

# 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 *	<input type="text"/>	Last Name *	<input type="text"/>
Email (Primary) *	<input type="text"/>		

**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”

