Arkansas Seamless WBL

Quick-Start Guide

https://arkansas.seamlesswbl.com/

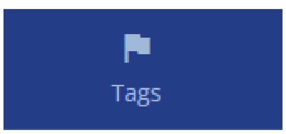
Tips & Reminders:

- **Please refer to the AR Educator & Administrator User Guides and Videos Demonstrations found under the "Knowledge Base" Tab for more in-depth information and directions.**
- The Educator and Administrator Dashboards allow access to different tabs. WBL Coordinators will need to access both to completely enter a WBL activity. **Admin-Students & Tags Tabs Access** **Educator-Partners & Partner Activities Tabs Access**
- **You will create a "Partner Activity" for each WBL student and each job they work.** "Partner Activity" is the term in Seamless to identify a WBL Experience.
- Students, partners, and tags can be batched imported by using a downloadable spreadsheet template by clicking the "Import" buttons.
- Steps 2, 3, and 4 can be done in any order, but must be done prior to creating a partner activity.
- Site Agreement templates need to be created before setting up a partner activity and attached to the activity they align with.
- Site Agreements act as a contract between the student, school, and employer.
- All associated data for the Accountability and Placement Reports should be entered into the system before the deadlines **stated in the WBL instructor manuals.** The state office will automatically pull the reports from the AR Seamless WBL system.

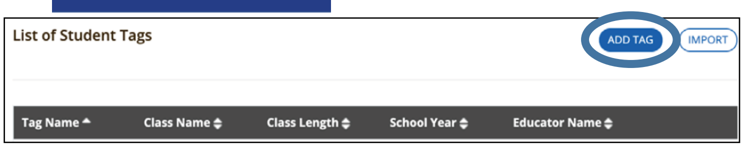
To Set Up A Complete Work-Based Learning Activity:

Be in the **Administrator Dashboard.** (You are in the Administrator Dashboard if you see the "Switch to Educator Dashboard" button in the top right corner.)

1



Tags are simply a tool for identifying groups of students, such as all the students in a class period, all of your interning students, or all of the students who belong to a particular program of study. **Tags are optional,** but those who use them will find it much easier to organize their students.



Click on the **Tags** tab in the left navigation > **Student Tags** > <<< **Add Tag**

Under the Tag details, enter at least the Tag Name and click "Save". Repeat as desired.

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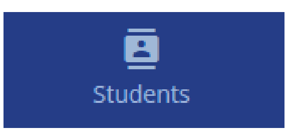
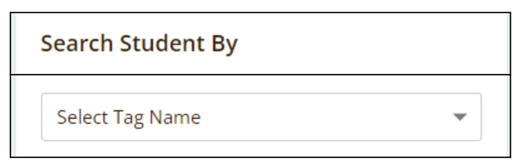


<<< Click on the **Students** tab in the left navigation. Students should be imported directly from Triand on a nightly basis. The **Students** tab can be used to ensure that all of your students are entered in the system and to update passwords for students.

All students for your school will show up in the **Students** tab. To see only your students use the **Search Student By** box on the right hand side of the screen. In the **Select Tag Name** box select the tag most similarly named to your course name in eschool. Ex. Internship, CP, Career Practicum, etc.



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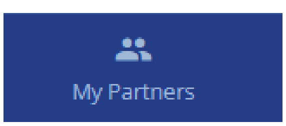


<<< Click on the **My Partners** tab in the left navigation. Select "Add Partner."

If you would like to batch import employer partners select "Import" and follow directions.

