

**THE INITIAL JOB SETUP MUST BE COMPLETED BY THE STUDENT FIRST, AFTER WHICH YOU WILL RECEIVE AN EMAIL FROM THE WSL SYSTEM LETTING YOU KNOW YOU HAVE BEEN ADDED AS A WSL SUPERVISOR. YOU CANNOT LOG IN UNTIL THEN.**

Download and review the WSL Supervisor Guide – linked here:

<https://wsl.shastacollege.edu/Guides/SupervisorGuide.pdf>

**JOB REVIEW, OBJECTIVES & APPROVAL – [LOG IN AND PERFORM THE FOLLOWING:](#)**

**1. JOBS tab:**

- ☐ Review and/or Edit the job information posted by the student - *see page 5, items 1 & 2*

**2. OBJECTIVES tab:**

- ☐ Review and/or Edit the individual objectives after discussing with student – *see page 6, items 4 & 5*

**3. JOBS tab:**

- ☐ Click the **Supervisor Approval** checkbox and **SAVE** – *see page 6, item C.1*

**EACH WEEK DURING THE TERM – [LOG IN AND PERFORM THE FOLLOWING:](#)**

**4. TIMESHEETS tab:**

- ☐ Review the weekly timesheet, click the **Supervisor Approval** checkbox and **SAVE** – *see page 7, items 2-4*

**AT THE END OF THE TERM – [LOG IN AND PERFORM THE FOLLOWING:](#)**

**5. EVALUATION tab:**

- ☐ Course Objectives subtab: Rate the student based on the initially established objectives – *see page 8, item 3*
- ☐ Worksite Learning Skills subtab: Rate the student based on each skill listed in the form – *see page 8, item 4*
- ☐ Comments/Approval subtab: enter your written evaluation of the student, select the **Supervisor Approval** checkbox and **SAVE** – *see pages 8-9, items 5 & 6*

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**TIP:** The Supervisor guide is designed to give you step by step screen shots and instructions on using the system. Please reference pages 9 – 17 for more information regarding the WSL software.

The software performs best using Google Chrome.



**GovIS Worksite Learning System  
Worksite Supervisor Guide (1.3.0 – 1/13/2020)**

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## I. Introduction

Following is the WSL App Worksite Supervisor Flow Chart (Figure A), which outlines the processes of a WSL Job from beginning to end from the Worksite Supervisor perspective. The full reference flow chart is at the end of this guide. The processes are based on actions taken by different people such as the Student, Supervisor, and Instructor. Each process has a number, which corresponds to a section in this document that describes when, how, and by whom the process/task is completed. This document provides general feature help for the WSL App and explains how to use the WSL App for each process.

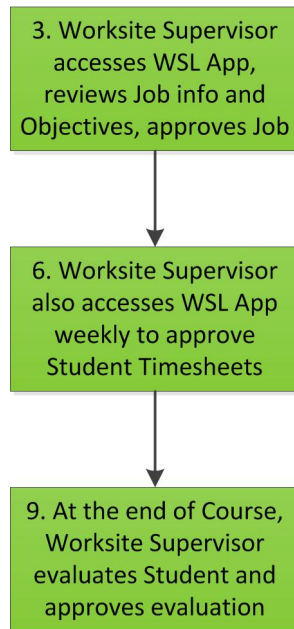


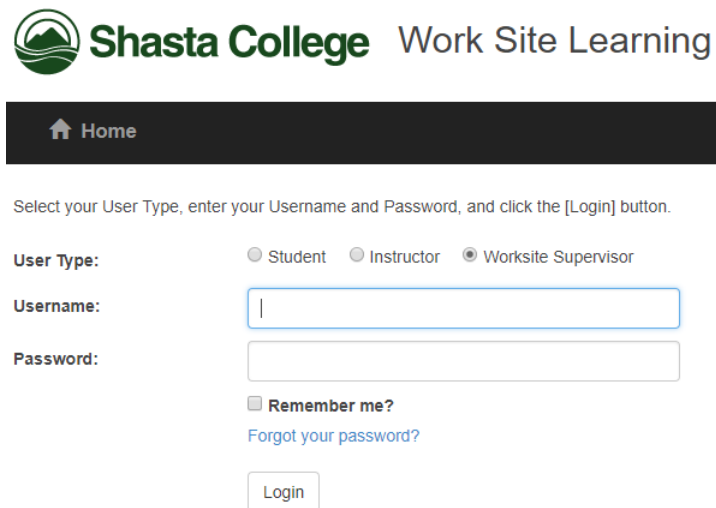
Figure A

## II. Access WSL System, Review and Approve Student Job (Process #3)

When the Student is finished entering the Job and Objectives info and approves the Job, the Job Status changes to “Submitted”, and an email is sent to the Supervisor to notify them that the Job is ready for review and approval.

