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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](image-url)
II. Access WSL App, 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 App and Sign-In

1. Open a web browser and go to the following address: https://wsl.shastacollege.edu. The Sign-In page will appear (Figure 1).

2. Enter your username and password, and press the [Enter] key or click the [OK] button. If you can’t remember your username, click the “Forgot Username / Password” link and follow the directions on the page.

B. Review Student Job and Objectives
After you sign-in, the Jobs list screen will appear. Any new or existing Jobs associated with you will be displayed automatically. You can also filter the Jobs list by using the filter fields in the “Filter By:” section (Figure 2).

Figure 1

Figure 2
1. To review the Job information, click the [Edit] button to the left of the Job record you wish to review (Figure 3).

**Figure 3**

2. On the Edit Job screen, review the Job information, and read the approval and addendum information below it (Figure 4).

**Figure 4**
3. On the Edit Job screen below the Job information in the Student Objectives tab, read the “Learning Objectives” and “Agreement” information, and then review the Student’s Objectives (Figure 5).

![Figure 5](image)

**C. Approve Student Job and Objectives**

1. Click the Supervisor Approval checkbox in the Edit Job screen (Figure 4), and then click the [Save] button at the very bottom of the screen. **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**

1. Access the WSL App and select / edit the specific Job record.

2. Scroll down and click the Student Timesheets tab below the Job information (Figure 6).

![Figure 6](image)

3. Review the timesheet entry for the week and click the Supervisor Approval checkbox for the entry (Figure 6).

4. Click the [Save] button at the bottom of the screen.
IV. Supervisor Evaluation of Student (Process #9)
The Worksite Supervisor will complete the student evaluation. 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 “Pending Final Approval”. 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 edit the specific Job record.

2. On the Edit Job screen, click the Supervisor Evaluation tab below the Job information (Figure 7).

3. Click the [Edit] button to edit the evaluation (Figure 7). Note: The Job record must be approved by the Student, Worksite Supervisor, and the Instructor before the Student Evaluation can be started.

4. When the Supervisor Evaluation of Student screen appears, read the “Evaluation Instructions,” and enter your comments regarding the Student’s job performance in the Comments field (Figure 8).

5. Enter your ratings of 1 – 5 in the Worksite Learning Skills and Course Objectives sections (Figure 8).

6. Click the Supervisor Approval checkbox to approve the evaluation (Figure 8).

7. Click the [Save] button at the bottom of the screen.
V. Other Features

A. Send Email to Instructor and/or Student

You can send an email directly to the Instructor and/or Student from within the WSL App. **Note:** a copy of the message is also sent to you as the sender.

1. While in the Job list screen, check the box next to the Job that is related to the Instructor or Student that you want to email, then click the [Send Mail] button (Figure 9). You can select more than one (or all) Job record to send the email to multiple recipients.

![Figure 9](image)

2. When the Send Email screen appears (Figure 10), click the Instructor and/or Student(s) checkboxes in the Send To section.

3. Enter text in the Subject field.

4. Enter text in the Message field editor.

5. Click the [Send] button at the bottom.

![Figure 10](image)
B. View / Edit the Worksite Supervisor Information

1. After logging into the WSL App, and while in the Job list screen, click the Worksite Supervisor name link (Figure 11).

2. When the Worksites screen appears, click the [Edit] button at the bottom.

3. When the Edit Worksites screen appears, edit the fields and click the [Save] button (Figure 12).

   **Note:** Generally, it is best not to alter the Worksite record other than for spelling or minor corrections since the Worksite record is used by other Jobs both current and in prior semesters. If the company is the same, but the supervisor is different, please create a new Worksite record.
VI. WSL Application Process Flow Chart – Page 1

Worksite Learning Program
Application
Process Flow Chart

Action By:
- Student
- Instructor
- Worksite Supervisor
- Dean
- WSL App

Start

1. Instructor communicates with Student regarding Course and WSL App

2. Student accesses WSL App, enters Job info, Objectives, and approves Job

If new Worksite Supervisor, then User info emailed to them

After approval by Student, Job Status changes from Pending to Submitted

Job Status Submitted notification emailed to Instructor and Supervisor

3. Worksite Supervisor accesses WSL App, reviews Job info and Objectives, approves Job

4. Instructor also accesses WSL App, reviews Job info and Objectives, approves Job

After Worksite Supervisor and Instructor approvals, Job Status changes to In Progress

Job Status in Progress (all approved) notification emailed to Student, Supervisor, and Instructor

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

- **Action By:**
  - Student
  - Instructor
  - Worksite Supervisor
  - Dean
  - WSL App

5. Student begins Job, accesses WSL App daily or weekly to enter Timesheets

6. Worksite Supervisor also accesses WSL App weekly to approve Student Timesheets

7. Instructor visits Worksite and enters Worksite Visit info in Job record

8. At end of Course, Student enters Student Report in Job record

9. At the end of Course, Worksite Supervisor evaluates Student and approves evaluation

10. Instructor Reviews Student Report

11. Instructor reviews / approves Supervisor Evaluation of Student

12. Instructor notifies Dean of Jobs Pending Final Approval

13. Dean accesses WSL App, reviews / approves Jobs

After final approval by Dean, Job Status changes to Completed

Job Status Completed notification emailed to all Job related Users

End