



WBL Participation Tracker and Reflection Form

Fall 2022 Webinar

WORK-BASED LEARNING

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PRESENTER



Stephanie Lopera
Manager, Work-Based Learning
NAF



OVERVIEW

- ✓ Review Work-Based Learning
- ✓ Introduce WBL Participation Tracker and Reflection Form
- ✓ Explore the WBL Participation Tracker
- ✓ Discuss the WBL Reflection Form
- ✓ Review the Data Dashboards



WHAT IS WORK-BASED LEARNING?

Interaction

Students have ongoing interactions with professionals in workplace settings through a variety of experiences.

Outcome-Driven

Students discover careers of interest, make a plan to achieve their goals, develop professional skills and monitor their growth, and make meaningful connections with professionals.

Preparation & Reflection

Students prepare for each experience with guidance from their teacher and reflect on their experience after participation.

Classroom-Connected

Students develop career-ready skills by connecting classroom content with intentionally aligned student learning outcomes developed in collaboration with educators and partners.



WORK-BASED LEARNING CONTINUUM

Awareness

- Guest Speaker
- Worksite Tour
- Career Fair

Exploration

- Informational Interview
- Job Shadow
- Resume Coaching/Review
- Mock Interview
- Mentorship
- Skills Workshop
- Partner Engagement Project

Preparation

- Paid Internship
- Clinical Experience
- Mentored Industry Project
- Apprenticeships
- Youth Apprenticeships



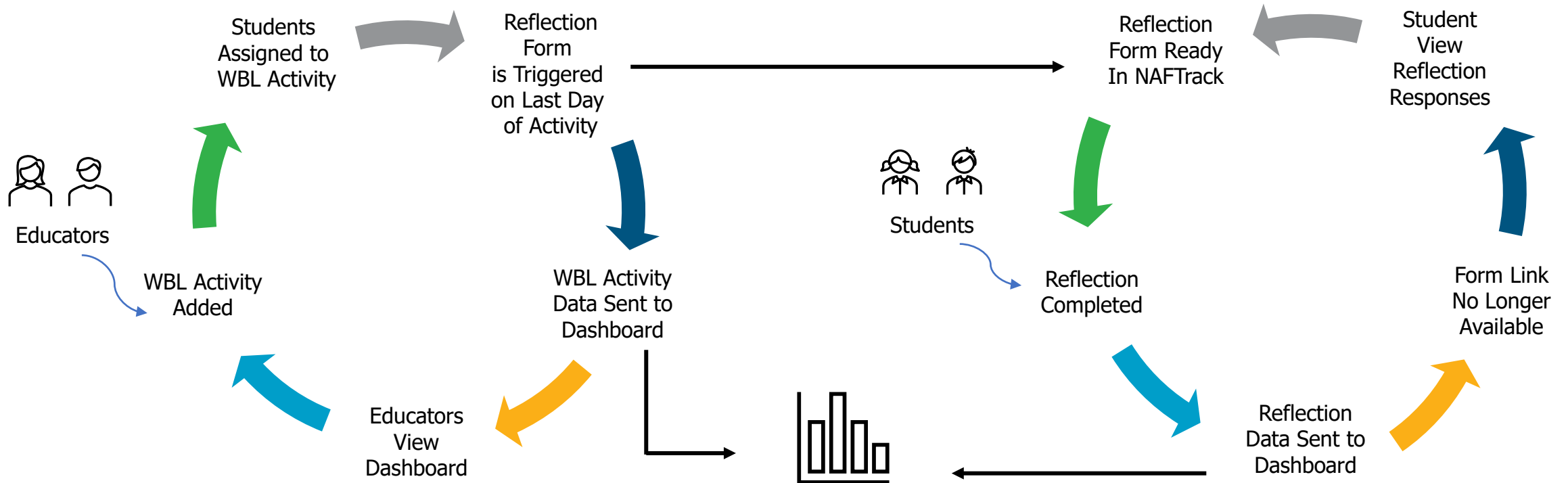
WHAT ARE THE WBL PARTICIPATION TRACKER AND REFLECTION FORM?

- ❖ The **WBL Participation Tracker** is a tool found in ASH where you can log WBL activities and record student participation.
- ❖ The **WBL Reflection Form** is a student survey that asks students to reflect on their experience in each WBL activity they participate in to show student growth over time and determine impact of the activity.

Student Voice and Feedback!