<u>A. PARTNER INFORMATION REQUIRED FIELDS:</u>

- Organization Name

-Phone number

-Full Address

-Partner Status (Select "Active")

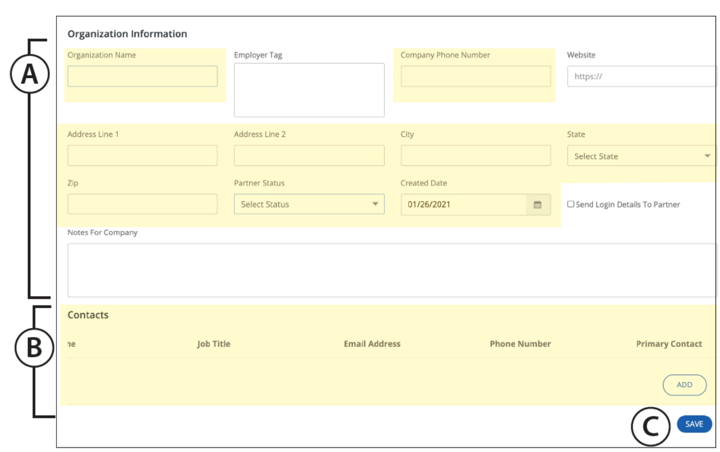
<u>B. CONTACTS REQUIRED FIELDS:</u>

-Click "Add" to enter contacts.

-Enter the Name, Job Title, Email Address, Phone Number, and choose if this person is the Primary Contact for this organization.

<u>C. CLICK "SAVE"</u>

<u>All fields listed above **are required** for accurate reporting.</u>



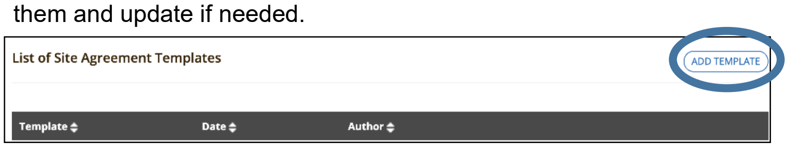
Be in the **Educator Dashboard**.

<<< Click on the **Site Agreement** tab in the left navigation. Select "Add Template"

IMPORTANT NOTES ABOUT SITE AGREEMENT

You will create a Site Agreement for each student job type. You can also make copies of the templates already inside of Seamless and edit to your specifications. The specific student and employer information will automatically fill in when the template is attached to that student's "Partner Activity."

The Site Agreement includes specific job performance details from O*NET. This section will help the employer, WBL Coordinator, and student understand the tasks and skills that should be learned on the job and help to complete. The Site Agreement has a list of tasks, skills, and activities that can be chosen to reflect what the student will be doing in that job, this section will serve as the students Training Plan. These templates can be reused for every student with the same job every year, just make a copy of them and update if needed.



TO MAKE A SITE AGREEMENT TEMPLATE:

A. TEMPLATE TITLE: Include the Job Title (Vet Tech Agreement)

B. Student Information, Employer Information, and Details on Work Experience field will autofill from other areas **- No entry needed.**

C. For the following sections of the site agreement, you can add any additional wording to the agreement to align this agreement to your district's requirements by typing in the word boxes: Safety Training, Hazardous Occupations, Student Learner Responsibilities, Employer Responsibilities, and WBL Coordinator Responsibilities.

D. UNDER TRAINING PLAN:

-Select Occupation

-Check which tasks, skills, and activities the student will use on the job.

-Add any other text you would like to be included in the Job Description.

-This section will act at the students Training Plan.

E. CLICK "SAVE"

Site Agreements **that are attached to complete partner activities** are ready for signatures. They can be printed or digitally signed.

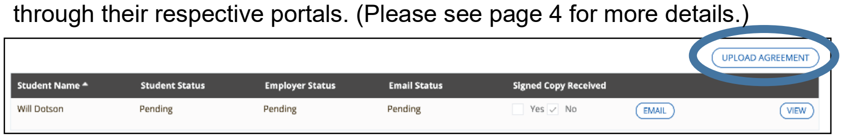
To Print:

