

THE INITIAL JOB SETUP MUST BE COMPLETED BY THE STUDENT FIRST, AFTER WHICH YOU WILL RECEIVE AN EMAIL FROM THE WSL SYSTEM LETTING YOU KNOW THE JOB IS READY FOR REVIEW AND APPROVAL.

Download and review the WSL Instructor Guide – linked here:

<https://wsl.shastacollege.edu/Guides/InstructorGuide.pdf>

JOB REVIEW, OBJECTIVES & APPROVAL – [LOG IN AND PERFORM THE FOLLOWING:](#)

1. **JOBS tab:**
 - ☐ Review the job information posted by the student - *see page 5-6, items 2 & 3*
2. **OBJECTIVES tab:**
 - ☐ Review and/or Edit the individual objectives after discussing with student – *see page 6, items 4 & 5*
3. **JOBS tab:**
 - ☐ Click the **Instructor Approval** checkbox and **SAVE** – *see page 6, item C.1*

INSTRUCTOR WORKSITE VISIT – [LOG IN AND PERFORM THE FOLLOWING:](#)

4. **TIMESHEETS tab:**
 - ☐ Enter your worksite visit information and comments – *see pages 6-7, items 1-3*

AT THE END OF THE TERM – [LOG IN AND PERFORM THE FOLLOWING:](#)

5. **REPORT tab:**
 - ☐ If you asked students to submit a report, you can view them here – *see page 7, items 1&2*
6. **EVALUATION tab:**
 - ☐ View the evaluation of the student from the Worksite Supervisor – *see page 8, items 1-4*
 - ☐ On the Comments/Approval subtab, select the **Instructor Approval** checkbox and **SAVE** – *see page 8, item 5*

TIP: The Instructor guide is designed to give you step by step screen shots and instructions on using the system. Please reference pages 9 – 16 for more information regarding the WSL software.
The software performs best using Google Chrome.

GovIS

GovIS Worksite Learning System Instructor Guide (1.0 – 1/22/2019)

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II. Introduction

Following is the WSL App Instructor Flow Chart (Figure A), which outlines the processes of a WSL Job from beginning to end from the Instructor perspective. The full reference flow chart is at the end of this guide. The processes are based on actions taken by different people such as the Student, Supervisor, and Instructor. Each process has a number, which corresponds to a section in this document that describes when, how, and by whom the process/task is completed. This document provides general feature help for the WSL App and explains how to use the WSL App for each process.

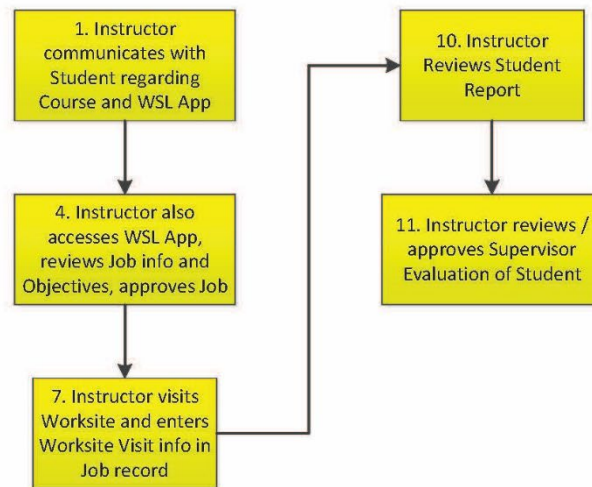


Figure A

III. Communicate WSL Process and App with Students (Process #1)

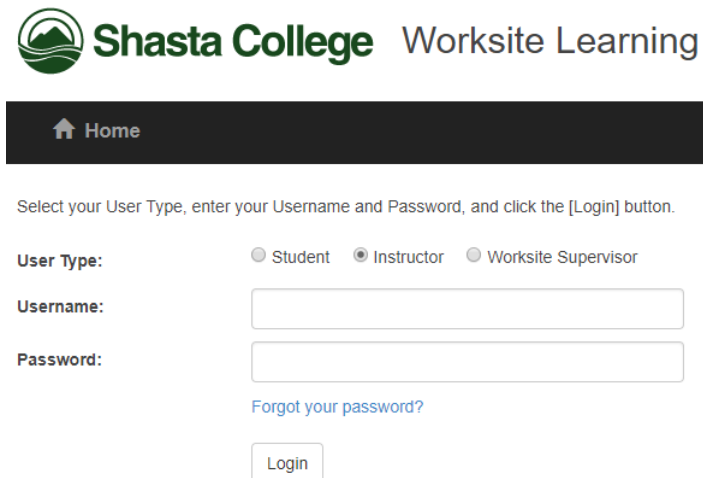
The Instructor may wish to conduct an orientation meeting with Students to communicate information about their course, and about the WSL App and process.

