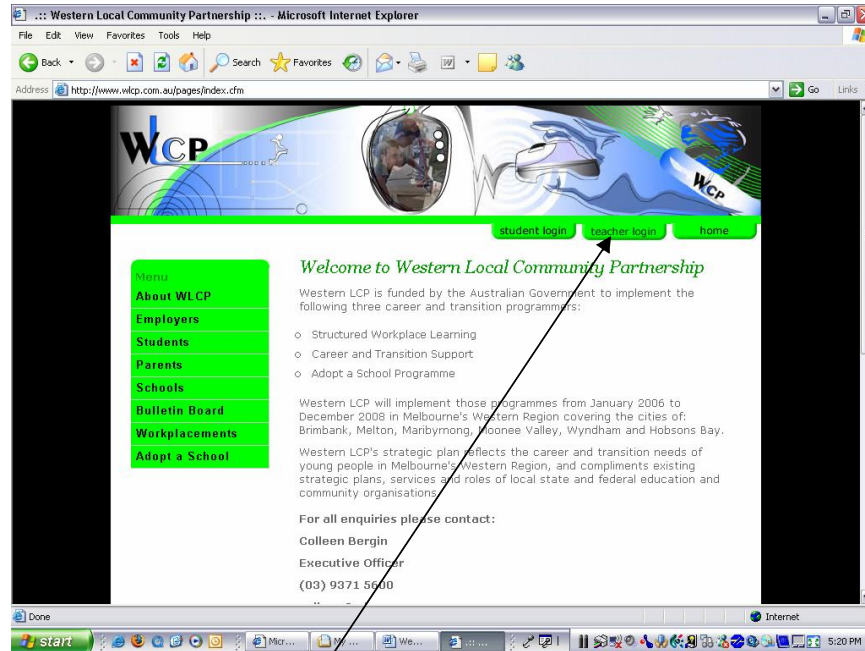


Western LCP Website School Administrator

Administrator Access

Western LCP has created a user name and generic password for the person who will enter the basic details of teachers and students to create new users of the website.

