Manage Work Based Learning
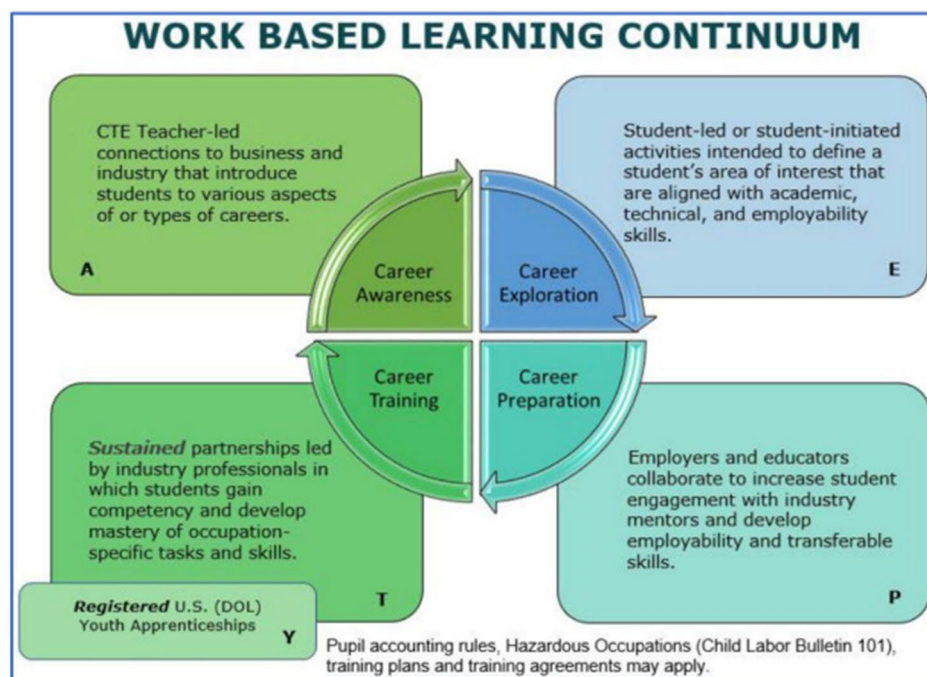
What is Work Based Learning?

Work Based Learning is an element within Career and Technical Education that allows students to learn various skills by expanding the classroom into the community. It narrows the gap between theory and practices through academic preparation with hands-on career development experiences. 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 Continuum

The Work Based Learning Continuum describes the nature of the experiences that students may receive. Resources for teachers, Work Based learning coordinators, and others responsible for identifying Work Based learning experiences may be found on the OCTE website. Resources include the Work Based Learning Continuum document, CTE Teacher Technical Tool Kit. Please visit the OCTE website at: **www.Michigan.gov/octe,** click on CTE Instructional Programs, and scroll down to the Work Based Learning section. The letters on the continuum will be used for reporting Work Based Learning in CTEIS as described in the diagram below:

WORK BASED LEARNING CONTINUUM

CTE Teacher-led connections to business and industry that introduce students to various aspects of or types of careers.

A

Student-led or student-initiated activities intended to define a student's area of interest that are aligned with academic, technical, and employability skills.

E

Sustained partnerships led by industry professionals in which students gain competency and develop mastery of occupation-specific tasks and skills.

Employers and educators collaborate to increase student engagement with industry mentors and develop employability and transferable skills.

P

Registered U.S. (DOL) Youth Apprenticeships

Y

Career Awareness

Career Exploration

Career Training

Career Preparation

T

Pupil accounting rules, Hazardous Occupations (Child Labor Bulletin 101), training plans and training agreements may apply.

For Technical questions: contact the CTEIS Helpdesk: at cteis.help@PTDtechnology.com or (517) 333-9363 ext. 128.

1. How to Enter Work Based Learning

Several different ways exist to enter your students' Work Based Learning experiences in CTEIS. If you track WBL by program, you will be able to enter these experiences by the student by the program for each school year. If you track WBL through student course offerings, you will be able to enter these experiences along with your enrollment data. Final reporting will be based on the number of experiences a student has in a program during a year. If you enter your experiences by enrollment, you will need to run a consolidation step to consolidate your enrollment entries into a program entry. YOU ARE STRONGLY ENCOURAGED TO CHOOSE TO ENTER EITHER BY PROGRAM OR ENROLLMENT AS MIXING THE TWO STYLES MAY CAUSE UNINTENDED OVERWRITING OF DATA.

