



User Guide: Employers

v 6.0; January 6, 2022

My Activities

My Activities

List of Activities

Activity Name	Activity Type	School/Institute	Date & Time	Status	
An Internship with Plumb Good	Internship	Smith High School	Aug 1, 2020 9:00 AM	Active	VIEW
Apprenticeship with a company	Apprenticeship	Smith High School	Nov 1, 2020 9:00 AM	Active	VIEW
Apprenticeship with a company Copy	Apprenticeship	Smith High School	Nov 1, 2020 9:00 AM	Active	VIEW
Casey company tour	Site Visit/Company Tour	Smith High School	Dec 10, 2021 9:30 AM	Complete	VIEW
Company Tour with Plumb Good	Site Visit/Company Tour	Smith High School	Feb 6, 2020 2:00 PM	Active	VIEW
Computer programming internship	Internship	Smith High School	Oct 1, 2020 1:00 PM	Active	VIEW
Guest Speaker from John's Masonry	Guest Speaker	Smith High School	Sep 4, 2020 11:00 AM	Tentative	VIEW
Guest speaker, business management	Guest Speaker	Smith High School	Jun 19, 2020 10:00 AM	Active	VIEW
Guest Speaking on Entrepreneurship	Guest Speaker	Smith High School	Oct 6, 2020 9:30 AM	Active	VIEW
guest speaking time	Guest Speaker	Smith High School	Sep 5, 2019 1:30 PM	Complete	VIEW

Show 10 Showing 1 to 10 of 16 records

Search Activity By

Enter Activity Name

Select Activity Type

Enter School/Institute

From Date To To Date

Select Status

[RESET](#) [SEARCH](#)

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1. Welcome to Seamless WBL!

Seamless WBL is a resource used by schools, districts, and community colleges to manage their work-based learning and advisory board activities. As an employer partner, you have been invited to participate in the system. You'll be able to participate in the educational process in one or more ways, depending on your relationship with the school or college. This guide will help you navigate Seamless WBL as an employer partner. If you have questions that aren't answered here, please check the Knowledge Base area on the site; if the answer isn't there, you'll find a customer support link at the top of that page.

2. General Tips

Logging in

To log into your account, visit www.SeamlessWBL.com and click the Sign In link at the top. On the sign-in page, select Employer from the drop-down menu, then enter your email address and password. If your education contact sent you a password, use that; if not, use "wbl123" (no spaces). You can change your password once you're in the system by clicking your name in the top right corner and selecting My Profile from the drop-down menu; you can also use the Forgot Password link on the sign-in page.

What you can see in Seamless WBL

Once you log into Seamless, your home page view will vary based on the role(s) you have as a partner. You may see the following areas on the left-hand navigation (see the screen shot below for reference):

- ◇ (A) If you're responsible for managing your organization's "Employer Directory listing", you'll see a Company Profile tab. If you're not involved in work-based learning activities, this will serve as your default view when you log in.

What you can see in Seamless WBL

The screenshot displays the 'My Activities' page in the Seamless WBL system. The left-hand navigation menu includes the following items, each with a circled letter label:

- A**: Company Profile
- B**: My Activities (highlighted)
- C**: Board Activity
- D**: Board Documents
- E**: Job Board
- SLA
- Knowledge Base

The main content area shows a table titled 'List of Activities' with the following data:

Activity Name	Activity Type	School/Institute	Date & Time	Status	VIEW
An Internship with Plumb Good	Internship	Smith High School	Aug 1, 2020 9:00 AM	Active	VIEW
Apprenticeship with a company	Apprenticeship	Smith High School	Nov 1, 2020 9:00 AM	Active	VIEW
Apprenticeship with a company Copy	Apprenticeship	Smith High School	Nov 1, 2020 9:00 AM	Active	VIEW
Casey company tour	Site Visit/Company Tour	Smith High School	Dec 10, 2021 9:30 AM	Complete	VIEW
Company Tour with Plumb Good	Site Visit/Company Tour	Smith High School	Feb 6, 2020 2:00 PM	Active	VIEW
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Guest Speaker from John's Masonry	Guest Speaker	Smith High School	Sep 4, 2020 11:00 AM	Tentative	VIEW
Guest speaker business management	Guest Speaker	Smith High School	Jun 19, 2020 10:00 AM	Active	VIEW
Guest Speaking on Entrepreneurship	Guest Speaker	Smith High School	Oct 6, 2020 9:30 AM	Active	VIEW
guest speaking time	Guest Speaker	Smith High School	Sep 5, 2019 1:30 PM	Complete	VIEW

