



High School, Middle School, and Elementary School

1. From the Start Page, find the student by inputting the student name into the student search box and clicking on the find button.

2. From the menu on the left-hand side of the screen, select **“State/Province-SC”**.
3. From the menu in the middle of the screen, select **“Work-based Learning”** from the menu in the middle of the screen.
 - The red box labeled **“CCR-College Career Ready Qualifier used for Career Readiness Accountability”** is for **HIGH SCHOOLS ONLY** to enter a WBL CCR Experience: C- Cooperative Education, I-Internship, R-Registered Apprenticeship, and Y-Youth Apprenticeship.
 - All fields preceded by an asterisks (*) are **STATE REQUIRED** fields to be completed. If the data of a required field is not completed or is incorrect, an error message in red will appear under any field that is required for state reporting and will prevent the data from being saved. Once the data is entered or corrected, the WBL experience(s) will be saved when the submit button is clicked.
 - After placing the cursor in the first field to be completed, tab to move to the next field in the order the fields appear on the screen.
 - **HIGH SCHOOL ONLY:** If entering a **“CCR-College Career Ready Qualifier used for Career Readiness Accountability”**, proceed to Step 4.
 - **HIGH SCHOOL, MIDDLE SCHOOL, AND ELEMENTARY SCHOOL:** If entering a WBL Experience of any other classification, proceed to Step 6.

HIGH SCHOOL ONLY

WBL CCR EXPERIENCE

4. Enter the WBL CCR Experience data.

- Only 1 WBL CCR Experience is needed to meet the Career Ready Qualifier.
- All fields preceded by an asterisk (*) are STATE REQUIRED fields to be completed.
- After placing the cursor in the first field to be completed, tab to move to the next field in the order the fields appear on the screen.

Field Name	Data to be Entered in that Field
*WBL CCR Experience	Select from the dropdown menu the appropriate option based on what is listed on the documentation. This field is required. The available options are: Blank [default] C - Cooperative Education I - Internship R - Registered Apprenticeship Y - Youth Apprenticeship
WBL CCR Exp Owner	Enter the 7 digit BEDS Code only if the school/career center, who is responsible for the WBL Experience, is different than the home school.
*WBL CCR Start Date	Enter the date in which the WBL Experience started. This field is required.
*WBL CCR End Date	Enter the date in which the WBL Experience ended. This field is required.
*WBL CCR Worksite Name	Enter the name of the company/business in which the WBL experience was conducted. This field is required.
WBL CCR Worksite Address	Enter the address of the company/business in which the WBL experience was conducted.

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WBL CCR EXPERIENCE

Field Name	Data to be Entered in that Field
WBL CCR Worksite City	Enter the city of the company/business in which the WBL experience was conducted.
WBL CCR Worksite State	Enter the state of the company/business in which the WBL experience was conducted.
WBL CCR Worksite Zipcode	Enter the zip code of the company/business in which the WBL experience was conducted.
WBL CCR Worksite Email Address	Enter the email address of the company/business in which the WBL experience was conducted.
WBL CCR Worksite Phone	Enter the phone number of the company/business in which the WBL experience was conducted.
WBL CCR Worksite Size	Select from the dropdown menu the appropriate size of the company/business in which the WBL experience was conducted. The available options are: Blank [default] L – 500+ Employees M – 50-499 Employees S – 0-49 Employees
WBL CCR Worksite Supervisor	Enter the name of worksite supervisor who was involved in the WBL experience.
WBL CCR Worksite Supervisor Job Title	Enter the job title of worksite supervisor who was involved in the WBL experience.
*WBL CCR Paid	Select from the dropdown menu whether the WBL experience was paid or not. This field is required. The available options are: Blank [default] Y – Yes N – No
*WBL CCR Related to Career Plan	Select from the dropdown menu whether the WBL experience was related to the student’s career plan or not. This field is required. The available options are: Blank [default] Y – Yes N – No

