

**STEPS 1-3 (JOB SETUP) BELOW MUST BE COMPLETED BY THE STUDENT FIRST.** UNTIL THESE ARE COMPLETED BY THE STUDENT, THE WSL SUPERVISOR **CANNOT** LOGIN AND WORK INSIDE THE SYSTEM WITH THEM.

Download and review the WSL Student Guide – linked here:

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

**JOB SETUP – LOG INTO THE SYSTEM AND PERFORM THE FOLLOWING:**

**1. JOBS tab:**

- ☐ Search for and select existing worksite/supervisor - *see page 5-6, items 1-3*
- ☐ **OR** if they don't show up in the list as an existing supervisor, choose the **+ New** button to add a new worksite/supervisor – *see page 5-6, items 1-3*
- ☐ Add additional worksite details, start/end dates, etc. and **SAVE** – *see page 6, item 4*

**2. OBJECTIVES tab:**

- ☐ Add your four objectives, **SAVE** each individually – *see page 7, items 1 & 2*

**3. JOBS tab:**

- ☐ Click the **Student Approval** checkbox and **SAVE** – *see page 6, item 5*

**EACH WEEK DURING THE TERM – LOG INTO THE SYSTEM AND PERFORM THE FOLLOWING:**

**4. TIMESHEETS tab:**

- ☐ Enter your weekly time and description into the timesheet, select the **Student Approval** checkbox and **SAVE** – *see page 8, items 1 & 2*

**AT THE END OF THE TERM – LOG INTO THE SYSTEM AND PERFORM THE FOLLOWING:**

**5. REPORTS tab:**

- ☐ **If required** by the instructor, access the Reports tab and either type in your report or upload your report file and **SAVE** – *see page 8-9, items 1 & 2*

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**TIP:** The Student guide is designed to give you step by step screen shots and instructions on using the system. Please reference pages 11 – 17 for more information regarding the WSL software.



**GovIS Worksite Learning System  
Student Guide (1.0.4 – 1/31/2019)**

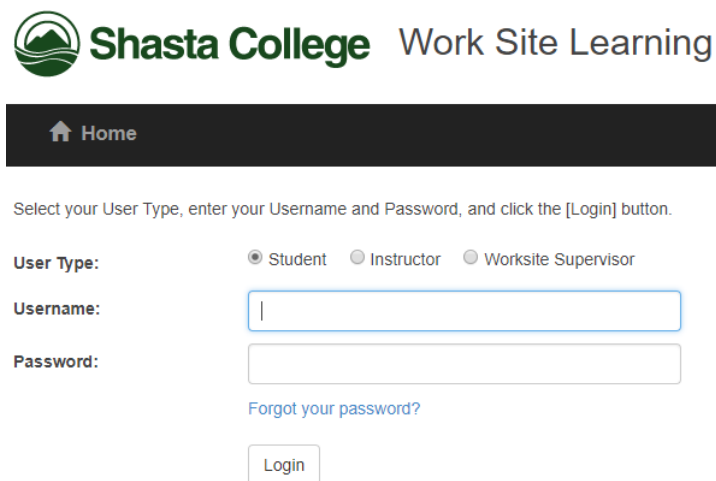
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## I. Introduction

Welcome to the GovIS Worksite Learning System. This guide provides a brief reference for the worksite learning process and details on how to use this system. For more information on the responsibilities of participating in the Worksite Learning Program, select the “WSL Program Agreement” option under the Help menu. For more information on the WSL process, contact your instructor. If you encounter technical issues with the system, submit a support request by selecting the Technical Support option under the Help menu.

## II. 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's Work Site Learning system. At the top is the Shasta College logo and the text "Shasta College Work Site 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" (selected), "Instructor", 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 (“Student”), 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

### III. Jobs Page

After registering for a WSL Course, your new Job record, based on the Course, will be created for you automatically for the current semester and will be displayed on the Jobs list page. The Jobs page is where you setup your Job information based on your registered WSL Course. **Note: Please allow one full day after you have registered for the Course for your Job record to be created and displayed on the Jobs list page.**

1. 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 page (Figure 4).