### A. Access WSL System and Login

1. If you are a new Worksite Supervisor user, you should receive an email from the system providing you with your username (i.e. your email address) and temporary password. You will also receive an email notifying you of your participation as a Supervisor for a student enrolled in the Worksite Learning Program. If you don't remember your password, or can't locate the email with your temporary password, click the “Forgot your password?” link on the Login page (Figure 1) and follow the instructions from there.
2. Open a web browser and go to the following address: <https://wsl.shastacollege.edu>. The Login page will appear (Figure 1).



The screenshot shows the login interface for the Shasta College Work Site Learning system. At the top is the Shasta College logo and the text "Work Site Learning". Below this is a dark navigation bar with a "Home" link. The main content area contains instructions: "Select your User Type, enter your Username and Password, and click the [Login] button." There are three radio buttons for "User Type": "Student", "Instructor", and "Worksite Supervisor" (which is selected). Below these are input fields for "Username:" and "Password:". A "Remember me?" checkbox is present, along with a "Forgot your password?" link. At the bottom is a "Login" button.

Figure 1

3. Select your User Type (“Worksite Supervisor”), enter your username (i.e. your email address) and password, and press the [Enter] key or click the [Login] button. If you can't remember your password, click the “Forgot your password?” link.
4. When you first attempt to login, the WSL Program Agreement acceptance window appears. Read the agreement and click the [Accept Agreement] button (Figure 2). You can view and/or print this agreement later by selecting the “WSL Program Agreement” menu item from the [Help] menu.

Worksite Learning Program

## TERMS OF SERVICE AND INDEMNITY AGREEMENT

For and in consideration of permitting the Shasta Trinity Joint Community College District Student to enroll in and participate in the District's Worksite Learning Program, all parties agree to the following:

### STUDENT AGREES:

- to put in all the hours of work agreed upon as determined by unit amount and by agreement with the site supervisor.
- to consult employer and instructor about any problems, issues or concerns.
- to conform to the rules and regulations of the worksite.
- to complete required coursework, and furnish all necessary information, reports and time sheets in a timely manner through the online worksite learning


Accept Agreement

Print Agreement

Figure 2

## B. Review Student Job and Objectives

- After you login, the Home screen (Figure 3) will appear, and then you can click the “Jobs” menu item (or the “Go to Jobs” button) to go to the Jobs list screen (Figure 4). Any new or existing Jobs associated with you will be displayed automatically for the current Year and Semester. You can also filter the Jobs list by using the filter fields in the “Filters” section (Figure 4). The Filters section is hidden by default, but can be toggled by clicking the Filters button.



Shasta College Worksite Learning

Home

Jobs

Jack Ryan

Help

# Worksite Learning System

Worksite Learning (WSL) is an academic program in which students earn college credit for what they learn while working at paid jobs or as volunteers (even if self-employed). Credits apply to the Associate Degree and can be transferred to 4-year California State Universities as elective credit. There are other benefits for students, as well. Additional information about the program can be viewed via the Help menu above.

Go to Jobs

Figure 3

Jobs

Reset **Filters**

Filters: GO Clear

Year: 2019  
Semester: Spring

<input type="checkbox"/> Student	<input type="checkbox"/> Instructor	<input type="checkbox"/> Course / Section	<input type="checkbox"/> Status	<input type="checkbox"/> Stu Apr	<input type="checkbox"/> Sup Apr	<input type="checkbox"/> Inst Apr
<input type="checkbox"/> John Doe	<input type="checkbox"/> Instructor 1	College Composition (ENGL-1A), F1234 (3 units)	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 4

- To review / edit the Job information, click anywhere within the row (e.g. within the sample red border in Figure 4) of the Job record you wish to review / edit, and the detail Job information will display directly below the row (Figure 5).

