

Creating a WBL Project Checklist & Guide



Student Name: _____

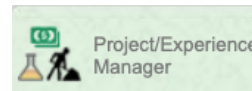
Step 1: Log In to The AET

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



choosing:

Step 2: Choose the Project/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

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

Name: ?

Experience Focus: ?

Job Site Placement & Internship
 Apprenticeship
 Remote or Virtual Placement
 Simulated Work Environment
 School based
 Entrepreneurship

Tracking your Experience: ?

Basic: Career Exploration
 Research: Research/Experimental
 Job: Paid Job Unpaid Job
 Business: Entrepreneurship/Ownership

School Supervisor(s): ?

Roger Hanagriff
 Ryan McCoart

Primary Experience Category: ?

Step 5: Completing the 3 Steps of a Project (all tools in the Experience Manager):

Step 1 – Use the "pencil" icon and complete each step of the plan. You may have additional planning items from your teacher to complete, but this section helps summarize your project

Step 2 – Track your time using your Journal + Time in Your Project, which are best done weekly or daily to better connect to actual experiences. This is a major record and you can see the # in your project manager. Photos or files are also records, so choose the link in your manager to add files and develop a caption to describe the item.

Step 3 – Relect on how your project went each year (ending Dec 31). Use the help sentences to cover important items. This section also lets you summarize skills gained and print a PDF summary report.

You are Ready for Records!