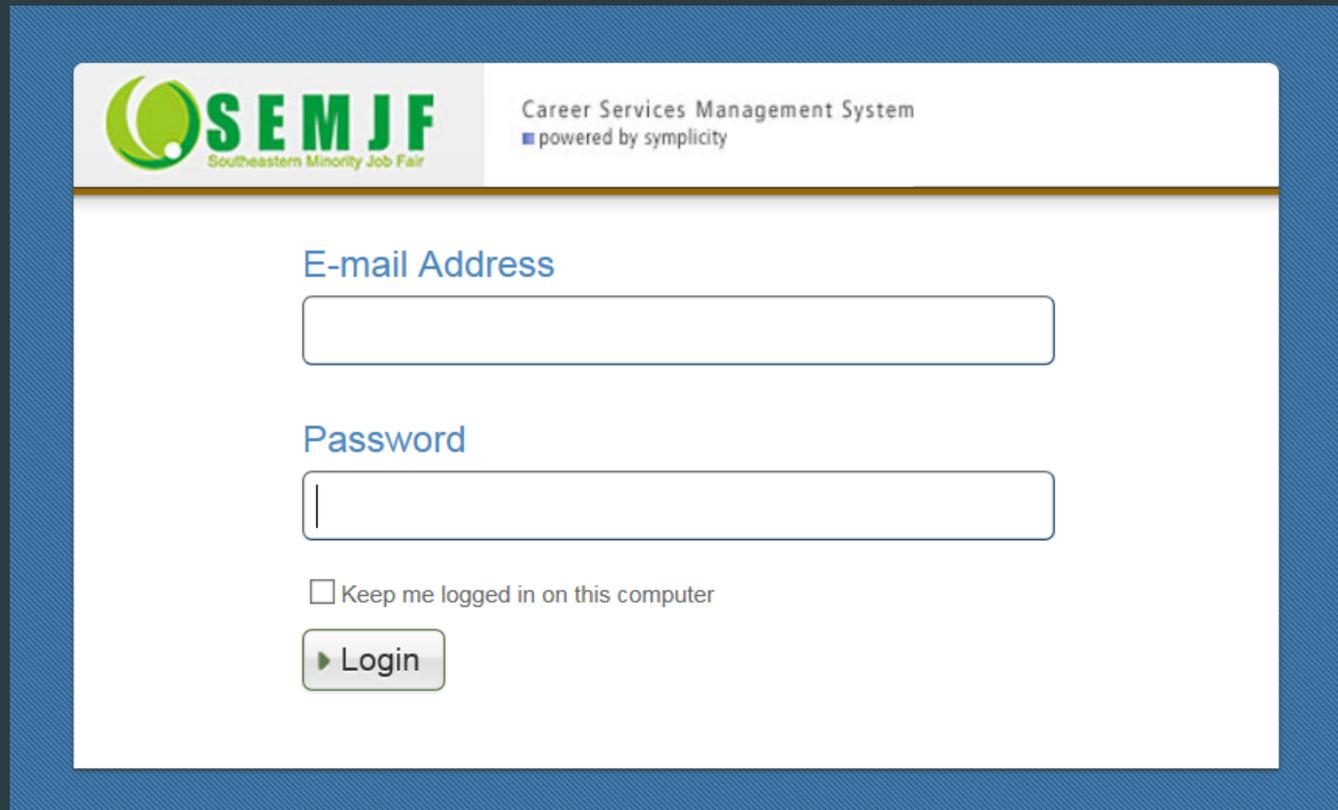


Instructions for Viewing Students & Their Bids

In the SEMJF Symplicity Module

1. Log into the Symplicity module at <https://law-smjf-csm.symplicity.com/manager/> address and the password provided to you by the Symplicity liaison. Then click with your email “go.”



The screenshot shows the login interface for the Career Services Management System (SEMJF). The header includes the SEMJF logo (Southeastern Minority Job Fair) and the text "Career Services Management System powered by symplicity". The main content area contains two input fields: "E-mail Address" and "Password". Below the password field is a checkbox labeled "Keep me logged in on this computer" and a "Login" button with a right-pointing arrow.

