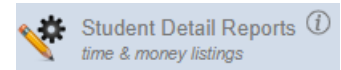


# Approve or Deny WBL Records

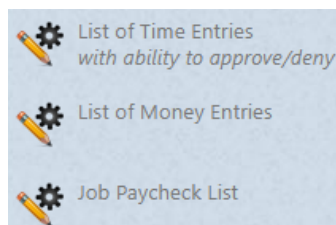


*This Report in AET helps quickly view and evaluate whether the student's WBL records include the required details. Teachers/WBL Coordinators can view, provide comments, approve or deny the record, and offer students ways to improve their work. Easy three steps!*

**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!

START Date: 8/6/2025 END Date: 12/4/2025

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