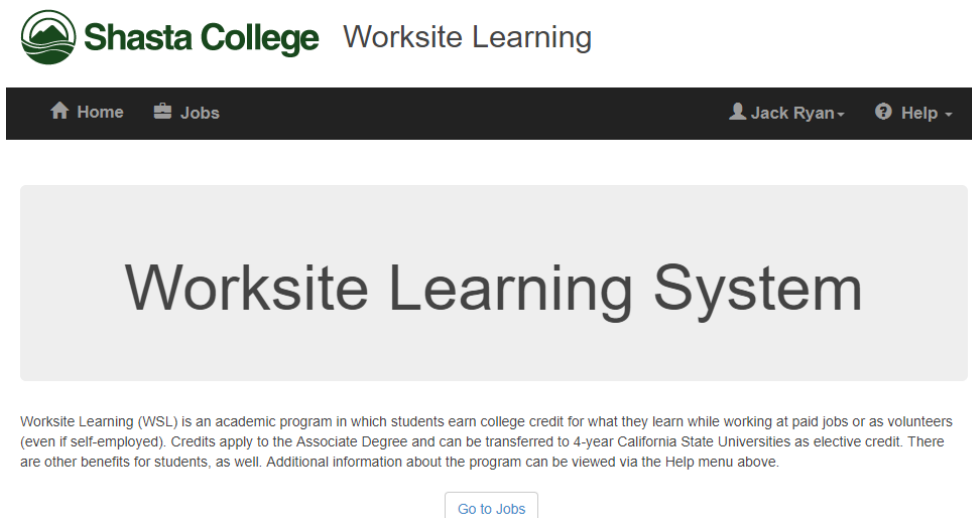


Figure 3

## Jobs

Reset Filters

Filters:

Year: 2019

Semester: Spring

GO Clear

Worksite	Instructor	Course / Section	Status	Stu Apr	Sup Apr	Inst Apr
	Jack Ryan	College Algebra (MATH-110), M1234 (3 units)	Pending			

Figure 4

- In the Jobs list page, your Job (“registered WSL Course”) record for the current semester will be displayed (Figure 4). You can filter the Jobs list by using the fields in the “Filters” section (Figure 4), for example, to view a prior semester’s Job record. The Filters section is hidden by default, but can be toggled by clicking the [Filters] button in the Jobs toolbar.
- You can view contact and Course (and Course Docs) information for your Job record by clicking the “magnifying glass” icon next to the Worksite name, Instructor name, and Course title (Figure 5). See section X “Other Features” for more information on this feature.

Zootopia Inc. (Ayn Rand)	Instructor	College Algebra (MATH-110), M1234 (3 units)
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Figure 5

- To edit your Job record, click within the row of the Job in the list (e.g. within the sample red border in Figure 4), and the Job details will display directly below the row (Figure 6).

## IV. Job Details

The Job details screen (Figure 6) contains only the Job tab initially. In the Job tab, the Course related fields are already entered for you and are disabled.

Figure 6

After you have found an employer that has agreed to participate as your WSL Course Worksite Supervisor, the first step is to enter the Worksite information. This information allows the Supervisor to access the WSL System to review and approve the Job and Objectives, review and approve Timesheets, and finally to submit your Job Evaluation.

1. Click the “magnifying glass” icon (Find) button to the right of the Worksite 1 field (Figure 6). The Select Worksite search panel will hover in from the top-right (Figure 7).

Worksite Name	Supervisor Name	Email	Phone
123 Co.	The Count	thecount@123.com	555-555-5555
Acme Company	Jane Public	jpublic@acme.com	5305551214
Dutch Bros	Bill Dutch	bdutch@dutchbros.com	5305551414

Figure 7

2. First, search for your employer (Worksite) to determine if they already exist in the Worksite database by entering your Supervisor’s email address in the search box. You can search by Email Address (default), Supervisor Name, or Company Name. Hint: It is better to enter a partial value (e.g. “acme.com”) into the search box. If the Worksite is found, click the Worksite record row, then click the [Select] button in the toolbar, and the search panel will disappear and the Worksite name will appear in the Worksite 1 field of the Job tab. Next, click the [Save] button in the toolbar. After the Worksite is saved, the “Objectives” tab will appear.

If the Worksite is not found at first, try searching by Supervisor Name or Company Name by clicking the [Search By:] button in the toolbar and entering a new value in the search box.

3. If the Worksite is still not found, then click the [New] button in the toolbar, and a new blank Worksite record will display (Figure 8). Enter the field values for the Worksite and click the [Save]

button in the toolbar. Next, click the [Close] button, and repeat step #2 to find and select the new Worksite.