SEMJF
Southeastern Minority Job Fair

Career Services Management System
powered by symplicity

E-mail Address

Password

Keep me logged in on this computer

▶ Login

Once your are logged in

The screenshot displays the SEMJF Career Services Management System interface. The top navigation bar includes the SEMJF logo, the text "Career Services Management System powered by simplicity", and the user information "Tuesday May 12, 2015 | 3:16 pm | Sarah Roberts" with a "Logout" button. A left sidebar contains a menu with items like Home, Communications, Calendar, Contacts, Employers, Survey, Students (highlighted), OCI, Job Postings, Events, Quick View Reports, Publications, Reporting, Document Library, Tools, and My Account. The main content area is titled "Students" and features several tabs: Student List (selected), Detailed Search, Saved Searches, Duplicate Search, Archived Students, New Student Registrations, and Graduate Employment Surveys. A yellow callout box with an arrow points to the "Students" tab in the sidebar, labeled "1. Select the Students Tab". Below the tabs, there is a "Keywords" search field and a row of buttons: "Apply Search", "Clear", "Save Defaults", and "+ More Filters". A second yellow callout box with an arrow points to the "+ More Filters" button, labeled "2. Select the + More Filter button". Below the search area, there is a navigation bar with "Batch Options", "+ Add New", and "Items 1-250 of 3022". A table below shows a list of students with columns for Actions, Last, First, Email, Class Level, Graduation Date, Status, Logins, and Email Verified. The table contains 10 rows of student data.

1. Select the Students Tab

2. Select the + More Filter button

Actions	Last	First	Email	Class Level	Graduation Date	Status	Logins	Email Verified
	Name	Student	yourname72015@gmail.com		-		8	✓
	Brewer	Henry	hb405@nova.edu	GRAD	May, 2014		0	✓
	Case	Erica	ec643@nova.edu	GRAD	May, 2014		0	✓
	Giraldo	Diana	dg551@nova.edu	GRAD	May, 2014		0	✓
	Graney	Ryan	rgraney@smu.edu	GRAD	May, 2014		33	✓
	Kwon	Iris	ik99@nova.edu	GRAD	May, 2014		0	✓
	Banks	Sullivan	lsbanks@go.olemiss.edu	GRAD	December, 2014		0	✓
	Boures	Laura	lboures@samford.edu	GRAD	December, 2014		0	✓
	Calcano-Thomas	Vanessa	vanessa1.calcano@famuc.edu	GRAD	December, 2014		0	✓
	De Armas	Marvin	C367986@law.fcsi.edu	GRAD	December, 2014		1	✓
	Douglass	Odet	C550399@law.fcsi.edu	GRAD	December, 2014		0	✓

Home
Communications
Calendar
Contacts
Employers
Survey
Students
OCI
Job Postings
Events
Quick View Reports
Publications
Reporting
Document Library
Tools
Emails
Users/Groups
System Settings
Picklists
Import Data
PDF Queue
Email Queue
Help
Form Builder
Event Log
Statistics
Sponsors
My Account
Users Online
(1) Manager
Support

Students Keyword Search

Student List Detailed Search Saved Searches Duplicate Search Archived Students New Student Registrations Graduate Employment Surveys

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Keywords searches student name and email address.

Status Has resume yes no
Alumnus(a) Has Approved resume yes no
Class Level Has Default resume yes no
Applicant Type Taken grad employment survey yes no
Degree Level
Law School

Apply Search Clear Save Defaults Fewer Filters

0-9 A B C D E F G H I J K L M N O P Q R S T U V

Options Add New Items 1-250 of 3022 Showing 250 per page | P

	First	Email	Class Level	Graduation Date	Status	Logins	Email
<input type="checkbox"/>	Name	Student		-		8	
<input type="checkbox"/>	Brewer	Henry	GRAD	May, 2014		0	
<input type="checkbox"/>	Case	Erica	GRAD	May, 2014		0	
<input type="checkbox"/>	Giraldo	Diana	GRAD	May, 2014		0	
<input type="checkbox"/>	Graney	Ryan	GRAD	May, 2014		33	
<input type="checkbox"/>	Kwon	Iris	GRAD	May, 2014		0	
<input type="checkbox"/>	Banks	Sullivan	GRAD	December, 2014		0	

3. Select your school from the drop down menu

4. Click Apply Search

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Keywords searches student name and email address.