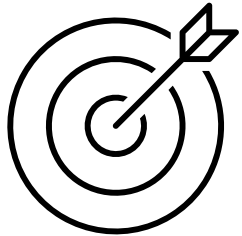


PARTICIPATION TRACKER vs REFLECTION FORM

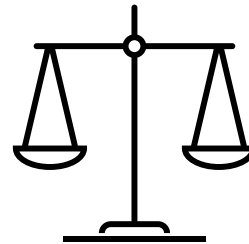




WHY IS TRACKING WBL IMPORTANT?



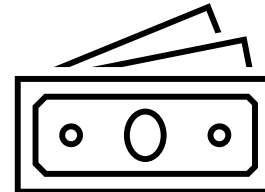
Measure yearly goals



Ensure equity in student participation



Determine growth over time



Receive financial support

WBL PARTICIPATION TRACKER



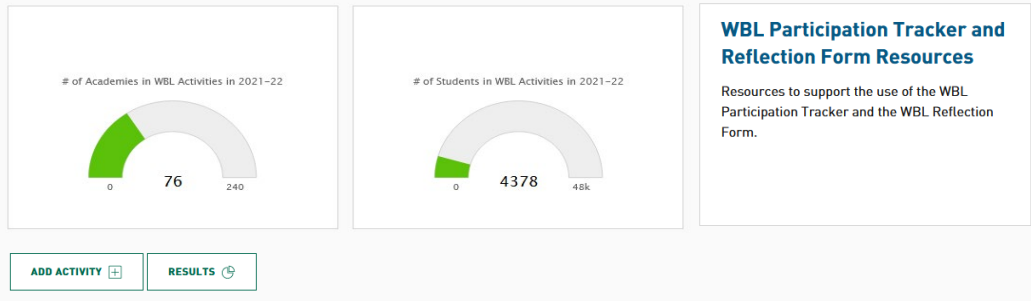
WORK-BASED LEARNING



FEATURES OF THE PARTICIPATION TRACKER

WBL Participation Tracker

Tracking work-based learning is essential to providing targeted opportunities that align with student aspirations and interests. Additionally, diverse WBL engagements lead to more robust experiences, skill building, and career readiness. The NAF Work-Based Learning Participation Tracker exists to help academies intentionally capture WBL events, understand student and partner involvement, and provide data for future WBL planning.



- ✓ Access through ASH
 - ✓ Quality Center
 - ✓ Work-Based Learning
- ✓ Track WBL + other non-WBL activities
- ✓ Connect students to each activity
- ✓ Track organizations and persons involved in an activity
 - ✓ Designate when advisory board members participate
- ✓ View Data/Download reports

- EXPLORE ASH
- ACADEMY DEVELOPMENT »
- DATA LIBRARY »
- WORK-BASED LEARNING** »
- ADVISORY BOARD »
- LEARNING CENTER »
- WORK-BASED LEARNING
- WBL HOME
- GET STARTED
- PREPARE FOR WBL
- EXPLORE WBL »
- PREPARE FOR INTERNSHIPS
- CUSTOMIZABLE TEMPLATES
- WBL TRACKER**



ADDING AN ACTIVITY

A Activity Title

B Date Range? **C** Days (optional)? **D** Hours?

E Where did this activity take place? **F** Did Your Advisory Board participate in this activity?

G Type of Primary Activity with Partners (Select one)

Career Awareness

Career Fair? Guest Speaker? Worksite Tour?

Career Exploration

Informational Interview? Job Shadow? Mentorship?

Mock Interview? Partner Engagement Project? Resume Coaching/Review Session?

Skills Workshop?

Other

College Fair? College Tour? Other?

- A Activity Title:** Short descriptive title for the activity
- B Date Range:** The start and end date of the activity.
- C Days:** The actual number of days the activity took place between the start and end date.
- D Hours:** The actual number of contact hours a student participated in the activity.
- E Location of Activity:** In-Person, Virtual, Hybrid
- F Advisory Board participation**
- G Primary Activity:** The main activity that took place; triggers the correct reflection form



ADDING AN ACTIVITY

H What secondary activities, if any, took place during this event? (Optional)

Select secondary activities

I Academies that participated

Select at least one academy

J Companies/Organizations/Institutions (Optional?) **K** Persons Involved (Optional?)

L Description

M ADD ACTIVITY

- H Secondary Activity:** Any additional activities that may be part of the main activity.
- I Academies:** Any academy that has a student participating.
- J Companies/Organization/Institutions:** Any companies, organizations, or institutions involved in the activity; usually the host or facilitator of the activity.
- K Persons Involved:** Any professional directly in contact with students during the activity; include first and last name.
- L Description:** A short description of the activity that will help collaborators understand the goals and objectives of the activity.
- M Add Activity:** Click to submit activity.