The ways to enter your Work Based Learning experiences are as follows:
1. Enrollments
   a. Mass Enrollment edit.
   b. Enrollment import
   c. Consolidate into programs.
2. Programs
   a. Manage Work Based Learning – manual entry (and review)
   b. Import Work Based Learning (by program)

In all cases, you will enter each experience's letter codes into a text field. The codes are as follows:

Work Based Learning Categories	Code
Career **A**wareness	A
Career **E**xploration	E
Career **P**reparation	P
Career **T**raining	T
Registered **Y**outh Apprenticeship	Y

Each experience should be entered as an individual character, and CTEIS will accept up to 30 characters per entry. See the example below:

WBL*
AAETTT

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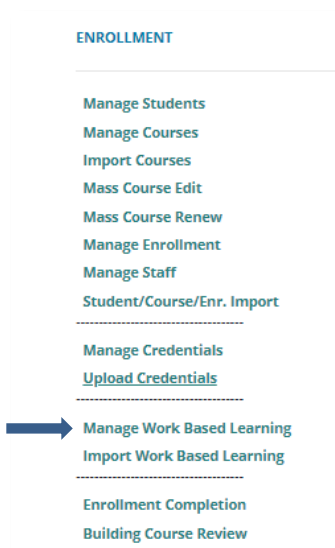
In this example, the characters "AAETTT" have been entered into a WBL text field. This represents a student with two Career Awareness experiences, one Exploration experience, and three Training events. Please refer to the Work Based Learning Continuum Guide on the OCTE website for additional coding guidance and examples:

https://www.michigan.gov/documents/mde/WBL_Continuum_Guide_703181_7.pdf

To manually enter Work Based learning data:
1. Log into CTEIS at MILogin - Login (michigan.gov) using your MILogin username and password. Upon successful login, you will be navigated back to the CTEIS homepage.
2. From the navigation bar, click Data Entry.
3. Under Enrollment, click Manage Work Based Learning for Manual entry, or import your data by clicking Import Work Based Learning.

4. Select a school district from the Select District drop-down menu. You may need to scroll within the menu to locate a desired district. All school districts that contain the buildings you are working with should be visible. A list of active programs will display in PSN order.
5. The display order can be altered by clicking on individual column headers. For example, if you want to group programs by building, click on the column heading labeled "Building."
6. Click the Select button to the left of the desired program to display the program details below.

Select School District

Column Headers

Select Button

7. If the selected program has no work-based learning experiences, click the check box on the right side of the Select Students panel. This will only be available if no program work based learning experiences are currently entered. 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.

8. View a list of students by selecting one of three radio buttons:
   a. **All Currently Enrolled** – Lists each student in CTEIS from the school district who is enrolled in any program.
   b. **Active Courses** – Active courses appear as individual selection options.
   c. **In school but not enrolled** – Lists each student in CTEIS from the school district who is not enrolled in the selected program.
   d. **All students in program** – Lists each student in CTEIS from the school district who is enrolled in the selected program.

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

9. 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.

UIC	Name	WBL Events	
☐ 1111111111	First Wname		
☐ 2222222222	First Hname		
☐ 3333333333	First Hname		
☐ 4444444444	First Wname		
☐ 5555555555	First Rname		
☐ 6666666666	First Sname	ATE	Del
☐ 7777777777	First Dname		
☐ 8888888888	First Hname		
☐ 9999999999	First Jname		
☐ 0000000000	First Cname		

When at least one check box is marked, the Experience Entry panel will be displayed.
The available code entries are:

> A – Career Awareness
> T – Career Training
> E – Career Exploration
> P – Career Preparation
> Y – Youth Apprenticeships

10. 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 the student group. In this panel, you may enter up to 30 WBL codes and then choose from the following two options:
    1. **Overwrite Events** — This button removes previous experiences from the marked student's record and replaces them with your newly entered experiences.
    2. **Append Events** — This button adds your newly entered experiences to those previously associated with the marked student.