Select Worksite (Search, click one row, and then click the [Select] button below)

Save

Cancel

Worksite Name:	Sesame Street	Phone:	(212) 555-1212
Street Address:	123 Main St.	Email:	bigbird@sesamestreet.com
City, State, Zip:	Brooklyn, NY 12345		
Supervisor Name:	Big Bird		

Figure 8

**Note:** If the first Worksite cannot provide enough work hours to meet your Course requirements, or if you need to remove a Worksite, then see the “Add / Remove Worksite” section.

4. Contact your Worksite Supervisor(s) to determine the following: Job Start Date, End Date, Hours per Week, and the learning Objectives for this Job. Enter these values in the Job and Objectives fields for the specific Worksite, and then click the [Save] button in the toolbar.

**Note:** 60 work hours per Course unit are required for Unpaid Jobs, and 75 work hours per Course unit are required for Paid Jobs. For example: 75 hours x 3 Units = 225 total work hours required for a 3-unit WSL Course.

5. After you have entered all of the Job fields and the Objectives (see the next section V) in the Objectives tab, go back to the Job tab and click the Student Approval checkbox to signify your approval of the Job per the WSL Program Agreement, and then click the [Save] button in the toolbar (Figure 9).

After you have approved the Job, the Job Status changes to “Submitted” and the Instructor and Worksite(s) are notified by email that you have approved and submitted the Job. Also, all of the Job fields are disabled except for the Worksite and Student Approval checkbox fields, which you can uncheck (and Save to reenable the fields) to make changes prior to the Job approval by the Instructor and Worksite(s). After they approve the Job, the fields are disabled and locked except the Worksite fields.

Figure 9

## V. Student 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 Worksite Supervisors formulate the Objectives. They are reviewed and approved by the Student, Worksite Supervisor, and Instructor. Evaluation at the Student's end will include Worksite Supervisor's input and will be initiated by the Instructor. Discussion will include progress on the specific Objectives and overall job performance. Four blank Objective records are automatically created for you and each Worksite as specified in the Job tab.

1. Click the Objectives tab in the Job detail, then click the row of the blank Objective record, and the Objective detail will display directly below the row. Enter a learning Objective in the field, and click the [Save] button in the toolbar (Figure 10).

Figure 10

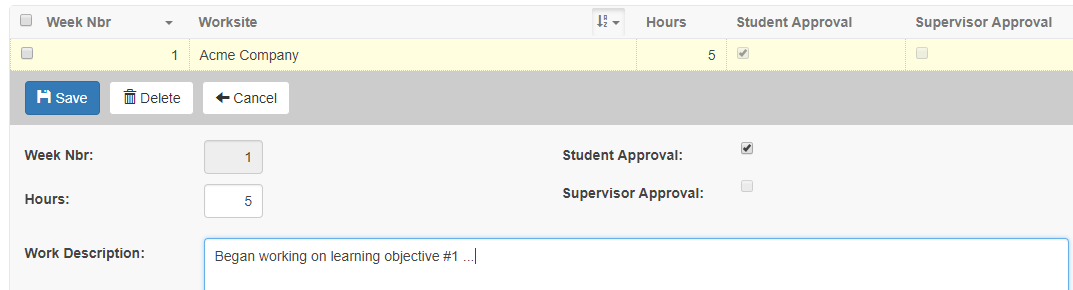
2. Repeat step #1 for each of the remaining Objectives.
3. After you have entered all of the Job fields and the Objectives in the Objectives tab, go back to the Job tab and click the Student Approval checkbox to signify your approval of the Job per the WSL Program Agreement, and then click the [Save] button in the toolbar (Figure 9).



## VI. Student Timesheets

**Note:** The blank Timesheet records are automatically created based on the number of weeks specified in the Job request, though you can add/remove weeks as necessary.

1. After each week, click the Timesheets tab in the Job detail, then click the row of that week's blank Timesheet record, and the Timesheet detail will display directly below the row (Figure 11).