VIEW AN ACTIVITY

1 **Microsoft Training**
SKILLS WORKSHOP
ALTERNATIVE TYPES OF ACTIVITIES:

3 Created by Stephanie Lapera
Contributors: Stephanie Lapera

4 A volunteer from Microsoft will train students on Word, Excel, and PowerPoint. Each session is 2hrs for a total of 3 days.

5 **Academies**
Alonzo and Tracy Mourning Senior High School AOHT

2 Sep 19th, 2022 - Sep 23rd, 2022
3 days, 6 hours
In Person
Active
Not Archived

7

STATS

- » 1 academies
- » 2 total students selected
- » 2 students you selected
- » 0 students filled in the Reflection Form
- » More Data

FILES

[UPLOAD FILES](#)

No files attached

ACTIONS

- [Copy](#)
- [Edit](#)
- [Archive](#)
- [Deactivate](#)

6

Companies/Organizations/Institutions	Persons Involved
Microsoft	John Doe



ADDING STUDENTS

ⓘ You will only be able to view students and classes for academies you are directly linked with. Please contact your academy lead to grant you permission.

STUDENTS CLASSES

[Add all students](#) | [Remove all students?](#)

SHOW 10 ENTRIES FIND

<input type="checkbox"/>	Student's First Name	Student's Last Name	District Id	Graduation Year	Academy(ies)
<input checked="" type="checkbox"/>				2022	Alonzo and Tracy Mourning Senior High School AOHT
<input checked="" type="checkbox"/>				2022	Alonzo and Tracy Mourning Senior High School AOHT
<input type="checkbox"/>				2022	Alonzo and Tracy Mourning Senior High School AOHT
<input type="checkbox"/>				2022	Alonzo and Tracy Mourning Senior High School AOHT

STUDENTS **CLASSES**

SHOW 10 ENTRIES FIND

<input type="checkbox"/>	Course Name	Teacher (if avail:	Date Range	Class ID	Period
<input type="checkbox"/>	Entrepreneurship		Aug 23rd, 2021 - Jun 8th, 2022	44505	1
<input type="checkbox"/>	Hospitality Marketing		Aug 23rd, 2021 - Jun 8th, 2022	44506	2
<input type="checkbox"/>	Hospitality Marketing		Aug 23rd, 2021 - Jun 8th, 2022	44507	3

STATS

- » 1 academies
- » 2 total students selected
- » 2 students you selected
- » 0 students filled in the Reflection Form
- » More Data

FILES

[UPLOAD FILES](#)

No files attached

ACTIONS

- [Copy](#)
- [Edit](#)
- [Archive](#)
- [Deactivate](#)



VIEW LIST OF ACTIVITIES

A **ADD ACTIVITY** **RESULTS**

B Not Archived Active **UPDATE**

SHOW 10 ENTRIES **C** FIND

D Activity	Active & Archive Status	Date Range	Number of Academies	Number of Students	Academies	District	Type of activity
E Microsoft Training	Not Archived Active	9/19/2022 - 9/23/2022	1	2	Alonzo and Tracy Mournig Senior High School AOHT	Miami-Dade County Public Schools	Skills Workshop
Bridges PBL Guest Speaker	Not Archived Active	9/22/2022 - 9/22/2022	1	0	Friendship Collegiate Academy AOE	Friendship Public Charter School	Guest Speaker
Business Guest Speakers Lunch Bag Meeting	Not Archived Active	9/7/2022 - 9/7/2022	1	0	Gaithersburg High School AOIT	Montgomery County Public Schools	Informational Interview

A Add Activity: Takes user to the Add an Activity Page
Results: Takes user to the Data Dashboards

B Filters: Allows filtering based on status of activity entry; both conditions must be met
Archived, Not Archived, Active, Inactive

C Find: Ability to search the information in the table

D Columns: Information about the activity entry

E Edit Button: Direct access to the edit page; also signifies the user is the creator of the entry



ACCESS & PERMISSIONS

- ✓ Any person with access to the tracker can create an activity
- ✓ Any person who creates an activity can add any academy within their district
- ✓ Only a person with student level permissions can add students to an activity
 - ✓ The user will only see students they have access to if multiple academies are part of the same activity
 - ✓ Student permissions match NAFTrack student permissions
- ✓ A user will only see activities from academies they are linked to in the table view on the home page

Creator: The person who the created the entry and has permission to:

- Add academies
- Add students
- Edit entry
- Archive/unarchive entry
- Activate/deactivate entry
- Copy entry
- Upload files

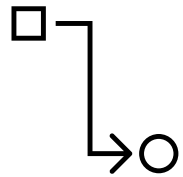
Contributor: A person who has access to the entry and permission to:

- Add students
- Copy entry
- Upload files

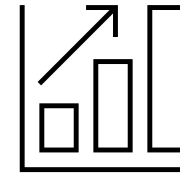
WBL REFLECTION FORM



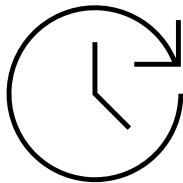
WHY IS TRACKING STUDENT FEEDBACK IMPORTANT?



