

Approve or Deny WBL Records

This Report in AET helps quickly view and evaluate whether the student's WBL records include the required details. Teachers/WBL Coordinators can view, provide comments, approve or deny the record, and offer students ways to improve their work. Easy three steps!

Step 1: Choose the "Reports" menu and view the "Student Detail Report"

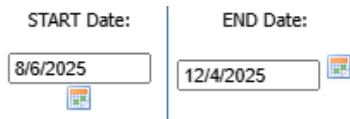


Step 2: Choose "List of Time Entries" to view WBL details



Use this report to verify time entries only.

- Use filter tools to sort your list by classes, grades, WBL supervisor, or more
- Choose the date range for the records to further narrow your list!



Step 3: On each entry, view the details and choose your action!

Approve **Deny** **Message**

Approve = done and removes it from the list as needing review.

Deny = creates a simple message; you can add more details if needed, but the student will get an AET internal message to make corrections. Once done, the entry is removed from the WBL records, and the student can make improvements, and you can review again.

Message = develop an AET message to help the student, but still need to choose Approve or Deny the entry.