Tip Sheet: Setting up Partner Activities in Seamless WBL

To create a Partner Activity, hover over the WBL icon on the menu bar and select Partner Activities. This will take you to the list of activities where you will see a list of your existing scheduled work-based learning activities. As with other areas, this list is searchable by various criteria, and can be sorted using the up and down arrows next to each column head.

Adding Information on Your Activity (Part 1)

Setting up a Partner Activity has multiple steps.

1. To add an activity:

◊ Click the Add Activity button.

◊ Under the Activities Details heading, enter basic information on your work-based learning activity. Including a name, partner organization (chosen from your existing partners), the type of activity, and the status. Note: The organization field may change depending on the type of activity you select.

2. Create a Partnership Activity

In this section, you will input the required information (the boxes outlined in orange). These include the start date/time, end date/time, and the location where this activity will take place. If your activity is virtual, you will toggle the "Virtual Activity" button instead of completing the location and address field.

Below these required fields, you will see additional fields for you to add your Activity Description, Activity Objectives, and possible Transportation Details, which appears for activities that typically involve off-site travel. Although this information isn't required, it is important to complete these fields because this information will be included in the invitation you send to your partner. It will be also be visible to students and partners when they log in through their respective portals.

3. Sharing the activity with educators and students:

Sharing with Educators: To share this activity with educators, go to the Educators Co-Lead field. When you click into the field, you will see a list of all educators with Seamless WBL accounts. You can add as many educators as you want. Note: Added educators will have full access to the activity; they'll be able to enter the activity details area and make changes.

Sharing with Students: To share this activity with students, go to the Student Details area. You can manage this area in one of two ways:

◊ Preloaded Students: If you have student records pre-loaded into the system, you can add students to the activity by name. Click on one or more Student Tags to add every student identified through those tags. You can also add students one at a time in the Students field. You can delete any tags or students added by mistake by clicking on the X next to the tag or student name.

◊ Number of Students: If you do not have student records pre-loaded into the system, you can instead add the number of participating students by entering that number in the Number of Students field. Note: Adding any students after you put a number in the Number of Students field will override this number.

Additional Student Details:

At the very bottom of this page, you will see some additional activity options. These include:

Partner Activities - New Activity Screen

◊   Time Sheets – Your selection here determines the way in which students will enter their hours in their Student Portal. Your options are:

   ◊   Standard: Students will have a single field in which to enter hours. This option is appropriate for simple activities such as guest speakers or site visits.
   ◊   Expanded: The student will enter dates, start times, and end times for each day. The system will calculate their daily hours.
   ◊   Multi-date: Students will enter the start date and end date along with total hours over that time period.

◊   Employer Verification – This determines whether or not the employer can see and sign off on students' submitted hours through their Employer Portal. Employers will receive an email up to once a week notifying them when students have submitted new time sheets. Educators will be CCd on those emails as well.
◊   Hourly Rate – If this is a paid WBL activity, you can enter the hourly wage here. This number will be included in calculations for reports.
◊   SLA Template – If you're using a Student Learning Agreement Template from the SLA Template section, select it here. Note that you will be able to change the template until it is signed.
◊   Required Student Work Hours – If you have activities that require students to complete a required number of hours, you can define the hours here and track their progress. To do this, simply enter the total required number of hours in this field.

Be sure to click the SAVE button on the bottom right of your screen when you are done!

Invite Partner panel (Part 2)

Once you save your activity details, an Inviting Partners area appears on the top right of the page. Here you can identify the people within the company you would like to invite. You can use the drop-down menu to select them, or just start typing their names and individual names will pull up as an option to add. Multiple partners can be added to an activity.

Next, decide whether you want to include a calendar notice in the invitation, send a follow-up survey, and/or send documents to your partners.

Here is some information about each of the options you will see in this new section:

Calendar Invitations

There are two options for sending Calendar Invitations about the activity:

   ◊   Send Calendar Invitation to Partner: The former will allow your partner to confirm participation in the activity. It also includes a link to the activity invitation that allows them to post the event to their own calendar (Google or Outlook).
   ◊   Send Me A Calendar Notice: This options sends a similar link to your e-mail address.

Follow-up Survey

If this is selected, your partner will receive an email with questions about their partnership experience once the activity ends. The e-mail text they will receive is a pre-set template that can be edited by your administrators.

Reminder Email

You can select this option to ensure that any confirmed partners will receive a reminder email two days prior to the beginning date of the activity. You, as the educator, will receive a reminder as well.

Documents and Links

You can send documents and links to your partner along with their activity invitation; In addition, any documents you add will be available for your partners and/or your students, based on your preferences.

To add documents:

◊ Click the Upload Documents button: to either upload or attach documents from the General Resources area or from your computer.
◊ Select the documents you would like to attach. The documents you add to this record will remain solely within this record; they won't be added to the General Resources area.

Once you've uploaded one or more documents, you will see them listed along with checkboxes for "Partner" and "Students." Selecting one or both of these boxes allows you to determine who can see these documents.

Saving, sending, and reminders

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

◊ Save & Send: This option allows you to send the information you've entered as a meeting invitation. When selected, your partner will receive an email with information on the event, as well as links to a calendar invitation and any documents you attached. They will have the option to confirm or decline the invitation. You will be able to see how they responded next to their names in the record. You will also get an e-mail notification with their response.
◊ Reminder: Select this if you want to resend the invitation to someone who didn't respond to the initial invitation.
◊ Student Invite: If you want to send a notice to students, click Student Invite
◊ Save Only: If you made changes to the record, but don't want the information sent out, click Save Only

Once an activity has been created, note that you can make a copy of it using the Copy Activity link at the bottom of the page.

A Note about FERPA Compliance

Note that Seamless WBL is compliant with the Family Educational Rights and Privacy Act (FERPA): Student data is protected and confidential, and employers do not have access to student information within Seamless. However, educators can manually share information through the system, such as typing a student's name in the comment field of a work-based learning activity, or inviting partners to verify student time sheets. Please use caution when sharing identifiable student information with others.