IV. Access WSL System, Review and Approve Student Job (Process #4)

When the Student is finished entering the Job and Objectives info and approves the Job, the Job Status changes to “Submitted”, and an email is sent to the Instructor to notify them that the Job is ready for review and approval.

A. Access WSL System and Login

1. Open a web browser and go to the following address: <https://wsl.shastacollege.edu>. The Login page will appear (Figure 1).



The screenshot shows the login interface for Shasta College Worksite Learning. At the top is the Shasta College logo and the text "Shasta College Worksite Learning". Below this is a dark navigation bar with a "Home" link. The main content area contains instructions: "Select your User Type, enter your Username and Password, and click the [Login] button." There are three radio buttons for "User Type": "Student", "Instructor" (which is selected), and "Worksite Supervisor". Below these are input fields for "Username:" and "Password:". A link "Forgot your password?" is positioned below the password field. At the bottom is a "Login" button.

Figure 1

2. Select your User Type (“Instructor”), enter your username and password (same as your Shasta College username (not email address) and password), and press the [Enter] key or click the [Login] button. If you can’t remember your password, click the “Forgot your password?” link.
3. When you first attempt to login, the WSL Program Agreement acceptance window appears. Read the agreement and click the [Accept Agreement] button (Figure 2). You can view and/or print this agreement later by selecting the “WSL Program Agreement” menu item from the [Help] menu.

Worksite Learning Program

TERMS OF SERVICE AND INDEMNITY AGREEMENT

For and in consideration of permitting the Shasta Trinity Joint Community College District Student to enroll in and participate in the District's Worksite Learning Program, all parties agree to the following:

STUDENT AGREES:

- to put in all the hours of work agreed upon as determined by unit amount and by agreement with the site supervisor.
- to consult employer and instructor about any problems, issues or concerns.
- to conform to the rules and regulations of the worksite.
- to complete required coursework, and furnish all necessary information, reports and time sheets in a timely manner through the online worksite learning

Accept Agreement

Print Agreement

Figure 2

B. Review Student Job and Objectives

- After you login, the Home screen (Figure 3) will appear, and then you can click the “Jobs” menu item (or the “Go to Jobs” button) to go to the Jobs list screen (Figure 4). Any new or existing Jobs associated with you will be displayed automatically for the current Year and Semester. You can also filter the Jobs list by using the filter fields in the “Filters” section (Figure 4). The Filters section is hidden by default, but can be toggled by clicking the Filters button.



Home

Jobs

Jack Ryan

Help

Worksite Learning System

Worksite Learning (WSL) is an academic program in which students earn college credit for what they learn while working at paid jobs or as volunteers (even if self-employed). Credits apply to the Associate Degree and can be transferred to 4-year California State Universities as elective credit. There are other benefits for students, as well. Additional information about the program can be viewed via the Help menu above.

Go to Jobs

Figure 3

Jobs

Reset
Filters

Filters:
GO
Clear

Year: 2019
Job Status:

Semester: Spring
Student:

Course:
Worksite:

Hide Withdrawn: ☒

Student	Worksite	Course / Section	Status	Stu Apr	Sup Apr	Inst Apr
Jane Doe	Zootopia Inc. (Ayn Rand)	College Algebra (MATH-110), M1234 (3 units)	Pending			
John Doe	Acme Company (Jane Public) Zootopia Inc. (Ayn Rand)	College Composition (ENGL-1A), F1234 (3 units)	Completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1
Showing 2 of 2 records
Records per page: 20

Figure 4

- To review / edit the Job information, click anywhere within the row (e.g. within the sample red border in Figure 4) of the Job record you wish to review / edit, and the detail Job information will display directly below the row (Figure 5).

