

## Step-by-Step Guide to the WBL Student Placement Portal:

This guide provides instructions regarding how to report student placements using the WBL Student Placement Portal for the 2016-17 school year. This portal is the first phase of the department's redesign of the required Personalized Learning Plan (PLP) packet for work-based learning (WBL) student placements. The PLP is designed to guide and track intentional student learning through goal-setting, employability skill development, and placements aligned to a student's area of elective focus. For more information, see the [WBL Reporting Requirements for 2016-17](#).

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### Reporting Timeline for 2016-17 School Year

#### Timeline for Reporting Fall 2016 Student Placements

For fall 2016-2017 student placements in either *Nursing Education* (6000) or *WBL: Career Practicum* (6105), student profiles and placements should be entered and verified as complete by March 10, 2017.

**March 10, 2017** – Deadline for students who completed capstone WBL credit during the fall of the 2016-2017 school year prior to Dec. 30 for either *Nursing Education* (6000) or *WBL: Career Practicum* (6105):

1. WBL coordinator creates an account (profile) for each student who participated in *Nursing Education* (6000) or *WBL: Career Practicum* (6105) during the fall of the 2016-17 school year.
  - a. Student information should be complete, accurate, and consistent with the *Personalized Learning Plan Packet* on file at the school/district.
  - b. Login information should be kept on file by the WBL coordinator for year-end verification purposes and is not accessible by department of education staff.
2. For each student profile, add placement information. If the student had multiple placements, or the placement changed during the fall, add a separate entry for each placement.



### **Timeline for Reporting Spring and Year-long 2016-17 Student Placements**

For fall 2016-2017 student placements in either *Nursing Education* (6000) or *WBL: Career Practicum* (6105), student profiles and placements should be entered and complete by April 14, 2017. All final information, including the student exit survey, should be completed prior to the end of the term. The last day to make edits to student profile and placement information is May 31.

**April 14, 2017** – Deadline for students in year-long or spring semester placements during the 2016-2017 school year through either *Nursing Education* (6000) or *WBL: Career Practicum* (6105).

1. Students create an account (profile). Students should keep login information on file for updating during the school year and year-end verification. We recommend WBL coordinators provide and/or track login information at school for easy recovery and access.
  - a. Student information should be complete, accurate, and consistent with the Personalized Learning Plan Packet on file at the school/district.
  - b. If a student participated in a placement for credit during the fall, the student should extend the date of his/her placement to include the spring term even if multiple credits are earned during the school year.
  - c. WBL coordinators may create profiles for their students; however, the portal is designed for students to own and update their information as it changes.
2. Students add placement information. If their placement has changed, they should add a separate entry for each placement.
3. Students in yearlong and spring term WBL courses complete the *Exit Survey* no later than April 14. Link will be posted in the WBL Student Placement Portal and emailed to WBL coordinators in the spring.

**May 31, 2017** – Deadline for all students enrolled in capstone WBL credit during the 2016-2017 school year through either *Nursing Education* (6000) or *WBL: Career Practicum* (6105). Using login information established when account (profile) was created, confirm that all information is complete and accurate.

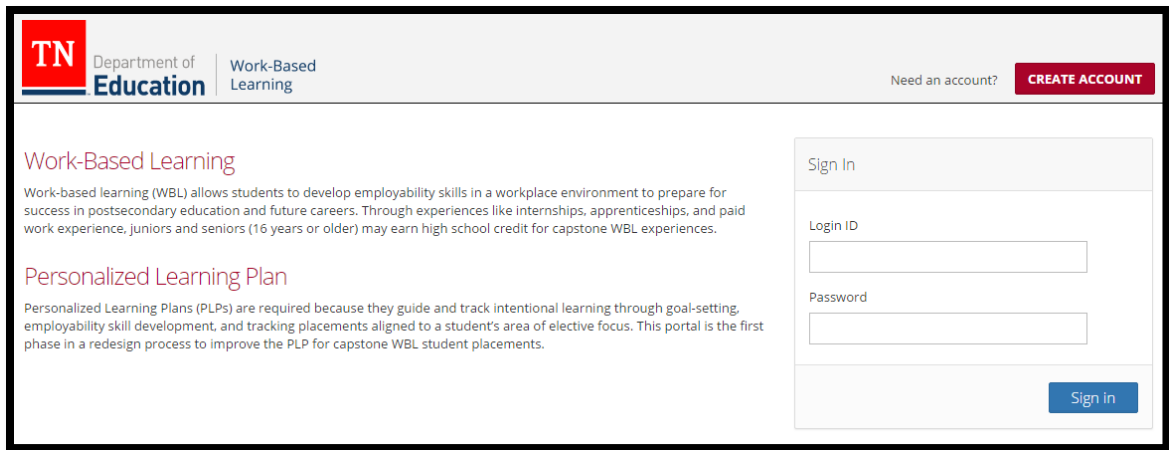
## **Step-by-Step Instructions for Reporting Student and Placement Information**