11. You may remove a work based learning experience by clicking the Del button within a student's row.

2. How to Use the Work Based Learning Data Tracking tool (Optional)
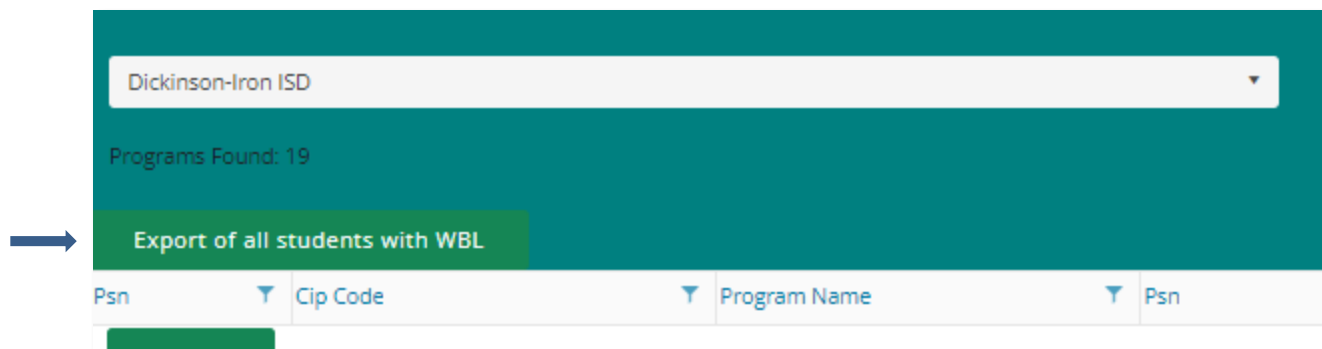
The Work Based Learning (WBL) Data Reporting Tracking Sheet (DRTS) is designed to provide teachers or Work Based Learning coordinators with a standard form they can use to track individual student Work Based Learning experiences across programs. *Please note: This form is provided as a convenience for districts that do not already have a system for tracking individual student WBL experiences. If a district already has a system in place there is no need to utilize this form. Use of this form is optional.

This form is designed so that teachers or WBL 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 CTEIS. This process minimizes additional editing as well as errors in data communication and entry.

You may download the WBL DRTS spreadsheet from the CTEIS Knowledge Base. It is pre-filled with headers for student Unique Identifier Codes (UICs), first names, last names, Program Serial Numbers (PSNs), and program names. A blank column is also included for the entry of Work Based Learning experiences. The options for download are for every student enrolled in a program in your district, all currently enrolled, all students enrolled in a current course, or students enrolled in a program that is not currently enrolled. If students have not yet been assigned to courses, only a subset of these choices will be available.

3. How to Generate a Work Based Learning Report

CTEIS allows users to quickly generate Excel files containing all students with Work Based Learning experiences. To do so, under Data Entry, click Manage Work Based Learning, select your district, and then 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.
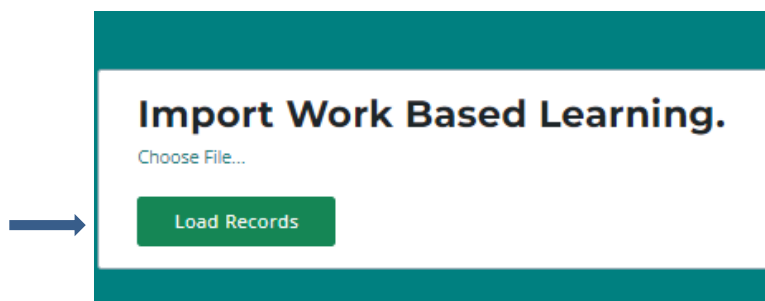
4. How to Import Work Based Learning Entries

Users are encouraged to take advantage of the import functionality of the Work Based Learning feature at the program level. You may also leverage the Work Based Learning Data Tracking Tool to facilitate imports. The WBL Tool is a prefilled spreadsheet of student UICs, first and last names, PSNs, and program names, and it also contains a column in which WBL experiences are entered. Only UIC, PSN, and WBL experiences are required in these fields. This worksheet is in the required format for CTEIS import and can be used to quickly update your data when experiences by students are included. Using the WBL tool is not required if your Student Management System already has the means to create an import file.

Keep in mind, importing program WBL events will overwrite any existing events for that student, though students left blank in the template will not be overwritten. Thus, it is important that you coordinate multiple worksheets/tools to ensure data is not inadvertently overwritten.

To Import Work Based Learning Data, please follow the steps below:

1. From the navigation menu, click Data Entry, then Import Work Based Learning.
2. On the Import Work Based Learning screen, click the Choose File… link and locate your import file.
3. Click the Load Records button to upload your file. 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.

