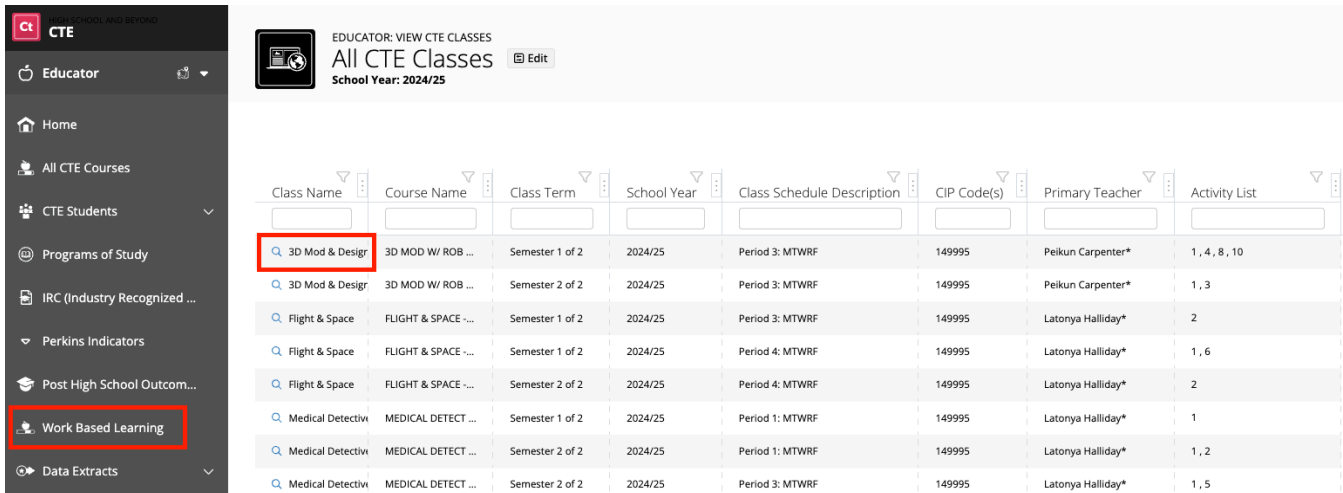


Document Work-Based Learning

Here, you will learn how to document work-based learning activities and completion.

1. Start under **Work-Based Learning** in the left navigation menu.
2. Click the **magnifying glass** to the left of the class name to view the Manage CTE Class.



Class Name	Course Name	Class Term	School Year	Class Schedule Description	CIP Code(s)	Primary Teacher	Activity List
<input type="checkbox"/> 3D Mod & Design	3D MOD W/ ROB ...	Semester 1 of 2	2024/25	Period 3: MTWRF	149995	Peikun Carpenter*	1, 4, 8, 10
<input type="checkbox"/> 3D Mod & Design	3D MOD W/ ROB ...	Semester 2 of 2	2024/25	Period 3: MTWRF	149995	Peikun Carpenter*	1, 3
<input type="checkbox"/> Flight & Space	FLIGHT & SPACE ...	Semester 1 of 2	2024/25	Period 3: MTWRF	149995	Latonya Halliday*	2
<input type="checkbox"/> Flight & Space	FLIGHT & SPACE ...	Semester 1 of 2	2024/25	Period 4: MTWRF	149995	Latonya Halliday*	1, 6
<input type="checkbox"/> Flight & Space	FLIGHT & SPACE ...	Semester 2 of 2	2024/25	Period 4: MTWRF	149995	Latonya Halliday*	2
<input type="checkbox"/> Medical Detectiv	MEDICAL DETECT ...	Semester 1 of 2	2024/25	Period 1: MTWRF	149995	Latonya Halliday*	1
<input type="checkbox"/> Medical Detectiv	MEDICAL DETECT ...	Semester 2 of 2	2024/25	Period 1: MTWRF	149995	Latonya Halliday*	1, 2
<input type="checkbox"/> Medical Detectiv	MEDICAL DETECT ...	Semester 2 of 2	2024/25	Period 3: MTWRF	149995	Latonya Halliday*	1, 5

3. There are three (3) subpages or tabs across the top of the new popover window.
 - **Details:** This is a read-only page of class details.
 - **Students:** Here, you will see a list of students, indicating whether they have completed career research, a job interview or job shadow in a course-related area, a placement or unpaid internship (with a minimum of 20 hours of experience), healthcare clinical experience, or no work-based learning activity.
 - If the task is complete, click the **checkbox** in the **Was Completed** column. Leave it blank if it has not.
 - Double-click the **Notes** column cell to add any notes as needed.
 - Click one or more **checkboxes** to the left to edit work-based learning for multiple students. Click the **Selected Gear** in the top left and choose **Edit Work-Based Learning**.

EDUCATOR: MANAGE CTE CLASS
Flight & Space

Details **Students** Work Based Learning Activities

Students

Selected (3)

Edit Work Based Learning

Was Completed

Notes

Gary Cleary* Student did great work on ...

Alexa Vanderyacht*

Laural Mays*

Leoul Defazio*

○ **Work-Based Learning Activities:**

- Click the **Add Record** dropdown in the bottom left to add one or more records specifying work-based learning activities planned for this course. Add as many activities as applicable. Click the dropdown menu to add more than one record.
- Click the **magnifying glass** in the **Work-Based Learning Activity** field and select the checkbox to the left of the activity.
- Click the **trash can icon** to the far right to delete the activity.
- Click **Save**.

EDUCATOR: MANAGE CTE CLASS
Medical Detectives

Details Students **Work Based Learning Activities**

Manage Work Based Learning Activities

Work Based Learning Activities [View Instructions](#)

Click on the +Add Record button to specify work based learning activities planned for this course. Add as many activities, using the +Add Record button, as applicable.

Work Based Learning (required)

1. Work Based Learning Activity

Guest Speaker Series with Assigned Career Mentors or Structured Field Trip

Add Record

- Add 1 Record
- Add 2 Records
- Add 3 Records
- Add 4 Records
- Add 5 Records

Save

- Double-click the **Component Notes** column cell to the right to add notes.
- Fill in the **Completion Criteria** field as needed.

1. Work Based Learning Activity

Guest Speaker Series with Assigned Career Mentors or Structured Field Trip

Description

Students will have targeted career exploration through learning from guest speakers; professionals related to the CTE course; being connected with a professional with experience in the occupational field or career cluster to serve as a mentor; and/or opportunities to visit and learn from on-the-job site tours to build a better understanding of the skills and abilities necessary to be successful in the career path.

Components (optional)

Component	Component Notes

Guest Speakers

Career Mentors

Completion Criteria (optional)