### **Prior to Starting**

1. Prior to starting, collect the following information:
  - a. PLP Packets for students enrolled
  - b. State Student ID Number for each student enrolled
  - c. School District Number: To look up your district number, visit <https://k-12.education.tn.gov/sde/>. Click on the link to “Active Public Districts”

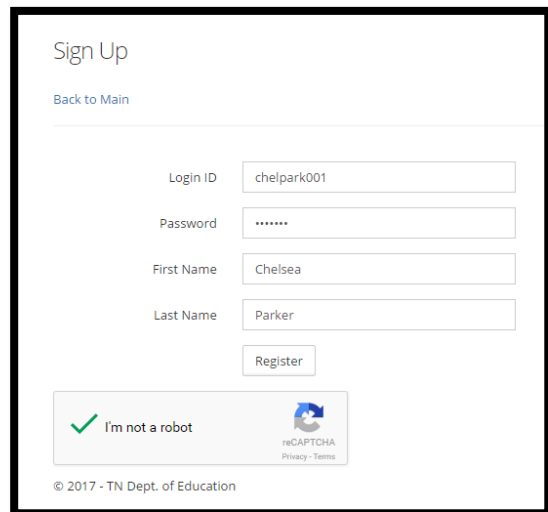
### **Getting Started: Creating Unique Student Accounts**

2. Visit the WBL Student Placement Portal at the following link: <https://wbl.tnedu.gov>
3. Click “Create Account” in the upper right hand corner of the screen to create a new student account.



4. On the **Sign Up** screen: Create a unique student profile for each student using the steps below. For teachers creating multiple student profiles, we recommend following a consistent pattern and saving the login information for future reference.

- a. Login ID: Each Login ID should be unique to the student. We recommend a consistent combination made up of the first four letters of the student's first name, the first four letters of the last name and a three-digit number of your choice. Example: "chelpark001."
- b. Password: For teachers creating multiple student profiles, we recommend you create all student profiles with the same password to get started. Students may change their password once you give them their login information. For example, you may wish to use a variation of your name to make it simple to remember.
- c. First Name: Enter the student's full legal first name.
- d. Last Name: Enter the student's full legal last name.
- e. Select the "I'm not a robot" button and follow the steps as prompted.
- f. Click the "Register" button.



### Completing the Student Profile

5. From the **Home** or **“Welcome”** screen, you’ll see a “welcome” message and links to two sections to complete: (a) Student Info, and (b) Placement Info. Start by selecting “Student Info.” Please note, a link to the Student Exit Survey will go live prior to the end of the school year.

6. On the **Student Info** screen: Enter the student Information. Most information is located on the WBL Agreement page of the Personalized Learning Plan Packet.

a. **Student ID:** This is the student’s State Student ID Number. It will be used to verify enrollment in the course. This field is required to create a student profile.

b. **Student Date of Birth:** Enter date of birth “mm/dd/yyyy.”

c. **Area of Elective Focus:** Type the name of the student’s Area of Elective Focus or CTE program of study. If the student has multiple, select the one that best aligns with the student’s placement and/or long-term goals. *See Part A of the PLP Packet on page 2.*

d. **WBL Coordinator Name:** This should match the teacher of record’s name for the course.

e. **High School:** Type the full name of your high school, please do not abbreviate (CHS).

