

Administrator Quick Start: Career-Based Learning Experiences (CBLEs)

What are Career-based Learning Experiences?

CBLEs are Career-based Learning Experiences that volunteers and businesses in your community are willing to participate in. Some examples of CBLEs are company tours, guest speakers, job shadows, co-op placements, summer/part time job and career fairs.

Getting Started

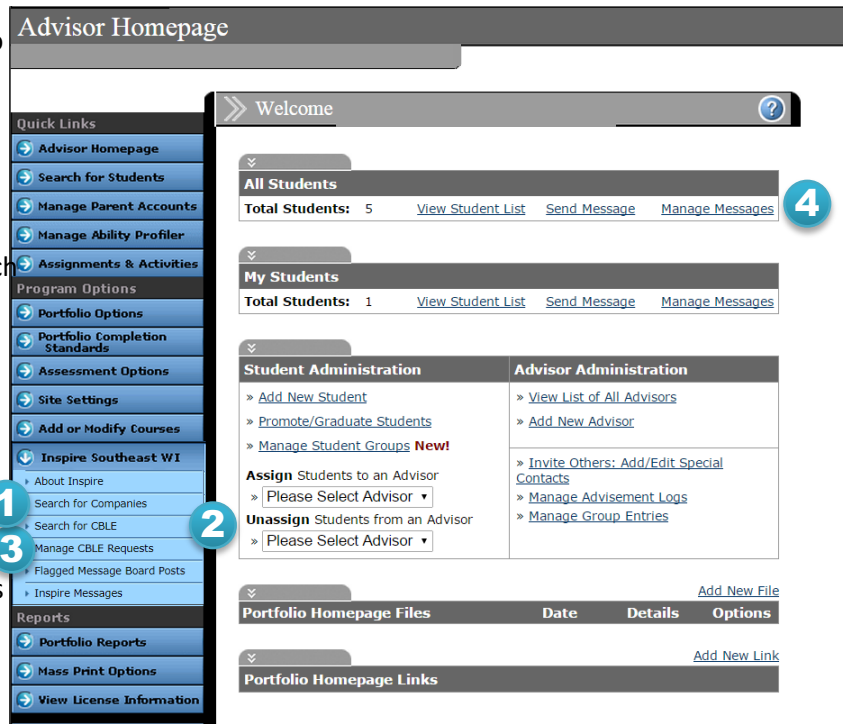
Before you get started please login to your Administrator account at www.careercruising.com/acpschool. You will be required to enter your site username, site password, and your personal advisor password.

1 Search for Companies - allows you to search for companies in your area by keyword, index, cluster, industry. Viewing a companies profile will also display a list of CBLEs provided by that organization.

2 Search for CBLE – allows you to search for CBLEs available in your area by keyword, industry, and CBLE type.

3 Manage CBLE Requests – allows you view and manage CBLE requests made by you or the students at your school (if you are the CBLE Admin).

4 View All Messages – allows you to view the system-generated messages when your request status changes.



Who can get involved?

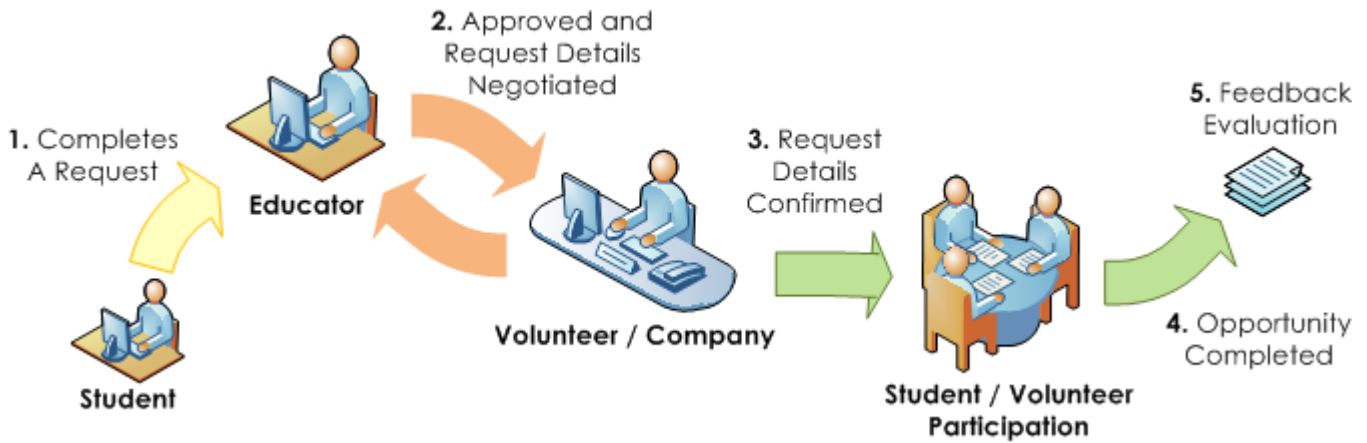
- Any student at your school who has a valid Career Cruising portfolio account – Students can search for CBLE’s directly or when exploring a company profile or career.
- Any teacher with a valid administrator account with access to Inspire Southeast Wisconsin.

Career-based Learning Experiences – Request Process Steps

- Search and select a Career-based Learning Activity.
- View the CBLE listing and make a request using the online form. Note: The CBLE provider will automatically receive an email notification once the request has been completed.
- Contact the provider directly by email or phone, which can be found in the “Provider Details” section of the listing, and negotiate the CBLE details, such as date, time, or number of participants.
- Once the details have been agreed upon, go back to the request in Manage CBLE Requests section. Change the status of the request by selecting “Arrangements complete, pending confirmation” and submit the form.
- Enter the dates and additional details agreed with the company contact/volunteer and submit the form. The request is now pending the company contact / volunteer’s confirmation.
- Once confirmed by the company contact / volunteer, the request is now complete.
- Proceed with the arrangements made.

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Career-based Learning Experiences Workflow



| Step | Action | CBLE Request Status |
|------|--|--|
| 1 | Search and select a Career-based Learning Activity (CBLE). View the CBLE description and make a request using the online form. NOTE: The CBLE company contact will automatically receive an email notification once the request has been submitted. | Requested (student) or Pending volunteer approval |
| 2 | Skip this step if you made the CBLE request yourself. If you are the CBLE coordinator for your school and Step 1 was completed by a student, approve and write any additional details about the CBLE request in Manage CBLE Requests section. | Pending volunteer approval |
| 3 | Once the company contact (provider) accepts the request, get in touch with the provider directly by email or phone to discuss details such as date, time, or number of participants or other student policies. | Arrangements in progress |
| 4 | When CBLE details are finalized, enter dates and additional details agreed upon and click on the Arrangements Complete button. | Pending Confirmation |
| 5 | The CBLE request is complete when the provider confirms the details that you entered. | Confirmed |

Tips

- Use the Notes Tab in the request details to jot down any information you wish to save regarding that request.
- Use the “Filter list” dropdown found in the Manage CBLE Requests page to perform a quick filter of the requests.
- Requests that require your attention are marked by a red exclamation point. (!)
- Please be courteous by notifying the company contact / volunteer if a request has to be cancelled. In addition, please update the request if it has to be cancelled.