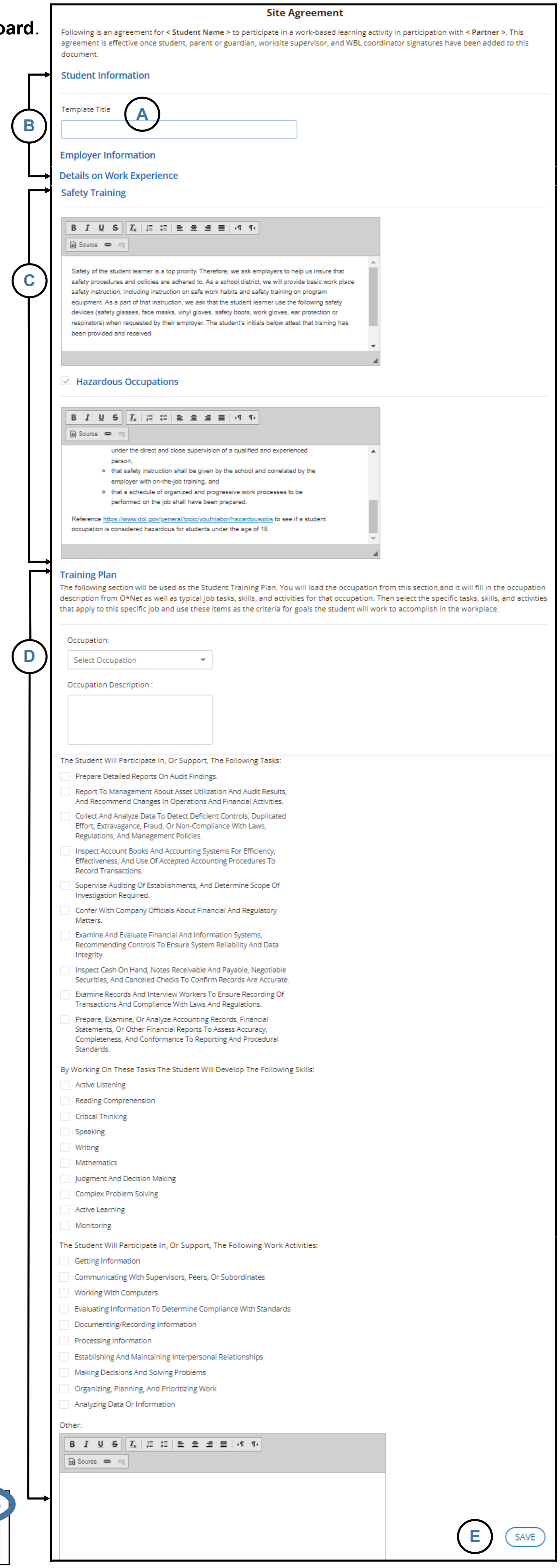
Option 1 - Educator Dashboard > Partner Activity > Agreements Tab > Click "View" and then select "Export Site Agreement" at the end > Open file

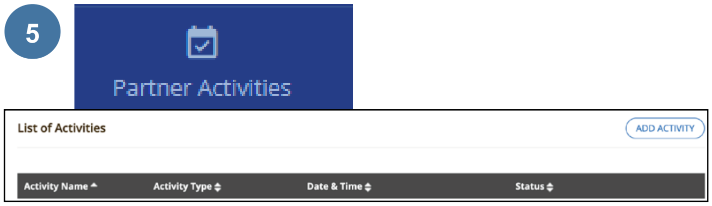
Option 2 - Educator Dashboard > Partner Activity > Agreements Tab > Click the "Email" Button to auto send file to student's email with directions.