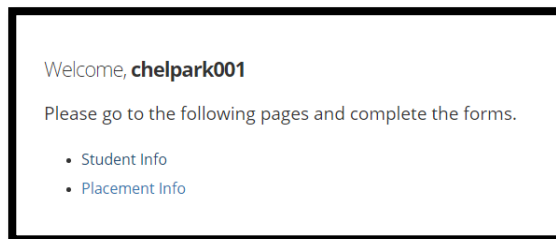
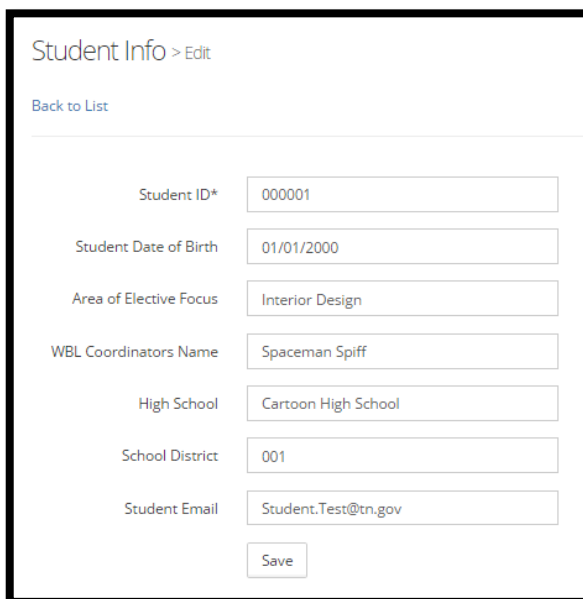
f. **School District Number:** Type your district number. To look up your district number, visit <https://k-12.education.tn.gov/sde/>. Click on the link to **“Active Public Districts.”**

g. **Student Email:** This email address will be the only way a student can recover or change his/her password. For teachers creating profiles initially, you may wish to enter your email address to ensure that passwords can be reset as needed.

h. Click **“Create”** button.

7. On the **Student Info** overview screen: On this overview screen, you can see the student information you have entered. To edit any of this information in the future, click the **“Edit”** link at the far right side of the screen.

8. Click **“Back to Home”** at the top of the screen to return to the **Home** screen.

Student Info > Edit

[Back to List](#)

Student ID*	<input type="text" value="000001"/>
Student Date of Birth	<input type="text" value="01/01/2000"/>
Area of Elective Focus	<input type="text" value="Interior Design"/>
WBL Coordinators Name	<input type="text" value="Spaceman Spiff"/>
High School	<input type="text" value="Cartoon High School"/>
School District	<input type="text" value="001"/>
Student Email	<input type="text" value="Student.Test@tn.gov"/>

### Completing Placement Information

9. From the **Home** screen, click the **“Placement Info”** link to add placement information for the student.

10. On the **Placement Info** overview screen: Click “Create New” on the upper right side of the screen to add a new placement entry.



- a. If a student has had multiple placements within a term, enter each business/placement site separately.
  - b. If the student has rotated through multiple roles within one placement, only one placement profile is necessary.
  - c. If the student is continuing a placement into another term to earn another credit, a separate placement should be logged for each term.
  - d. If the student is earning multiple credits for a single placement site during a single term, only one entry is necessary.
11. On the **Placement Info** screen: Enter the placement Information. Most information is located on the WBL Agreement page of the Personalized Learning Plan Packet.
- a. Start Date: Enter the student’s actual start date at the placement.
  - b. End Date: Enter the student’s projected end date for the credit-bearing experience. For most, this will be the last placement date for the term.



