

ELR Walkthrough Guide



EXPERIENTIAL LEARNING RECORD



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How to Add an Activity to your ELR

1. Log into your CareerConnect account and select the Experiential Learning Record tab on left sidebar

The screenshot shows the CareerConnect dashboard for a 'CCR Test Student'. The left sidebar has 'OVERVIEW' selected. The 'Experiential Learning Record' option is highlighted with a red box. The main content area includes a 'Welcome CCR Test Student' message, a 'Dashboard' navigation bar, and a section titled 'ACCESS JOB POSTINGS!' with an 'IMPORTANT!' notice. There are also sections for 'Today's Built-in Video Chats' and 'Upcoming Events / Workshops'.

2. Click "Add a Position to my Record"

The screenshot shows the 'EXPERIENTIAL LEARNING RECORD' page for a 'CCR Test Student'. The 'EXPERIENTIAL LEARNING RECORD' tab is selected in the left sidebar. The main content area displays the student's profile, a 'Student' role, and a red box around the 'ADD A POSITION TO MY RECORD' button. Below this, there are sections for 'Vice President Events' and 'Co-Chair' activities, each with a description and a '3 Competencies' link. A 'SUMMARY' section shows '2 Approved' and 'ACHIEVED COMPETENCIES' section shows 'Written Communication'.

3. Select the appropriate Period (year), Category, Organization and Activity (club).

UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS | CAREERCONNECT

OVERVIEW

CCR Test Student

Dashboard
Program Tracking
Career Services
Cooperative Education
Experiential Learning Record
Appointments
Events Calendar
Resources
Logout

Quick Position Search ← Back to My Co-Curricular Record

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name

Navigate through the selection boxes to narrow down your results.

Period: 2020 - 2021
Category: Campus Leadership
Organization: School of Business
Activity: 5 Days for the Homeless (BSA), Alberta International Business Competition, Alberta JDC West, **Alberta Not-for-Profit Association (ANPA)**, Business Exchange Association (BEA), Business Finance Association (BFA), Business Students' Association Academic, Business Students' Association Events, Business Students' Association External, Business Students' Association Finance

Positions Found: (14)

Period	Activity	Position	Position Status	Student Visibility			
2020 - 2021	Alberta Not-for-Profit Association (ANPA)	Co-Chair	Approved	Active	View Position	Add to record	Add to shortlist
2020 - 2021	Alberta Not-for-Profit Association (ANPA)	Vice President Academic	Approved	Active	View Position	Add to record	Add to shortlist

4. Select a position to “Add to Record”

UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS | CAREERCONNECT

OVERVIEW

CCR Test Student

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Positions Found: (14)

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2020 - 2021	Alberta Not-for-Profit Association (ANPA)	Co-Chair	Approved	Active	View Position	Add to record	Add to shortlist
2020 - 2021	Alberta Not-for-Profit Association (ANPA)	Vice President Academic	Approved	Active	View Position	Add to record	Add to shortlist
2020 - 2021	Alberta Not-for-Profit Association (ANPA)	Vice President Corporate Relations	Approved	Active	View Position	Add to record	Add to shortlist

5. Add 2-5 competencies to record

UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS | CAREERCONNECT

OVERVIEW

CCR Test Student

Record Position Details: CCR Test Student

Position: Vice President Corporate Relations
Activity: Alberta Not-for-Profit Association (ANPA)
Record Position Status: Pending
Category: Campus Leadership
Organization: School of Business
Time Period: 2020 - 2021

Update Record Position

COMPETENCIES

You can select between 2 to 5 competencies

Unselected Competencies

- Written Communication -- Select --
- Verbal Communication -- Select --
- Comprehension -- Select --

6. Once competencies have been chosen, scroll to the bottom to save changes

OVERVIEW

CCR Test Student

COMPETENCIES

You can select between 2 to 5 competencies

Unselected Competencies

- Written Communication Achieved
- Verbal Communication Achieved
- Comprehension Achieved
- External Communication and media Achieved
- Non-Verbal -- Select --
- Listening -- Select --
- Presenting -- Select --
- Networking -- Select --

7. Position successfully submitted

The screenshot displays the 'CCR Test Student' profile page on the CareerConnect platform. The page is titled 'CCR Test Student' and shows 'Co-Curricular Activities' created on Apr 19, 2021, and updated on Apr 22, 2021. A 'Total Hours: 0' indicator is visible in the top right corner. The main content area is divided into three columns, each representing a different activity:

