

Work Based Learning Video Transcript

Work Based Learning Video 1: Introduction

Work Based Learning is an element within Career and Technical Education that provides students with the opportunity to learn a variety of skills by expanding the classroom into the community. It narrows the gap between theory and practice through academic preparation with hands-on career development experiences. CTE programs report broad, descriptive information about the types of work based learning offered through the CIP Self-Review in GEMS, but reporters do not need to upload student lists as individual student work based learning data will be collected through CTEIS. Programs will report the types of work based learning the student experienced during the school year, and the number of experiences of each type.

To assist with tracking this information, OCTE and PTD Technology have developed tools to support teachers, work based learning coordinators and data entry staff. The CTEIS Work Based Learning feature captures work based learning experiences entered either manually or through an import process.

Work based learning data is due and submitted with the Spring Enrollment collection at the end of each school year, typically in June. Resources including the Work Based Learning Continuum document, the CTE Teacher Technical Tool Kit, and the materials shared at the OCTE Fall Update are available on the OCTE website at www.Michigan.gov/octe. For further assistance, please contact the specialists at OCTE: you may e-mail Celena Mills at MillsC1@michigan.gov and Lee Greenacre at GreenacreL@michigan.gov.

Work Based Learning Video 2: Enter WBL Experiences

Several different ways exist to enter your students' work based learning experiences in CTEIS. If you track work based learning by program, you will be able to enter these experiences by student by program. If you track work based learning through student course offerings, you will be able to enter these experiences along with your enrollment data. You are strongly encouraged to select one of these methods only, as utilizing both styles may lead you to accidentally overwrite previously entered data.

To manually enter work based learning data, first navigate to www.cteis.com using any browser, then click Login. Log into CTEIS.com using your regular CTEIS username and password, and from the navigation bar, click Data Entry. Under Enrollment, click Manage Work Based Learning, then select a school district from the Select District... drop-down menu.

CTEIS will display a list of active programs arranged in a default order, but you may sort your grid by clicking on individual heading labels. Click the Select button to the left of the desired program to display program details. If the selected program will not have any work based learning experiences, click the check box on the right side of the Select Students panel. This will only be available if no work based learning experiences are currently entered into the program. A message will be displayed if any experiences are on record, and they will need to be removed from the program before this check box will become available.

The spring validation process will review your program data to ensure either the "No WBL" option was selected or that the program does have students with work based learning experiences. The validation will not allow you to proceed otherwise.

You may view a list of students by selecting one of the available radio buttons. The "All Currently Enrolled" option lists each student in CTEIS from the school district who is currently enrolled in a course in the selected program. The "Active Courses" buttons indicate the currently active courses you may select within the program and the students enrolled in them. "In school but not enrolled" is an option that lists each student in CTEIS from the school district who is not enrolled in a current course in the selected program. The final option, "All students in program," lists each student who is still in school and has been enrolled in a course in that program at some time.

After selecting a criterion for building your list, click the Show Students button to view your students. You may also search for a specific student by entering a UIC or last name into the search field and clicking the Search button.

To enter work based learning experiences for students, click the checkbox next to their UIC. You may quickly mark all students by clicking the Select All checkbox. When at least one check box is marked, the Experience Entry panel will be displayed. The available code entries are “A” for a Career Awareness experience, “T” for Career Training, “E” for Career Exploration, “P” for Career Preparation, and “Y” for Youth Apprenticeships.

To change the experiences associated with a student, mark the checkbox next to that student’s UIC to reveal a panel labeled “Enter Work Based Learning Experience Codes to apply to student group.” In this panel, you may enter up to 30 work based learning codes and then choose from two buttons to edit the student’s experiences. Clicking “Overwrite Events” will remove previous experiences from the marked student’s record and replace them with your newly entered experiences. “Append Events” adds your newly entered experiences to those previously entered. You may remove a student’s work based learning experiences completely by clicking the Del button within his or her row.