☐ John Doe ☐ Instructor 1 ☐ College Composition (ENGL-1A), F1234 (3 units) ☐ Submitted ☒ ☐ ☐ ☐

Save Cancel Send Mail

Job **Objectives**

Job Status: Submitted Start Date: 1/22/2019  
Year: 2019 End Date: 5/24/2019  
Semester: Spring Number of Weeks: 17  
Student: John Doe Hours Per Week: 14  
Job Title: Intern Total Hours: 238

**Worksite 1:** Acme Company (Jane Public) ☐ **Supervisor 1 Approval:** ☐  
Worksite 2: Dutch Bros (Bill Dutch) ☐ **Supervisor 2 Approval:** ☐  
Instructor: Instructor 1 **Student Approval:** ☒  
Course: College Composition (ENGL-1A) 1/20/2019 8:49:37 PM  
Section: F1234 (3 units) john.doe  
Paid Position: ☒ **Instructor Approval:** ☐

Figure 5

- In the Job details display, review the Job information in the Job tab (Figure 5) and the Student Objectives information in the Objectives tab (Figure 6).

Student: John Doe | Instructor: Instructor 1 | Course / Section: College Composition (ENGL-1A), F1234 | Status: Submitted | Stu Apr: ☒ | Sup Apr: ☐ | Inst Apr: ☐

Save | Cancel | Send Mail

Job | Objectives

**LEARNING OBJECTIVES:** It is necessary to identify new learning objectives each semester/session that the student is enrolled in the Worksite Learning Program. Objectives must be specific, measurable, and accomplished within the semester/session. Students and site supervisors formulate the objectives. They are reviewed and approved by the student, site supervisor, and instructor. Evaluation at student's end will include site supervisor's input and will be initiated by the instructor. Discussion will include progress on the specific objectives and overall job performance.

Worksite	Objective
Acme Company	This is an objective.
Acme Company	This is an objective.
Acme Company	This is an objective.
Acme Company	This is an objective.

Figure 6

- In the Objectives tab, read the Learning Objectives introduction, and meet with the Student to develop and enter the Objectives in each record. To edit an Objective, click within the row of the Objective record, and the Objective detail will display directly below the row (Figure 7).

Worksite	Objective
Acme Company	This is an objective.

Save | Cancel

Objective:

Figure 7

- Edit the Objective and click the [Save] button in the toolbar. Repeat steps 4 and 5 for each Objective.

### C. Approve Student Job and Objectives

- Click the Supervisor Approval checkbox in the Job tab that is directly to the right of your Worksite name (Figure 5), and then click the [Save] button in the toolbar directly above the Job tab. **Note:** After the Job is approved by the Student, Supervisor, and Instructor, the Job Status will change to "In Progress".

## III. Student Timesheets (Process #6)

### A. Supervisor Reviews / Approves Student's Timesheets Weekly

- Access the WSL App and select the specific Job record (Figure 4).

2. In the Job detail area, click the Timesheets tab. Then click on one of the Timesheet rows to display the Timesheet detail area. (Figure 8).

**Student:** Complete this time sheet to reflect hours worked. Each week must be approved by the student and worksite supervisor. You must meet or exceed the minimum number of hours required for the unit value of your class. A grade of "F" may be assigned if required total hours are not fulfilled and documented, despite any progress made toward learning objectives and also if time sheet is not completed and submitted.

Week Nbr	Worksite	Hours	Student Approval	Supervisor Approval
1	Acme Company	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Week Nbr:

Hours:

Student Approval: ☒

Supervisor Approval: ☐

Work Description:

Figure 8

3. Review the timesheet entry for the week and click the Supervisor Approval checkbox for the entry (Figure 8).
4. Click the [Save] button in the Timesheets toolbar.