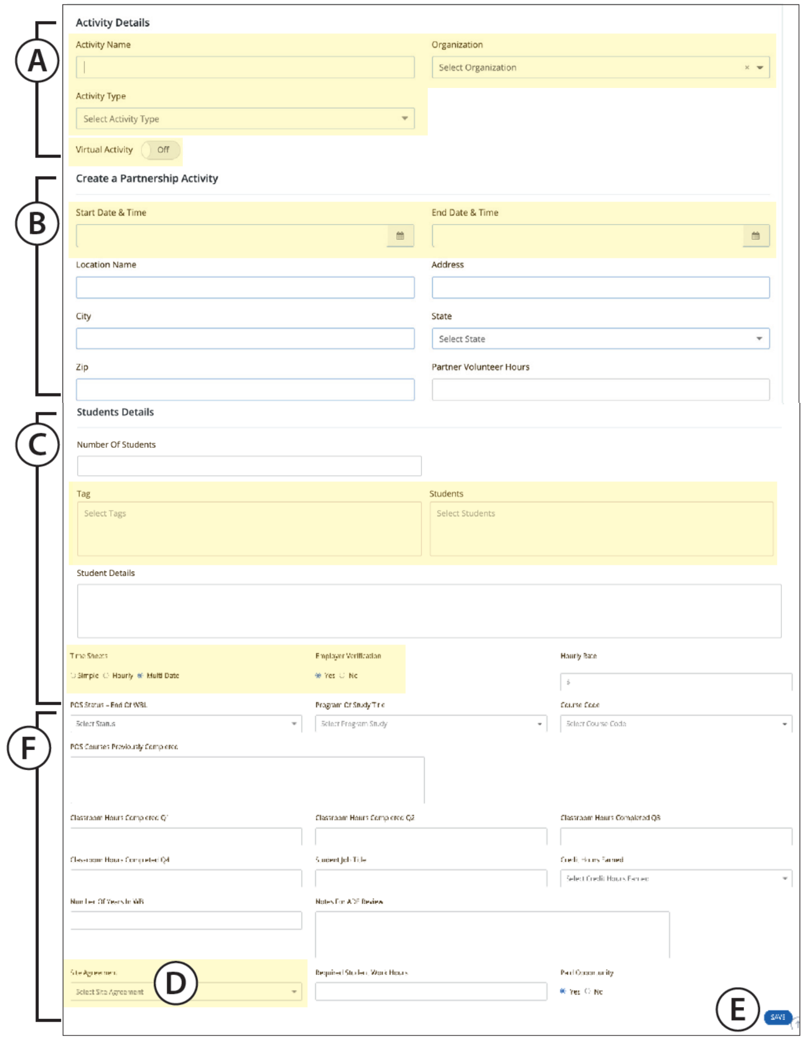
Option 3 - Student Portal > Site Agreements Tab > Open Site Agreement > Select "Export Site Agreement" Button at the bottom > Open File

Site Agreement can be digitally signed by the Employer and Student through their respective portals. (Please see page 4 for more details.)









A. ACTIVITY DETAILS REQUIRED FIELDS:

-Activity Name: Include Student Last Name, First Name, & Type of Activity ("Smith John Internship")

-Organization: Select your Employer Partner

-Activity Type: CP, Internship, etc.

-Virtual Activity: **Turn ON** (this allows you to skip entering the address again.)

B. "CREATE A PARTNERSHOP ACTIVITY" REQUIRED FIELDS:

-Start Date & Time-**actual start date of the activity**

-End Date & Time-**June 10 for all activities for reporting**

C. "STUDENT DETAILS" REQUIRED FIELDS:

-Students: Choose student name

-Include tags (Optional)

-Time Sheets: Choose Multi-Date for hours worked over multiple days or Hourly for daily hour entries

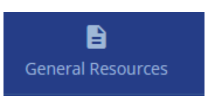
D. SITE AGREEMENT:

If a site agreement template has already been created for the job type, select is form the list. Otherwise, save the Partner Activity and add the Site Agreement Template afterwards.

E. Click Save

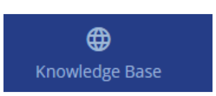
F. PRIOR TO REPORT DEADLINES, THE FOLLOWING FIELDS MUST BE ENTERED FOR ACCURATE REPORTING:

Program of Study Status– End of WBL, POS Title, Course Code, POS Courses Previously Completed, Classroom Hours Completed each Quarter, Student Job Title, Credit Hours Earned, Number of Years in WBL, and if it is a Paid Opportunity.



