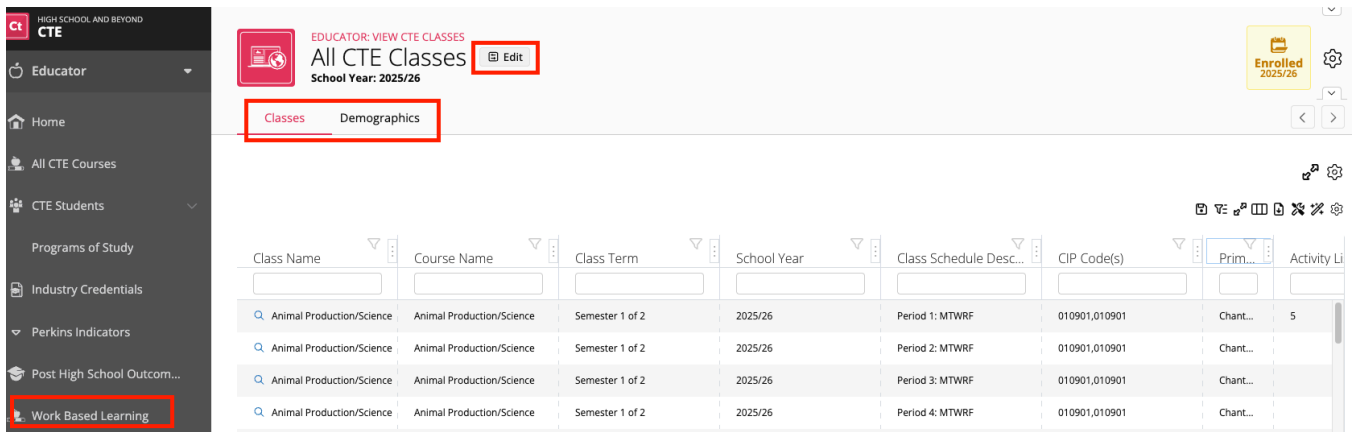


Document Work-Based Learning

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

Role: Educator

1. Start under **Work-Based Learning** in the left navigation menu.
2. Use the **Edit Page Data Settings** button to the right of the page title to select the school year.
3. You will see two subpages (tabs) at the top of the page.
 - a. **Classes:** Here, you can document work-based learning.
 - b. **Demographics:** Here you can view charts of federal race distributions and comparisons of students completing a work-based learning activity.
 - i. Use the **Data Settings** and **AI Insights** drawers to the left to filter and gain more information.
4. In the **Classes** tab, click the **magnifying glass** to the left of the class name to view the **Manage CTE Class** page.



The screenshot shows the 'All CTE Classes' page for the 2025/26 school year. The left navigation menu has 'Work Based Learning' highlighted. The main content area shows a table of CTE classes with columns for Class Name, Course Name, Class Term, School Year, Class Schedule Desc..., CIP Code(s), Prim..., and Activity Li. The table contains four rows of data for 'Animal Production/Science' in Semester 1 of 2 for the 2025/26 school year, with different class schedules (Period 1, 2, 3, and 4) and CIP codes (010901,010901).

| Class Name | Course Name | Class Term | School Year | Class Schedule Desc... | CIP Code(s) | Prim... | Activity Li |
|---------------------------|---------------------------|-----------------|-------------|------------------------|---------------|----------|-------------|
| Animal Production/Science | Animal Production/Science | Semester 1 of 2 | 2025/26 | Period 1: MTWRF | 010901,010901 | Chant... | 5 |
| Animal Production/Science | Animal Production/Science | Semester 1 of 2 | 2025/26 | Period 2: MTWRF | 010901,010901 | Chant... | |
| Animal Production/Science | Animal Production/Science | Semester 1 of 2 | 2025/26 | Period 3: MTWRF | 010901,010901 | Chant... | |
| Animal Production/Science | Animal Production/Science | Semester 1 of 2 | 2025/26 | Period 4: MTWRF | 010901,010901 | Chant... | |


- a. You will see subpages or tabs across the top of the new popover window.
 - i. **Details Tab:** This is a read-only page of class details.
 - ii. **Work-Based Learning Activities Tab:**
 1. Click on the **Add Record** button at the bottom of the page to specify work-based learning activities planned for the course. Add as many activities as applicable by clicking the dropdown menu.
 2. Click the **magnifying glass** in the **Work-Based Learning Activity** field and click the **checkbox** to the left.
 3. Fill in the **Completion Criteria** field as needed.
 4. Click **Save**.
 5. Click the **Trash Can Icon** to the right to delete it.


- iii. **Students Tab:** Here, you will see a list of students, indicating whether they have completed Career Research and Job Interview/Job Shadow Course Related Area.
1. If the task is complete, click the **checkbox** in the **Was Completed** column. Leave it blank if it has not.
 2. Double-click the **Notes** column cell to add any notes.
 3. 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**, and add one more record using the **Add Record** dropdown menu.

EDUCATOR: MANAGE CTE CLASS
Flight & Space

Details **Students** Work Based Learning Activities

Students


Selected (3) 

Edit Work Based Learning 


Request Speaker Series with Assigned Career Mentors or Str...

| | Was Completed | Notes |
|--|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Gary Cleary* | <input checked="" type="checkbox"/> | Student did great work on ... |
| <input checked="" type="checkbox"/> Alexa Vanderyacht* | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> Laural Mays* | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> Leoul Defazio* | <input checked="" type="checkbox"/> | |

- a. Click the **magnifying glass** in the **Work-Based Learning Activity** field and click the **checkbox** to the left.
- b. Select **Yes** or **No** from the **Completed** dropdown menu.
- c. Fill in any additional **Notes**.
- d. Click the **Trash Can Icon** to the right to delete the record.
- e. Click **Save**.

Work Based Learning (optional) 

1. Work Based Learning Activity (optional) Completed (optional)

Career Research and Job Interview/Job Shado... 

Notes (optional)

Add Record 