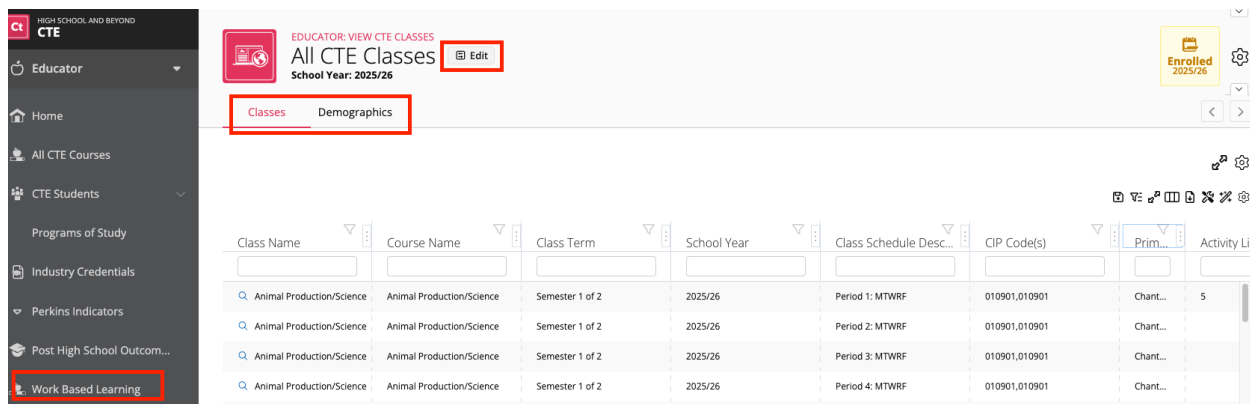


Document Work-Based Learning

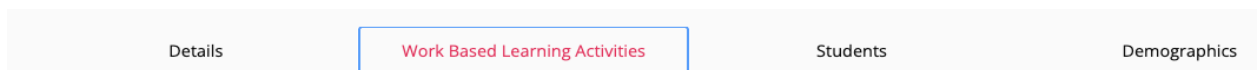
Here, you will learn how to document work-based learning activities and completion.

Role: Educator

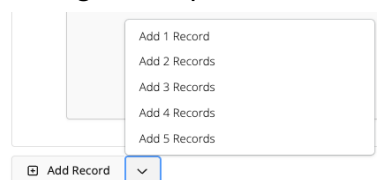
1. Start under **Work-Based Learning** in the left navigation menu.
2. Click the **Edit Page Data Settings** button, located to the right of the page title, to edit the school year details. Click the field, select the **checkbox** for the chosen school year, and then click **Save**.
3. You will see two subpages (tabs) at the top of the page.
 - a. **Classes Tab:** Here, you can document work-based learning.
 - b. **Demographics Tab:** Here you can view charts of federal racial distributions and comparisons of students who completed a work-based learning activity. 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.



- 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.



- a. Click the **magnifying glass** in the **Work-Based Learning Activity** field and click the **checkbox** to the left.

Work Based Learning Activity (required)



2. Fill in the Completion Criteria field as needed.
3. Click the **Trash Can Icon** to the right to delete it.
4. Click **Save**.

Completion Criteria (optional)



- iii. **Students Tab:** Here, you will see a list of students, indicating whether they have completed an Apprenticeship, Service Learning Project, or Collaboration.
 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. To edit students en masse, select one or more **checkboxes** to the left, 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

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

	Was Completed	Notes
☒ Gary Cleary*	☒	Student did great work on ...
☒ Alexa Vanderyacht*	☒	
☒ Laural Mays*	☒	
☐ Leoul Defazio*	☒	

Work Based Learning (optional)

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

Career Research and Job Interview/Job Shado... x 

Notes (optional)



Add Record

- iv. **Demographics tab:** Displays the Federal Race Comparison or Distribution Rate. Use the Data Settings and AI Insights drawer on the left.