Jane Doe
Zootopia Inc. (Ayn Rand)
College Algebra (MATH-110), M1234 (3 units)
Pending

Save Cancel Send Mail

Job Objectives

Job Status: Pending
Year: 2019
Semester: SPRING
Student: Jane Doe
Job Title: Intern
Worksite 1: Zootopia Inc. (Ayn Rand)
Instructor: Jack Ryan
Course: College Algebra (MATH-110)
Section: M1234 (units)
Paid Position: ☒
Worksite Visit Date:
Worksite Visit Comments:

Mark As:
Start Date: 1/29/2019
End Date: 5/25/2019
Number of Weeks: 17
Hours Per Week: 14
Total Hours: 238
Student Approval:
Supervisor Approval:
Instructor Approval:

Figure 5

3. In the Job details display, review the Job information in the Job tab (Figure 5) and the Student Objectives information in the Objectives tab (Figure 6). **Note:** *Only the Instructor Approval, Worksite Visit Date, Worksite Visit Comments, and Mark As fields (Job tab) are editable by the Instructor.*

LEARNING OBJECTIVES: It is necessary to identify new learning objectives each semester/session that the student is enrolled in the Worksite Learning Program. Objectives must be specific, measurable, and accomplished within the semester/session. Students and site supervisors formulate the objectives. They are reviewed and approved by the student, site supervisor, and instructor. Evaluation at student's end will include site supervisor's input and will be initiated by the instructor. Discussion will include progress on the specific objectives and overall job performance.

Worksite	Objective
Zootopia Inc.	This is an objective. Saving this objective.
Zootopia Inc.	This is an objective.
Zootopia Inc.	This is an objective.
Zootopia Inc.	Test objective...

Figure 6

4. Instructors can work with the Student and Worksite Supervisor to develop Objectives. To edit an Objective, click within the row of the Objective record, and the Objective detail will display directly below the row (Figure 7).

Objective: This is an objective.

Figure 7

5. Edit the Objective and click the [Save] button in the toolbar. Repeat steps 4 and 5 for each Objective.

C. Approve Student Job and Objectives

1. Click the Instructor Approval checkbox in the Job tab (Figure 5), and then click the [Save] button in the toolbar directly above the Job tab. **Note:** *After the Job is approved by the Student, Supervisor, and Instructor, the Job Status will change to "In Progress".*

V. Instructor Worksite Visit (Process #7)

A. Instructor Enters Worksite Visit Information

1. After the Worksite visit, the Instructor accesses the WSL App, and then edits the specific Job record.
2. Enter the date of the visit in the Worksite Visit Date field (Figure 5).

3. Enter any comments/notes from the visit in the Worksite Visit Comments field (Figure 5). **Note:** *Only the Instructor can view the Worksite Visit Comments.*

VI. Student Report (Process #10)

A. Instructor Reviews Student Report

1. At the end of the course, the Instructor accesses the WSL App, and then edits the specific Job record.
2. On the Job details screen, click the Report tab and evaluate the report (Figure 8). If the student uploaded their report or provided additional documents for their online report, you can access those documents by clicking the “Report Uploads” (Figure 9).

Job Objectives Timesheets **Report** Evaluation

At the conclusion of your Worksite Learning course, you may be required to submit a written assignment that supports what you have learned in the workplace. Use your instructor's course syllabus and your timesheet records as a point of reference.*

Enter your written assignment in the Report Editor ("word processor") box below and/or upload your report or supporting documents in the Report Uploads tab. Note: Be sure to click the [Save] button to save your work periodically. Tip: to determine the approximate number of written pages you have entered, you can use the 250 words per page standard.

* If you are currently seeking Worksite Learning course credit with your present employer, the agreed upon objectives between you and your employer must differ from current duties and responsibilities.

Report Editor **Report Uploads**

Test Report 7

This is my report.

Figure 8

Job Objectives Timesheets **Report** Evaluation

At the conclusion of your Worksite Learning course, you may be required to submit a written assignment that supports what you have learned in the workplace. Use your instructor's course syllabus and your timesheet records as a point of reference.*

Enter your written assignment in the Report Editor ("word processor") box below and/or upload your report or supporting documents in the Report Uploads tab. Note: Be sure to click the [Save] button to save your work periodically. Tip: to determine the approximate number of written pages you have entered, you can use the 250 words per page standard.

* If you are currently seeking Worksite Learning course credit with your present employer, the agreed upon objectives between you and your employer must differ from current duties and responsibilities.