At the bottom of the table, it says 'Showing 1 to 10 of 16 records' with a 'Show 10' dropdown and a pagination control showing '1 2 >'. On the right side, there is a 'Search Activity By' panel with input fields for 'Enter Activity Name', 'Select Activity Type', 'Enter School/Institute', 'From Date' and 'To Date', and a 'Select Status' dropdown. There are 'RESET' and 'SEARCH' buttons at the bottom of the search panel. The top right corner of the page shows a 'Help' icon and the user's name 'Emily Moore'.

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- ◇ (B) If you're involved in work-based learning activities with the school, you'll see a "My Activities" tab which will also serve as your default landing page.
 - ◇ (C) If you serve on one or more advisory boards, you'll see tabs for Board Activity and Board Documents.
 - ◇ (D) All employers will see the Job Board and SLA tabs.
 - ◇ (E) All employers will see the Knowledge Base tab, which hosts user guides, FAQs, and other resources.

Using Seamless WBL

Some tips on using Seamless WBL:

- ◇ When you're entering information into Seamless you'll see that some fields are outlined in orange while others are in gray. The orange fields are required; the gray fields are optional.
- ◇ Most columns in the list views in Seamless WBL are sortable; just click the small up and down arrows next to the column names.

A note about FERPA compliance

Every educational institution serving students under the age of 18 is required to abide by the Family Educational Rights and Privacy Act, commonly known as FERPA. This Act requires that they and their service providers (like Seamless WBL) make every effort to protect identifiable student data. As a result, this system is set up to ensure that you as an outside party do not have access to identifiable student data.

This can be challenging in an area like work-based learning, which relies on connecting students and employers in meaningful ways, so while Seamless WBL is set up to prevent your access to student data, educators setting up work-based learning activities have ways of sharing relevant data with you through the system, such as by manually entering information. These decisions are ultimately left to the educators, and any questions should be brought up with them so you can find solutions to any issues you face.

3. Company Profile

The Company Profile area allows you to manage your listing in the Employer Directory. This is where educators search for new partners and new work-based learning opportunities, so it's smart to keep current information on your organization here, as well as on the types of work-based learning in which you'd like to be involved. There are three tabs at the top of this page:

Employer Details

On the Employer Details tab, you can post your physical address, select your Employer Tags, share some notes in the Company Description field, and - if you're working with a school district - manage which schools you're interested in supporting. The list of schools you see was added by your district counterparts; you can remove schools, but only the people at the district office can add them.

On the school side, a Company Listing can feature several contacts, but for security purposes those must be added by the district office. Please contact them to have additional people added to your listing.

List of Opportunities

On the next tab - the List of Opportunities - you can tell educators what types of work-based learning activities you'd like to do, and provide information in the Description box to the right of each model. For example, you may tell them that you'd be willing to be a guest speaker, and that you can talk about entrepreneurship or opportunities in skilled trades, and you're only available on Fridays. Sharing this kind of detail allows you to better qualify the types of inquiries you receive.

Employer Documents

The Company Profile now features a new Employer Documents tab; you can add multiple documents to your listing, as can the Administrators at the school or district. When adding the record(s), you can select whether or not this document will be visible to educators. Note that if the Employer listing is being shared with multiple schools, each of those schools will be able to see every shared document.

Partnership Activity details

The screenshot displays the 'Partnership Activity' form in the Seamless WBL system. The interface includes a sidebar with navigation options like 'Company Profile', 'My Activities', 'Board Activity', 'Board Documents', 'Job Board', 'SLA', and 'Knowledge Base'. The main content area is divided into several sections:

- Partner Activity / Student Hours**: Navigation tabs.
- Activity Details**: Fields for Activity Name (An Internship with Plumb Good), Activity Type (Internship), Organization (Plumb Good), School/Institute (Smith High School), Virtual Activity (No), and Partnership Activity Location and Description.
- Start Date & Time**: 08/01/2020 09:00 AM to 06/30/2022 05:00 PM.
- Location Name**: Plumb Good, City: Johnson City, State: Tennessee, Zip: 12345.
- Activity Objectives**: Detailed in Student Learning Agreement and instructions to employer.
- Transportation Details**: Student will provide own transportation.
- Students Details**: Number Of Students: 1, Student Details: Internship for Jacque Benzing.
- Status**: A dropdown menu set to 'Accept'.
- Volunteer Hours**: A text input field containing '30'.
- Comment**: A text area with the placeholder text 'Here are some comments I made as a business partner.'
- Partners**: A list of names: Emily Moore, Bill Riley, Tina Tadam.
- Attached Documents**: A list of documents with checkboxes for 'Request For Delete': 'Notes_on_latest_spring.docx', 'Sample_Doc_3.docx', and 'Internship_objectives_for_partner.docx'.
- Upload Documents**: A section with a 'Select File' button, a 'Max file size 10MB. Supported file formats: jpg, gif, png, pdf, docx, ppt, xls, xlsx.' note, and a 'SAVE' button.

At the bottom of the form, there are buttons for 'ADD TO CALENDAR' and 'SAVE'. The footer of the page reads 'Copyright © 2022 Seamless WBL'.

4. My Activities

You will only see the My Activities tab if you have been invited to one or more work-based learning activities. If you're participating in work-based learning, this will be your home page. You'll note that you can click into any of the activity records on this page to see details of an activity; you can also search your list by multiple criteria using the panel on the right hand side.

Once you click into an activity, you'll see all the details provided by the educator for that initiative (see previous page for an example). Note that the system does not allow you to see identifiable student information unless the educator has manually added it.

Below you will find a few topics to help you navigate through this section.

How do I sign the Student Learning Agreement (SLA)?

As the employer partner, the number of student learning agreements (SLAs) you will have is tied to the number of students you are working with. If you are teaching a cooperative learning class with ten students, then you will have ten SLA's to sign. If you are hosting an internship, there will only be one.

In each situation, you will sign the Student Learning Agreement in one of two possible ways – Electronically or Printed copy.

For Electronic signature:

- ◇ Log into your Seamless account
- ◇ On the left hand side of the page, click on "SLA"
- ◇ This will give you a list of all Student Learning Agreements that you are associated with
- ◇ Click on the desired SLA according to the student and activity you are looking for
- ◇ Scroll to the bottom of the agreement and electronically sign your name
- ◇ Click on "Accept & Continue"
- ◇ Click "Save"

For a printed copy:

In this scenario, the school administrator would have informed you that they would like a physical signature on the student learning agreement. In this case, they will bring the document to you for your signature, or they would upload the document for you to access in your seamless portal.

Here is where you would find it:

- ◇ Log in to your portal
- ◇ Under "My Activities" click on the desired activity
- ◇ On the right hand side of the page you will find the "Attached Documents" for that activity
- ◇ You can click on the SLA attachment, print it out, sign it, and save it to your computer
- ◇ Once signed, click on select file and upload that document back into the system

Note that the "Preview Agreement" attachment is NOT the correct document to download and sign, as this is only a preview of the actual Student Learning Agreement

Seamless WBL Student Learning Agreement Help Emily Moore

Performance Elements

Occupation:
Computer Programmers

Occupation Description:
Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Tasks:

- Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
 Basic Intermediate Mastered
- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
 Basic Intermediate Mastered
- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.
 Basic Intermediate Mastered

Skills:

- Programming
 Basic Intermediate Mastered
- Active Listening
 Basic Intermediate Mastered

If the school administrator would like for you to complete an evaluation of the student using the student learning agreement, it can be found at the bottom of the SLA. Once you have completed the evaluation, simply click save and the educator will be able to see the changes you have made. See illustration above for reference.

How do I manage documents?

- ◇ Click on the activity from which you wish to access information
- ◇ The page will default to partner activity details as shown above
- ◇ On the right hand side of the page, you will see a section for attached documents. You can click on a document to view, download, or print documents that have been previously uploaded.
- ◇ The section directly below “Attached Documents” is a place to upload documents. Here you are able to upload any documents that are directly associated with that specific activity (work contracts, time sheets, etc...)
- ◇ Once you select the desired file, click the “Save” button located directly under the “Upload Documents” section

Note that there is also a “Request for Delete” button if you would like to have any documents removed from this section.

How do I post my volunteer hours?

If you have volunteered your time associated with a specific activity such as job readiness for an internship, company tours, etc..., you can log these hours in the Employer Portal. Posting volunteer hours is a simple task.

