



# Student Portal Overview

v 6.0; January 11, 2022

www.SeamlessWBL.com

## Logging in to Seamless WBL

- ◇ Website: <https://www.seamlesswbl.com/>
- ◇ Students will log in with the email and the password setup by their school or teacher. They must select “Student” as the type of account or their log-in will not work.
- ◇ Once the school or teacher sets up a work-based learning activity, the student will see that activity, or list of activities, when they log into their portal.
- ◇ The screen below is the home screen students will see when they log in:

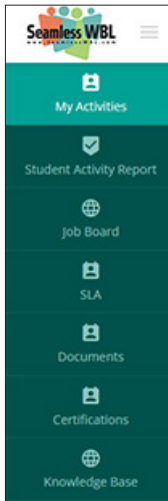
Activity Name	Activity Type	Educator	Date & Time	Status
<a href="#">An Internship with Plumb Good</a>	Internship	Brett Pawlowski	August 1, 2020 9:00 AM	Active
<a href="#">Apprenticeship with a company</a>	Apprenticeship	Brett Pawlowski	November 1, 2020 9:00 AM	Active
<a href="#">Apprenticeship with a company Copy</a>	Apprenticeship	Brett Pawlowski	November 1, 2020 9:00 AM	Active
<a href="#">BitTech Internship</a>	Internship	Brett Pawlowski	June 1, 2020 12:00 AM	Active
<a href="#">Casey company tour</a>	Site Visit/Company Tour	Brett Pawlowski	January 18, 2022 9:30 AM	Complete
<a href="#">Company Tour on plumbing</a>	Site Visit/Company Tour	Brett Pawlowski	February 20, 2020 11:00 AM	Tentative
<a href="#">Company Tour with Plumb Good</a>	Site Visit/Company Tour	Brett Pawlowski	February 6, 2020 2:00 PM	Active
<a href="#">Computer programming internship</a>	Internship	Brett Pawlowski	October 1, 2020 1:00 PM	Active
<a href="#">finance internship</a>	Internship	Brett Pawlowski	April 30, 2020 11:30 AM	Active

\*\*Note that if the student has a Student Learning Agreement to sign, they will have to sign that agreement electronically before the system will allow them to view the activity details\*\*

## My Profile

- ◇ Access the “My Profile” section by clicking on the student’s name in the top right corner of the screen then selecting “My Profile.”
- ◇ This section allows students to fill in required contact information. Students must click “Save” when finished to update Student Profile information.
- ◇ Student’s password can be changed and saved in this section; educators can do this for them as well.

# Student Portal Navigation Overview



**My Activities** - This is the default home screen. By clicking on the underlined Activity Name under the “List of Activities”, the Activity Details screen will appear. This screen provides information about the WBL Activity. The student can upload and view documents attached to the activity, add information, as well as log Student Work Hours.

**Student Activity Report** – This is a report of all activities the student is associated with. The student can view information regarding all activities including logged hours and wages if they are a part of any paid opportunities.

## How to navigate the SAR section

Students can filter reports by searching by tag name, class name, using a date range, or by activity type. This can be done using the search area located on the right-hand side of the page under the Student Activity Report tab.

Students can also expand the details of a specific activity by clicking on the view button next to each activity. These details include each time hours were logged, the date and time of each instance, and the wages if it was a paid opportunity. See example below.

Activity Name	Activity Type	WBL Stage	Start Date/Time	Organization	Log Hours	Rate
January 2021 Mock Interviews	Panels/Mock Interviews	Career Awareness	Feb 26, 2021 9:00 AM	AZ Electric, Johnson City Construction, Plumb Good		
Job Shadow with Plumb Good	Job Shadow	Career Exploration	Oct 20, 2020 9:00 AM	Plumb Good		
Guest Speaking on IT	Guest Speaker	Career Awareness	Jul 17, 2019 9:30 AM	BitTechTechnology		
Job Shadowing - Plumbing	Job Shadow	Career Exploration	Feb 11, 2021 12:00 AM	Plumb Good		
Company Tour on plumbing	Site Visit/Company Tour	Career Awareness	Feb 20, 2020 11:00 AM	AZ Electric		
Apprenticeship with a company	Apprenticeship	Career Preparation	Nov 1, 2020 9:00 AM	AZ Electric	2.00	\$24.00

