



Tip Sheet: Managing Partner Activities in Seamless WBL

Once you've created a Partner Activity, you, your partners, and your students can all use this record through your respective portals to log hours, track activity and store and access documents.

Partner Activity Tabs

You'll notice several tabs at the top of your Partner Activity records. They allow you to better manage your activity in the following ways:

Partner/Student Documents

In this area, partners and students can share documents with you as well as access documents you have shared with them. Note that once they've uploaded documents, they cannot delete them; they have to request, through the system, that you delete the documents on their behalf.

Student Hours

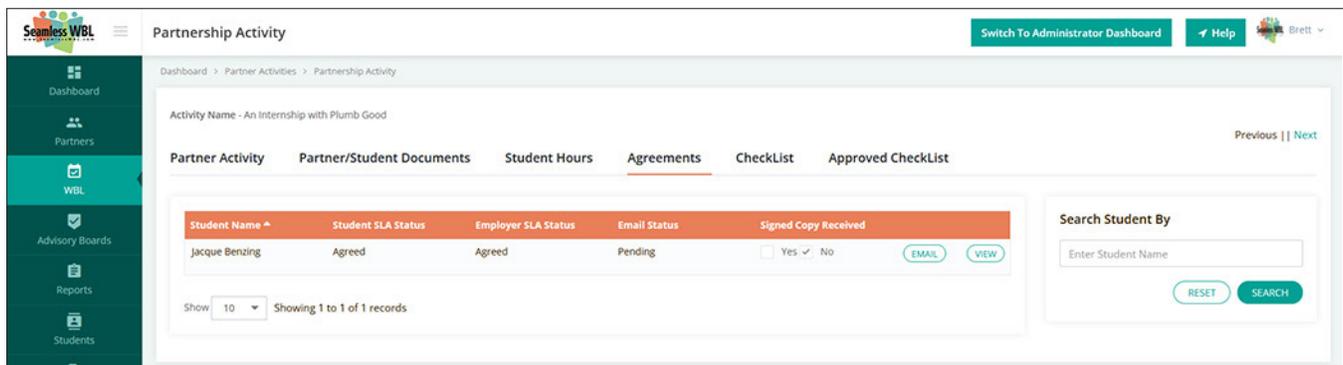
If time sheets are used as part of the activity, student hours will appear here.

If you selected "yes" under Employer Verification when creating your activity, Employers will also see student hours in their Employer Portal. Employers will receive an email each week that a student posts new hours asking them to visit the site and review students' hours. If you prefer to verify student hours yourself leave the Employer Verification button unchecked. Note that you can batch process hours with the Verify All button.

Partner Activities - Student Hours Panel

The screenshot displays the 'Partnership Activity' page in the Seamless WBL system. The page title is 'Partnership Activity' and the activity name is 'An Internship with Plumb Good'. The 'Student Hours' tab is selected, showing a table of logged hours. The table has columns for Action, Student Name, Log Hours, Date & Time, Rate, and Total Hours. There are 7 rows of data, each with 'Approve' and 'Decline' buttons. A 'VERIFY ALL' button is located at the top right of the table. To the right of the table is a 'Search Student By' search box with 'Enter Student Name' placeholder text, a 'RESET' button, and a 'SEARCH' button. The left sidebar contains navigation options: Dashboard, Partners, WBL, Advisory Boards, Reports, Students, General Resources, Email Broadcast, Knowledge Base, and Fillable Forms. The top right of the page has 'Switch To Administrator Dashboard', 'Help', and a user profile for 'Brett'.

Action	Student Name	Log Hours	Date & Time	Rate	Total Hours
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline	Jacque Benzing	1.00	September 23, 2022 3:35 PM To September 23, 2022 4:35 PM	\$10.00	52 /50.00
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline	Jacque Benzing	2.00	August 1, 2022 9:00 AM To August 1, 2022 11:00 AM	\$20.00	52 /50.00
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline	Jacque Benzing	2.00	July 13, 2022 3:00 PM To July 13, 2022 5:00 PM	\$20.00	52 /50.00
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline	Jacque Benzing	5.00	December 3, 2021 10:00 AM To December 3, 2021 3:00 PM	\$50.00	52 /50.00
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline	Jacque Benzing	7.00	July 4, 2020 9:00 AM To July 4, 2020 4:00 PM	\$70.00	52 /50.00
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline	Jacque Benzing	1.00	May 26, 2020 11:00 AM To May 26, 2020 12:00 PM	\$10.00	52 /50.00



Partner Activities - Student Agreements Panel

Agreements

If you've attached a Student Learning Agreement to this activity, you can use this tab to manage that agreement. If you've added the Agreement but not emailed it to the student for signatures, both the student(s) and employer(s) will be able to see it when they log in and sign it online. If you would prefer physical signatures, click the Email button and the student will be emailed a copy with instructions on getting their parents/guardians and their employer signatures and returning the document to you.

Checklist

If students are required to take certain actions as part of an activity, such as submitting a resume or getting a parent waiver, you can list those requirements here; students will see a Checklist tab in this activity within the student portal and can check off these items as they are completed.

Approved Checklist

This tab displays student names and any checklist items they have marked as complete.

How to upload timesheets

In most cases, students will manually post their hours through the student portal. However, there may be times when bulk uploading student hours is more efficient, i.e., you have a guest speaker for a large group of students. In such cases, you can do a bulk import of hours and timesheets by following these steps:



- ◇ Go to your Dashboard and click on Partner Activities. While in list view (before clicking on an activity), click the Export Template for Hours button. This will give you a CSV file of all your activities, all the students assigned to each activity, and all currently posted timesheets. You'll modify this spreadsheet in order to upload your new timesheets. Be careful not to change any of the headers or delete any columns during this process.
- ◇ Click on the activity or activities you want to add timesheets to. If there are no timesheets listed next to each student's name, you can enter timesheet details for that student on that row; if there is already a listing, or you need to add multiple timesheets, make copies of those rows.
- ◇ Add your timesheet(s) using the same format as others on the page. When you're ready to upload, you can either delete the old activities and timesheets or not: The system will not load duplicates.
- ◇ To upload, save your document as a new CSV (Comma-Separated Values, or Comma Delimited) document and then click Import Hours.