- ◇ First, click on the activity associated with these hours
- ◇ Scroll to the bottom of the activity details page
- ◇ Click the drop down box under “Status” and choose “Accept”

- ◇ Enter the total number of hours in the “Volunteer Hours” box
- ◇ Input any related comments in the “Comment” box
- ◇ Click “Save” button at the BOTTOM of the page

Note that you have the option to create meetings and add any information associated with this activity to your Calendar with the “Add to Calendar” button located at the bottom of the page.

How do I sign off on student hours?

As the employer partner of an activity, you have the ability to approve or deny hours that students have logged if the school administrator has allowed this permission. Be sure to check with your educator partner to determine if this task will be completed by either you or the school**

To complete this task you will:

- ◇ Click on the activity of the student you wish to approve or deny hours for
- ◇ The page will default to the partner activity details page – click on the tab directly to the right entitled “Student Log Hour Details”
- ◇ You will see a list of all hours logged by that student for this activity
- ◇ On the left hand side of the those logged hours, you will see 2 corresponding boxes titled “Approve” and “Decline”
- ◇ Clicking on the box next to your desired selection will select and save your choice

Note that if you have been designated to approve hours, you will receive an email at the beginning of each week reminding you to approve or deny any logged hours that has not been signed off on yet.

Approving Student Hours in Partner Activity

The screenshot displays the 'Partnership Activity' page in the Seamless WBL system. The interface includes a sidebar with navigation options like 'Company Profile', 'My Activities', 'Board Activity', 'Board Documents', 'Job Board', 'SLA', and 'Knowledge Base'. The main content area is titled 'Partnership Activity' and has two tabs: 'Partner Activity' and 'Student Hours'. The 'Student Hours' tab is active, showing a table of logged hours for a student named 'Jacque Benzeng'. Each row in the table includes an 'Action' column with 'Approve' and 'Decline' buttons, the student's name, the number of 'Log Hours', and the 'Date & Time' range. A search box on the right allows users to search for students by name. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 12 records' and a page number '1'.

Action	Student Name	Log Hours	Date & Time
✓ Approve Decline	Jacque Benzeng	3.00	December 3, 2021 To December 3, 2021
✓ Approve Decline	Jacque Benzeng	3.00	July 4, 2020 To July 4, 2020
✓ Approve Decline	Jacque Benzeng	2.00	May 26, 2020 To May 26, 2020
✓ Approve Decline	Jacque Benzeng	1.00	May 26, 2020 To May 26, 2020
✓ Approve Decline	Jacque Benzeng	1.00	August 12, 2020 To August 12, 2020
✓ Approve Decline	Jacque Benzeng	2.00	August 27, 2020 To August 27, 2020
✓ Approve Decline	Jacque Benzeng	1.00	September 8, 2020 To September 8, 2020
✓ Approve Decline	Jacque Benzeng	4.00	November 2, 2020 To November 2, 2020
✓ Approve Decline	Jacque Benzeng	1.00	March 5, 2021 To March 5, 2021
✓ Approve Decline	Jacque Benzeng	1.00	September 24, 2021 To September 24, 2021

5. Board Activity

If you sit on one or more advisory boards, you'll be able to visit this area and see a list of past and future activities for your board(s). Click one of the activities to see full details, including the date, time, and location of the meeting, and any documents associated with that meeting. You can review the documents either on the Activity Details page (at the bottom of the page) or on the second tab, "List of Documents."

If you have been invited to serve on an Advisory Board, you will receive an email with this invitation. You will also receive emails inviting you to board meetings and activities. You can RSVP through the email that was sent, or log into your employer portal and RSVP while in the "Board Activity" tab.

You can also see contact information for all the board members who had been invited to the meeting. Scroll to the bottom of the page on the Activity Details tab to see who has been invited, along with their contact details in case you need to reach out. Finally, at the bottom of the page, you can respond to the meeting invitation using the Status drop-down menu.

