

Adding Employer/Supervisor

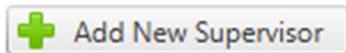


* You will use this to add/set up employers/supervisors so they can evaluate the students.

Step 1: Go to Tracker Tab and under “Teacher Activities” you will click on “Employer/Supervisor WBL Management”



Step 2: Click green plus to “Add New Supervisors”



Step 3: Add the Supervisor/Employer Information, the Name and Email are required.

First Name *	Last Name *
Email (Primary) *	

Step 4: Career Fields- If you would like to sort your supervisors or employers by career fields please choose the type of field.

Career Fields	
Field Name	No fields yet, add at least one below
(Click or Type then choose)	Add Career Field

Step 5: Hit “Add New”

