

Vector Pathways Student Procedures

Union County Vocational-Technical Schools










Logging In

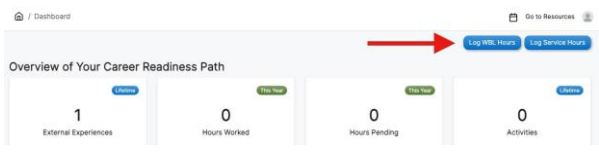
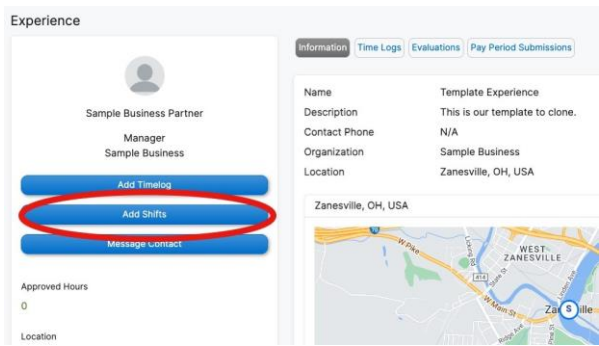
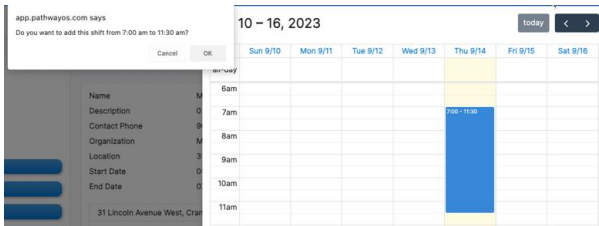
Website: <https://app.pathwayos.com/login>

1. District Name – Enter [Insert District Name]
2. Click Search
3. [District Name] should appear
4. Click on Login
5. Click “Sign In with Google”
6. Enter your School-Issued Email credentials when prompted
7. Click Sign in – Pathways Dashboard should appear

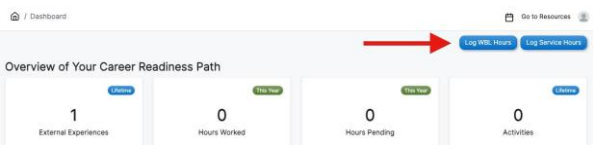
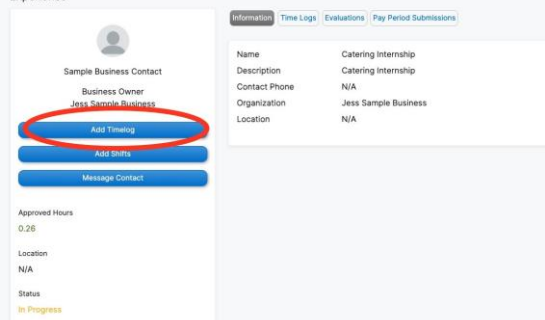
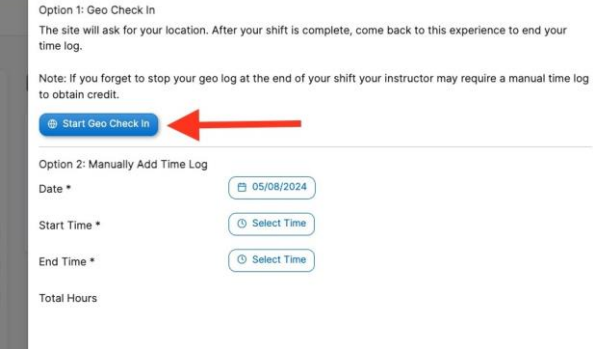
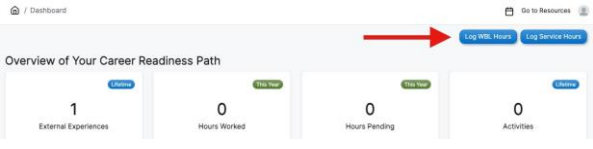
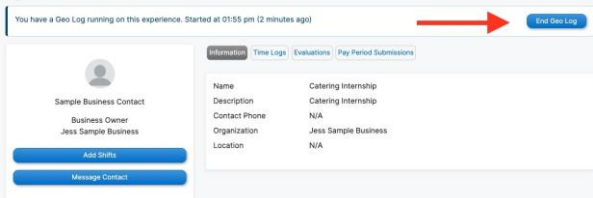
Union County Vocational-Technical
Schools
Student: Jessica Ozuna

