

Entering Time & Skills in WBL Experiences



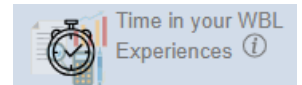
Step 1: Log In to The AET

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:

- Your date of the experience
- Choose your WBL project
- Add skills from the list
- Develop a start/end or enter time
- Describe your experience
- Add a photo or file (if applies)
- Choose "Save" or "Enter Another"

Date:	9/23/2022
Project:	Internship at Hospital
Skill Areas:	<div> <div>+</div> <div>Add/Explore Skill Areas</div> </div> <div>CRP.01.01 Model personal responsibility in the workplace and community.</div>
Start/End Time:	Start Time: 2:30 PM --> End Time: 7:00 PM
Time:	Hours: 4 + Minutes: 30
Activities and Time Span:	<div> <div>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</div> <div>Check Spelling</div> </div>
Pictures/Files: (optional)	<div> <div></div> <div>Select</div> </div>

Tip #1 Record 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!