Entering Time & Skills in WBL Experiences

AET *for CTE*

Step 1: Log In to The AET

Go to http://www.cte.theaet.com/, and log in by choosing:

Log In

Step 2: Choose "Time" to document hours and skills in WBL

If you do not have a project created, add one in the Experience Manager

Enter:
- **a.** Your date of the Experience:
- **b.** Choose your WBL project
- **c.** Add Skills from the list
- **d.** Develop a Start/End or enter time
- **e.** Describe your experience
- **f.** Add a photo or file (if applies)
- **g.** Choose "Save"

Date:	9/23/2022
Project:	Internship at Hospital
Skill Areas:	Add/Explore Skill Areas CRP.01.01 Model personal responsibility in the workplace and community.
Start/End Time:	Start Time: 2:30 PM -> End Time: 7:00 PM
Time:	Hours 4 + Minutes 30
Activities and Time Span: Check Spelling	Today I was able to assist in rounds at the hospital and help at the registration desk. I also was trained in the filing system
Pictures/Files: *(optional)*	Select

Tip #1 Repeat for each day of your experience!

Tip #2 Skills are Important – Choose skills that connect!

Step 3: Review your WBL Experiences & Progress

Be sure you have covered all the important steps in your WBL projects

Settings / Planning (#1)			Records (#2)				Reflection (#3)
Settings (Active, Setup, Location)	**Name / Type**	**Planning** (Plan, Schedule, Skills)	**Money Entries**	**Time Entries**	**Files / Photos**	**Hours**	**Resources** (Annual Review, Inventory, Reporting)
⏻ ⚙ 📔	**Internship at Hospital** **PL** - Career Ready Practices	✏	0	4	0	**78.0 hrs**	📋 📊

#1 completed plan…#2 Records + Files/Photos + #3 Summary of each year

Tip #1 Be sure you have a "green check" on your plan & summary

Tip #2 If you WBL project is complete…turn it off (⏻) and start a new experience!