Another method of adding work based learning experiences is to enter them by course via Manage Enrollment. Navigate to Data Entry and Manage Enrollment, then select a district and class from the Courses grid. Select students to update within the Enrolled Students Grid, then click the Update Enrolled Students button. In the resulting pop-up panel, enter codes for the selected students within the Work Based Learning field, then click “Update WBL Codes.” Finally, to capture your changes within the CTEIS Work Based Learning tool, you will need to go to Manage Work Based Learning, browse for your program, and then click the button labeled “Update WBL from Enrollments.”

CTEIS allows users to quickly generate Excel files containing all students with work based learning experiences. To do so, under Manage Work Based Learning, click the “Export of all students with WBL” button at the top of the screen. You may then print or tailor this file for re-import into CTEIS.

Work Based Learning Video 3: Data Reporting Tracking Sheet

The Work Based Learning (WBL) Data Reporting Tracking Sheet (DRTS) is designed to provide teachers or work based learning coordinators with a standard form they can use to track individual student work based learning experiences across programs. This form is provided as a convenience for districts that do not already have a system for tracking individual student experiences. It is designed so that teachers or coordinators can track student experiences throughout the year and then provide the form to CTEIS data entry staff who can directly upload the information into the system. This process minimizes additional editing as well as errors in data communication and entry. If a district already has a system in place there is no need to utilize this form as it is optional.

You may download the WBL DRTS template from the CTEIS Knowledge Base or generate a pre-filled spreadsheet from CTEIS directly. To view the pre-filled spreadsheet, navigate to Data Entry, then click Manage Work Based Learning. Select your district and program, then click the button labeled “Export Students by Selection.” The spreadsheet includes headers for student Unique Identifier Codes (UICs), first names, last names, Program Serial Numbers (PSNs) and program names. A column is also included for the entry of work based learning experiences. Several options for exporting student experiences exist, but only a subset of these choices will be available for students who have not yet been assigned to courses. Furthermore, only the asterisked fields within the Data Tracking Sheet are required when importing this file back into CTEIS. Please see the importing tutorial for further instruction on importing with CTEIS.

Work Based Learning Video 4: Import WBL Experiences by Program

Users are encouraged to take advantage of the import functionality of the CTEIS Work Based Learning feature. Keep in mind, importing experiences will overwrite any existing experiences for affected students, though students left blank in the import file will not be overwritten. Thus, it is important that you coordinate your data entry tools carefully to ensure data is not inadvertently overwritten.

To import data, from the navigation menu, click Data Entry, then Import Work Based Learning. On the Import Work Based Learning screen, click the Choose File... link and locate your import file. Click the Load Records button to upload your file. CTEIS will check your import file to ensure that students are in the correct PSN, PSNs are in buildings you have access to, and work based learning experiences are valid and included.

On the resulting screen, records that are ready to import appear with a green bar beneath them. Errors are displayed in a red bar beneath the associated records. To correct any errors, adjust your import file, then upload the file again. Click the Import Records button above the grid to import your work based learning experiences. Records within your import file that contain errors will be omitted; only error-free entries will be saved to the database. You may verify that your imported work based learning experiences are correct by browsing and exporting your students using the Manage Work Based Learning feature. This method of updating work based learning is ideal for reporters who can export experiences by student, year, and program from a student management system and then upload that file into CTEIS.

Work Based Learning Video 5: Import WBL Experiences by Course

If you have a student management system that tracks work based learning by course, you may wish to export your enrollment records, making sure to include the WBL field to contain experiences you wish to capture. Next, upload your courses along with their enrollments. Remember that you may verify these records via Manage Enrollment, but to merge this data with the Work Based Learning tool, you will need to go to Manage Work Based Learning, browse for your program, and then click the button labeled “Update WBL from Enrollments.”

The “Update WBL from Enrollments” process will review all enrollment records for a student within a program and append all work based learning experiences together. This aggregated list of experiences will then be copied onto the student’s program record, overwriting what is currently stored and updating the program record with the enrollment information. Keep in mind that if you choose to use enrollments to record your WBL experiences, you will need to run this step prior to submitting your Spring Enrollment Collection.

This concludes the work based learning tutorial. If you have any additional questions, please reach out to OCTE or the PTD Technology Help Desk.