Career Tech
Work-Based Learning

Application Guide
Contents

Revision History ........................................................................................................................................... 3
  Revision History Chart ............................................................................................................................... 3

1. Application Overview .............................................................................................................................. 4

2. Application Permissions .......................................................................................................................... 5

3. Definitions, Acronyms and Abbreviations ............................................................................................. 6

4. How do I get started? ............................................................................................................................... 7

Printing an R-1 ............................................................................................................................................. 13

5. Administration ......................................................................................................................................... 15

6. Troubleshooting ...................................................................................................................................... 16

7. Appendix ................................................................................................................................................ 17
Revision History
Every change to this document, including the initial version, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/23/2017</td>
<td>1.0</td>
<td>Initial Version</td>
<td>Russell Phaturos</td>
</tr>
</tbody>
</table>
1. Application Overview

**What is it?** The Work-Based Learning module allows access to the Students and R-1 Reports for all Cooperative Education courses conducted in schools.

**How will it help?** The Work-Based Learning module is designed to aid in the data entry associated with Cooperative Education courses and the reporting of students involved in these programs.

**Why would I need this?** The Work-Based Learning module allows entry, verification, maintenance and reporting of all data related to the Cooperative Education courses.
2. Application Permissions

The LEA Superintendent or designee is responsible for assigning LEA staff access to the Career Tech Application through the Education Directory (Ed Dir). You can find a list of the Work-Based Learning module of the Career Tech application’s Ed Dir roles below.

Career Tech
Career and Technical Education (Program Key Contacts)
Career Tech Directors have access to all the students and reports in their system.

WBL Coordinator (Other)
This module is available to all Cooperative Education Coordinators and they will have access to all students and reports where they are the designated teacher of the Work-Based Learning course. Note that the WBL Coordinator role is programmatically assigned to all teachers of Work-Based Learning courses and is not maintained in the Education Directory.

State level Career and Technical Education staff have access to all Work-Based Learning data. Access to the Career Tech application for State Level staff is handled at the State Department of Education and not through the Education Directory. Staff in these Active Directory groups will have access to the Work-Based Learning Module of the Career Tech application:
- Careertechappsupport
- DivOfCareerTechWrkfrcDev
3. Definitions, Acronyms and Abbreviations

**R-1 Report** – a listing of students enrolled in a Work-Based Learning course and participating in an apprenticeship or an internship.

**Work-Based Learning** – a program whereby a student replaces certain classroom hours of instruction with a work-based educational opportunities.

**Work-Based Learning Apprenticeship** – a Work-Based Learning experience where the student is paid.

**Work-Based Learning Internship** – a Work-Based Learning experience where the student is not paid.
4. **How do I get started?**

To begin you must have login permission to access the AIM: ALSDE Identity Management Portal located at [http://aim.alsde.edu](http://aim.alsde.edu).

Once you have an account created and have been approved for access you will need to login. After you have successfully logged into AIM you will see the Career and Technical Education application tile in your application list on the AIM tiles page. Your application tiles page may look something like this.

![AIM tile page](image)

Select the Career and Technical Education tile to enter the application. The main menu page of the Career and Technical Education application will be displayed. The menu options displayed will be different for each user depending on the roles fulfilled in the local System or at the State Department. The image below is typically what a Cooperative Education Coordinator will see.
Select the Work-Based Learning menu option. The application will display the R1s page, which lists the Work-Based Learning course available to view and/or edit. A Coordinator will see a list containing each school where they offer Work-Based Learning courses. A Career Tech Director will see a list of all the Coordinators and Schools in their System that offer a Work-Based Learning course. State Department staff will see all Coordinators, Systems and Schools that have Work-Based Learning courses.

To view or edit the student information for an R-1, click the “Show R1” link. The R1 Detail page will be presented.
Select the appropriate Term from the Term list.

The R-1 Approval status information shows the current status of the R-1 and will not be approved the first time the R-1 is opened. The R-1 Approval status information and its use is described in greater detail later in this document.

The grid is prepopulated with the students from the identified school that are enrolled in a Work-Based Learning course.
Figure 6- R-1 Students grid.

The Student information may be updated by modifying the data directly in the grid.

**Student, Age, Gender and Grade** – these columns are for display only and cannot be updated.

**IEP** – click the checkbox in the IEP column to indicate the existence of the IEP.

**Apprentice/Internship** – click the check box in the appropriate column to indicate whether the student is involved in an Apprenticeship or an Internship.

**Career Objective** – select the correct option from the Career Objective drop-down
Job Title – enter the student’s Job Title in the text box.

Training Station – enter the student’s Training Station.

Notice that as data is entered, the background color of each modified cell will change to indicate that the contents have been edited.

The “Save changes” link is to explicitly save the data entered up to this point.

When the “Save changes” link is selected, all entered data will be sent to the database for processing and the grid colors will be restored to the default values. When the “Cancel changes” link is selected, all of the edited cells will be restored to their original values and the cell background will be rest to the default color.
Once all student information has been entered the R-1 may be submitted for approval by clicking the Coordinator Approval check box.

The page will refresh, changing the text of the Coordinator Approval check box from “Not yet approved” to “Approved by” plus the Coordinator's name and the date and time. Additionally, the Student data grid will be locked to further updates and an email will be sent alerting the Career Tech Director that this R-1 has received Coordinator approval and is now ready for their review and approval. The Career Tech Director can approve the R-1 by clicking the Director Approval check box.

Return to the R1 list, where the Approval column(s) will be updated to reflect the Approval Date for the Coordinator and/or the Career Tech Director.

Update and approve all R-1s until each is complete.
**Printing an R-1**

On the R-1 Detail page at the top right of the Student data grid there is a “Print” link.

![Print R-1](image)

**Figure 13 - Print R-1 link.**

Clicking this link will open the R-1 Report page. The R-1 Report can be viewed, printed or saved to one of multiple formats.

![R-1 Report page](image)

**Figure 14 - R-1 Report page.**

The R-1 Report page may also be accessed from the R-1 List page by clicking the printer icon in one of the Approvals columns.
Figure 15 - Printing R-1 Report from the R-1 List page.
5. Administration
6. Troubleshooting
7. Appendix