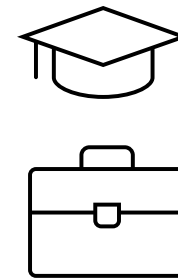
Measure impact



Determine own growth over time



Inform future planning



Understand college and career journey



FEATURES OF THE REFLECTION FORM

- ✓ Access through NAFTrack
- ✓ Link directly to WBL activity
- ✓ Capture student feedback
- ✓ Show quantitative and qualitative data
- ✓ View student feedback in report/dashboard





REFLECTION FORM QUESTIONS

- ✓ Three separate reflection forms
 - ✓ One for each phase of continuum
 - ✓ Build on each other
- ✓ Primary activity in WBL Tracker triggers the correct form
- ✓ Available to students for one month post activity end date

Work-Based Learning Reflection Form Questions for WBL Activities

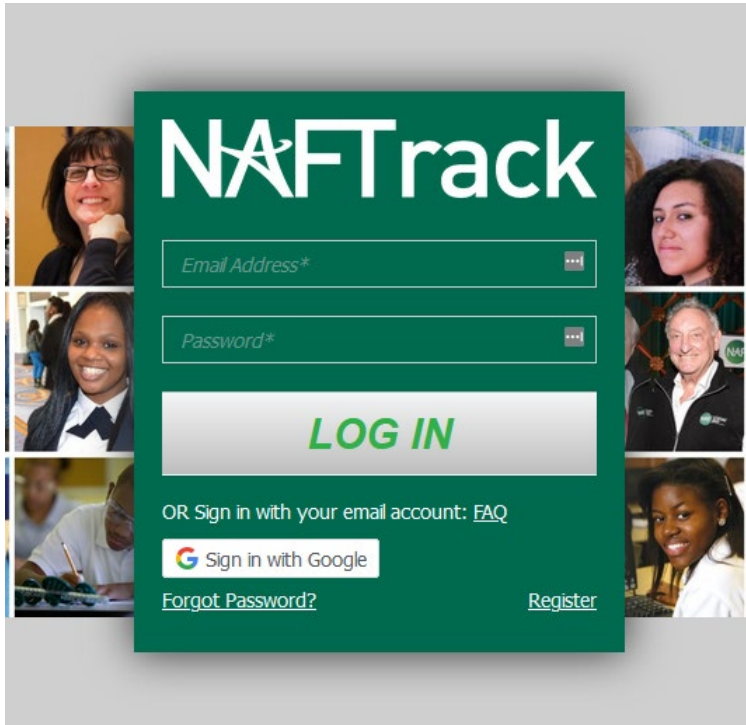


When students complete a work-based learning activity, they will be asked to reflect on the impact of that activity on their career journeys using the questions noted below. The primary WBL activity noted in the NAF WBL Participation Tracker will determine which reflection form, aligned with the appropriate WBL continuum phase, will be distributed. Students will complete the WBL Reflection Form by logging into their student NAFTrack account.

		Career Awareness	Career Exploration	Career Preparation
Aspirations	This activity gave me a glimpse into 1 or more careers.	*	*	*
	I am interested in learning more about a career explored during this activity.	*	*	*
	Which career are you interested in learning more about?	*	*	*
	This activity helped me realize a career I am NOT interested in.	*	*	*
	Which career are you eliminating as a possible career option?	*	*	*
	This activity provided me with useful information about pursuing my education or career goals.	*	*	*



STUDENT LOG IN



NAFTrack Welcome Student Test 15, [Log Out](#)

[Account Info](#) [Course Recognition Request](#) [View Current Courses](#) [Track Progress](#) [Surveys](#) [Access Resources](#)

WHAT WOULD YOU LIKE TO DO?

- Account Info** View your account and update your email address, birthdate, and password.
- Course Recognition Request** Request recognition for successfully completing alternate NAF-approved courses including AP, IB, Cisco, and Dual Enrollment. All requests must be verified by a school-level administrator.
- View Current Courses** View the status of each of the components for each course in which you are or have been enrolled.
- Track Progress** Track your progress towards NAFTrack Certification.
- Access Resources** Get access to student-related resources that are part of NAFTrack Certification.