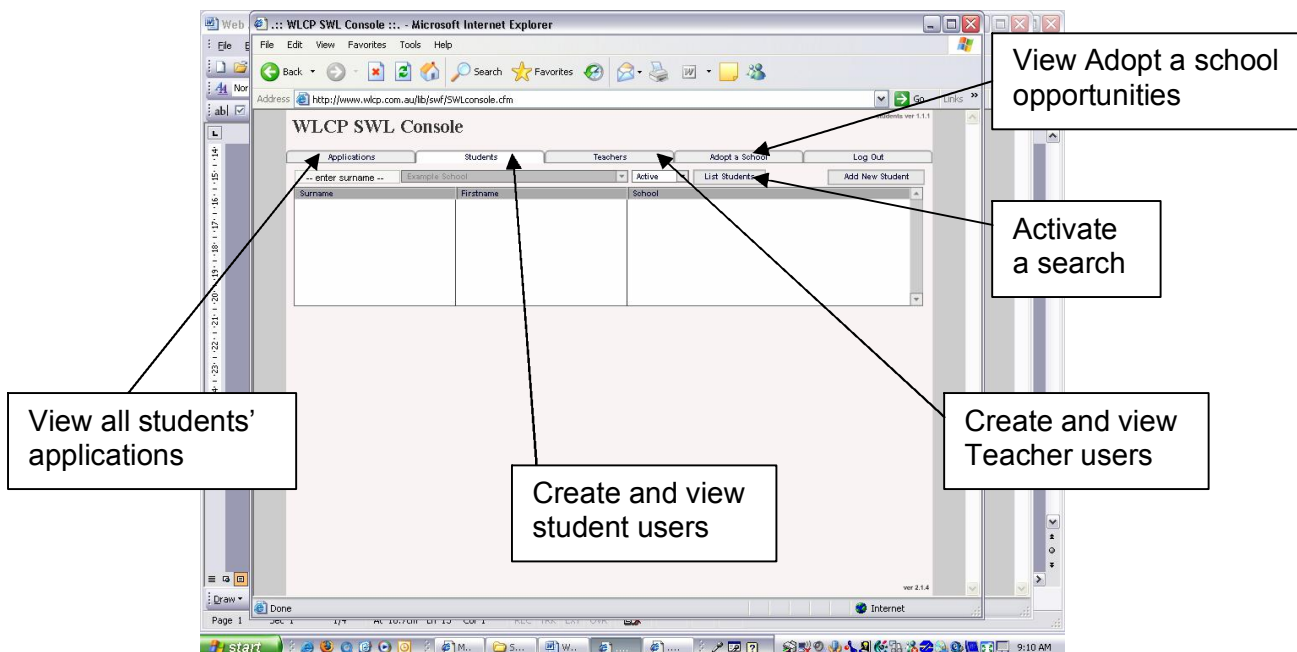


Select Teacher Login

Enter the administrator's username that you have been allocated i.e.: **your school name_admin** (eg lilydale_admin)

Enter the allocated password: **your school name** (e.g.lilydale)

The following screen appears



There are five tabs at the top of the screen; **Applications, Students, Teachers, Adopt a School** and **Log out**.

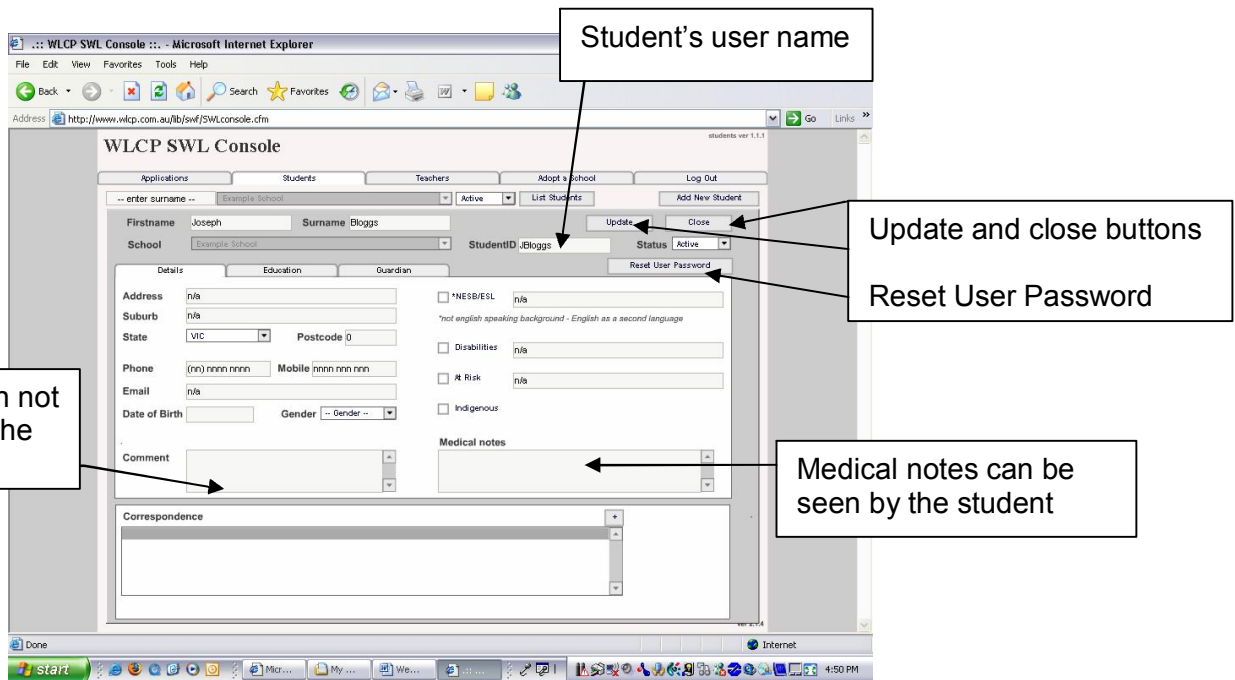
Students

Select the **Students** tab to view a list of students or create a new Student user.

