

Creating a WBL Project Checklist & Guide

Student Name: _____

Step 1: Log In to The AET

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

Log In

Step 2: Choose the WBL/Experience Manager

(part of your profile or on your login page)



Step 3: "Add New" to Create Your Project

- Your Experience Manager will show any projects already setup
- Your teacher may have setup your project, so choose "gear/edit" icon to customize your project

Project/Experience Manager

Print All Project Agreements Add New Return to AET View Project Assessments 0 Unread Assessments

Settings / Planning (#1)		Records (#2)		Reflection (#3)			
Settings (Active, Setup, Location)	Start Yr - Name / Type	Planning (Plan, Budget)	Financial Entries	Journal Entries	Files / Photos	Current Value	Resources (Annual Review, Inventory, Usage, Skills, Reporting)
name...describes.... PL - Career Ready Practices		0	0	0	0.0 hrs		
		GRAND TOTAL	0	0	0	\$0 0 hrs	

Step 4: Project Setup Options

1. Name - Enter/Edit the project name...just something to help you know which project you have, See "?" for help.
2. Focus - Choose the best focus for your project or see "?" for help
3. Tracking - Choose the best description for your project, "?" for help
4. Supervisor - Choose who is helping you in your project
5. Area – Choose the best area that fits your project or get some help from your teacher

Name:	<input type="text"/>
Experience Focus:	<input type="radio"/> Job Site Placement & Internship <input type="radio"/> Apprenticeship <input type="radio"/> Remote or Virtual Placement <input type="radio"/> Simulated Work Environment <input type="radio"/> School based <input type="radio"/> Entrepreneurship
Tracking your Experience:	<input type="radio"/> Basic: <input type="radio"/> Career Exploration <input type="radio"/> Research: <input type="radio"/> Research/Experimental <input type="radio"/> Job: <input type="radio"/> Paid Job <input type="radio"/> Unpaid Job <input type="radio"/> Business: <input type="radio"/> Entrepreneurship/Ownership
School Supervisor(s):	<input type="checkbox"/> Roger Hanagriff <input type="checkbox"/> Ryan McCoart
Primary Experience Category:	(Please Choose) <input type="button" value="▼"/>

Step 5: Begin to track your project (all tools in the WBL/Experience Manager):

- Use the "pencil" icon and complete each step of the plan.
- Track your time, money and photos
- Reflect on how your project went each year

You are Ready for Records!