TASKS AND ANNOUNCEMENTS

- WBL Reflection Form [Take Reflection](#)
- Microsoft Training on 9/23/2022
- Survey Available: Testing - 2021 Student Survey (Senior Version). Take by 11/21/2022 [Take Survey](#)
- Survey Available: Testing - Student Survey Questions. Take by 12/31/2022 [Take Survey](#)

Tell us more about your upcoming summer 2018 internship and you may be selected to be featured on our national website and social media accounts. [Click here.](#)

Boost your resume and college applications through the AICPA/NAF Recognition Program. Open to all NAF students, this program is offered by the American Institute of Certified Public Accountants. [Learn more.](#)

World Wide Technology is now a NAFTrack Certified Hiring partner! [Learn more.](#)



STUDENT VIEW RESPONSES

- Account Info
- Course Recognition Request
- View Current Courses
- Track Progress
- Surveys**
- Access Resources

AVAILABLE SURVEYS

The following surveys are available for you to take

Survey Title	Dates Available	Event Info
Testing - 2021 Student Survey (Senior Version)	02/01/2021 - 11/21/2022	Take Survey
Testing - Student Survey Questions	10/05/2020 - 12/31/2022	Take Survey

COMPLETED SURVEYS

You've completed the following surveys. You can view your responses

Survey Title	Date Completed	Event Info
WBL Reflection Form	09/28/2022	Guest Speaker - Jane Doe View My Responses
WBL Reflection Form	09/30/2022	Microsoft Training View My Responses

EXPIRED SURVEYS

These surveys have expired

Survey Title	Dates Available
<i>You have not missed any surveys this year</i>	

SURVEY RESPONSES FOR WBL REFLECTION FORM COMPLETED ON 9/30/2022

Career Aspirations

Thinking about the activity you recently participated in, how much do you agree or disagree with the statements below?

- This activity gave me a glimpse into 1 or more careers.: Agree
- I am interested in learning more about a career explored during this activity: Disagree
- This activity helped me realize a career I am NOT interested in.: Agree
- This activity provided me with useful information about pursuing my education or career goals.: Agree

Connections

Thinking about the activity you recently participated in, how much do you agree or disagree with the statements below?

- During this activity, I felt that another person or people cared about me and my success.: Agree
- Participating in this WBL activity helped connect me with other people who can help me pursue my education or career goals.: Agree

Skill Building

Take a moment to think back on your skills before you took part in this experience. Please indicate the degree to which your skills were impacted by this experience.

- Collaboration/teamwork skills: Neutral
- Communication skills (verbal and written): Neutral
- Problem-solving skills: Neutral
- Taking initiative, working independently, and adapting my work based on feedback from others: Neutral
- Being mindful of others' feelings and needs and adapting accordingly: Neutral
- Planning for success and managing my time well: Neutral
- I feel more confident in my skills as a result of this experience.: Neutral
- Did you use your networking skills to exchange contact information with or write a follow-up note to an industry professional you met during this activity?: Yes
- What was the most meaningful part of this activity for you?: Learning about career skills
- What did you learn about yourself in this activity?: I am good at speaking with others
- Is there anything you would like your teacher to know about this activity? (Optional): Swag was great!

DATA DASHBOARDS



FEATURES OF THE DATA DASHBOARD

- ✓ Access through ASH
- ✓ View results in one location
- ✓ Download data to use in planning meetings
- ✓ Access by various academy/district stakeholders
- ✓ Dashboard by Topic
 - ✓ Overall Results
 - ✓ Activities Overview
 - ✓ Students Overview
 - ✓ Individual Student Progress
 - ✓ Reflection Form Overview (coming soon)





WORK-BASED LEARNING

OVERALL RESULTS

A Total Activities: Number of activities added that include students

B Total Students: Total unique students

C Activities with no Students: Number of activities added where students have not yet been added

D % of Students who Participated: Based on unique students and broken down by continuum

WBL Participation Tracker and Reflection Form Data

WBL TRACKER

FILTERS

General Activity and Participation

A

Total Activities
6

B

Total Students Participated
234

C

Activities with no Students
6 (100%)

Total Number of Hours
80

D

% of Students Who Participated in 1+ WBL Activity
0%?

% of Students who Participated in Career Awareness
0%?

% of Students who Participated in Career Exploration
0%?