Report Editor Report Uploads

Search By:

Description	Action
<input type="checkbox"/> Test 2	View

< 1 >

Showing 1 of 1 records

Records per page: 20

Figure 9

VII. Supervisor Evaluation of Student (Process #11)

The Worksite Supervisor will complete the student evaluation. After the evaluation is approved by the Supervisor, the Instructor will be notified by email. After the Instructor has approved the evaluation, the Job Status will change to “Completed,” and all participants will be notified by email of the completion status. Also, the Student will be able to view the evaluation (read-only).

A. Instructor Reviews / Approves Supervisor Evaluation of Student

1. Access the WSL App and view the specific Job record.
2. On the Job details screen, click the “Evaluation” tab (Figure 10).

The screenshot shows the 'Job details' screen in the WSL App. At the top, there are dropdown menus for 'Student' (John Doe), 'Worksite' (Acme Company), 'Course / Section' (College Composition (ENGL-1A), F1234), 'Status' (In Progress), 'Stu Apr' (checked), 'Sup Apr' (checked), and 'Inst Apr' (checked). Below these are buttons for 'Save', 'Cancel', and 'Send Mail'. The 'Evaluation' tab is highlighted with a red box. The tab content includes instructions for the supervisor to evaluate the student and a table for supervisor and instructor approvals. The table has columns for 'Worksite', 'Supervisor Approval', and 'Instructor Approval'. The 'Acme Company' row is highlighted with a red box, showing a supervisor approval date of 1/21/2019.

Worksite	Supervisor Approval	Instructor Approval
Acme Company	1/21/2019	

Figure 10

3. Click the row of the specific Worksite’s evaluation of the Student. (Figure 10).
4. The Evaluation details screen appears (Figure 11) directly below the row. Review the evaluation in each tab (i.e. “Course Objectives”, “Worksite Learning Skills”, and “Comments / Approval”).

The screenshot shows the 'Evaluation details' screen in the WSL App. At the top, there are dropdown menus for 'Worksite' (Acme Company), 'Supervisor Approval' (1/21/2019), and 'Instructor Approval' (checked). Below these are buttons for 'Save' and 'Cancel'. The 'Comments / Approval' tab is highlighted with a red box. The tab content includes a 'Step 3 - Provide Comments & Approval' section with a 'Comments' field and a 'Supervisor Approval' section with a checked checkbox and a timestamp of 1/21/2019 1:30:24 PM. The 'Instructor Approval' section has an unchecked checkbox. At the bottom, there is a section for 'Created By' (john.doe), 'Updated By' (jpublic), 'Created Date/Time' (1/20/2019 3:38:01 PM), and 'Updated Date/Time' (1/21/2019 1:30:24 PM).

Step 3 - Provide Comments & Approval

Comments: Evaluation comments here ...

Supervisor Approval: ☒ 1/21/2019 1:30:24 PM

Instructor Approval: ☐

Created By: john.doe Updated By: jpublic

Created Date/Time: 1/20/2019 3:38:01 PM Updated Date/Time: 1/21/2019 1:30:24 PM

Figure 11

5. In the “Comments / Approval” tab, click the Instructor Approval checkbox to approve the evaluation (Figure 11), then click [Save] button in the toolbar directly above the “Course Objectives” tab.

VIII. Other Features

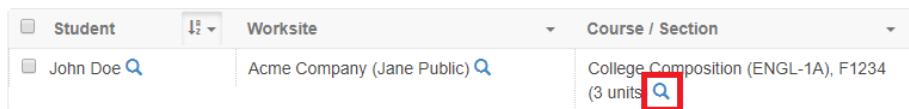
A. Multiple Worksites per Job

Students can add up to three Worksites per Job. This feature was requested for Students who may not be able to get enough hours at one Worksite in order to fulfill their course requirements. See Student Guide for details.

B. Upload / Attach Documents to a Course

Instructors can upload and attach documents (e.g. syllabus or special program documents) to a course, which are viewable by Students and Supervisors. Follow these steps:

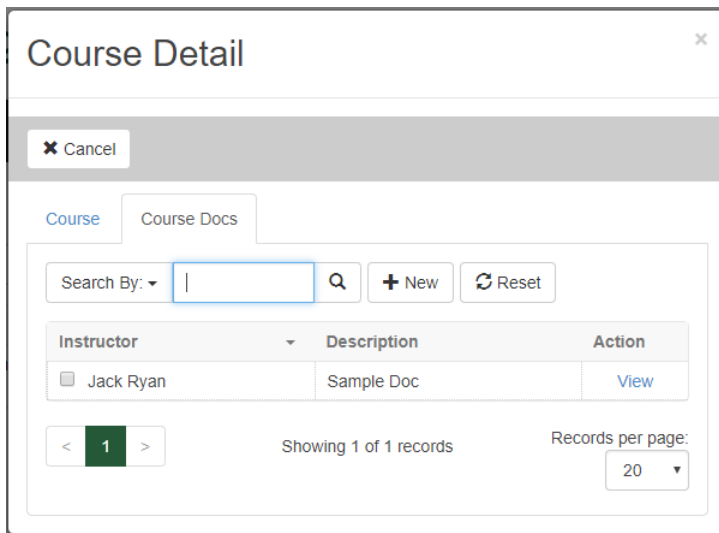
1. In the Jobs list screen, click the “magnifying glass” icon at the end of the Course title in the “Course / Section” column (Figure 12).



Student	Worksite	Course / Section
John Doe	Acme Company (Jane Public)	College Composition (ENGL-1A), F1234 (3 units)

Figure 12

2. When the Course details window appears, click the “Course Docs” tab (Figure 13), and the Course Docs list will display. To view the Course Doc details, click the row of the document. The Course Doc details also contains a link to download the document. To just view the document in the browser, click the “View” link in the “Action” column of the row.



Course Detail

Course Course Docs

Search By:

Instructor	Description	Action
Jack Ryan	Sample Doc	View

< 1 > Showing 1 of 1 records Records per page: 20

Figure 13

3. To upload a new Course Doc, click the [New] button (Figure 13) in the toolbar, and a blank Course Doc screen will display for entry (Figure 14).

Figure 14

4. Enter the document description (e.g. Syllabus).
5. Click the [Browse] button next to the “File” field to select the document that you want to upload.
6. After you have the document selected and its file name is displayed in the “File” field, click the [Save] button in the toolbar directly above the Instructor field.

C. View Contact Info for Student and Worksite Supervisor

Instructors can view contact information for a Student or Supervisor by clicking the “magnifying glass” icon next to the student’s or supervisor’s name.

1. Student Contact Info (Figure 15):

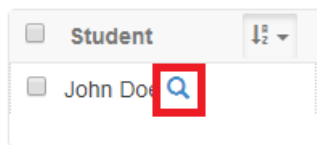


Figure 15

2. Worksite Supervisor Contact Info (Figure 16):

Worksite Supervisor Profile

Worksite Name: Acme Company Phone: 5305551214

Street Address: 12345 Main St. Email: jpublic@acme.com

City, State, Zip: Redding, CA 96001

Supervisor Name: Jane Public

Figure 16

D. Send Email to Worksite Supervisors and/or Students

You can send an email directly to one or more of the Worksite Supervisors and/or Students from within the WSL App. Note: the email is sent from your email address, and a copy of the message is also sent to your email address. There are two methods to send email: 1) send to the Student and Worksite(s) within a single Job record, or 2) send to multiple Students and Worksite(s) of multiple Jobs.

Send Mail to Supervisor(s) and/or Student within a Job

1. While in a Job details screen, click the [Send Mail] button (Figure 17) in the toolbar.

Save Cancel Send Mail

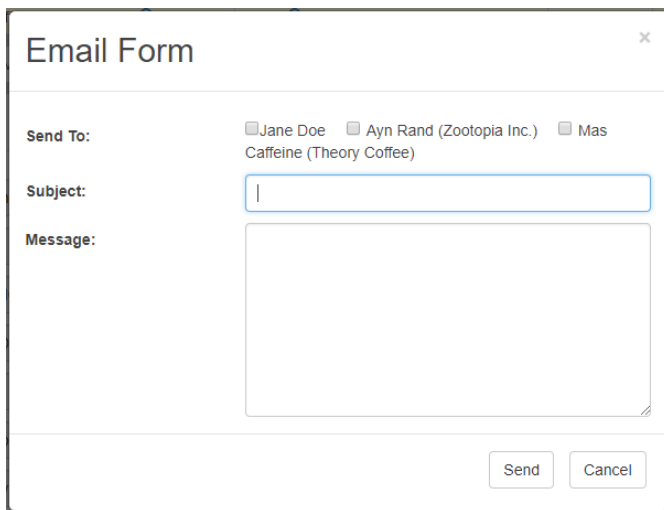
Job Objectives

Job Status: Pending

Year: 2019

Figure 17

2. When the Email Form appears, click the checkboxes next to the desired recipients, enter the Subject and Message, and then click the [Send] button (Figure 18).