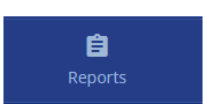
General Resources Tab:

Under this tab you will find the AR DCTE WBL Manuals and Forms, along with Seamless resources. You can download the DCTE files as fillable forms. You can also add your own resources into the system by clicking the "Add Resource" Button.



Knowledge Base Tab:

Under this tab you will find user manuals for the Seamless system, answers for various questions about the system, and tips for educators in working with employers. You can also find videos developed by DCTE and Seamless on how to navigate the educator, student, and employer portals and how to use various templates in the system



Reports Tab:

Under this tab you will find a variety of reports to help analyze your WBL program. You will also be able to run your own Accountability and Placement Reports to help find and fix any missing data prior to state reporting deadlines. DCTE will automatically pull reports on dates specified in the WBL instructor's manuals.

Student Portal & Giving Login Access to your Students:

Students access the Student Portal using the email and password the WBL Coordinator entered into the system for each student.

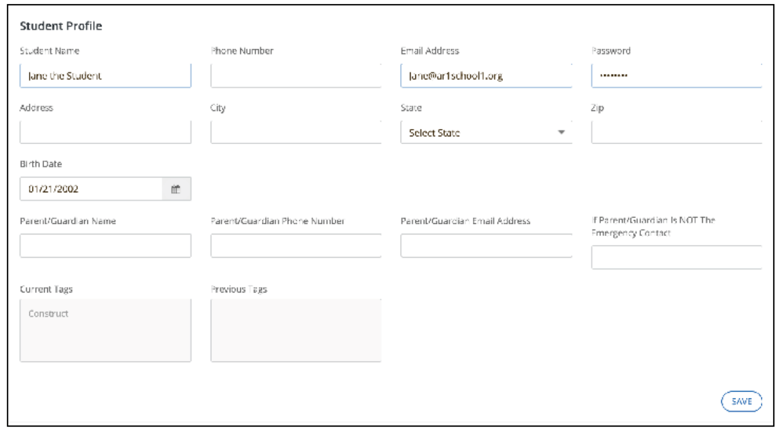
In the Student Portal, students are able to:

- ♦ Complete Student Profile
  (Click on their name in the top right corner > Click "My Profile")
- ♦ Complete Partner Activity Information (See highlighted sections)
- ♦ View and Export Site Agreements
- ♦ View, download, and upload documents to each activity (Right side) of Partnership Activity Page
- ♦ **Log Student Work Hours**

