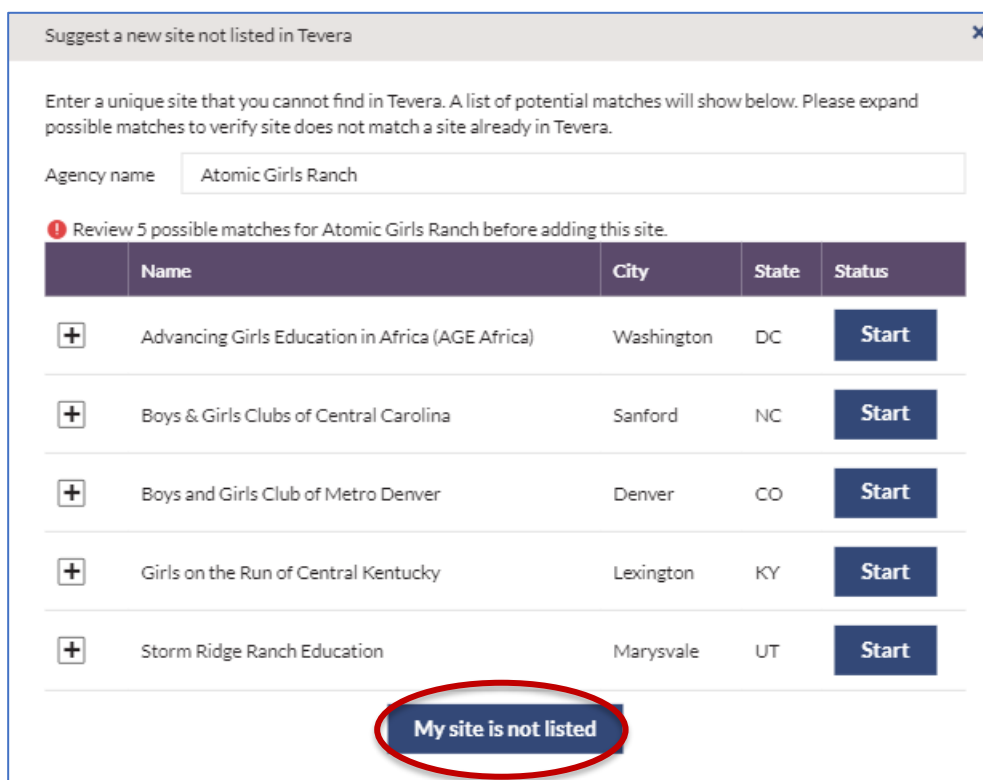
As you type in the name of your agency, potential matches will populate.

Please review the list carefully to ensure that your agency is not already listed. If not, click 'Suggest Agency' once you have confirmed that your agency is not listed in ELC.



Write the full name in the Practicum and review all potential matches in the system.

Click **My site is not listed** if you cannot locate it.



Next, a new set of items will open on the screen. First, open **Initiate New Partnership Agreement** and click **START**:

Name	Task Type	Status	Waiting On
 Initiate New Partnership Agreement	Form	Not Started	

Once the following task is complete, Field will contact the agency to begin onboarding them as a new partner within 1 to 3 business days.

Please provide a valid email address or this form will be returned to you for edits, which can delay the agreement process. You cannot register for the practicum course until the agency has a fully executed legal agreement on file between the agency and UK Legal.

(IMPORTANT: DO NOT complete this task unless you have been offered a placement by this agency UNLESS you need to start the agreement process early in anticipation of complexity.)

The task is a(n) online form: Site Contact Information (UKY-1028). It is required for all assignees.



Complete all required Practicums on the form and sign:

The semester I intend to start this placement is (semester, year): 


Full, Correct, and Complete Name of Agency: 

Agency City: 

Agency State: 

Agency Website (indicate NA if none): 

Agency Point of Contact Full Name (first and last): 

Agency Contact Email Address: 

Student Signature



Select **SUBMIT** to send the request to the Practicum team

Your agency contact will receive a notification from ELC prompting them to complete the Agency Profile form. **Please notify the agency you plan to work with of your intention to undertake this task.** Follow up and communicate this to your agency contact!

Tip: Return to your site placement process in ELC and review the approval process. You can see who is waiting for the next phase of approval on a specific item in the “Waiting On” column.

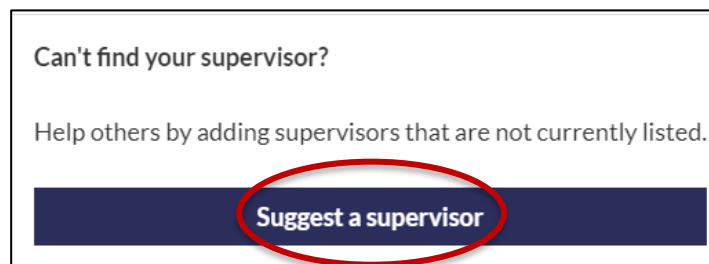
Once the agency completes the form, the information will be reviewed by the Practicum team.