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WBL CCR EXPERIENCE**

Field Name	Data to be Entered in that Field
*WBL CCR Career Cluster Type	Select from the dropdown menu the career cluster of the company/business in which the WBL experience was conducted. This field is required. The available options are: Blank [default] 1 - Agriculture, Food, and Natural Resources 2 - Architecture and Construction 3 - Arts, A/V Technology, and Communications 4 - Business Management and Administration 5 - Education and Training 6 - Finance 7 - Government and Public Administration 8 - Health Science 9 - Hospitality and Tourism 10 - Human Services 11 - Information Technology 12 - Law, Public Safety, Corrections, and Security 13 - Manufacturing 14 - Marketing 15 - Science, Technology, Engineering, and Mathematics 16 - Transportation, Distribution, and Logistics
*WBL CCR Course Credit	Select from the dropdown menu whether the WBL experience was for course credit or not. This field is required. The available options are: Blank [default] Y – Yes N – No
*WBL CCR 40-Hour Minimum Met	Select from the dropdown menu whether the WBL experience met the 40-hour minimum or not. This field is required. The available options are: Blank [default] Y – Yes N – No
*WBL CCR Training Agreements	Select from the dropdown menu whether the WBL experience Training Agreement was completed or not. This field is required. The available options are: Blank [default] Y – Yes N – No

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Field Name	Data to be Entered in that Field
*WBL CCR Evaluation Score	Select from the dropdown menu the WBL experience Evaluation Score. This field is required. The available options are: Blank [default] 1 2 3 4 5
WBL CCR School/Center Coordinator	Enter the name of the school/center coordinator who was involved in the WBL experience.
Other support provided to you by WBL CCR Worksite	Select from the dropdown menu the other support provided by the WBL CCR Worksite. The available options are: Blank [default] 1 - Motivational Speaker 2 - Monetary Support 3 - Equipment Contributions 4 - Teacher Training 5 - Other

5. **CLICK SUBMIT** at the bottom of the WBL CCR Experience to save the data entered for this student.
- If the data of a required field is not completed or is incorrect, an error message in red will appear under any field that is required for state reporting and will prevent the data from being saved. Once the data is entered or corrected, the WBL experience(s) will be saved when the submit button is clicked.

**High School, Middle School, and Elementary School
WBL EXPERIENCE 1-10**

6. Enter all other Work-Based Learning experiences in the areas labeled WBL Experience 1-10 using the Career Guidance and Work-Based Learning Data Collection Form or other form of documentation ie Work-Based Learning Training Agreement/Evaluation Plan, Work-Based Learning Internship Agreement, or a WBL CCR if the student has more than one WBL CCR etc.
 - WBL Experiences are cumulative by student, not year specific.
 - If the student has earned more than 10 WBL experiences, remove the OLDEST experience and replace with the new experience data.
 - Never remove data from this screen unless a student has accumulated more than 10 WBL experiences.
 - Enter the current data in the first available WBL Experience field available. Never skip or leave an empty WBL experience field.
 - Always start at the top and list the experiences going down the page.

The screenshot shows a form for entering WBL Experience 1 data. The form includes the following fields:

- WBL Experience 1 (dropdown menu)
- WBL Exp1 Owner (text input)
- WBL Start Date 1 (MM/DD/YYYY date picker)
- WBL End Date 1 (MM/DD/YYYY date picker)
- WBL Worksite Name 1 (text input)
- WBL Worksite Address 1 (text input with a "Validate" button)
- WBL Worksite City 1 (text input)
- WBL Worksite State 1 (dropdown menu)
- WBL Worksite Zipcode 1 (text input)
- WBL Worksite Email Address 1 (text input)
- WBL Worksite Phone 1 (text input)
- WBL Worksite Size 1 (dropdown menu)
- WBL Worksite Supervisor 1 (text input)
- WBL Worksite Supervisor Job Title 1 (text input)
- WBL Paid 1 (dropdown menu)
- WBL Related to Career Plan 1 (dropdown menu)
- WBL Career Cluster Type 1 (dropdown menu)
- WBL Course Credit 1 (dropdown menu)
- WBL School/Center Coordinator 1 (text input)
- Other support provided to you by WBL Worksite 1 (dropdown menu)

A green checkmark icon is visible on the right side of the form, and a "Submit" button is located at the bottom right.