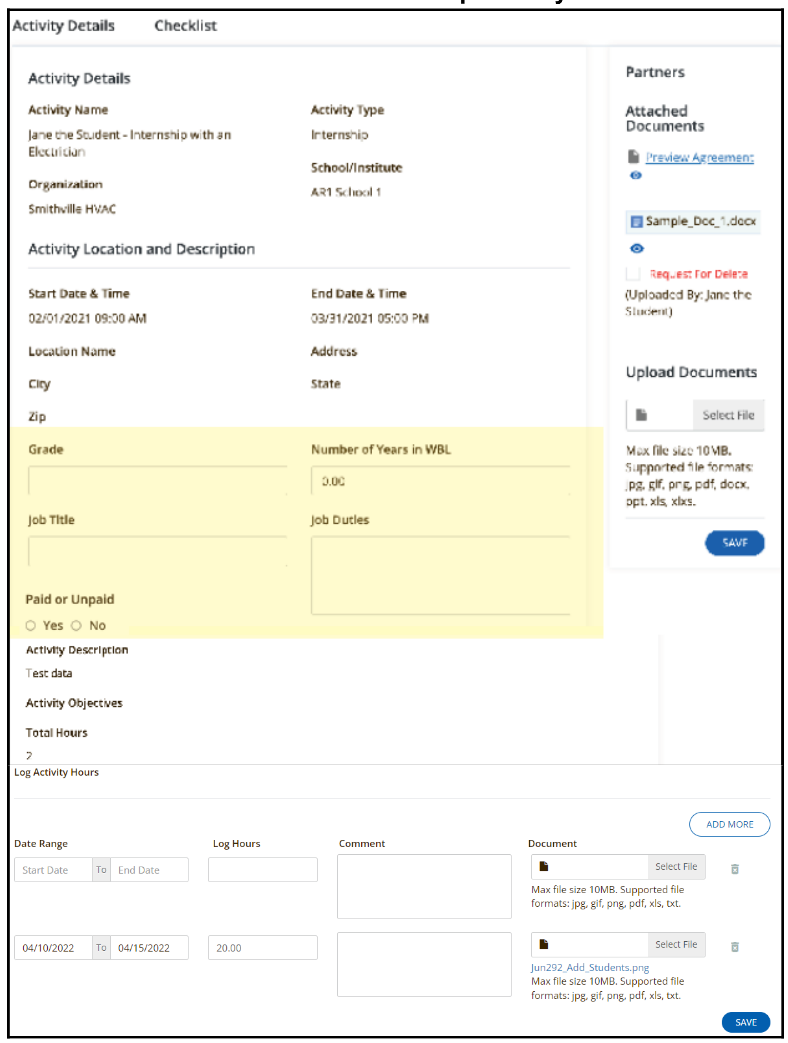
<u>Student work hours are required for accurate reporting, so the student **MUST** keep this section up to date.</u>

Student Passwords: A WBL Coordinator cannot see, but can change a student's password under the Student Detail Section. (Dashboard > Manage Students > Select Student > Student Details > Change Password > Click "Save")

Student Profile



Partnership Activity in Student Portal

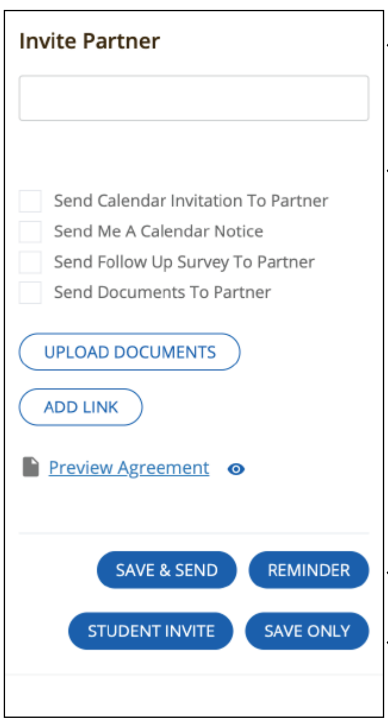


When the employer logs in to the employer portal, they can go to the Site Agreement tab to find Site Agreements to digitally sign. To download Site Agreements, refer to page 2.

Employer Access:

After you have attached a Site Agreement to a Partner Activity, using the "Save" button at the bottom of the page, a new area called "Invite Partner" appears in the top right, allowing you to identify the Worksite Supervisor's Name for that WBL Activity. Just start typing their name and they will come up as an option.

There are four buttons at the bottom of the Invite Partner window: Save & Send, Reminder, Student Invite, and Save Only.



- ♦ **Save Only** - Record has been changed, but you don't want the information sent out (**Use this option as default)**
- ♦ **Save & Send** - Your partner will receive and email with the information on the activity as well as links to a calendar invitation and any documents you attached. They will have the option to Confirm or Decline the invitation; that response will show up next to their names in the record, and you'll get an email to that effect. **(Only use this option if a partner wants digital access to sign paperwork and verify hours.)**
- ♦ **Student Invite** - Send a notice to students.
- ♦ **Reminder** - Resent the invitation to someone who didn't respond the first time.