Week Nbr	Worksite	Hours	Student Approval	Supervisor Approval
1	Acme Company	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Save** **Delete** **Cancel**

Week Nbr:  Student Approval: ☒  
Hours:  Supervisor Approval: ☐  
Work Description:

Figure 11

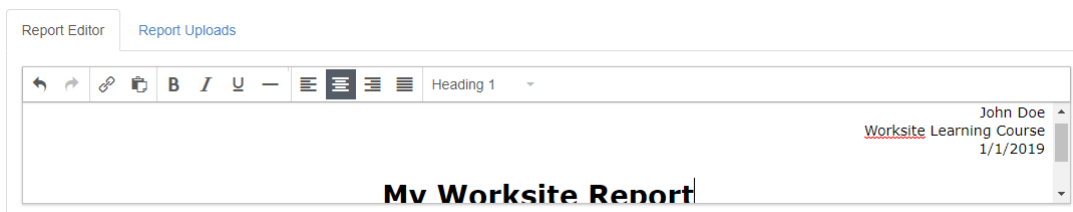
2. Enter your work Hours, Description, click the Student Approval checkbox, and then click the [Save] button in the toolbar.
3. The Worksite Supervisor will also sign-in and review each timesheet entry, and then check the Supervisor Approval checkbox.

## VII. Student Report

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. 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.

Enter your written assignment in the Report Editor ("word processor") box 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.

1. Click the Report tab in the Job detail, and the "Report Editor" / "Report Uploads" tabs will appear (Figure 12).



Report Editor Report Uploads

Heading 1

John Doe  
Worksite Learning Course  
1/1/2019

**My Worksite Report**

Figure 12

2. Enter your report in the Report Editor and click the [Save] button in the toolbar. Alternatively, you can upload your report document and upload it in the “Report Uploads” tab (Figure 13). **Note:** If you created your report online, such as in Google Docs or Office 365 Word, then you’ll need to download the document to your computer, preferably in PDF format, and then upload it in the WSL system.

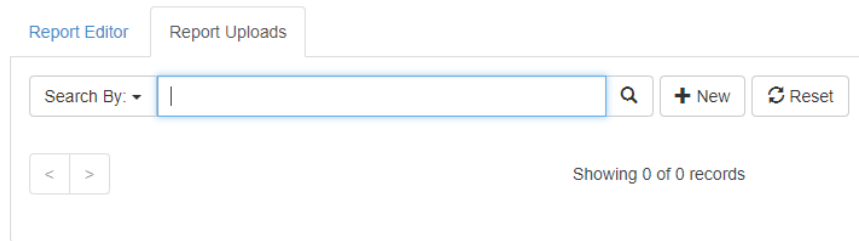


Figure 13

- a. To upload a document, click the “Report Uploads” tab.
- b. Click the [New] button in the toolbar, and a blank report upload form will appear (Figure 14).
- c. Enter the Description, click the [Browse] button to find / select the file, then click the [Save] button in the toolbar.

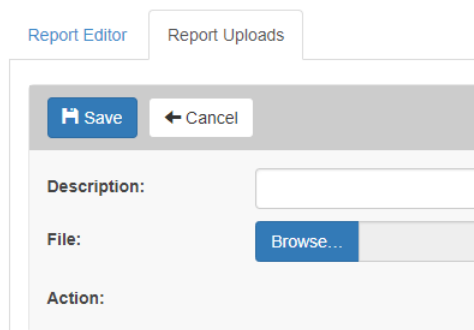


Figure 14

## VIII. Evaluation

The Worksite Supervisor will complete the Student Evaluation. When it is completed and approved by the Worksite Supervisor, the Instructor will be notified. After the Instructor has approved it, the Student will be notified and will be able to view the evaluation.

1. Click the “Evaluation” tab in the Job detail, then click the row of the Worksite [Supervisor] that performed the evaluation (Figure 15).

**Supervisor:** Click the record below to complete the required student evaluation form.

**Evaluation Instructions** As the employer or supervisor of the above-named student enrolled in a worksite learning class, you will be required to evaluate the student based on the following categories. Your recommendations, comments, and constructive criticism will be part of the student's evaluation. You will rate the student between one (1) and five (5) where 1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Very Satisfactory, and 5 = Excellent. Your class will be based upon the following Worksite Learning Skills and Course Objectives.

☐ Worksite

☐ Acme Company

Figure 15

2. Click each tab, or the [> Next] button, in the Evaluation detail area to view the evaluation ratings and the Supervisors comments / review (Figure 16).

