



# Tip Sheet: Managing the Opportunity Board in Seamless WBL

The Opportunity Board allows educators, administrators, and employers to post opportunities such as internships or employment for students to search. They can either search while logged into the student portal (ideal, since you can specify which students can see which opportunities) or without logging in if you have shared the Opportunity Board publicly.

## Creating a Opportunity Board posting

You can create a new Opportunity Board posting by going to the Opportunity Board icon on the left side bar of your Educator Dashboard. From there you will click "Add New Opportunity Board." First, you'll need to identify the hosting partner from the drop-down menu. You can then add details such as the type of opportunity, start date, length, and compensation. You can also determine when the posting will be visible by specifying the start and end dates of the posting.

## The Opportunity Board - Creating a New Entry

**Edit Opportunity Board**

Dashboard > Opportunity Board > Edit Opportunity Board

Switch To Educator Dashboard | Smith High School | Help | Brett

### Description of Opportunity

Title Of Opportunity	Organization Name	Address Line 1	Address Line 2
Auto service spring internship	Subaru of Johnson City	918 Subaru Road	
Subtitle	City	State	Zip
	Johnson City	Tennessee	32339
Type Of Opportunity	Start Date	Posting Visibility Dates	Length Of Experience
Employment	07/15/2022	08/01/2021 To 10/31/2022	Six months
Compensation	Opportunity Description	Employer Tags	Status
Paid - \$12/hour	Intern at Subaru of Johnson City in our service department! You'll be working with certified mechanics and learning about our operations as well as car repair and maintenance.		Approved

Schools

- Mount sion (WBL0001)
- Smith High School (WBL00011)

### Application Requirements

Contact Person Name	Contact Person Email Address	Contact Person Phone Number	<input type="checkbox"/> Display For All Students
Bill Smith	bill@smith.com		

### Student Requirements

Senior, taken at least two auto tech classes.

Tags

- Auto 102

Students

- Jacque Benzling
- Loriann Burch
- Rickie Wheeling

Application Instructions

Email Bill Smith for an interview; include your resume.

Fillable Form

Select Fillable Form

[CANCEL](#) [Student Invite](#) [Delete Opportunity Board](#) [SAVE](#)

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You'll then share information on the application process, including the primary point of contact, requirements, and other instructions. To share with all students, use the "Allow to All Students" checkbox; otherwise you can use the Tags and Students fields, to specify which students are able to see the posting. You can also create an application by building a form in the Fillable Forms area and selecting it from the drop-down in the posting.

Once you hit Save, all the students you specified in the system will be able to see the Opportunity posting within the time frame you listed. You can also push the listing out to all the selected students with the Student Invite button. To protect students, employers can post opportunities to the Opportunity Board, but they will not go "live" unless an educator or administrator has reviewed and approved them by moving the Status from Tentative to Active. Employers also cannot see student information while creating or managing a listing.

## Converting an Opportunity Board posting

If you have an Opportunity Board posting that has turned into a work-based learning activity, you can copy the majority of that content into a new Partner Activity with the Convert Activity link at the bottom of the page. The Opportunity Board posting will remain, and the new Partner Activity (which the system will take you to) is populated with as much information as possible from the Opportunity Board entry.

## Sharing Opportunity Board postings

You can share Opportunity Board postings publicly. Just go to the list view and click the Share button at the top; this will give you a link that you can post or distribute as you see fit. You will lose the ability to specify which students can see which opportunities, as all listings are included. Visitors to the page will be able to search and sort listings to more easily find what they want.

### The Opportunity Board - Creating a New Entry

The screenshot shows the 'Opportunity Board Listing' page in the Seamless WBL system. At the top left is the Seamless WBL logo. The page title is 'Opportunity Board Listing'. Below the title is a search section titled 'Search Opportunity Board By'. This section contains three input fields: 'Enter Opportunity Board Title', 'Select Type Of Opportunity' (a dropdown menu), and 'Select School' (a dropdown menu). To the right of these fields are two buttons: 'RESET' and 'SEARCH'. Below the search section is a table with the following data:

Title ^	Type Of Opportunity ↕	Post Start	Post End	School Name	
<a href="#">Auto service spring internship</a>	Employment	08/01/2021	10/31/2022	Smith High School	<a href="#">VIEW</a>
<a href="#">Internship</a>	Internship			Smith High School	<a href="#">VIEW</a>
<a href="#">Job Shadow</a>	Career Mentoring	01/10/2022	12/31/2022	Smith High School	<a href="#">VIEW</a>