- i. If a student is hired to stay on after the semester, put the last day of placement for the term.
  - ii. If a student is continuing a placement in the spring to earn another credit, put the last day of placement for the fall term. Create a new entry for the spring term placement.
  - iii. If a student is earning multiple credits for one placement within a single term (such as two credits in the fall), put the last date of placement of that term.
- c. Outcome Type: Select the option that best describes the duration of the placement.
- d. Experience: Select the type of experience that best describes the student placement.
- e. Career Sector: Select the industry sector that best describes the actual job or role of your student.
- i. *Example: If the student is working in a marketing capacity for a local dentist office, the student's "career sector" should be "Marketing" and the "industry sector" should be "Health Science."*
  - ii. The list provided aligns to the [16 nationally-recognized CTE career clusters](#) and allows for greater reporting clarity regarding a student's placement and the alignment to his/her area of elective focus.
- f. Industry Sector: Select the industry sector that best describes the business that the student works for.
- i. *Example: If the student is working in the IT department for your county school district, the student's "career sector" should be "Information Technology" and the "industry sector" should be "Government & Public Administration" to reflect the nature of the business as a government entity.*
- g. Company Name: Enter company name.
- h. Company Address: Enter company street address.
- i. Company City: Enter company city.
- j. Company Zip: Enter company zip code.
- k. Workplace Mentor: Enter the name of the student's workplace mentor/supervisor.
- l. Mentor Phone: Enter the phone number for the student's workplace mentor/supervisor.
- m. Mentor Email: Enter the email address for the student's workplace mentor. This field is not currently captured on the *WBL Agreement* page of the Personalized Learning Plan Packet. It

The screenshot shows a web form titled "Placement Info > Create". At the top left, there is a "Back to List" link. The form contains the following fields and options:

- Start Date: 01/19/2017
- End Date: 04/12/2017
- Outcome Type: Placement ended at the end of the term (dropdown)
- Experience: Internship (dropdown)
- Career Sector: Information Technology (dropdown)
- Industry Sector: Government & Public Administration (dropdown)
- Company Name: ACME Company
- Company Address: 123 Way
- Company City: Cartoonville
- Company Zip: 37220
- Workplace Mentor: Donald Duck
- Mentor Phone: 123-456-7891
- Mentor Email: donald.duck@co.org
- Student Weekly Hours: 18
- Paid Position:  Yes  No
- Worker Comp Coverage:  Yes  No
- At the bottom is a "Create" button.

is being added to allow for the collection of direct feedback from mentors regarding a student’s workplace performance and employability skill development. It will be required beginning in the 2017-18 school year.

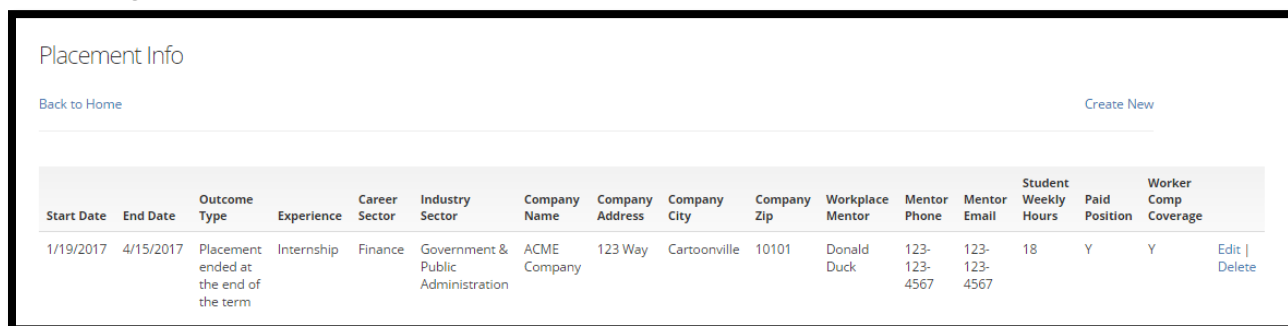
- n. Student Weekly Hours: Enter the average/approximate hours the student worked per week.
- o. Paid Position: Select “yes” if the student was paid. Select “no” if the student was not paid.
- p. Workers Compensation Coverage: Select whether Workers Compensation Coverage applied to the student placement. See the bottom of the WBL Agreement form.

Note: Workers Compensation will only apply for paid positions. In general, workers compensation covers all paid employees for companies with 5 or more employees. For more information, visit the [Tennessee Department of Labor and Workforce Development](http://tn.gov/education/cte/work_based_learning.shtml).

