

Work Experience hours tracking

You **don't** track Work Experience in your main student group. Each group has a dedicated Work Experience student group.

If you are not attached to the relevant Work Experience group, add yourself to it like so: Search > Student Groups > (search by your course code). This brings up a list of all elements of your course, including Work Experience. Open the Work Experience student group and add yourself to it.... From now on it will appear in your *My Student Groups* list.

Student Group(s):

| Student Group |
|--|
| BCM030AA (It (Games Development) - Level 3 Btec Diploma (90 Credit)) |
| BCM030AS1A (Independent Study) |
| BCM030AT1A (Tutorial) |
| BCM030AW1A (Work Experience) |

CDE010XW1A (Work Experience)

Select the Work Experience group from you "My Students Groups"

My Student Groups ▾ My Tutor Groups ▾

- BCM021XA (It Users - Btec Diploma Level 1)
- BCM030AA (It (Games Development) - Level 3 Btec Diploma)
- BCM030AT1A (Tutorial)
- BCM030AW1A (Work Experience)

From the Top menu, select "Markbook" and then "By Group".


Markbook ▾ Markbook R

- By Group
- By Student
- Markbook Structure

Select the "Task" tab; this will show the student 30hr of work experience. Using the assessment drop-down select the day you wish to tick complete.

Units Assessments Tasks

Assessment: --Select--

 Tasks

Name

--Select--

--Select--

L2/3 D1 - L2/3 Day 1

L2/3 D2 - L2/3 Day 2

L2/3 D3 - L2/3 Day 3

L2/3 D4 - L2/3 Day 4

L2/3 D5 - L2/3 Day 5

This will show the same day for all students. Tick the hours that have been completed; the box will go from white to green. Once you have finished be sure to click "Save".

| | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| L2/3 D5 - L2/3 Day 5 | | | | | |
| H25 | H26 | H27 | H28 | H29 | H30 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: On Off

Audit Trail: On Off

Save