-  Home
-  Calendar
-  My Experiences
-  Activities & Badges
-  Track My Progress
-  Explore
-  Participate

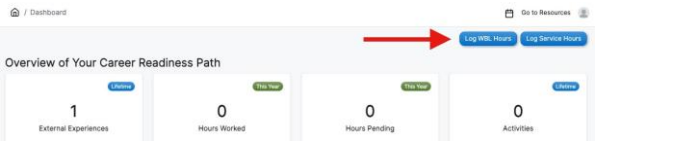
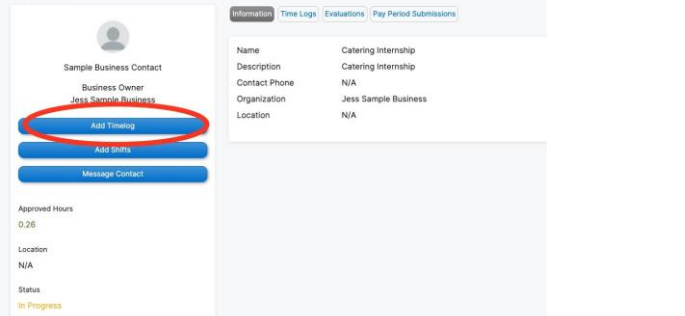
Add Work Shifts

<p>1. Once you login, click Log WBL Hours</p>	 <p>The screenshot shows a dashboard titled 'Overview of Your Career Readiness Path'. It features four cards: 'External Experiences' (1), 'Hours Worked' (0), 'Hours Pending' (0), and 'Activities' (0). In the top right corner, there are two buttons: 'Log WBL Hours' and 'Log Service Hours'. A red arrow points to the 'Log WBL Hours' button.</p>
<p>2. Click "Add Shifts"</p>	 <p>The screenshot shows the 'Experience' page for a 'Sample Business Partner'. It includes fields for Name, Description, Contact Phone, Organization, and Location. Below these fields are three buttons: 'Add Timelog', 'Add Shifts', and 'Message Contact'. The 'Add Shifts' button is circled in red. To the right, there is a map of Zanesville, OH, USA.</p>
<p>3. When the calendar pops up, click and drag your shift time for the times that you are scheduled to work. Then click OK to add it.</p>	 <p>The screenshot shows a calendar interface for the dates 10-16, 2023. A modal window is open, asking 'Do you want to add this shift from 7:00 am to 11:30 am?'. The calendar shows a blue block representing the shift on Thursday, 9/14, from 7:00 am to 11:30 am. The modal includes fields for Name, Description, Contact Phone, Organization, Location, Start Date, and End Date, with a '31 Lincoln Avenue West, Cra...' address visible.</p>
<p>4. Close the Wizard when you have added your upcoming shifts.</p>	