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WBL EXPERIENCE 1-10

Field Name	Data to be Entered in that Field
*WBL Experience 1-10	Select from the dropdown menu the appropriate option based on what experience is listed on the documentation. This field is required. The available options are: Blank [default] B - CATE Internship Credit Bearing Course C - Cooperative Education F - School-Based Enterprise I - Internship L - Service Learning M - Mentoring R - Registered Apprenticeship S - Shadowing: On-Site U - Structured Field Study V - Shadowing: Virtual Y - Youth Apprenticeship
WBL Exp Owner 1-10	Enter the 7 digit BEDS Code only if the school/career center, who is responsible for the WBL Experience, is different than the home school.
*WBL Start Date 1-10	Enter the date in which the WBL Experience started. This field is required.
*WBL End Date 1-10	Enter the date in which the WBL Experience ended. This field is required.
*WBL Worksite Name 1-10	Enter the name of the company/business in which the WBL experience was conducted. This field is required.
WBL Worksite Address 1-10	Enter the address of the company/business in which the WBL experience was conducted.
WBL Worksite City 1-10	Enter the city of the company/business in which the WBL experience was conducted.
WBL Worksite State 1-10	Enter the state of the company/business in which the WBL experience was conducted.
WBL Worksite Zipcode 1-10	Enter the zip code of the company/business in which the WBL experience was conducted.
WBL Worksite Email Address 1-10	Enter the email address of the company/business in which the WBL experience was conducted.
WBL Worksite Phone 1-10	Enter the phone number of the company/business in which the WBL experience was conducted.

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WBL EXPERIENCE 1-10

Field Name	Data to be Entered in that Field
WBL Worksite Size 1-10	Select from the dropdown menu the appropriate size of the company/business in which the WBL experience was conducted. The available options are: Blank [default] L – 500+ Employees M – 50-499 Employees S – 0-49 Employees
WBL Worksite Supervisor 1-10	Enter the name of worksite supervisor who was involved in the WBL experience.
WBL Worksite Supervisor Job Title 1-10	Enter the job title of worksite supervisor who was involved in the WBL experience.
*WBL Paid 1-10	Select from the dropdown menu whether the WBL experience was paid or not. This field is required. The available options are: Blank [default] Y – Yes N – No
WBL Related to Career Plan 1-10	Select from the dropdown menu whether the WBL experience was related to the student’s career plan or not. The available options are: Blank [default] Y – Yes N – No
WBL Career Cluster Type 1-10	Select from the dropdown menu the career cluster type of the company/business in which the WBL experience was conducted. The available options are: Blank [default] 1 - Agriculture, Food, and Natural Resources 2 - Architecture and Construction 3 - Arts, A/V Technology, and Communications 4 - Business Management and Administration 5 - Education and Training 6 - Finance 7 - Government and Public Administration 8 - Health Science 9 - Hospitality and Tourism 10 - Human Services 11 - Information Technology 12 - Law, Public Safety, Corrections, and Security 13 - Manufacturing 14 - Marketing 15 - Science, Technology, Engineering, and Mathematics 16 - Transportation, Distribution, and Logistics

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WBL EXPERIENCE 1-10**

Field Name	Data to be Entered in that Field
*WBL Course Credit 1-10	Select from the dropdown menu whether the WBL experience was for course credit or not. This field is required. The available options are: Blank [default] Y – Yes N – No
WBL School/Center Coordinator 1-10	Enter the name of the school/center coordinator who was involved in the WBL experience.
Other support provided to you by WBL Worksite 1-10	Select from the dropdown menu the other support provided by the WBL Worksite. The available options are: Blank [default] 1 - Motivational Speaker 2 - Monetary Support 3 - Equipment Contributions 4 - Teacher Training 5 - Other

- CLICK SUBMIT** at the bottom of the WBL Experience 1 or at the bottom of the WBL Experience 10 to save the WBL data entered for this student.



- If the data of a required field is not completed or is incorrect, an error message in red will appear under any field that is required for state reporting and will prevent the data from being saved. Once the data is entered or corrected, the WBL experience(s) will be saved when the submit button is clicked.
- If the same student has additional WBL Experiences, return to step 6 and follow the steps to input those experiences on this same page.