1. A comprehensive list of students who have had user names created for them and can use the site can be viewed by selecting **List Students**.
2. To narrow your search to a particular student nominate the student in the **-- enter surname--** box and then select **List Students** to activate the search.
 - a) If the student's name appears their details can be viewed by clicking on their name.
 - b) If no name appears you can create a user name for them by selecting **Add New Student**.
 - i) In the data entry box that appears type in the student's names and select **Add student**.
 - ii) The student's name will now be added to the list above. Click on the students name in the list to view their details screen.
3. The student's user name will be the first letter of their first name and then their surname e.g. Joseph Bloggs has the user name JBloggs.
4. Their first password will be the school's generic password usually the name of the school. The student is asked to change the password at their first login.
5. Only after the student has logged in and entered their details you can enter any additional relevant information to a student's record. Information entered in the **Medical notes** box can be viewed by the student however information added to the **Comments** box is not displayed to students. Always remember to select the **update** button to save your entry.

The screenshot shows the 'WLCP SWL Console' interface. At the top, there are five tabs: 'my Details', 'my Students', 'Applications', 'Adopt a School', and 'Log Out'. Below the tabs, there is a search area with a 'Surname' dropdown menu and an 'Add New Student' button. A table lists students with columns for 'Surname', 'Firstname', and 'School'. Below the table is a form for adding a new student, with fields for 'Firstname', 'Surname', 'StudentID', and 'School', and an 'Add Student' button. Callout boxes provide instructions and warnings:

- 3. Student's name is added to the list.
- 4. Select the name to view student's details, which includes their user name.
- 1. Select **Add New Student** to open data entry box
- 2. Type in student's names and select **Add Student**
- Warning!!** Do not type **anything** in the student ID box. An ID will be created automatically.



6. You are also able to reset passwords for your school population. When you select the **Reset User Password** button the user's password reverts to the school's generic password; the one students and teachers are given for their initial log in which is usually the name of the school. Users of a reset password are asked to change and confirm a new password when they next log in.

Important note

Once a student has applied for a work placement opportunity Western LCP will only proceed with the application after it has been approved by a representative of the school. The school's WLCPSWL website administrator can approve applications however most schools allocate the task to the VET and VCAL coordinators or teachers. Therefore these teachers will also need access to the site.

Teachers

Select the **Teachers** tab to view a list of teachers or create a new teacher user.

7. A comprehensive list of teachers who already have user names created for them can be viewed by selecting **List Teachers**.
8. To narrow your search to a particular teacher nominate the teacher in the **-- enter surname --** box and then select **List Teachers** to activate the search.
 - c) If the teacher's name appears their details can be viewed by clicking on their name.
 - d) If no name appears you can create a user name for them by selecting **Add New Teacher**.
 - i) In the data entry box that appears type in the teacher's names and select **Add Teacher**.
 - ii) The teacher's name will now be added to the list above. Click on the teacher's name in the list to view their details screen.

9. The teacher's user name will be the first letter of their first name and then their surname e.g. Joseph Bloggs has the user name JBloggs.
10. Their first password will be the school's generic password usually the name of the school.

Teachers can add the rest of their details and change their password when they log in for the first time.

Repeat the process for each teacher who will be approving the student's placement applications as well as any other teachers who are interested in accessing the website.

11. **If a Cluster VET teacher (not from your school)** is authorising placement applications for students from your school, please create a username for them as well.

The Cluster teacher can be listed as a teacher at several schools but **MUST** use a different password at each school.

Perhaps the easiest way to remember which is which for this teacher is to choose the school name as part of the password. For example if JBloggs is approving applications for three schools in the Melton cluster he could use the same user name for each school but vary his passwords to: meltonpw, straughtonpw, and kurunjangpw to access the applications of students at those schools.