☐ Worksite

☐ Acme Company

Supervisor Approval: 1/13/2019

Instructor Approval: 1/12/2019

[Cancel](#)

Course Objectives | Worksite Learning Skills | Comments / Approval

**Step 1 - Rate Student on Objectives** [Next](#)

Objective	Rating
Objective 1	5
Objective 2	4
Objective 3	5
Objective 4	4

☐ Zootopia Inc.

1/13/2019 1/12/2019

Figure 16

## IX. Add / Remove Worksites

There may be a scenario where you will need to add or remove a Worksite. For example, you may need to add a Worksite when your first Worksite can't provide enough hours to meet your Course's requirements, or remove one if your Supervisor leaves the company and can't complete their duties. If you can't remove the Worksite, but need more hours, the add an additional Worksite. You can have up to three Worksites for your Course. Each Worksite will have separate Objectives, Timesheets, and an Evaluation for you.

### A. Add a Worksite

1. While in the Job tab of the Job detail area, click the [Add Additional Worksite] button in the toolbar, and a new, blank Worksite field will appear below the first (or second) one (Figure 17).

Figure 17

2. Click “magnifying glass” icon to the right of the field to find and select a new Worksite as described previously in [section IV, step 1](#).
3. After the Worksite is selected, click the [Save] button in the Jobs toolbar, which will automatically create the Objectives, Timesheets, and Evaluation records for you and the new Worksite. However, adding a Worksite resets the Job Status to “Pending”, removes the Student Approval, and temporarily hides the Timesheets, Report, and Evaluation tabs though no other data is removed.
4. Complete the Objectives for the new Worksite, re-click the Student Approval in the Job tab, and click the [Save] button in the Jobs toolbar. Then the Job Status will change to “Submitted”.

**Note:** The new Worksite Supervisor is required to access the system and approve the Job by clicking the Supervisor checkbox to the right of their associated Worksite field. Then the Job Status will change to “In Progress” (if all Worksites have approved).

## B. Remove a Worksite

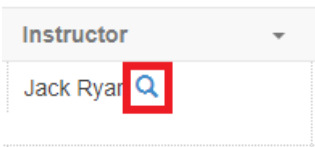
1. While in the Job tab of the Job detail area, click the “X” icon to the Worksite field (Figure 17), and Worksite name will clear.
2. You must be sure to click the [Save] button in the toolbar, then the Objectives, Timesheets, and Evaluation records will also be automatically deleted. **Note:** You can’t remove a Worksite if you have already recorded a Timesheet record for that Worksite, unless you delete the Timesheet record(s) first, though you will lose those hours.

## X. Other Features

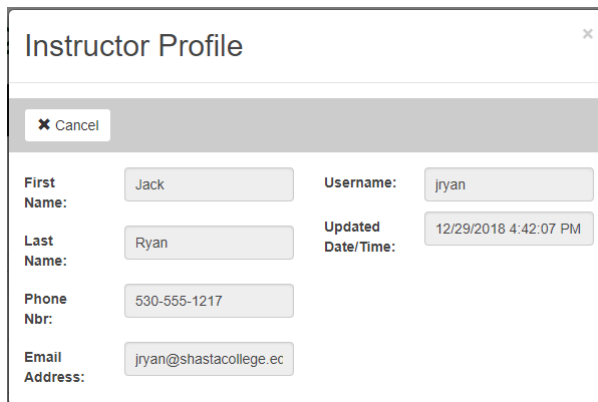
### A. View Contact Info for Worksite Supervisor and Instructor

Instructors can view contact information for an Instructor or Supervisor by clicking the “magnifying glass” icon next to the Instructor’s or Supervisor’s name in a row in the Jobs list (Figure 5).

1. Instructor Contact Info (Figure 18):



A dropdown menu titled "Instructor" with a downward arrow. Below the title, the text "Jack Ryan" is displayed next to a magnifying glass icon, which is highlighted by a red square.



