

How to track Work Based Learning in PowerTeacher Pro

To track a Work Based Learning Activity, attach the **CTC.WBL standard** to the applicable assignments and score that standard with an A for Awareness, E for Exploration, P for Preparation, or T for Training.

1. Create your assignment as you normally would. To attach the **CTC.WBL standard**, click on the Standards tab in the Assignment setup screen.
 - a. On the Standards tab, **uncheck** the “Auto-Calculate Assignment Standards Score” box. The reason we do not want to auto-calculate in this case is because the score is not proficiency based, but based on what type of WBL activity they have done.

Create: Example Assignment

Assignment Students Standards Publish

Classes
1 Class: 1KC(A) Health-Pharmacy Technician

Auto-Calculate Assignment Standards Scores ☐ This box should be unchecked

Show All Show Selected

Select standards to include in this assignment and if those standards will count towards the Standard Final Grade.

FILTER COUNT IN GRADE ☒

THR.69 - Rx Medical Terms and Abbreviations

- b. Scroll down in the list of standards and place a **checkmark** next to **CTC.WBL**.

☐	THRES.11 - Writing Proficiency	☐
☒	KCTC.WBL - Work Based Learning	☒
☐	GP.01 - Responsibility	☐
☐	GP.02 - Initiative	☐

- c. Press **Save and Close** at the bottom of the Window (after all assignment settings have been entered/adjusted).
2. When scoring the assignment, it is important to be in the view where you can see both the assignment and standard score. On the **Scoresheet** click the down arrow under the assignment title and choose **Go To Assignment**.

Scoresheet - Q2
1KC(A) Health-Pharmacy Technician

Class Grade: Q2
Grade Scale Type: (I - E)

STUDENTS (12)	GRADE	EXAMPLE ASSIG... (11/25/2020)
1.	--	GO TO ASSIGNMENT
2.	--	COPY
3.	--	PASTE
4.	--	
5.	--	
6.	--	
7.	--	
8.	--	
9.	--	
10.	--	

Example

3. If the assignment you are entering is one that counts toward the final grade, then you can enter the **assignment score** in the **Score** column. However, an assignment score is not required if you are just entering the assignment to track a WBL activity and the assignment does not count toward the final grade.

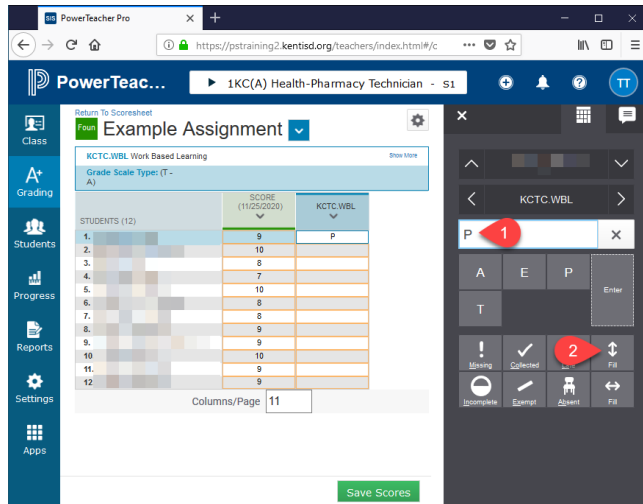
- Enter the letter (A, E, P, or T) for the type of WBL activity into the first student in the CTC.WBL column. Next, click the down-fill button to fill in that letter for all students.

A – Awareness (Industry Expo, Career/job fair, career chat, career pathway assignment, guest speaker)

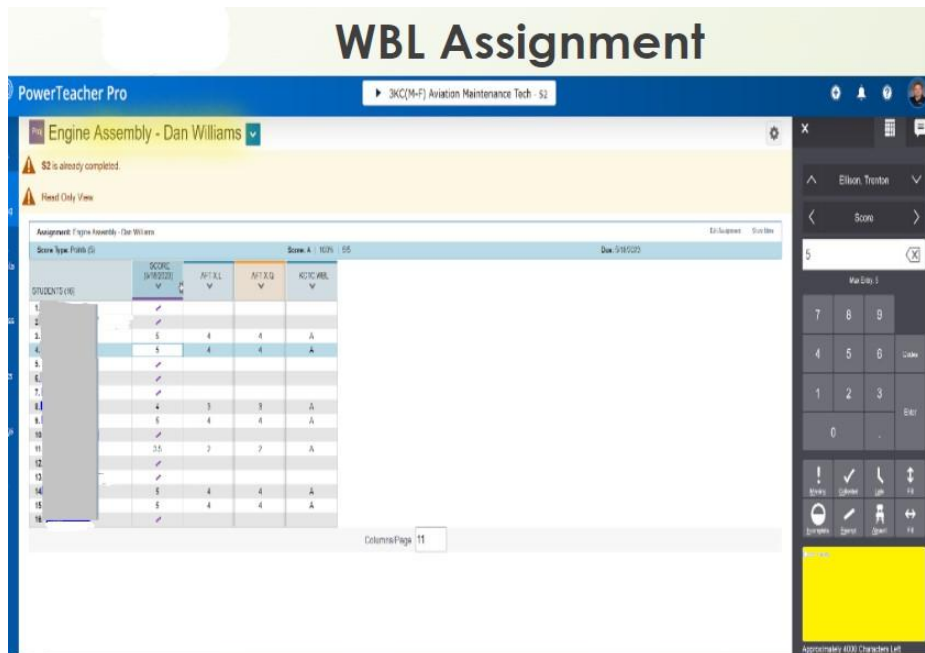
E – Exploration (Job shadow, informational interview, guest instructor)

P – Preparation (Mentorship, entrepreneurial project, school based enterprise, industry simulations)

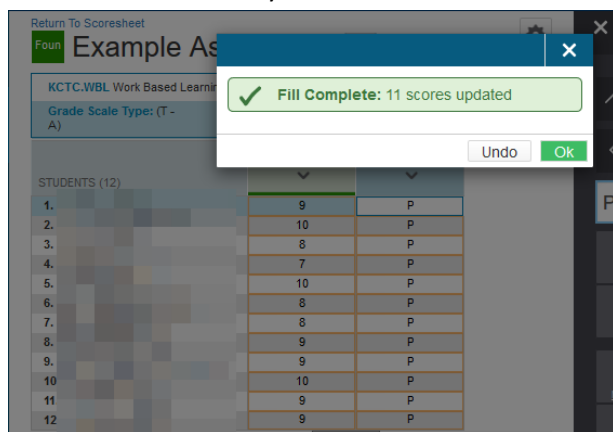
T – Training (Internships, externships, clinicals)



- Assignment Name: Label should show who did the awareness talk/tour/field trip/internship
Assignment Notes: Briefly describe what was discussed/occurred on the WBL experience and the result/outcome of the experience.



6. You will see the letter you entered fill in for all students and will get a “Fill Complete” Confirmation.



7. Click the **Save Scores** button.