

## What are Experiential Learning Activities?

Experiential Learning Activities (ELAs) are various academic and career-related activities that volunteers and businesses in your community are willing to participate in with students and educators. Some examples of ELAs are company tours, guest speakers, job shadows, teacher externships, summer/part time jobs and career fairs.

## Getting Started

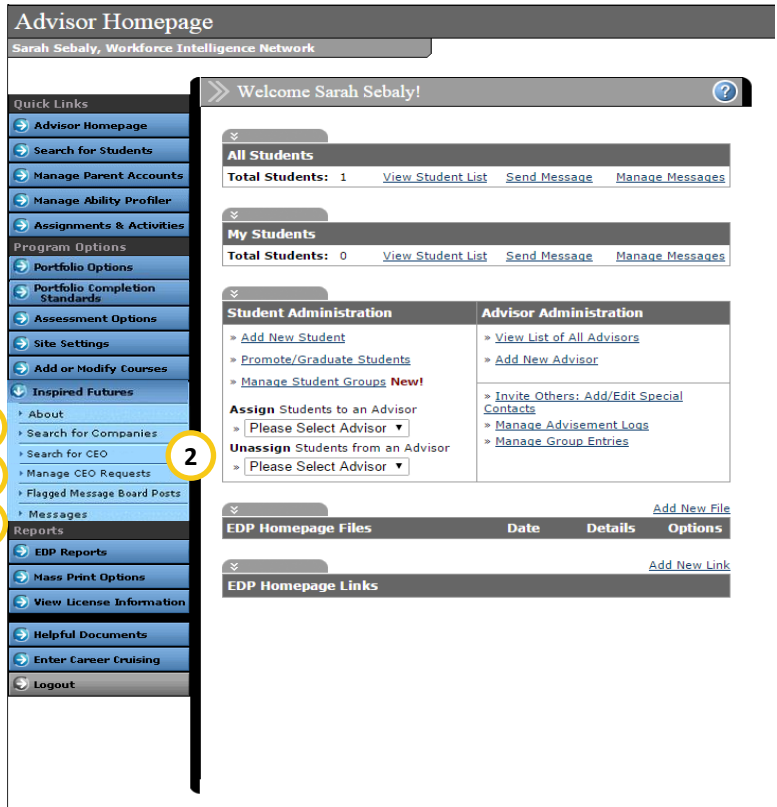
Before you get started please login to your Administrator account at [www.careercruising.com/school](http://www.careercruising.com/school) You will be required to enter your site username, site password, and your personal advisor password.

**1 Search for Companies** - allows you to search for companies in your area by keyword, index, cluster, industry. Viewing a companies profile will also display a list of ELAs provided by that organization.

**2 Search for ELA** – allows you to search for ELAs available in your area by keyword, industry, and ELA type.

**3 Manage ELA Requests** – allows you view and manage ELA requests made by you or the students at your school.\*\*

**4 Messages**– allows you to view the system-generated messages when your request status changes.



The screenshot shows the 'Advisor Homepage' for Sarah Sebaly. The left sidebar contains a 'Quick Links' menu with items like 'Advisor Homepage', 'Search for Students', 'Manage Parent Accounts', etc. A 'Program Options' section includes 'Portfolio Options', 'Portfolio Completion Standards', 'Assessment Options', 'Site Settings', 'Add or Modify Courses', 'Inspired Futures', 'About', 'Search for Companies', 'Search for CEO', 'Manage CEO Requests', 'Flagged Message Board Posts', 'Messages', and 'Reports'. The 'Reports' section includes 'EDP Reports', 'Mass Print Options', and 'View License Information'. Below this are 'Helpful Documents', 'Enter Career Cruising', and 'Logout'. The main content area shows a 'Welcome Sarah Sebaly!' message and several sections: 'All Students' (Total Students: 1), 'My Students' (Total Students: 0), 'Student Administration' (Add New Student, Promote/Graduate Students, Manage Student Groups), 'Advisor Administration' (View List of All Advisors, Add New Advisor, Invite Others, Manage Advisement Logs, Manage Group Entries), 'Assign Students to an Advisor', 'Unassign Students from an Advisor', and 'EDP Homepage Files' and 'EDP Homepage Links' sections.