% of Students who Participated in Other Types of Activities
0%?

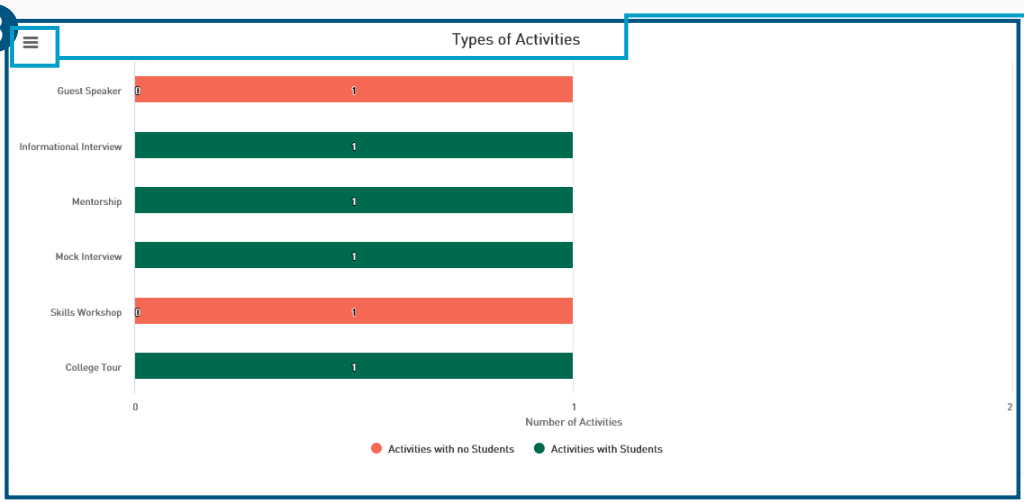
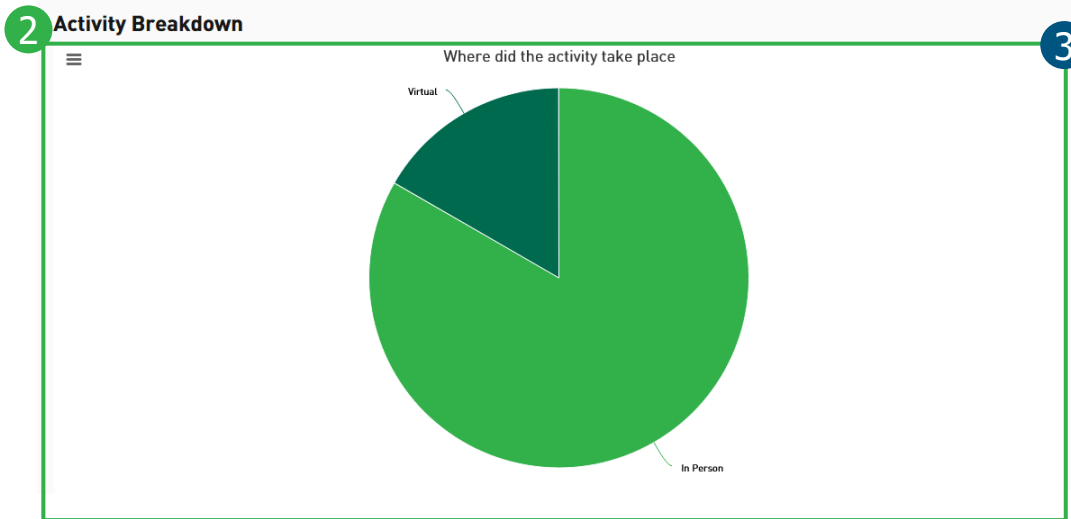
Number of Academies
9



ACTIVITIES OVERVIEW

1 Activity Snapshot

Total Activities 6	Total Number of Hours 80	Average Number of Hours / Activity 13	Activities with no Students 6 (100%)
Total Career Awareness Activities 1	Total Career Exploration Activities 4		



- View in full screen
- Print chart
- Download PNG image
- Download JPEG image
- Download PDF document
- Download SVG vector image
- Download CSV
- Download XLS
- View data table



WORK-BASED LEARNING

ACTIVITIES OVERVIEW

Theme & Career Cluster

THEME		CAREER CLUSTER										
Theme	Career Fair	Guest Speaker	Worksite Tour	Informational Interview	Job Shadow	Mentorship	Mock Interview	Resume Coaching/Review Session	Skills Workshop	College Fair	College Tour	Other
AOE						1	1				1	
AOF						1						
AOHS						1					1	
AOHT									1			
AOIT		1		1							1	

SHOW 10 ENTRIES

FIND

SHOWING 1 TO 5 OF 5 ENTRIES

EXPORT AS EXCEL

PREVIOUS 1 NEXT



STUDENTS OVERVIEW

Student Snapshot

% of Students Who Participated in 1+ WBL Activity
0%?