For Technical questions: contact the CTEIS Helpdesk: at cteis.help@PTDtechnology.com or (517) 333-9363 ext. 128.

Import Work Based Learning

Import Work Based Learning.   [Import Records]

Choose File...

[Load Records]

UIC	First Name	Last Name	PSN	CIP Code	Program Name	Work Based Learning Events
Status:						
1111111111	First	Wname	12345	52.0299	Business Admin Mgt & Operations	TTEE
2222222222	First	Cname	12345	52.0299	Business Admin Mgt & Operations	A
3333333333	First	Bname	12345	52.0299	Business Admin Mgt & Operations	AEY
4444444444	First	Sname	12345	52.0299	Business Admin Mgt & Operations	YYY
5555555555	First	Zname	12345	52.0299	Business Admin Mgt & Operations	
Cannot Import - Missing events.						

4. To correct any errors, adjust your import file, then upload the file again.

5. 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.

   Specifically, CTEIS will check your import file to ensure that:
   - Students are in the correct PSN.
   - PSNs are in buildings you have access to.
   - WBL experiences are valid and included.

6. Verify that your student and program names are correct after import.

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Work Based Learning Import Table
To Import Work Based Learning experiences by Import, you may use the links below for WBL Tracking Sheet Instructions and WBL Tracking Sheet template:

Work Based Learning Data Tracking Sheet

Work Based Learning Tracking Sheet Instructions

Column	Column Heading	Content	Content Description
A	UIC*	Student Unique Identifier Code (UIC)	A unique code assigned to each student by CEPI for reporting students in the Michigan Student Data System (MSDS)
B	FirstName	Student First Name	Student first name as entered into CTEIS and MSDS
C	LastName	Student Last Name	Student last name as entered into CTEIS and MSDS
D	PSN*	Program Serial Number	Unique 5-digit number assigned by OCTE to state approved CTE programs representing a unique combination of Educational Entity Master (EEM) building code, CIP Code, and program type (Reg = State-Approved Program; EMC = EMC State-Approved Program; RegE = Emerging Program; EMCE = EMC Emerging Program)
E	Program Name	Official OCTE program name associated with the CIP code	Official OCTE program name associated with the program CIP Code. Generally matches the name listed on the National Center for Education Statistics IPEDS website for the CIP Code
F	WorkBasedLearningEvents*	Code field for work based learning experiences	Field in which district staff enter a code for each work based learning occurrence experienced by the student in the specified PSN during the school year

Notes about WBL Import Table:

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1. Column F: Districts enter a code for each Work Based learning occurrence experienced by the student in the specified PSN during the school year in the following format:
   - Enter codes without spaces between them.
   - Enter one code for each discrete Work Based learning occurrence.

For example, if a student participated in two career fairs (level A), one job shadow (level E), and three practicums (level T) during the school year, the entry in the Work Based Learning Events column would look like this:

WorkBasedLearningEvents*
AAETTT

2. If a program has no Work Based learning events, the UIC field should be set to 9999999999, and column F should contain the capitalized word NONE.
3. At the end of the year, a spreadsheet containing a completed column F is provided to a CTEIS data entry staff person for upload into the system. This spreadsheet may not be reused; a new spreadsheet with a blank Work Based Learning Events column must be filled out each year. Adding additional events for a new school year to a spreadsheet with prior year data will result in duplicate entries. Uploading a new spreadsheet will overwrite the existing WBL data for the year, and any upload may overwrite data contained in CTEIS depending on the method used to enter that data.

Please see the Work Based Learning guidance document and examples for more background information.

5. How to enter Work Based Learning using Manage Enrollment

To open the Manage Enrollment screen:
1. From the navigation bar, click Data Entry, then Manage Enrollment.
2. If necessary, use the Please select district… field to choose a district. The grid is populated with active courses within that district.
3. Click the book icon of a course that you want to update. Enrolled students are displayed in a grid that you may sort by clicking on the various column headers.
4. In the Enrolled Students grid, select the students you would like to add/update WBL experiences.
5. Click the Update Enrolled Students button, and the Update Selected Enrollments grid will appear.
6. Manually enter WBL codes by typing into the field under the Work Based Learning header. Click the Update WBL codes button and CTEIS will update your entries.

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