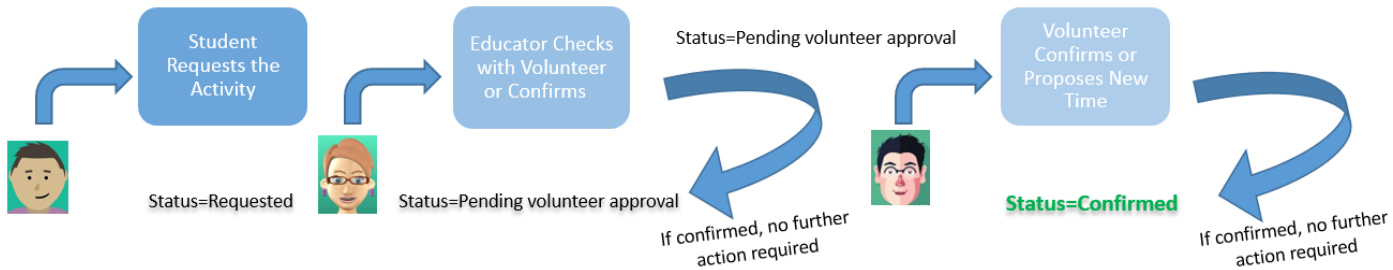
## Who can get involved?

- Any student at your school who has a valid account – Students can search for ELA’s directly or when exploring a company profile or career.
- Any teacher with a valid administrator account with access to CAMS.

## Experiential Learning Activities– Request Process Steps

- Search and select an Experiential Learning Activity.
- View the ELA listing and make a request using the online form. Note: The ELA provider will automatically receive an email notification once the request has been completed.
- Contact the provider directly by email or phone, which can be found in the “Provider Details” section of the listing, and negotiate the ELA details, such as date, time, or number of participants.
- Once the details have been agreed upon, go back to the request in *Manage ELA Requests* section. Change the status of the request by selecting “Arrangements complete, pending confirmation” and submit the form.
- Enter the dates and additional details agreed with the company contact/volunteer and submit the form. The request is now pending the company contact / volunteer’s confirmation.
- Once confirmed by the company contact / volunteer, the request is now complete.
- Proceed with the arrangements made.

**Experiential Learning Activities Workflow**



Step	Action	ELA Request Status
1	Search and select a Experiential Learning Activity (ELA). View the ELA description and make a request using the online form. NOTE: The ELA company contact will automatically receive an email notification once the request has been submitted.	Requested (student) or
		Pending volunteer approval
2	Skip this step if you made the ELA request yourself. If you are the ELA coordinator for your school and Step 1 was completed by a student, check with volunteer about ELA request or confirm if you have already done so. You can do this from CAMS in Manage ELA Requests section.	Check with Volunteer or
		Confirm
3	Once the company contact (provider) accepts the request, get in touch with the provider directly by email or phone to discuss details such as date, time, or number of participants.	Confirmed or
		Propose New Time
4	When ELA details are finalized, enter dates and additional details agreed upon and click on the Arrangements Complete button.	Pending Confirmation
5	The ELA request is complete when the provider confirms the details that you entered.	Confirmed

**Tips**

- Use the Notes Tab in the request details to jot down any information you wish to save regarding that request.
- Use the “Filter list” dropdown found in the *Manage ELA Requests* page to perform a quick filter of the requests.
- Requests that require your attention are marked by a red exclamation point. ( ! )
- Please be courteous by notifying the company contact / volunteer if a request has to be cancelled. In addition, please update the request if it has to be cancelled.