Applications

12. Select the **Applications** tab to view a list of student applications.
13. A comprehensive list of students who have applied for a work placement opportunity can be viewed by selecting **List Applications**.
14. To narrow your search to a particular student nominate the student in the -- enter surname -- box and then select **List Applications** to activate the search.

Activate a search for applications. Search for one student's application.

Status column shows the progress of applications

Returned = application not approved
Teacher approved application
Requested = not yet approved by teacher

Summary of students and the employer they have requested

Surname	Firstname	School	Employer	Status
xamplestudent	Eeee	Example School	A.B. Electric	returned
xamplestudent	Eeee	Example School	Page One Clothing	returned
Example	Test	Example School	Greolles Nursery	cancelled
Example	Test	Example School	Universal Gym	cancelled
Example	Test	Example School	Healda Plaster	teacher approved
Example	Test	Example School	Gateway Social Support Options	teacher approved
Example	Test	Example School	Kevin Dennis Motors	requested
Example	Test	Example School	Universal Gym	requested

15. Student applications go through several stages during the WLCP's placement process. The progress of an application can be assessed by looking at the **status** column of your search results. To view a list of applicants at a particular stage select an option from the **--status--** drop down box and then search by clicking the **List Applications** button.

16. All applications with **requested** as their **Status** are awaiting approval by a school representative. To view the application of a particular student click on the student's name.

The screenshot shows the 'WLCP SWL Console' web application. At the top, there are tabs for 'Applications', 'Students', 'Teachers', 'Adopt a School', and 'Log Out'. Below the tabs is a search area with a dropdown menu for 'Status' (currently set to 'requested') and a 'List Applications' button. The main content area displays a form for a student application. The form includes fields for Student Name, School, Courses, Birthdate, Year/Level, Ranking, Start Date, Pattern, Employer, Location, Address, Contact, and Phone. There are also checkboxes for 'Parent Approval', 'OH&S Requirements', and 'Suitable'. At the bottom of the form are buttons for 'Approve', 'Reject', and 'Cancel'. A 'Comments' box is also present. Callout boxes provide the following instructions:

- Status is indicated. When the application is **teacher approved** the date of approval is recorded** (pointing to the 'approved' status in the search results).
- Parent Approval, OH&S and Suitable buttons.** (pointing to the checkboxes at the bottom of the form).
- Approve, Reject and Cancel buttons** (pointing to the buttons at the bottom of the form).
- The approving teacher is able provide a **comment** to the student to accompany their decision** (pointing to the 'Comments' box).

17. After assessing a particular application and deeming it suitable the **Parent Approval, OH&S Requirements and Suitable** boxes should be ticked before selecting the **Approve** button. The status will change to **Teacher Approved** and the date of approval will also be recorded on the screen.

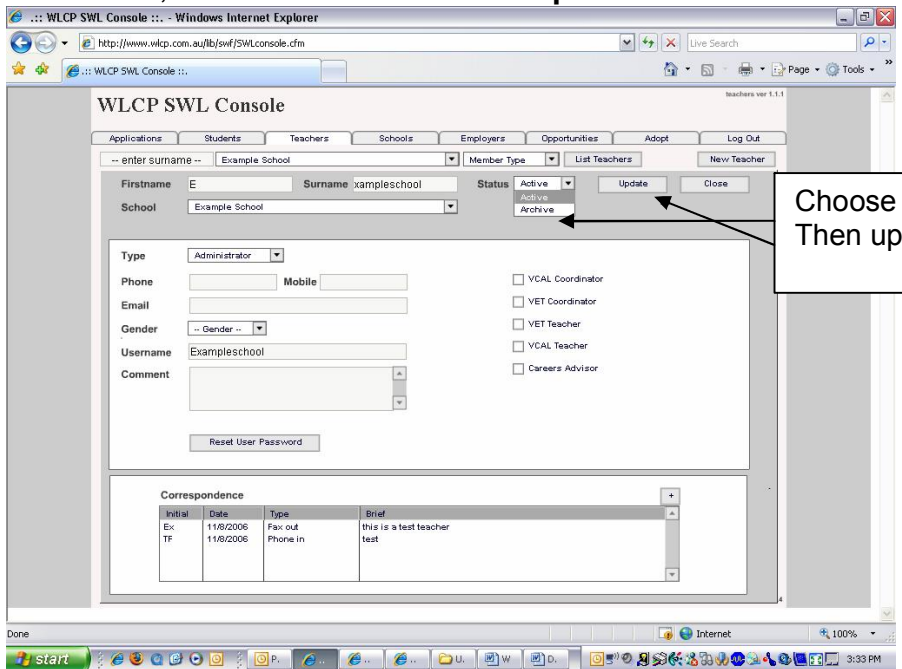
18. If the application is not suitable the **Reject** button should be selected and a comment explaining the decision can be entered in the comments box for the student to view.