Activity Name	Activity Type	WBL Stage	Date & Time	Organization	Log Hours	Rate
Apprenticeship with a company	Apprenticeship	Career Preparation	November 5, 2020 2:00 PM To November 5, 2020	AZ Electric	2.00	\$24.00
Apprenticeship with a company	Apprenticeship	Career Preparation	October 14, 2021 12:44 PM To October 14, 2021	AZ Electric		
Summer Internship	Internship	Career Preparation	Jun 1, 2020 12:00 AM	AZ Electric		
Guest speaking with JC Masonry	Guest Speaker	Career Awareness	Sep 17, 2020 10:00 AM	JC Masonry		

**Job Board** – Students have the ability to view job opportunities posted by Admin, Educators, and Employers in this section. All details including application instructions will be listed in the details of the job listing.

**Student Learning Agreements** - Students can view, download, and print a PDF of the Student Learning Agreement for each WBL activity. SLA’s will need to be signed first before any activity details can be seen or edited. To sign your student learning agreement, you can do so electronically or by printing it out, signing it, and uploading back into the system.

## To sign electronically:

Simply log into your student portal, click on the corresponding activity under “My Activities”, and your student learning agreement will automatically populate. Scroll to the bottom of the page, sign electronically, and click save.

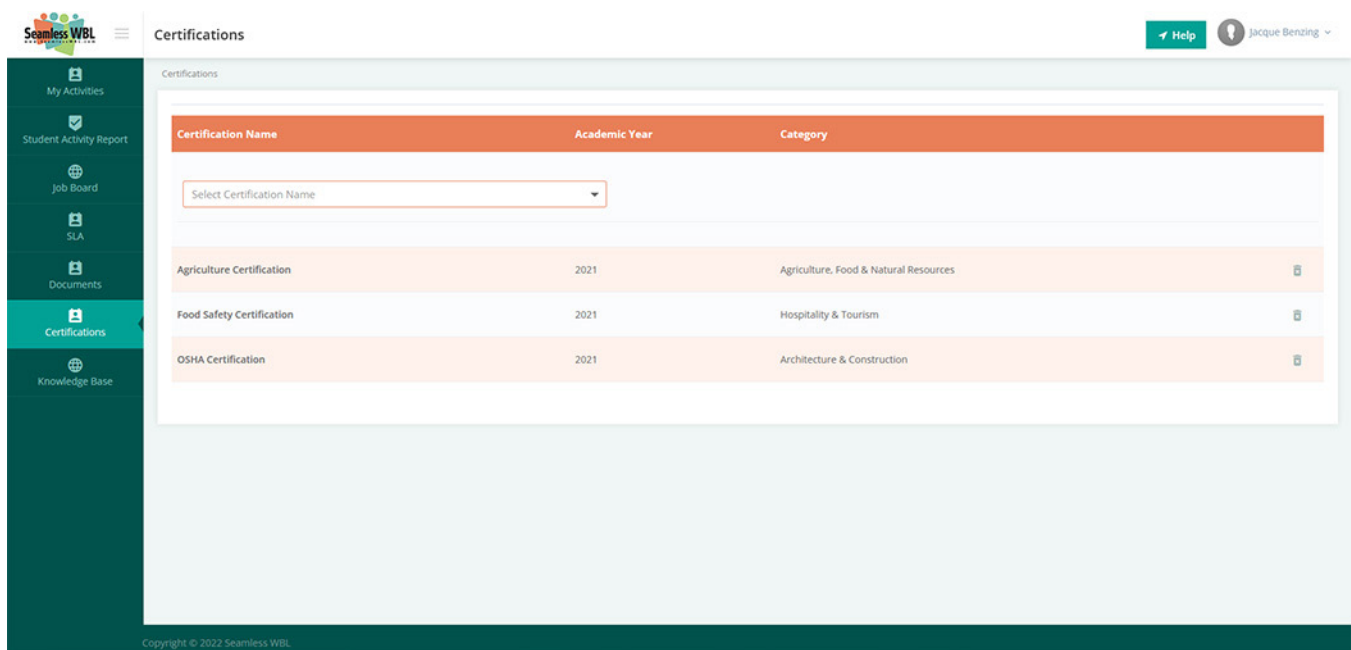
## To print out and sign:

Log into your student portal, click on the “SLA” tab, find the desired student learning agreement, and export the agreement. You can now sign, get other signatures if needed, and upload to the area designated to you by your teacher. Please note that your teacher will inform you of specific procedures according to school guidelines

To access a student learning agreement once it has been signed and accepted, click on “SLA” on the left-hand side of the page and select the desired student learning agreement. Here you will have the option to view the agreement or export it by clicking the “Export Student Agreement” button located at the bottom of the page.