Apply Search Clear

5. Simplicity defaults to showing 20 students per page. You may either elect to view more students per page by clicking on the "Showing" drop down box, or you may click through multiple pages by using the "Page" drop down box.

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]

Batch Options Add

Showing 250 per page | Page 1

Actions	Last	First	Email	Class Level	Graduation Date	Status	Logins	Email Verified
	Name						8	✓
	Brewer	Henry	h0405@nova.edu	GRAD	May, 2014		0	✓
	Case	Erica	ec643@nova.edu	GRAD	May, 2014		0	✓
	Giraldo	Diana	dq551@nova.edu	GRAD	May, 2014		0	✓
	Graney	Ryan	rgraney@smu.edu	GRAD	May, 2014		33	✓
	Kwon	Iris	ik99@nova.edu	GRAD	May, 2014		0	✓

6. You may review information by individual students by clicking on the desired student student's last name.

SEM JF
Career Services Management System
powered by simplicity

Home
Communications
Calendar
Contacts
Employers
Survey
Students
OCI
Overview
Schedules
Bids
Interviews

Student Name Back

Overview Core Documents Employment Activity Login As

Main Account

Submit Save

Student ID

Full name* Enter the student's full name (first mi last).
Student Name

7. Within each record, the "Main" tab is under the "Core" tab and will show basic information about the student.

Home
Communications
Calendar
Contacts
Employers
Survey
Students
OCI
Overview
Schedules
Bids
Interviews
Sessions
Rooms
Holidays
Archives
Job Postings

Student Name Back

Keyword Search

Overview Core Documents Em

Main Profile Notes

Submit Save Cancel

Institution* Georgia State University College of Law

Graduation Date* Enter the expected graduation date of the student.
May 2017

Year in school* Enter the student's current year in school.
1L

Submit Save Cancel

8. Click on the "Profile" tab (still within the "Core"). The student's graduation date & year in school will be visible.

Follow steps 9 – 13 to view your students bids for employers. Click “OCI” on the left of the screen, a list of options will appear. Click “bids.” When the screen refreshes, click “More Filters” (not shown) and then select current SEMJF session, and your law school from the appropriate drop down options. Click apply search.

The screenshot shows the SEMJF Bids Management interface. On the left is a navigation menu with items: Home, Communications, Calendar, Contacts, Employers, Survey, Students, OCI (highlighted with a yellow arrow and the number 9), Overview, Schedules, Bids (highlighted with a yellow arrow and the number 10), Interviews, Sessions, Rooms, Holidays, Archives, Job Postings, and Events. The main content area is titled "SEMJF Bids Management" and has a "Bid/Applications" tab. It contains a search bar for "Student" (name, email, or id). Below this are several filter sections: "Session" (a dropdown menu with "2015 Southeastern Minority Job Fair" selected, highlighted with a yellow arrow and the number 11), "Employer" (a search box with "[keyword]" and a "Go" button), "Bid" (a dropdown menu), "Year" (a dropdown menu), "Law School" (a dropdown menu, highlighted with a yellow arrow and the number 12), "Has Resume" (radio buttons for yes, no, ignore), "Has [unclear]" (radio buttons for yes, no, ignore), "Bid Status" (checkboxes for invalid, optin, waitlist, not selected, cancelled, none), "Invitation" (checkboxes for preselect, alternate, lottery select, none), "Accepted/Declined" (checkboxes for accepted, declined, none), and "Via Lottery" (radio buttons for yes, no, ignore). At the bottom are three buttons: "Apply Search" (highlighted with a yellow arrow and the number 13), "Defaults", and "Fewer Filters".

After selecting Apply Search, you will only see your students bids. You should review this list often throughout the student application period to make sure that your students are maximizing their opportunities.