6. Board Documents

Advisory board members also have access to the Board Documents tab. This section, located directly below the "Board Activity" tab, lists all board documents in one place, allowing you to find them without

Advisory Board meeting details

The screenshot displays the 'Board Activity Details' page. The left sidebar contains navigation options: Company Profile, My Activities, Board Activity (selected), Board Documents, Job Board, SLA, and Knowledge Base. The main content area is titled 'Board Activity Details' and includes a 'Help' button and a user profile for Emily Moore. The page is divided into two tabs: 'Activity Details' (active) and 'List of Documents'. Under 'Activity Details', there is a table with the following information:

Title	Date	Start Time	End Time
2020-21 Kickoff Board Meeting	October 1, 2020	8:00 AM	9:00 AM

Below this, the 'Type Of Activity' is 'Board Meeting' and the 'Role' is 'Board Member'. The 'Address' section includes:

Location Name	Address	City	State
Smith High	123 Smith High Lane	Johnson City	Tennessee

The 'Zip' is 32339 and the 'Status' is 'Active'. There are also fields for 'Details On Remote Access' and 'Notes'. The 'Agenda' section lists three documents: '539534662019boardagenda.docx', '1007356054SampleDoc1.docx', and '426888769Industryarticle.docx'. The 'Member Details' section contains a table of invited members:

Name	Organisation	Email Address	Phone Number
John Jameson	HVAC 4U	jjameson@HVAC4U.com	410-999-1313
Dave Nelson	Johnson City Construction	Dave@JCConstruction.com	410-733-7333
Ignacio Cortez	JC Masonry	iggy@Masonry.com	410-740-9987
Emily Moore	Plumb Good	EM@PlumbGood.com	410-740-2222
Bill Riley	Plumb Good	BR@PlumbGood.com	410-740-2223
Brett Pawlowski	Smith High School	brett2@nc3t.com	410-740-2006

At the bottom, there is a 'Status' dropdown menu set to 'Select Status', a 'SAVE' button, and a 'BACK' button. The footer of the page reads 'Copyright © 2022 Seamless WBL'.

having to search through individual meetings in the Board Activity area; it also allows you to access documents not associated with any particular meeting, including general documents such as bylaws or any general information uploaded by the educator managing the board.

7. Job Board

The Job Board allows educators, administrators, and employers to post specific opportunities, such as internships or employment, for students to search through the student portal.

Remember that Seamless WBL is FERPA-compliant: Employers can post opportunities for students, but an educator or administrator must review and approve them before they go live. Employers also cannot see student information unless specifically arranged by an educator or administrator.

Creating a Job Board posting

As seen in the screen shot below, there are a few sections to be completed in order to create a Job Board posting. Your organization's information will be automatically listed; just add in as much detail on the position as possible, including the type of opportunity, start date, length, compensation, and any other information you can share. You can determine when the posting will be displayed by specifying the start and end dates of the posting; if your organization is listed with multiple schools in the Employer Directory, you can also specify which of those school can see the listing.

You'll then share information on the application process, including the primary point of contact (which can be you or the educator), the requirements for the position, and any other instructions you want to issue for

Job Board posting

The screenshot shows the 'Edit Job Board' interface in the Seamless WBL system. The form is titled 'Edit Job Board' and is located under the 'Job Board' menu. The form is divided into several sections:

- Description of Opportunity:**
 - Title Of Opportunity: Job Shadow
 - Organization Name: Plumb Good
 - Address Line 1: 130 Kings Dale Rd
 - Address Line 2: (empty)
 - City: Pittsburgh
 - State: Pennsylvania
 - Zipcode: 15221
 - Type Of Opportunity: Career Mentoring
 - Start Date: 03/15/2022
 - Posting Visibility Dates: 01/10/2022 To 03/01/2022
 - Length Of Experience: One day
 - Compensation: None
 - Opportunity Description: (empty text area)
 - Schools: Smith High School
 - Education Representative: Bill Smith
- Application Requirements:**
 - Student Requirements: (empty text area)
 - Contact Person Name: Tracey Allen
 - Contact Person Email Address: Tracey@Plumbgood.com
 - Contact Person Phone Number: 410-740-5555
- Application Instructions:** (empty text area)

At the bottom of the form, there are three buttons: 'CANCEL', 'Delete Job', and 'SAVE'.

the application. Your educator cohort will be able to specify which students are able to see your postings; they can make them visible to all, or to only a subset, like students in a certain occupational area. Once you hit Save, your educational contact will be able to review the listing, specify students, and take it live.

8. Knowledge Base

The Knowledge Base is an area featuring questions and answers to common questions about using Seamless WBL. If you have a question not covered in this section, you can use the email address at the top of the section to email our support team directly.