## IV. Supervisor Evaluation of Student (Process #9)

As the employer or Supervisor of a Student enrolled in a Worksite Learning course, you will evaluate the Student in several categories. Your recommendations, comments, and constructive criticism will be part of the Student's evaluation in the course. In each of the categories, please rate the Student between one (1) and five (5) where 1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Above Average, and 5 = Excellent. The grade for this class will be based upon the following Worksite Learning Skills and Course Objectives. After the evaluation is approved by the Supervisor, the Instructor will be notified by email. After the Instructor has approved the evaluation, the Job Status will change to "Completed". Also, the Student will be notified by email and will be able to view the evaluation (read-only).

### A. Supervisor Completes and Approves Evaluation of Student

1. Access the WSL App and select the specific Job record (Figure 4).
2. In the Job detail area, click the Evaluation tab. Then click on your Worksite row to display the Evaluation detail area. (Figure 9).



Worksite

Acme Company

Save Cancel

Course Objectives Worksite Learning Skills Comments / Approval

Step 1 - Rate Student on Objectives

> Next

Objective	Rating
This is an objective.	
This is an objective.	
This is an objective.	
This is an objective.	

Figure 9

- In the “Course Objectives” tab, enter your ratings for each Objective, then click the [> Next] button. (Figure 9). **Note:** The Job record must be approved by the Student, Worksite Supervisor, and the Instructor, and all Student Timesheets must be entered for the required hours and approved before the Student Evaluation can be started (i.e. fields enabled).
- In the “Worksite Learning Skills” tab, enter your ratings for each Skill, then click the [> Next] button (Figure 10).

Course Objectives Worksite Learning Skills Comments / Approval

Step 2 - Rate Student on WSL Skills

> Next

Skill	Rating
<b>Personal Appearance:</b> Dresses appropriately and meets grooming standards for the position.	
<b>Human Relations:</b> Is cooperative, courteous, and friendly to customers, associates, and supervisors. Accepts suggestions and constructive criticism. Is responsible and works well with others.	
<b>Attitude:</b> Uses mature judgment, progresses on own initiative, is sincere, has appropriate work habits, and follows directions.	
<b>Workmanship/Skill:</b> Strives for improvement, shows thoroughness, accuracy and precision. Ability to learn new skills.	
<b>Dependability:</b> Meets deadlines and is punctual and reliable.	
<b>Attendance:</b> Attends as scheduled.	

Figure 10

- In the “Comments / Approval” tab, enter your written evaluation of the Student, and click the Supervisor Approval checkbox to approve the evaluation (Figure 11).

Workspace

Acme Company

Save Cancel

Course Objectives Worksite Learning Skills Comments / Approval

### Step 3 - Provide Comments & Approval

Comments:

This is my written evaluation of the Student ...

Supervisor Approval: ☒

Instructor Approval: ☐

Figure 11

6. Be sure to click the [Save] button in the Evaluation toolbar.

## V. Other Features

### A. View Contact Info for Student and Instructor

Instructors can view contact information for a Student or Instructor by clicking the “magnifying glass” icon next to the student’s or instructor’s name.

1. Student Contact Info (Figure 12):

Student

John Doe

### Student Profile

Cancel

Student ID:	1234567	Phone Nbr:	530-555-1213
First Name:	John	Email Address:	john.doe@gmail.com
Middle Name:	R	Username:	john.doe
Last Name:	Doe	Updated Date/Time:	12/28/2018 3:18:53 PM

