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://isidore.ued.washington.edu/expo/community_partner/service_learning/

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.

Click here to create a new position for the upcoming quarter.

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:

![Screen shot](image)

Click this link to create a new position, or copy positions from a previous quarter.

*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.

![Screen shot](image)

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.

Give your position a compelling title! This is your first opportunity to catch student attention.

Include a general description of the service-learning position in the first couple of sentences; follow this with any detailed information you can provide about the work students will be doing during the quarter.

Make this description both interesting and informative—this is the primary source of information for students as they are choosing service-learning positions.
This is where you let the student know where their service learning will take place. This is especially important if the student will be volunteering at a different site than the orientation or if you have various locations.

In this feature, you can specify what times and days you would like your service learners to volunteer. You can mark multiple days and times, while also specifying whether your times are flexible. The “time notes” allow you to specify your shifts (i.e., “Choose two shift out of the four above.”).

Make sure you specify who will be working directly with the service learning students. We realize that there are sometimes different supervisors for different positions. If the supervisor is not in your list of contacts, this would be a great opportunity to add them. This way that supervisor can evaluate the student at the end of the quarter!

Specify if you have any duration or age limit requirements here.

If you have any pointers on the best bus or best routes to get to your organization, please put them here. This is also a great place to let service learners know if you are located in a tricky location, such as halfway down an alley or inside an unmarked building.
If your orientation is at a separate location than specified above, this is the place to put it.

Please set an orientation date during second week of the quarter. We highly recommend you do this!

This is where you can tell the student more about the orientation—whether they need to email you before hand or bring certain paperwork to get started.

If your orientation is at a separate location than specified above, this is the place to put it.

Please specify the number of volunteers you would like for this position. We will try our best to accommodate the number you need.
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 here to evaluate the student at the end of the quarter. *Remember that your feedback is an important component of student’s grade.*

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

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.