How to edit your work term record information in Learning in Motion (LIM)

URL: learninginmotion.uvic.ca

After you have found a co-op placement, a work term record will be created for you in LIM. Here’s how you can edit the information in it.

Once you’ve logged into LIM, click on “Co-op” and scroll down to see your Co-op Record, Co-op Sequence and your Work Term Record information. In your co-op sequence, click on the work term record you would like to edit.

**To view your co-op sequence and edit your work term record please scroll down.

Click on the work term record you would like to edit.

On the work term record page, click on “Edit Work Term” and update information like your job title, salary, start and end date, work site address, supervisor details and work term home address. When you’re finished don’t forget to click “Save”.

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Questions? limhelp@uvic.ca