Figure 12

2. Instructor Contact Info (Figure 13):

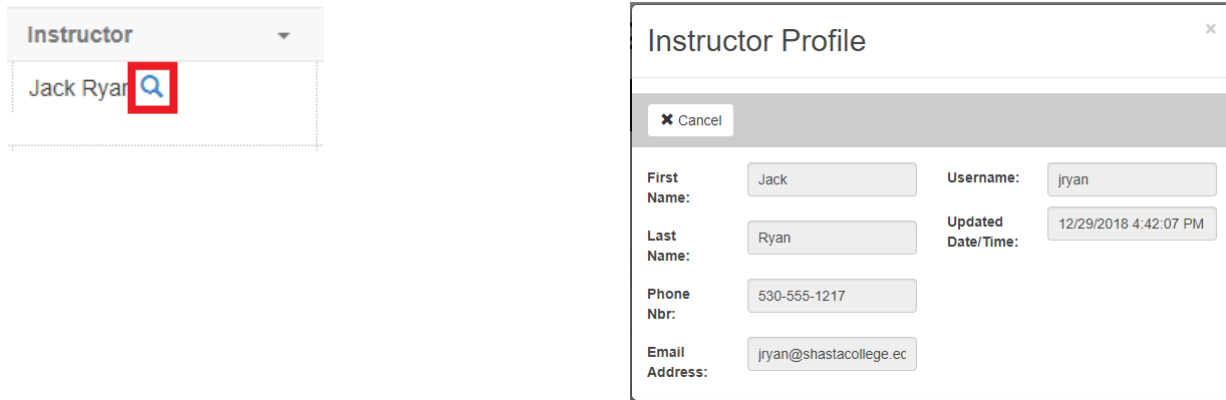


Figure 13 displays two screenshots. The left screenshot shows a dropdown menu labeled 'Instructor' with a search icon next to 'Jack Ryan'. The right screenshot shows the 'Instructor Profile' form for Jack Ryan. The form includes fields for First Name (Jack), Last Name (Ryan), Username (jryan), Updated Date/Time (12/29/2018 4:42:07 PM), Phone Nbr (530-555-1217), and Email Address (jryan@shastacollege.ec).

Figure 13

## B. Send Email to Instructors and/or Students

You can send an email directly to one or more of the Instructor and/or Students from within the WSL App. **Note:** the email is sent from your email address, and a copy of the message is also sent to your email address.

### Send Mail to Instructor(s) and/or Student

1. While in a Job details screen, click the [Send Mail] button (Figure 14) in the toolbar.

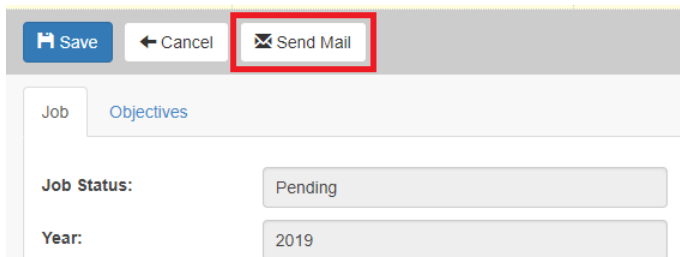
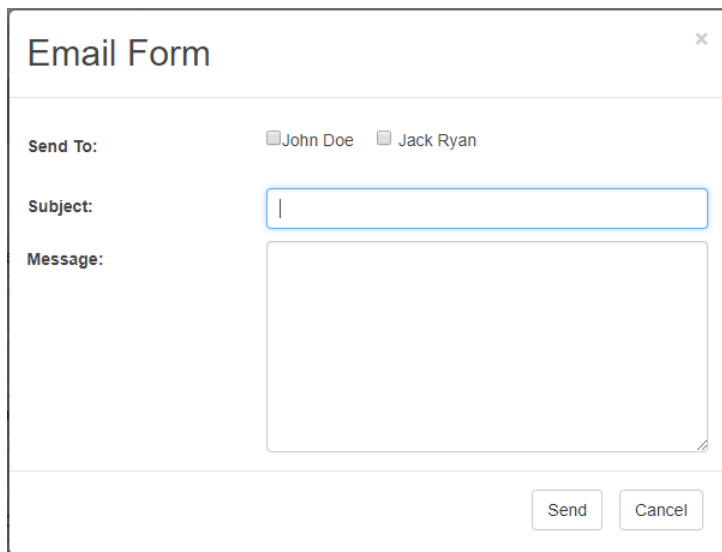


Figure 14 shows a toolbar with three buttons: 'Save', 'Cancel', and 'Send Mail'. The 'Send Mail' button is highlighted with a red box. Below the toolbar, the 'Job' tab is selected, showing 'Job Status: Pending' and 'Year: 2019'.

Figure 14

When the Email Form appears, click the checkboxes next to the desired recipients, enter the Subject and Message, and then click the [Send] button (Figure 15).