Email Form

Send To: ☐ Jane Doe ☐ Ayn Rand (Zootopia Inc.) ☐ Mas Caffeine (Theory Coffee)

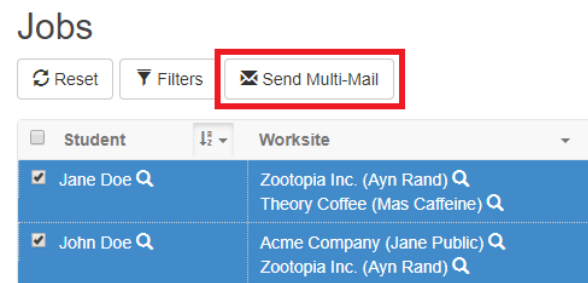
Subject:

Message:

Figure 18

Send Mail to Multiple Students and Worksite(s) of Multiple Jobs

1. While in the Job list screen, click the checkbox next to one or more Jobs that are related to the Supervisors and/or Students that you want to email, then click the [Send Multi-Mail] button (Figure 19) in the Jobs toolbar.

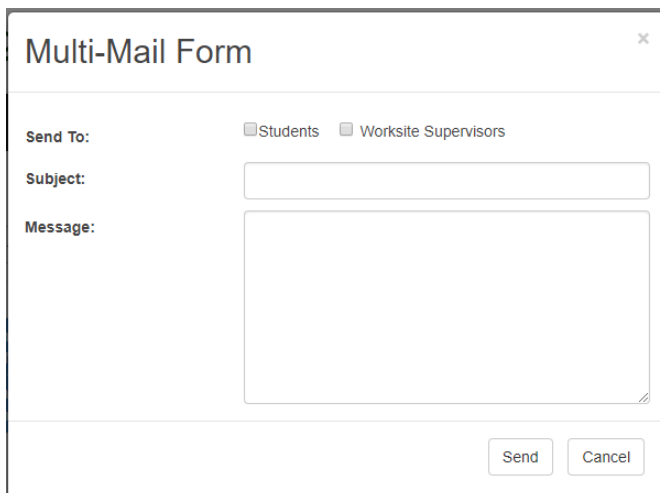


Jobs

<input type="checkbox"/> Student	Worksite
<input checked="" type="checkbox"/> Jane Doe	Zootopia Inc. (Ayn Rand) Theory Coffee (Mas Caffeine)
<input checked="" type="checkbox"/> John Doe	Acme Company (Jane Public) Zootopia Inc. (Ayn Rand)

Figure 19

2. When the Multi-Mail Form appears, click the “Students” and/or “Worksite Supervisors” checkboxes, enter the Subject and Message, and then click the [Send] button (Figure 20).



Multi-Mail Form

Send To: ☐ Students ☐ Worksite Supervisors

Subject:

Message:

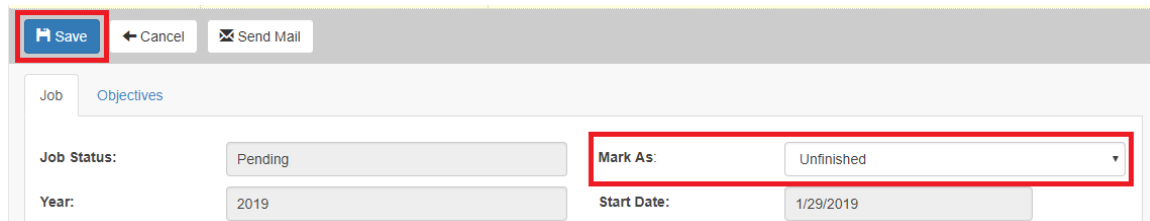
Figure 20

E. Mark Job as “Unfinished” – Manual Completed Override

Sometimes, there are special cases where a Job doesn’t go as planned.

Scenario 1: A Student does not complete the Job or course requirements, but also does not drop the class, the Instructor may mark the Job with the “Unfinished” status.

1. Access the WSL App and view the specific Job record.
2. In the Jobs detail screen, select the “Unfinished” option from the “Mark As” drop-down-list field (Figure 21).