19. You are also able to cancel the application by selecting the **Cancel** button. Cancelling an application without a valid reason after it has had the status of **teacher approved** will have an impact on future applications made by this student and may incur an administrative fee.

Archiving Students and Teachers

Teachers and Students who are no longer using the website should be archived to keep the lists to a manageable size. Regardless of user type this can be done by opening the personal details screen of the former user and changing their status from Active to Archive.

20. After locating the former users details open the status drop down box on the screen, select **Archive** and then **Update**.



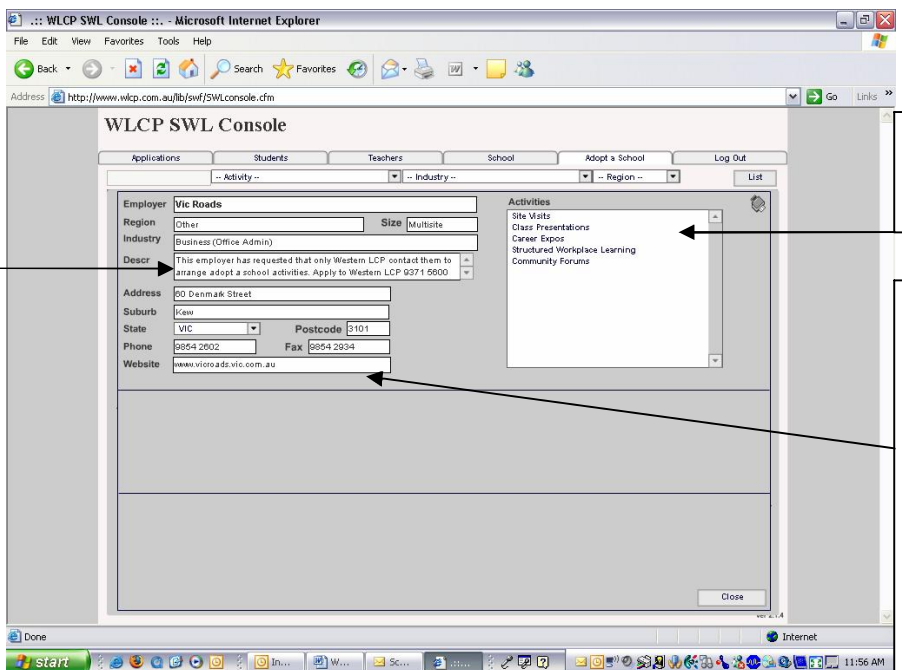
Choose Archive,
Then update.

Adopt a School

By selecting the **Adopt a School** tab you will be able to view the activities that various employers have agreed to host or participate in. You are able to search using combinations of 4 search criteria. Employer's name, the type of **Activity**, the **Industry** type and the **Region**.

21. Without selecting any criteria click on the **List** button to activate your first search.

22. Click on an employer's name to view their record.



Activities the employer
will participate in or
host.

Method
of contact

ATTENTION
Although an employers
contact details may be
viewed **employers have
requested that Western
LCP mediate the
arrangements.** The
contact number for this is
listed in the **Desc**(ription)
box. Please ring the
number or your school's
Project Officer to discuss
your requirements.