**Email Form** [X]

**Send To:** ☐ John Doe ☐ Jack Ryan

**Subject:**

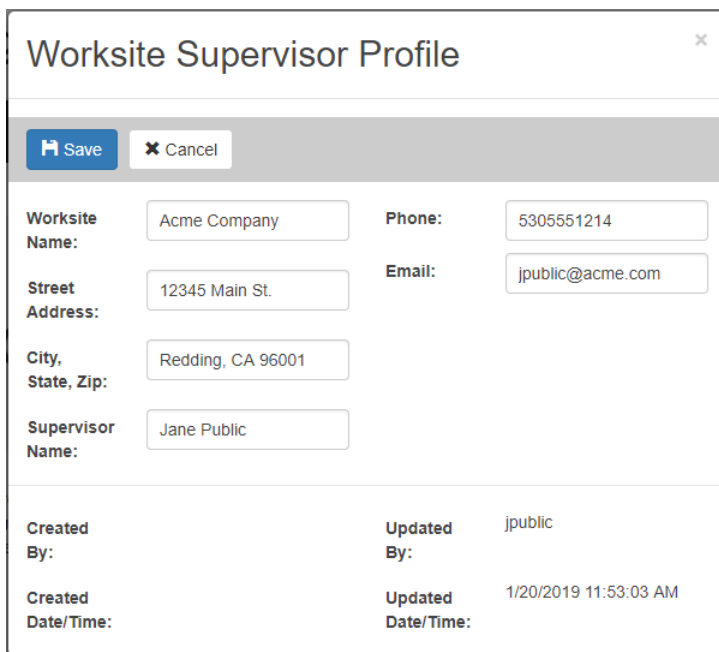
**Message:**

Figure 15

### C. User Profile

Your User Profile displays your contact information that Students and Worksite Supervisors may see (read-only). It also allows you to edit your phone number and email address.

1. Select the User Profile menu item from the User menu (i.e. your name is the menu title) next to the Help menu.
2. If necessary, edit your phone number and email address and click the [Save] button in the toolbar (Figure 16).



**Worksite Supervisor Profile** [X]

<b>Worksite Name:</b>	<input type="text" value="Acme Company"/>	<b>Phone:</b>	<input type="text" value="5305551214"/>
<b>Street Address:</b>	<input type="text" value="12345 Main St."/>	<b>Email:</b>	<input type="text" value="jpublic@acme.com"/>
<b>City, State, Zip:</b>	<input type="text" value="Redding, CA 96001"/>		
<b>Supervisor Name:</b>	<input type="text" value="Jane Public"/>		

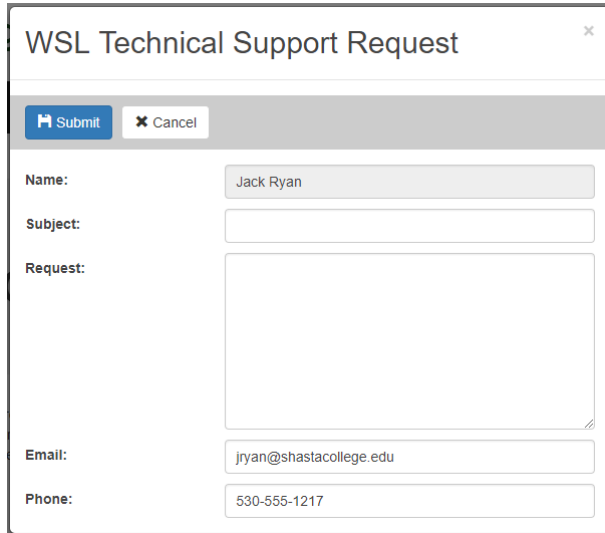
<b>Created By:</b>	<b>Updated By:</b>	jpublic
<b>Created Date/Time:</b>	<b>Updated Date/Time:</b>	1/20/2019 11:53:03 AM

Figure 16

## D. Technical Support

For technical support, please submit requests by selecting the Technical Support option under the Help menu.

Enter the fields in the form and click the [Submit] button in the toolbar (Figure 17).

A screenshot of a web form titled "WSL Technical Support Request". The form has a title bar with a close button (X). Below the title bar is a toolbar with two buttons: "Submit" (blue with a white icon) and "Cancel" (white with a black X icon). The form contains several input fields: "Name:" with the value "Jack Ryan", "Subject:" (empty), "Request:" (a large text area), "Email:" with the value "jryan@shastacollege.edu", and "Phone:" with the value "530-555-1217".