% of Students who Participated in Career Awareness
0%?

% of Students who Participated in Career Exploration
0%?

% of Students who Participated in Career Preparation
0%?

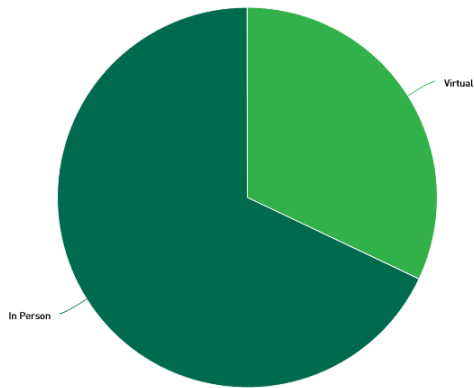
Total Students Participated
234

Average Number of Hours / Student
21

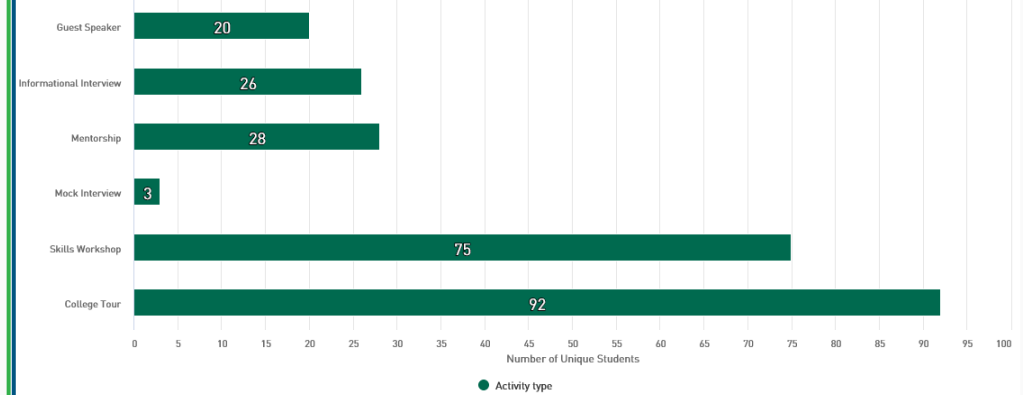
Total Number of Hours
5,284

Student Breakdown

Where did the activity take place

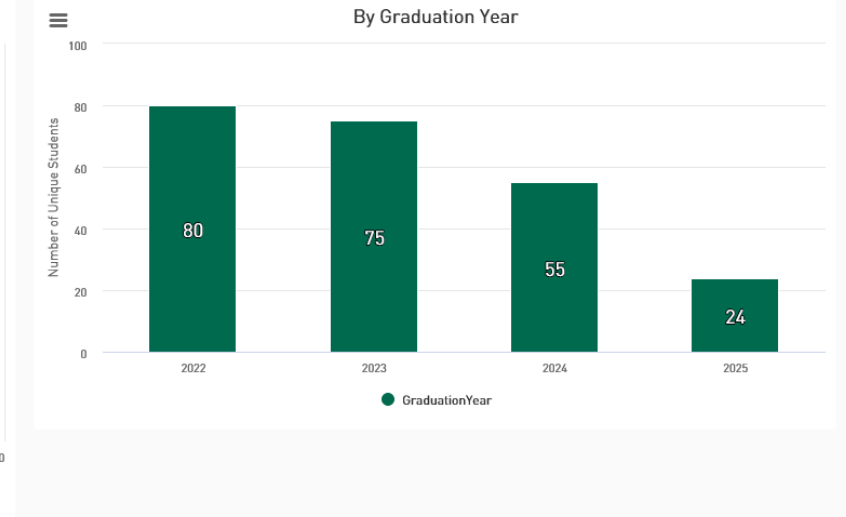
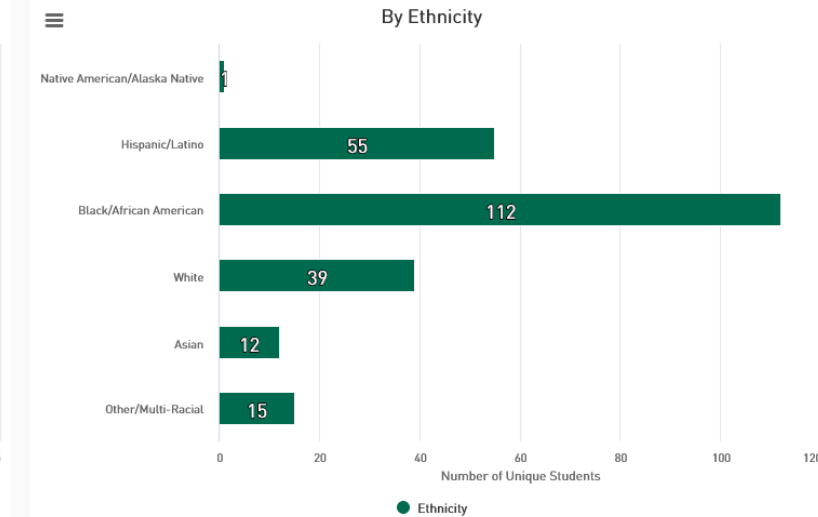
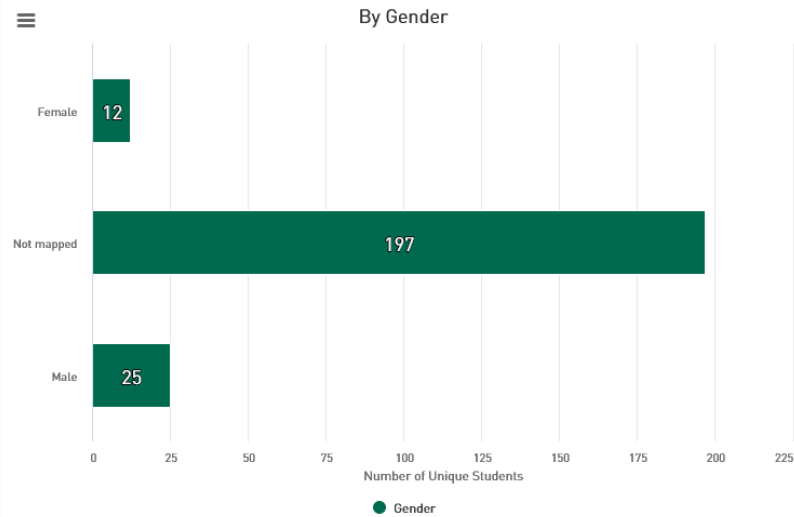


Types of Activities





STUDENTS OVERVIEW



RESOURCES

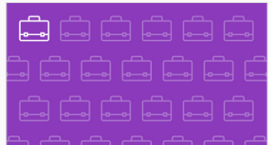


WORK-BASED LEARNING

RESOURCES

WBL Participation Tracker and Reflection Form Resources

Participation Tracker



WBL Participation Tracker and Reflection Form Overview
Learn about the benefits and features of the new WBL Participation Tracker and Reflection Form.


[VIEW ↗](#)



How to Add an Activity
Learn how to add an activity in the WBL Participation Tracker.

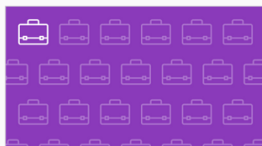
[VIEW ↗](#)

Reflection Form



WBL Reflection Form Questions
Preview the list of questions students will answer during their past WBL reflection.