The screenshot shows the 'Jobs' detail screen. At the top, there is a toolbar with three buttons: 'Save' (highlighted with a red box), 'Cancel', and 'Send Mail'. Below the toolbar, there are two tabs: 'Job' and 'Objectives'. The 'Job' tab is active. Under the 'Job' tab, there are four fields: 'Job Status' (set to 'Pending'), 'Mark As' (a dropdown menu set to 'Unfinished', highlighted with a red box), 'Year' (set to '2019'), and 'Start Date' (set to '1/29/2019').

Figure 21

3. Click the [Save] button in the Jobs toolbar, and the Job Status will change to “Unfinished”.

Scenario 2: If the Instructor allows the Student to finish the Course later due to some extenuating circumstances.

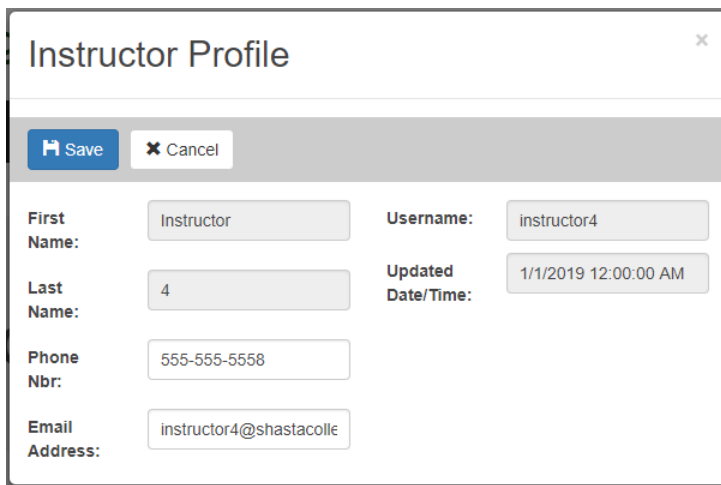
Scenario 3: If the Student does complete the Course requirements, but one of their Worksite Supervisors cannot login to the system to perform the final Evaluation and approval (e.g. Supervisor left the company).

In scenarios 2 and 3, the Instructor can contact the WSL System Administrator through the “Technical Support” option under the Help menu, and request that the Job record be marked as “Manual Completed Override,” which will change the Job Status to “Completed”.

IX. User Profile

Your User Profile displays your contact information that Students and Worksite Supervisors may see (read-only). It also allows you to edit your phone number and email address.

1. Select the User Profile menu item from the User menu (i.e. your name is the menu title) next to the Help menu.
2. If necessary, edit your phone number and email address and click the [Save] button in the toolbar (Figure 22).



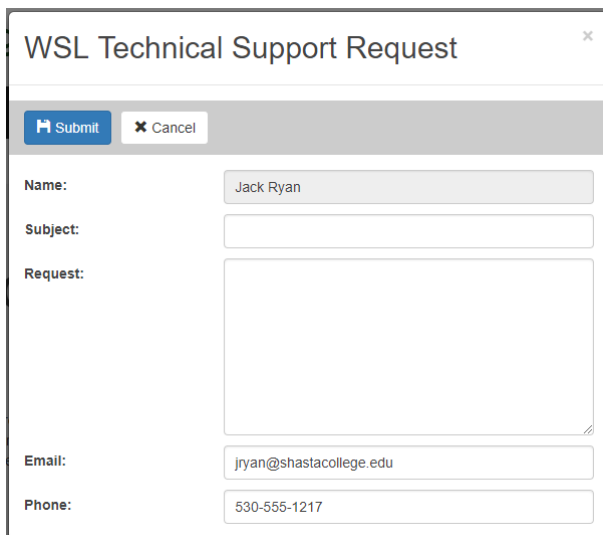
The 'Instructor Profile' form is a modal window with a title bar containing a close button. Below the title bar is a toolbar with 'Save' and 'Cancel' buttons. The form contains several input fields: 'First Name' (value: Instructor), 'Last Name' (value: 4), 'Phone Nbr' (value: 555-555-5558), 'Email Address' (value: instructor4@shastacollege), 'Username' (value: instructor4), and 'Updated Date/Time' (value: 1/1/2019 12:00:00 AM).

Figure 22

X. Technical Support

For technical support, please submit requests by selecting the Technical Support option under the Help menu.