**Documents** - Students can upload non-activity specific documents to this page such as resumes, cover letters, letters of recommendation, etc. Add files by clicking the “Add Student Document” button.

**Certifications** - Students can record completed certifications to their Seamless Profile through this tab.



The screenshot displays the 'Certifications' page in the Seamless WBL system. The page features a dark green sidebar on the left with navigation options: My Activities, Student Activity Report, Job Board, SLA, Documents, Certifications (highlighted), and Knowledge Base. The main content area has a header with the Seamless WBL logo, a menu icon, the title 'Certifications', a 'Help' button, and a user profile for 'Jacque Benzing'. Below the header is a table with the following data:

Certification Name	Academic Year	Category
<input type="text" value="Select Certification Name"/>		
Agriculture Certification	2021	Agriculture, Food & Natural Resources
Food Safety Certification	2021	Hospitality & Tourism
OSHA Certification	2021	Architecture & Construction

**Knowledge Base** – The Knowledge Base is where you can find all student-specific help articles about the Seamless WBL system. You can search the knowledge base using the search bar at the top of the screen for specific topics. – if you are unable to find the answer you need, you can also utilize the support email located on this page. There is also a “HELP” button located at the top right-hand corner of each page you visit in Seamless, and this will take you directly to the Knowledge Base page.

## Activity Details

By clicking on the underlined Activity Name under the “List of Activities” on the home screen, the Partnership Activity Details screen will appear. This screen provides information about the WBL Activity. A student will not be able to access this screen until they have digitally signed the associated Student Learning Agreement.

## Section A: Activity Details

In this section, once a student clicks on a specific activity, they will be able to see all information associated with that WBL activity.

## Section B: Attached Documents

- ◇ Students can view attached documents from their admin/educator, Upload their own documents, and ask for uploaded documents to be removed from this section.
- ◇ To Upload A Document- Click the “Select File” button at the bottom of this section.
- ◇ Students must click the “Save” button on the RIGHT-HAND side of the screen after selecting the file.

The screenshot displays the 'Partnership Activity' page in the Seamless WBL system. The page is divided into three main sections highlighted with red boxes:

- Section A: Activity Details** (top left): Shows details for an internship with Plumb Good. Fields include Activity Name, Organization, Virtual Activity (No), Activity Location and Description, Start Date & Time (08/01/2020 09:00 AM), End Date & Time (06/30/2022 05:00 PM), Location Name (Plumb Good), Address (Plumb Address), 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), Total Hours (24), and Log Activity Hours (50:00).
- Section B: Attached Documents** (top right): Shows a list of attached documents. Documents include 'Review Agreement', 'Sample\_Doc\_2.docx', 'Sample\_Doc\_3.docx', and 'Student\_Learning\_Agreement.docx'. Each document has a 'Request For Delete' link. There is an 'Upload Documents' section with a 'Select File' button and a 'SAVE' button.
- Section C: Student Work Hours** (bottom): Shows a table of work hours. The table has columns for Date, Time, and Comments. Entries include: 01/11/2022 (1:19 PM to 1:19 PM), 12/03/2021 (9:28 AM to 12:28 PM) with comment 'please take a look', 05/26/2020 (12:00 PM to 2:00 PM) with comment 'asdfasdf', and 05/26/2020 (2:32 PM to 3:32 PM) with comment 'asdf'. There is an 'ADD MORE' button.

## Section C: Student Work Hours

- ◇ Students can log work hours daily or weekly depending on the educator’s request (“Multi-Date” and “Expanded” time sheet. These time sheets will be used for multi-hour and multi-date activities (ex. Internships, Capstone projects, etc...)
- ◇ If you have a “Standard” Time Sheet – This time sheet will be used for single activities that only need one entry such as Guest Speakers and Career Fairs.
- ◇ Students must click the “Add More” But ton to add more hours.

\*\* The “Save” button at the BOTTOM of this section must be used to save new entered hours \*\*

\*\* Hours that have been verified cannot be changed and will be grayed out \*\*

## Second Tab: Checklist Tool

You may see a second tab called Checklist; if you do, click it to see a list of the required activities your teacher has asked you to complete as a part of this activity. Simply click the box for each as you finish them.