- Vice President Events** (University of Alberta Real Estate Club (UARC)): Status is 'Approved | Apr 19, 2021'. Description: 'Plans events'. It has 3 Competencies.
- Vice President Corporate Relations** (Alberta Not-for-Profit Association (ANPA)): Status is 'Pending'. Description: 'Raises the necessary funds to complete the student group's objectives of building relationships between the academic and business community and NFPs, and opening students' eyes to the incredible opportunities in the NFP sector.' It has 4 Competencies.
- Co-Chair** (Alberta Not-for-Profit Association (ANPA)): Status is 'Approved | Apr 19, 2021'. Description: 'Oversees the day to day operations of the organization, provides support and guidance to the Executive and members, coordinates the duties of Executives, chairs all general meetings, and has equal signing authority on behalf of ANPA.' It has 3 Competencies.

On the right side, there is a 'SUMMARY' section showing '2 Approved' and '1 Pending' items. Below that is an 'ACHIEVED COMPETENCIES' section with 'Written Communication' listed. A blue circular button with three dots is located at the bottom right of the page.

8. Once your request has been submitted it must be validated by the Business Career Services Office to ensure requirements are met. Please note positions will only be approved after the completion of the activity.

How to Print your ELR

1. Go to your ELR dashboard
2. Click the blue circle in the bottom right hand corner

UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS | CAREERCONNECT

OVERVIEW

CCR Test Student

← BACK TO OVERVIEW

Dashboard
Program Tracking
Career Services
Cooperative Education

EXPERIENTIAL LEARNING RECORD

EXPERIENTIAL LEARNING RECORD
About the Experiential Learning Record

Activity Directory
User Guide & FAQ

Appointments
Events Calendar
Resources
Logout

CCR Test Student
Co-Curricular Activities
Created: Apr 19, 2021 and Updated Apr 26, 2021

Student ADD A POSITION TO MY RECORD Total Hours:0

Vice President Events
University of Alberta Real Estate Club (UARC)

Approved | Apr 19, 2021
Plans events
3 Competencies

Co-Chair
Alberta Not-for-Profit Association (ANPA)

Approved | Apr 19, 2021
Oversees the day to day operations of the organization, provides support and guidance to the Executive and members, coordinates the duties of Executives, chairs all general meetings, and has equal signing authority on behalf of ANPA.
3 Competencies

SUMMARY

2 Approved

ACHIEVED COMPETENCIES

Written Communication

3. Click "Print my ELR"

UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS | CAREERCONNECT

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CCR Test Student

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EXPERIENTIAL LEARNING RECORD

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CCR Test Student
Co-Curricular Activities
Created: Apr 19, 2021 and Updated Apr 26, 2021

Student ADD A POSITION TO MY RECORD Total Hours:0

Vice President Events
University of Alberta Real Estate Club (UARC)

Approved | Apr 19, 2021
Plans events
3 Competencies

Co-Chair
Alberta Not-for-Profit Association (ANPA)

Approved | Apr 19, 2021
Oversees the day to day operations of the organization, provides support and guidance to the Executive and members, coordinates the duties of Executives, chairs all general meetings, and has equal signing authority on behalf of ANPA.
3 Competencies

SUMMARY

2 Approved

Interactions

ADD A POSITION TO MY RECORD
PRINT MY ELR
MY SHORTLIST

How to Delete an Activity from your ELR

1. Log into your CareerConnect account and select the Experiential Learning Record tab on left sidebar

The screenshot shows the CareerConnect dashboard for a 'CCR Test Student'. The left sidebar is expanded to show the 'EXPERIENTIAL LEARNING RECORD' tab, which is highlighted in red. The main content area includes a 'Welcome CCR Test Student' message, navigation tabs (Dashboard, Documents, Applications, Interviews, Appointments, Event Registration, Outcome Campus Connect), and a 'My Account' section. The 'ACCESS JOB POSTINGS!' section contains an 'IMPORTANT!' notice about COVID-19 and a list of services. The 'Today's Built-in Video Chats' section shows 0 chats. The 'Upcoming Events / Workshops' section lists several events with 'View' buttons.