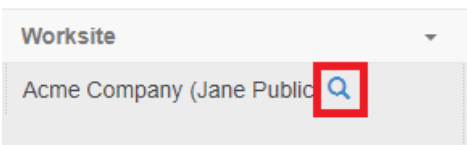
**Instructor Profile**

✕ Cancel

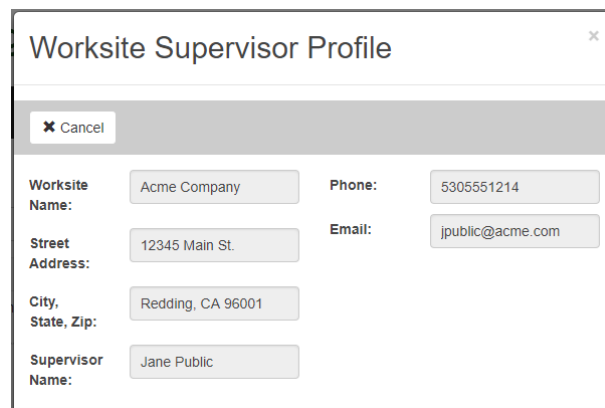
First Name:	Jack	Username:	jryan
Last Name:	Ryan	Updated Date/Time:	12/29/2018 4:42:07 PM
Phone Nbr:	530-555-1217		
Email Address:	jryan@shastacollege.ec		

Figure 18

2. Worksite Supervisor Contact Info (Figure 19):



A dropdown menu titled "Worksite" with a downward arrow. Below the title, the text "Acme Company (Jane Public)" is displayed next to a magnifying glass icon, which is highlighted by a red square.



**Worksite Supervisor Profile**

✕ Cancel

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		

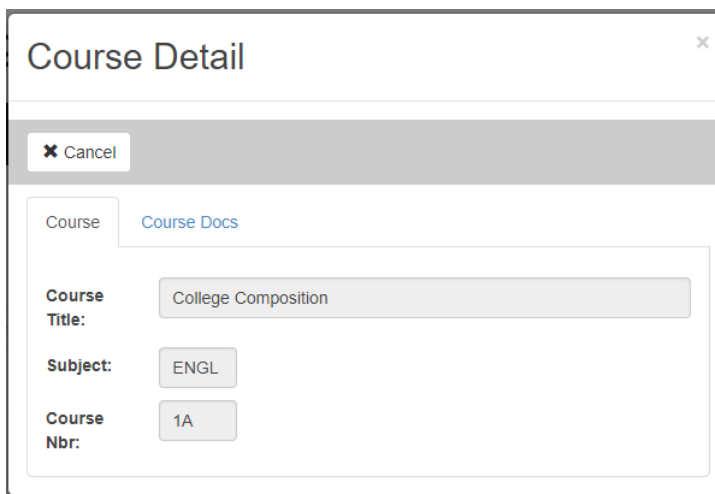
Figure 19

## B. View Course Info and Course Docs

1. While in the Jobs list screen, click the “magnifying glass” icon to the right of the Course, and the “Course Detail” window will appear (Figure 20).



A dropdown menu titled "Course / Section" with a downward arrow. Below the title, the text "College Composition (ENGL-1A), F1234 (3 units)" is displayed next to a magnifying glass icon, which is highlighted by a red square.



**Course Detail**

✕ Cancel

Course [Course Docs](#)

Course Title:	College Composition
Subject:	ENGL
Course Nbr:	1A

Figure 20

2. To view the list of documents, such as a Course syllabus or other Course related documents that the Instructor has uploaded, click the Course Docs tab (Figure 21).

Course Detail

Cancel

Course Course Docs

Search By:

Instructor	Description	Action
<input type="checkbox"/> Jack Ryan	Test	<a href="#">View</a>

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

Figure 21

3. To view the document in the browser window, click the “View” link to the right of the document description (Figure 21).
4. To download the document to your computer or the view the document details, click the row of the document in the list, and the Course Doc detail will display directly below the row (Figure 22).

← Cancel

Instructor: Jack Ryan

Description: Test

File:  Dan9\_24-27.txt

Action: [View Dan9\\_24-27.txt](#) / [Download Dan9\\_24-27.txt](#)

Created By:	jryan	Updated By:	jryan
Created Date/Time:	1/3/2019 11:10:58 PM	Updated Date/Time:	1/3/2019 11:10:58 PM

Figure 22

### C. Send email to Worksite Supervisor(s) or Instructor

1. While in a Job details screen, click the [Send Mail] button (Figure 20) in the toolbar.

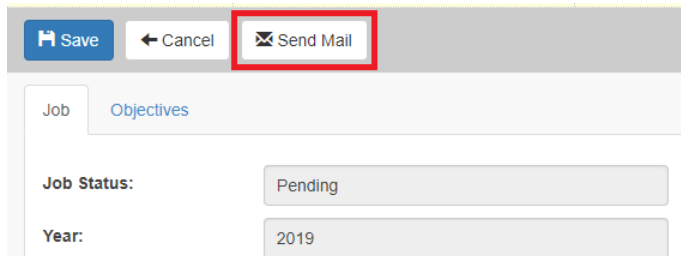


Figure 20

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 21).