Finally, complete the remaining tasks outlined in the Traditional Placement/Employer Hosted Placement Guides to complete the process.

8. HOW TO ADD A NEW OR ADDITIONAL NEW SUPERVISOR IN ELC

You will need to add a supervisor if you are working with a new agency, or you do not see your supervisor listed in ELC in connection with an agency that's already approved.

First, click "**Suggest a supervisor.**"

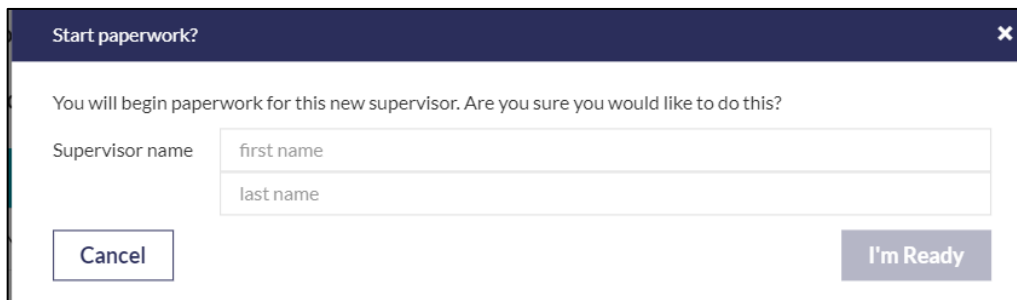


Can't find your supervisor?

Help others by adding supervisors that are not currently listed.

Suggest a supervisor

Accurately input your supervisor's first and last name into the presented Practicum.



Start paperwork? ✕

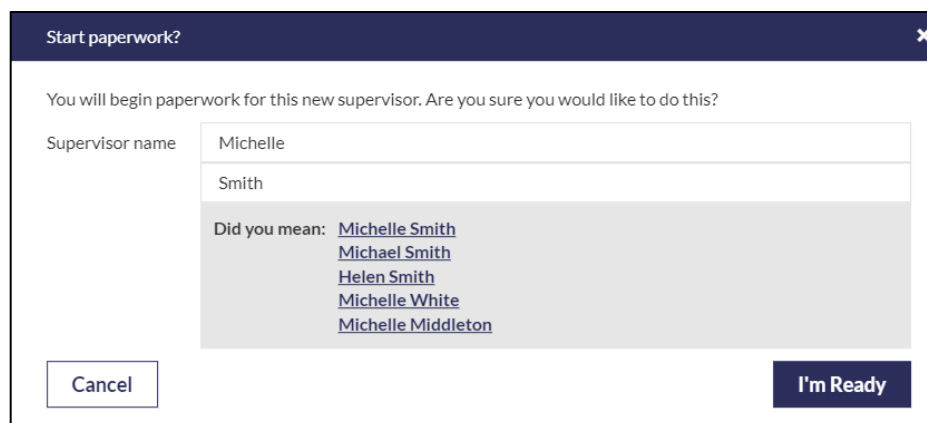
You will begin paperwork for this new supervisor. Are you sure you would like to do this?

Supervisor name

first name

last name

Cancel I'm Ready



Start paperwork? ✕

You will begin paperwork for this new supervisor. Are you sure you would like to do this?

Supervisor name

Michelle
Smith

Did you mean: [Michelle Smith](#)
[Michael Smith](#)
[Helen Smith](#)
[Michelle White](#)
[Michelle Middleton](#)

Cancel I'm Ready

ELC will offer you suggestions.

Click the **"I'm Ready"** button to proceed and add your new supervisor.

Click **Request Practicum Instructor Application** and click the **Start** button.

Accurately input the supervisor's email in both Practicums in the pop-up window and click the **Submit** button. **An incorrect email will prevent you from completing assignments. PLEASE check your entry for accuracy.**

Begin the **Confirm Placement Dates** task by clicking on the **Start** button.

Input your placement start and end dates based on the dates within the chart on the form. Select **Submit**.

If you need to add an additional Agency Practicum Instructor or Task Supervisor, click on **"Add Practicum Instructor/ Task Supervisor"**.

Name	Task Type	Status	Waiting On
+ Request Field Instructor/Task Supervisor Application	Form	Not Started	
+ Confirm Placement Dates	Form	Not Started	
+ Optional: Request Upload of Field Instructor/Task Supervisor Resume	Upload	Not Started	

Follow the same instructions above to add the new agency member.

YOU'RE ALL DONE, CONGRATULATIONS!



ELC Success Tip: We encourage you to check in with your agency supervisor to make sure they have received emails from ELC.

Ask them to check their junk/spam folder to confirm receipt. They may need to consult IT at the agency if any issues arise.