2. Click on the position title you want to delete (eg Vice President Corporate Relations)

The screenshot shows the 'EXPERIENTIAL LEARNING RECORD' page for a 'CCR Test Student'. The left sidebar is expanded to show the 'EXPERIENTIAL LEARNING RECORD' tab, which is highlighted in green. The main content area includes a 'BACK TO OVERVIEW' button, a 'CCR Test Student' profile card, and an 'Activity Directory' section. The 'Activity Directory' section displays three activities: 'Vice President Events', 'Vice President Corporate Relations' (highlighted in red), and 'Co-Chair'. The 'Vice President Corporate Relations' activity is marked as 'Pending' and has 4 competencies. The 'SUMMARY' section shows 2 approved and 1 pending activity. The 'ACHIEVED COMPETENCIES' section shows 'Written Communication'.

3. Click "View this Position on my Record"

UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS | CAREERCONNECT

OVERVIEW

CCR Test Student

← BACK TO OVERVIEW

CCR Test Student
Co-Curricular Activities
Created: Apr 19, 2021 and Updated Apr 22, 2021

Student ADD A POSITION TO MY RECORD

Vice President Corporate Relations

VIEW THIS POSITION ON MY RECORD

ADD TO SHORTLIST

TIME PERIOD:
2020 - 2021

CATEGORY:
Campus Leadership

ORGANIZATION:
School of Business

ACTIVITY:
Alberta Not-for-Profit Association (ANPA)

POSITION:
Vice President Corporate Relations

Vice President Events
University of Alberta Real Estate Club (UARC)
Approved | Apr 19, 2021
Plans events
3 Competencies

Vice President Corporate Relations
Alberta Not-for-Profit Association (ANPA)
Pending
Raises the necessary funds to complete the student group's objectives of building relationships between the academic and business community and NFPs, and opening students' eyes to the incredible opportunities in the NFP sector.
4 Competencies

Co-Chair
Alberta Not-for-Profit Association (ANPA)
Approved | Apr 19, 2021
Oversees the day to day operations of the organization, provides support and guidance to Executive and members, coordinates the duties. Executive, chairs all general meetings, and has equal signing authority on behalf of ANPA.
3 Competencies

4. Click small blue circle at bottom right corner

UNIVERSITY OF ALBERTA
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OVERVIEW

CCR Test Student

Record Position Details: CCR Test Student ← Overview

Position: Vice President Corporate Relations
Activity: Alberta Not-for-Profit Association (ANPA)
Record Position Status: Pending
Category: Campus Leadership
Organization: School of Business
Time Period: 2020 - 2021

Update Record Position

COMPETENCIES

You can select between 2 to 5 competencies

Selected Competencies

Written Communication Achieved

Verbal Communication Achieved

Comprehension

→

5. Click “Remove position from Student Record”

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ALBERTA SCHOOL OF BUSINESS | CAREERCONNECT

OVERVIEW

CCR Test Student

Record Position Details: CCR Test Student

Position: Vice President Corporate Relations
Activity: Alberta Not-for-Profit Association (ANPA)
Record Position Status: Pending
Category: Campus Leadership
Organization: School of Business
Time Period: 2020 - 2021

Update Record Position

COMPETENCIES

You can select between 2 to 5 competencies

Selected Competencies

Written Communication Achieved

Verbal Communication Achieved

Comprehension Achieved

Actions

UPDATE RECORD POSITION
REMOVE POSITION FROM STUDENT RECORD

6. Confirm removal of position by clicking “yes”

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OVERVIEW

CCR Test Student

Record Position Details: CCR Test Student

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Activity: Alberta Not-for-Profit Association (ANPA)
Record Position Status: Pending
Category: Campus Leadership
Organization: School of Business
Time Period: 2020 - 2021

Update Record Position

COMPETENCIES

You can select between 2 to 5 competencies

Selected Competencies

Written Communication Achieved

Verbal Communication Achieved

Comprehension Achieved

Actions

UPDATE RECORD POSITION
REMOVE POSITION FROM STUDENT RECORD

Confirmation

Are you sure you wish to remove this position?

YES NO

Request to Update an Activity Description and/or Competencies

To request an update to an ELR Activity Description or Competencies, fill out the form below:

<https://forms.gle/JPD1Dvuci6dGPdxK6>

Contact us

Please contact bizcareers@ualberta.ca for more information on the ELR.