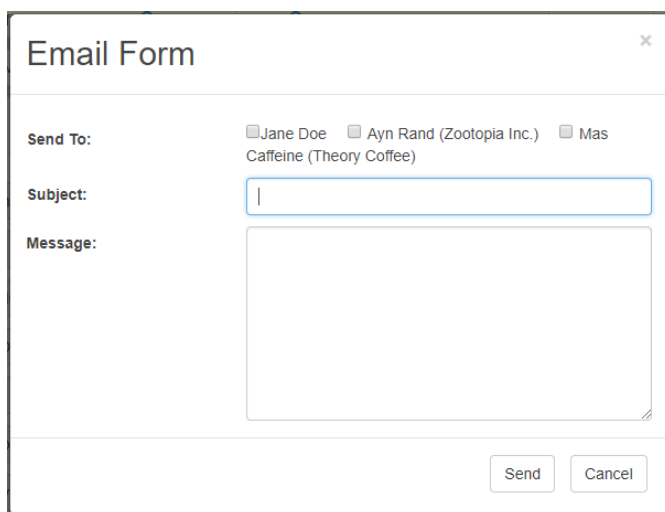
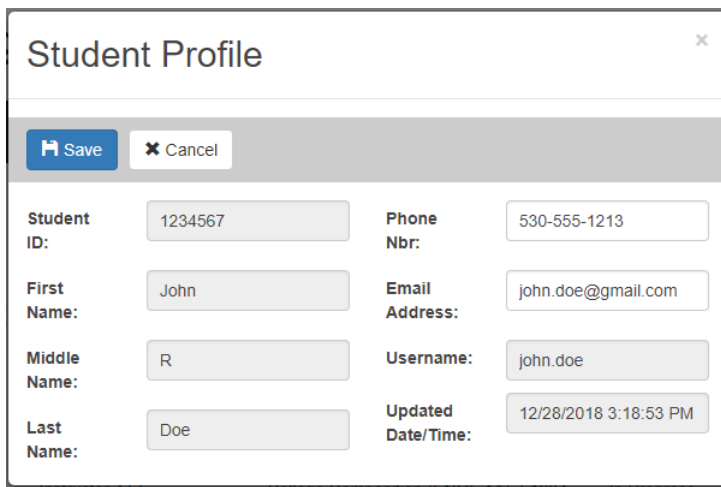


Figure 21

### D. User Profile

Your User Profile displays your contact information that Worksite Supervisors and Instructors 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).



**Student Profile** [X]

[Save] [Cancel]

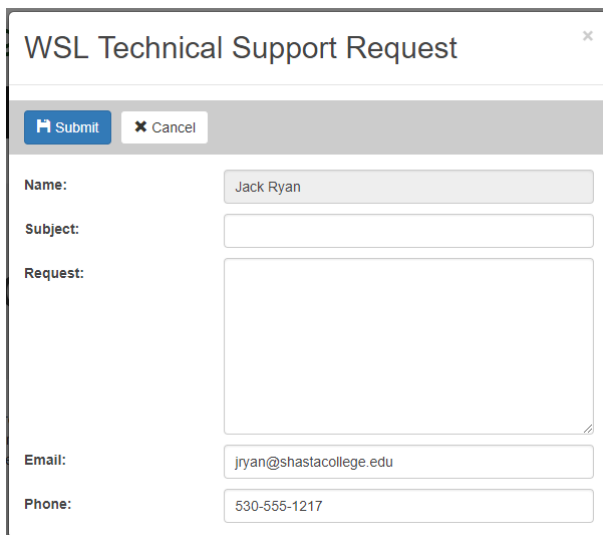
<b>Student ID:</b>	1234567	<b>Phone Nbr:</b>	530-555-1213
<b>First Name:</b>	John	<b>Email Address:</b>	john.doe@gmail.com
<b>Middle Name:</b>	R	<b>Username:</b>	john.doe
<b>Last Name:</b>	Doe	<b>Updated Date/Time:</b>	12/28/2018 3:18:53 PM

