**Logging into EXPO to Update Service-Learning Positions**

To access our online service-learning database (EXPO), please use the link we sent you via email (this is especially important if you are logging on for the first time!!)

If you’ve used the system before, you can visit the following URL: https://expo.uw.edu/expo/community_partner

Once logged in, you should see the screen below.

If you have **logged into the system before**, you’ll use the username and password that you created previously.

*Contact us if you can’t remember your login information!*

If you have **never accessed the EXPO system**, click this link to create a username and password.

Please use the email address that the Carlson Center sends messages to so that the system recognizes you as a current contact.

- If you are creating a username and password today, you’ll need to verify the contact information we have on record for you.

- It is important to note that this username and password is for your personal record. If there are other folks in your organization who should have access to the EXPO system, you’ll have the opportunity to add them as a contact at a later point!
Using the EXPO Dashboard

Once you’ve logged into the system, you should see the “EXPO dashboard”. A sample page is copied below.

From this screen you can update organization information, edit or update your mission statement, add alternate service-learning contacts to your organization record, and view your current service-learning positions.

- The information in the system is what we had on record for your organization. Please review it regularly to make sure that information is correct and that your mission statement reflects current messaging.

- Everyone that is added to the system as an organization contact is able to log in and view or evaluate students. (And update service-learning positions, see below for more details.) We know that different configurations of contacts work for each organization, so we leave it to your discretion as to who to add to the system.
Entering or Updating a Service-Learning Position

At certain times of the academic year you’ll see a link at the bottom of the “Dashboard” that will allow you to edit service-learning positions for the upcoming quarter.

*This link is generally active about six weeks before the beginning of a given quarter, and we disable editing about two weeks before the quarter to allow us ample time to review positions and conduct other administrative tasks before making the positions public for viewing by students.*

This will open a new screen, please see the next page for an example. The first screen you see after clicking “Edit service-learning positions for XYZ quarter” from the dashboard, will look like this:

If this is the first time you have used EXPO, you won’t have any previous positions to copy, even if you have had service-learners in the past.
Once you’ve clicked “create a brand new position” the screen below will open.

We’ve taken several shots of this screen, and have offered you our advice for creating compelling and informative service-learning positions. Please remember that the information you provide here will help students choose the best service-learning fit.

Follow the instructions on this page to give your position a title and assign one of your organization contacts as the position supervisor.

Once you’ve completed these two steps, click “Create” at the bottom of the page. This will allow you to fill in more details about your position.

In this section, you’ll describe your organization and the work that service-learning students will engage in if they choose to work with your organization.

There are notes for each section, as well as links to sample text, if you want help crafting your position.

At the bottom of each section, you can use the gray buttons to navigate to the next section or you can use the section numbers at the top of the page to jump from section to section.

Your work will be automatically saved every few minutes, but you can also save your work regularly by using the “Save as Draft” button.
Here you can let students know what times work best for this position—you can be as broad or specific as you like. Just highlight the times and days you would like service learning students.

Your organization address should be the default for “Location.”

If the service-learning student will be going to a different site than what is here, please add the alternate location.

Please indicate your orientation time and location on this screen.

If you would like the student to contact you and arrange a custom orientation time, please indicate that in the “Orientation Notes” box.
When you are done with all the sections of the position entry form, please “Submit For Approval”.

This will send your position to service-learning staff, who will review the information and contact you with any questions.
Viewing Registered Service-learners and Evaluating Students from the Dashboard

During the first week of the quarter, Carlson Center staff go to each service-learning course to “pitch” your opportunities. Throughout this week students will browse opportunities online, and toward the end of the week students will register for service-learning positions.

After service-learning registration is complete (generally during the second week of the quarter) the Carlson Center will send an email message letting you know that you should log-in to EXPO to view a list of the students that registered for your service-learning opportunities.

From the EXPO Dashboard:

Click here to view a list of students registered for your service-learning opportunities this quarter!!
The list of students displayed is your “roster” of registered service-learners this quarter. When it is time to evaluate students at the end of the quarter, you’ll see a link to evaluations for each student in the list.

Click on the position title to see the position details that students saw when they registered!

Click on their course number to view the instructor’s notes about how service-learning fits into the course.

Click here to evaluate the student at the end of the quarter. Remember that your feedback is an important component of student’s grade.

You can click on the student’s name for contact information. Please note that this information should only be used for service-learning!!

We hope EXPO is an intuitive system that helps our collective work. Please contact the Carlson Center if you have any questions about these processes, or run into issues with the EXPO system.