WSL Technical Support Request

Submit Cancel

Name: Jack Ryan

Subject:

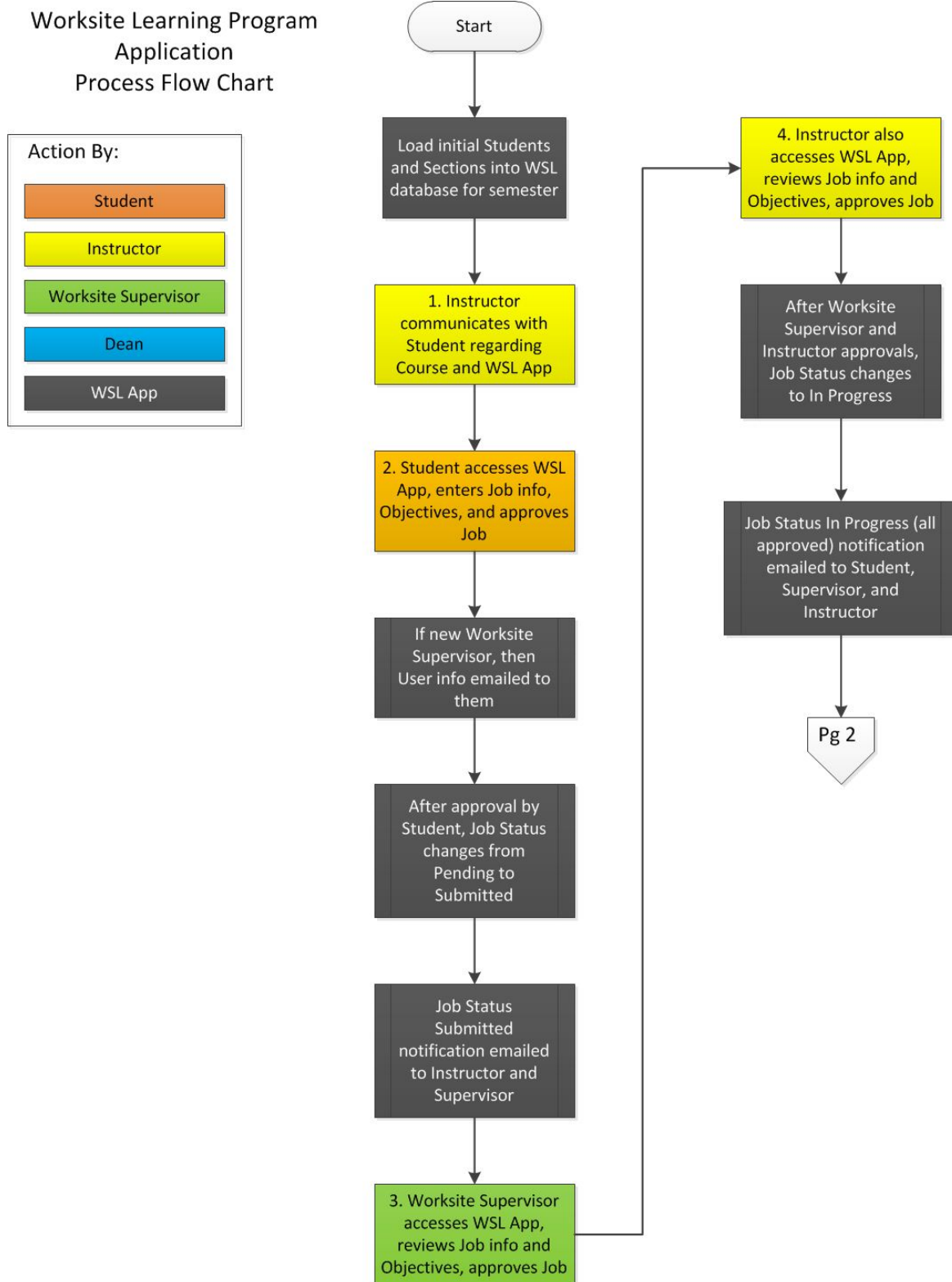
Request:

Email: jryan@shastacollege.edu

Phone: 530-555-1217

Figure 17

## VI. WSL Application Process Flow Chart – Page 1



## VII. WSL Application Process Flow Chart – Page 2