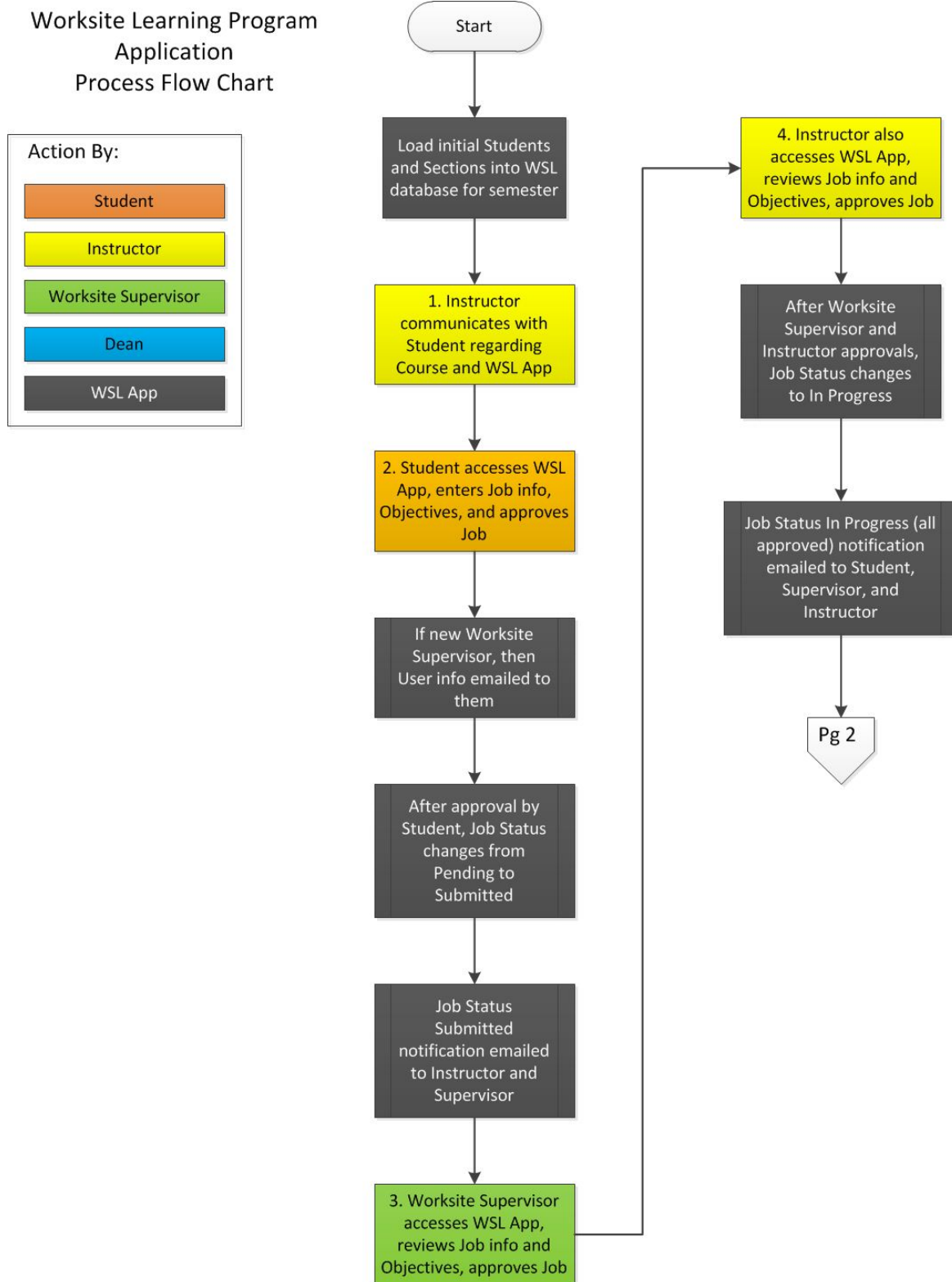
1. Enter the fields in the form and click the [Submit] button in the toolbar (Figure 23).



The 'WSL Technical Support Request' form is a modal window with a title bar containing a close button. Below the title bar is a toolbar with 'Submit' and 'Cancel' buttons. The form contains several input fields: 'Name' (value: Jack Ryan), 'Subject' (empty), 'Request' (empty text area), 'Email' (value: jryan@shastacollege.edu), and 'Phone' (value: 530-555-1217).

Figure 23

XI. WSL Application Process Flow Chart – Page 1



XII. WSL Application Process Flow Chart – Page 2

