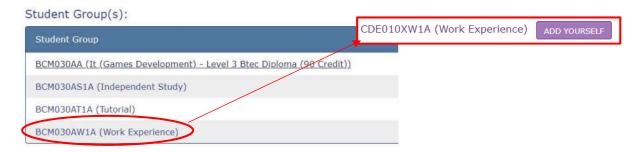# Work Experience hours tracking

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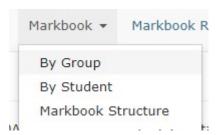
If you are not attached to the relevant Work Experience group, add yourself to it like so: Search > Student Groups > (search by your course code). This brings up a list of all elements of your course, including Work Experience. Open the Work Experience student group and add yourself to it.... From now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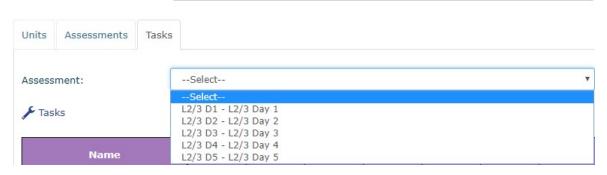

Select the Work Experience group from you "My Students Groups"

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

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.

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".