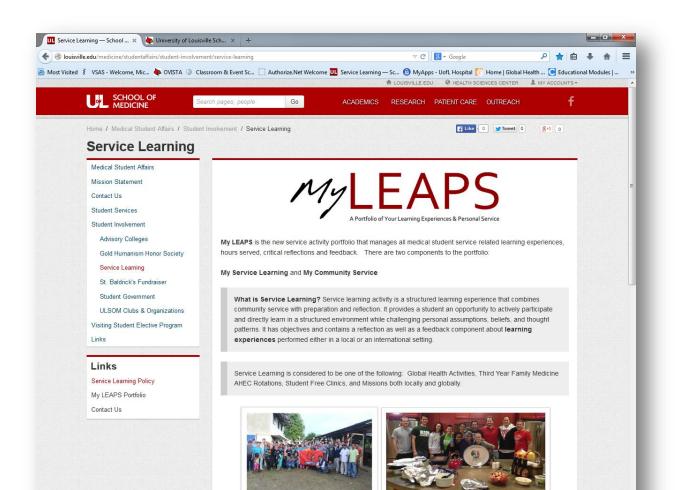


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ACCESS

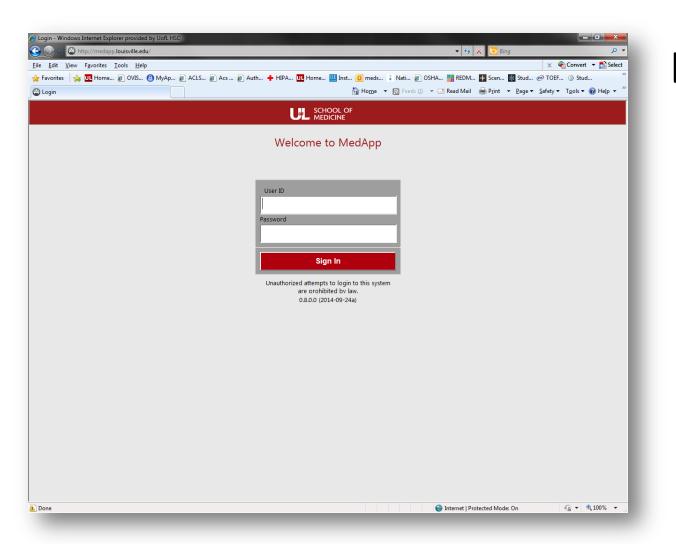
Student Affairs link MyLEAPS Portfolio

Web Browser link https://myleaps.louisville.edu/

**REDMED link** Search for "Service"







LOGIN

Enter UL Network ID i.e. testuser01 & your password

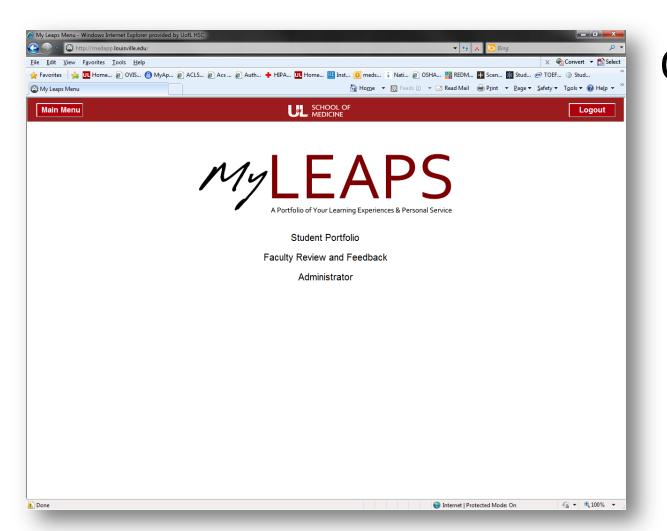
Account Auto-Generates Confirm initial account creation

Network Login Issues Contact IT Help Desk 852-7997

Software or Program Issues mskeib01@louisville.edu mark.strickland@louisville.edu







