

# 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:

- 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" or "Enter Another"

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:	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 <a href="#">Check Spelling</a>
Pictures/Files:	(optional) <input type="button" value="Select"/>

*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	Name / Type	Planning	Money Entries	Time Entries	Files / Photos	Hours	Resources
(Active, Setup, Location)	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!*