[VIEW ↗](#)



How to Complete a Reflection Form
Steps to help students complete the NAF Reflection Form.

[VIEW ↗](#)



How to Reflect and Why It Matters
Help students understand the importance of reflecting on their WBL experiences.

[VIEW ↗](#)

FAQ

» **IS THE WBL PARTICIPATION TRACKER REQUIRED?**

For the upcoming 2022-2023 school year the WBL Participation Tracker will be optional for the NAF network. Beginning in the 2023-2024 school year the WBL Participation Tracker or similar data entry for individual student WBL participation will be required for the NAF network.

» **CAN THE WBL PARTICIPATION TRACKER BE USED TO TRACK NON-NAF STUDENTS?**

» **HOW DO I ADD STUDENTS TO THE WBL PARTICIPATION TRACKER?**

» **HOW DO I ADD AN ACTIVITY?**

» **WHO CAN ADD AN ACTIVITY?**

» **WHO CAN ASSIGN STUDENTS TO AN ACTIVITY?**

» **WHAT IS THE DIFFERENCE BETWEEN A CREATOR OF AN ACTIVITY AND A CONTRIBUTOR TO AN ACTIVITY?**

» **I DON'T SEE INTERNSHIPS. HOW DO I TRACK THEM?**

QUESTIONS



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NAF.ORG

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