- q. Click the “Save” button.

### Adding, Editing or Deleting a Placement

12. Begin on the **Home** screen and follow the link to Placement Info.



The screenshot shows a web interface titled "Placement Info". At the top left is a "Back to Home" link, and at the top right is a "Create New" link. Below these is a table with the following columns: Start Date, End Date, Outcome Type, Experience, Career Sector, Industry Sector, Company Name, Company Address, Company City, Company Zip, Workplace Mentor, Mentor Phone, Mentor Email, Student Weekly Hours, Paid Position, and Worker Comp Coverage. A single row of data is visible, with an "Edit | Delete" link at the end.

Start Date	End Date	Outcome Type	Experience	Career Sector	Industry Sector	Company Name	Company Address	Company City	Company Zip	Workplace Mentor	Mentor Phone	Mentor Email	Student Weekly Hours	Paid Position	Worker Comp Coverage	
1/19/2017	4/15/2017	Placement ended at the end of the term	Internship	Finance	Government & Public Administration	ACME Company	123 Way	Cartoonville	10101	Donald Duck	123-123-4567	123-123-4567	18	Y	Y	Edit   Delete

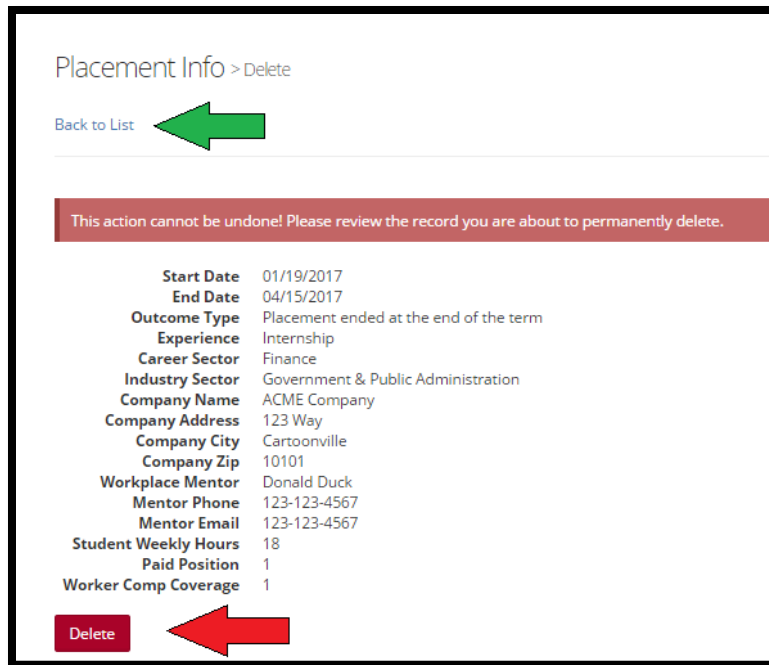
13. To add a placement:

- a. Close out a previous placement by reviewing the placement info. Pay specific attention to the Start Date, End Date, and Outcome Type. Ensure all fields are complete. Edit as necessary by clicking the “Edit” link to the right of the screen.
- b. Click “Create New” on the upper right side of the screen to add a new or additional placement entry.
- c. Follow the steps to add new placement information.

14. To edit a placement, click the link to “Edit” at the right side of the screen next to the entry you wish to edit. Change the content of the fields you wish to change and click Save.

15. To delete a placement, click the “Delete” link at the right to delete an entry. Note: Deleting an entry is permanent and cannot be recovered.

- a. Once the “delete” link is clicked, you will be shown a confirmation screen to determine if you truly wish to delete the entry.



- b. To permanently delete an entry, click the red “delete” button at the bottom of the confirmation screen.
- c. To return to the previous webpage, click the “Back to List” link at the top of the screen.

**All Done!... What’s next?**

16. Now that all information has been entered for this profile, students may log back in at any time to edit and update their information using the original login information.
17. If you’re a teacher entering multiple fall 2016-17 student entries, click Sign Out at the top right hand side of the screen to log out of this student profile and create the next.