Figure 22

## E. 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).



**WSL Technical Support Request** [X]

[Submit] [Cancel]

**Name:** Jack Ryan

**Subject:**

**Request:**

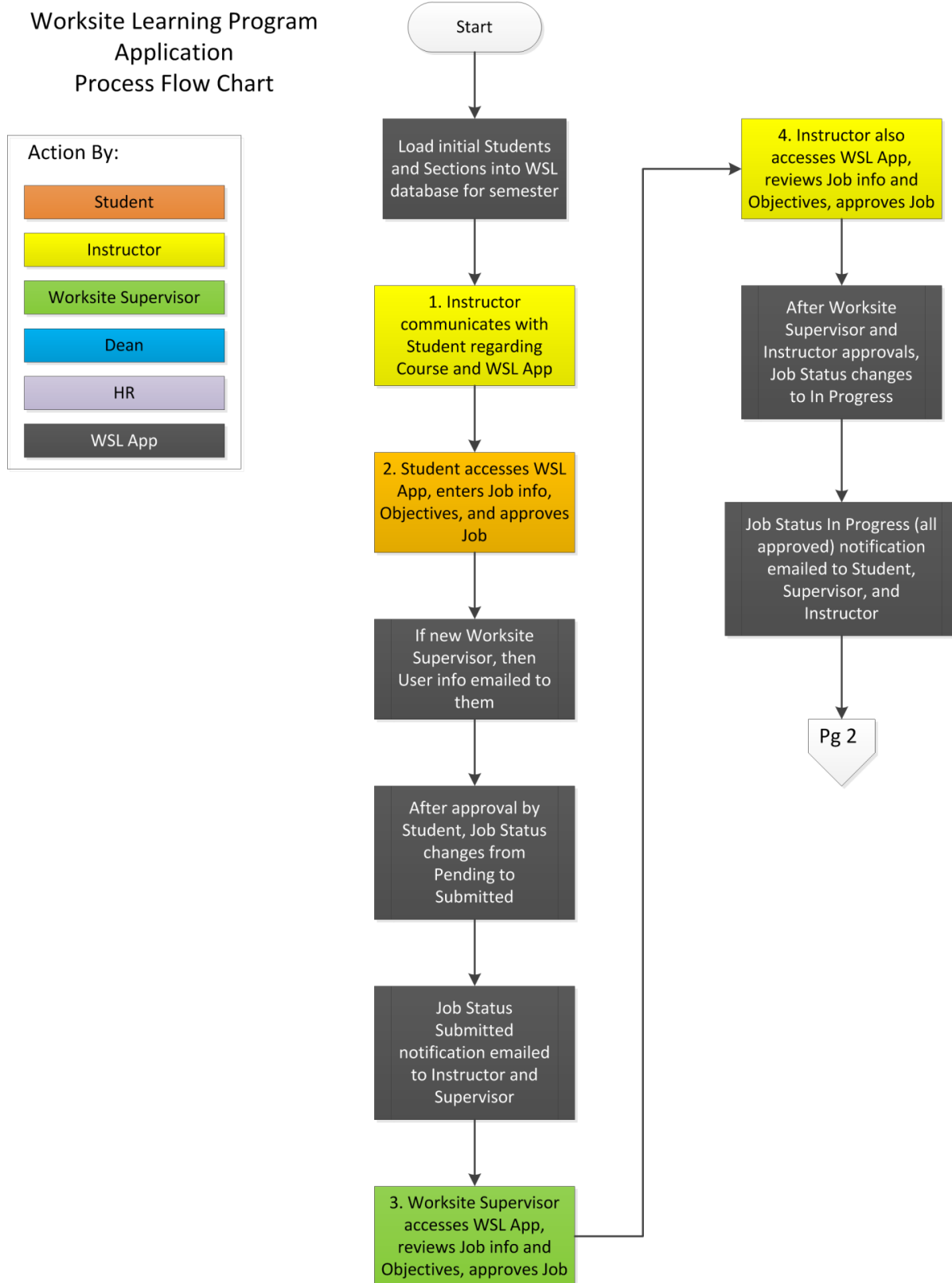
**Email:** jryan@shastacollege.edu

**Phone:** 530-555-1217

Figure 23



## XI. WSL Application Process Flow Chart – Page 1



## XII. WSL Application Process Flow Chart – Page 2