### **OPTIONS**

**One Option** Faculty Review and Feedback

**Click on Faculty Review Option** Account has now been created



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MyLEAPS Menu			Logout	l î
Service Learning and Community Service		Questions? Contact Michael S. Keibler, Sc Learning Coordinator, Medical Student A Office, Suite 210 (502)852-5815 or email: michael.keibler@louisville.edu		
Student :		Date Entered: <	none>	
Activity Date Hours Service Type of Activity Community Select Service	y Country Select	ZIP Code Find ZIP ▼		
Brief Description of activity ( Up to 100 Words)				
Reflection  © Verbal Download/View Attached File	The Verbal Reflection WAS given to: If "Other" Selected:		<b>v</b>	
Albach Portloction Life			il	E
Feedback	The Feedback WAS provided by:	Select		
Select who provided verbal feedback	If "Other" Selected:			
-or- Select who WILL provide written feedback	The Feedback WILL BE provided by: If "Other" Selected:	<b>v</b>		
	c	Save Student Info		
Faculty : Michael Keibler Briefly provide critical feedback to the student in regard to the learning their performance. Up to 250 Words.	objectives and Reflection Points	Date Entered: <		
				-

## STUDENT

Click "New Activity" To begin entering activity data

If Service Learning... Add Activity (Date, Hours & Type) Add Brief Description Select Reflection & Feedback Type Select Faculty for **BOTH** Add Reflection if Written Save

If Community Service... Add Activity (Date, Hours & Type) Add Brief Description Save





Service Learning and Community Service	- Windows Internet	Explorer provided by UofL HSC					
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Service Learning and Community Service	e			🟠 Ho <u>m</u> e 🔻	🔊 Feeds (J) 🔻 🖃 Read	Mail 🖶 P <u>r</u> int	▼ Page ▼ Safety ▼ Tools ▼ Ø Help ▼ <sup>≫</sup>
MyLEAPS Menu	My Portfolio	)			Cancel	Select	Logout
Service Learning and	Click a row to h	highlight then click SELECT					stions? Contact Michael S. Keibler.
Community Service	Activity Date	Туре	Where	Details	Hours	Fac FeedBk	ice-Learning Coordinator, Medical ent Affairs Office, Suite 210.
Find Activity New Activity	08/29/2014	Srv Learn / Student Run Clinic	US 47111	550	8	Not Req	) 852-5815 or email : ael.keibler@louisville.edu
	08/28/2014	Srv Learn / Mission Trip	AF 40201	atest	3	Not Req	
Student : Michael Keibler							Date Entered: <none></none>
NEW Activity							Save
Activity Date Hours							Cancel
Verbal Feedback     Written		This is a list of all pre	vious Service	earning Projects for YOU.	as a student		
Feedback From Select				carning riojecto for roo	us a stadenti		
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		(NOTE: ENTER is new line, C					
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Briefly provide critical feedback to the	student in record	is to the learning objectives and th	oir porformon				
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### PORTFOLIO

**Click "Find Activity"** Shows all service activities saved

#### Select Activity Click on desired activity Click "Select" Edit activity when displayed Save

#### Sort Activity

Shows last 30 days as default Enter date range to find activity Scroll down to find activity Click on desired activity Click "Select"

Print and Sort Features Release in 2015



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Service Learning and Community Service Find Activity New # Student : Activity Date Hou Brief Description of activity ( Reflection Download/View Attache	Service Learning and ComX      S	If "Other" Selected:	on you, the host community, and how it		-	
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Select who prov -or- Select who WII I	Faculty : Michael Keibler     Date Entered: <no< th="">       Briefly provide critical feedback to the student in regard to the learning objectives and their performance. Up to 250 Words.     Reflection Points</no<>					
Faculty : Michael Kei						
Briefly provide critical feedba their performance. Up to 250		Ca	Save Faculty Info			

### FACULTY

**Click "Find Activity"** To begin reviewing activity data

#### Add Feedback...

Download any attachment Add brief critical feedback Add reflection points Save

#### Note:

You must complete feedback on Written reflection within 30 days.

No feedback is required for Verbal but you can review comments if you were selected as Faculty.



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Questions? Contact the Service Coordinator Michael S. Keibler Medical Student Affairs 502-852-5815 mskeib01@louisville.edu