Logging Daily Work Hours

<p>1. Click Log WBL Hours (like when you added shifts)</p>	 <p>The screenshot shows a dashboard titled 'Overview of Your Career Readiness Path'. It features four cards: 'External Experiences' (1), 'Hours Worked' (0), 'Hours Pending' (0), and 'Activities' (0). In the top right corner, there are two buttons: 'Log WBL Hours' and 'Log Service Hours'. A red arrow points to the 'Log WBL Hours' button.</p>																								
<p>2. Click Add Timelog. A new box will open up.</p>	 <p>The screenshot shows the 'Experience' page for a 'Catering Internship'. On the left, there are buttons for 'Add Timelog', 'Add Shifts', and 'Message Contact'. The 'Add Timelog' button is circled in red. On the right, there is a table with details about the experience.</p> <table border="1"><thead><tr><th>Information</th><th>Time Logs</th><th>Evaluations</th><th>Pay Period Submissions</th></tr></thead><tbody><tr><td>Name</td><td>Catering Internship</td><td></td><td></td></tr><tr><td>Description</td><td>Catering Internship</td><td></td><td></td></tr><tr><td>Contact Phone</td><td>N/A</td><td></td><td></td></tr><tr><td>Organization</td><td>Jess Sample Business</td><td></td><td></td></tr><tr><td>Location</td><td>N/A</td><td></td><td></td></tr></tbody></table>	Information	Time Logs	Evaluations	Pay Period Submissions	Name	Catering Internship			Description	Catering Internship			Contact Phone	N/A			Organization	Jess Sample Business			Location	N/A		
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<p>3. Click Start Geo Check-In. (You'll know it worked when you see a blue counter running on your student dashboard.)</p>	 <p>The screenshot shows a dialog box with two options. 'Option 1: Geo Check In' is selected, and a red arrow points to the 'Start Geo Check In' button. Below it, there are fields for 'Date *' (05/06/2024), 'Start Time *' (Select Time), and 'End Time *' (Select Time).</p>																								
<p>4. When your shift ends, Click Log WBL Hours again.</p>	 <p>This screenshot is identical to the first one, showing the dashboard with the 'Log WBL Hours' button highlighted by a red arrow.</p>																								
<p>5. Click End Geo Log.</p>	 <p>The screenshot shows the 'Experience' page with a notification at the top: 'You have a Geo Log running on this experience. Started at 01:55 pm (2 minutes ago)'. A red arrow points to the 'End Geo Log' button in the top right corner.</p>																								
<p>6. Complete the Daily Reflection Form when prompted. Save.</p>																									

Logging daily Hours Using Manual Entry

<p>7. Click Log WBL Hours (like when you added shifts)</p>	 <p>The screenshot shows a dashboard titled 'Overview of Your Career Readiness Path'. It features four cards: 'External Experiences' (1), 'Hours Worked' (0), 'Hours Pending' (0), and 'Activities' (0). In the top right corner, there are two buttons: 'Log WBL Hours' and 'Log Service Hours'. A red arrow points to the 'Log WBL Hours' button.</p>
<p>8. Click Add Timelog. A new box will open up.</p>	 <p>The screenshot shows the 'Experience' page for 'Sample Business Contact'. It includes a profile card with 'Business Owner: Jess Sample Business' and buttons for 'Add Timelog', 'Add Shifts', and 'Message Contact'. The 'Add Timelog' button is circled in red. To the right is a table with details: Name (Catering Internship), Description (Catering Internship), Contact Phone (N/A), Organization (Jess Sample Business), and Location (N/A).</p>
<p>9. Under Option 2: Select the date that you worked and the start/end times.</p>	<p>Option 1: Geo Check In The site will ask for your location. After your shift is complete, come back to this experience to end your time log.</p> <p>Note: If you forget to stop your geo log at the end of your shift your instructor may require a manual time log to ot credit.</p> <p>Start Geo Check In</p> <p>Option 2: Manually Add Time Log</p> <p>Date * <input type="text" value="10/10/2024"/></p> <p>Start Time * <input type="text" value="Select Time"/></p> <p>End Time * <input type="text" value="Select Time"/></p> <p>Total Hours</p>
<p>10. Answer the questions that pop up. Click Save.</p>	<p>Option 2: Manually Add Time Log</p> <p>Date * <input type="text" value="10/10/2024"/></p> <p>Start Time * <input type="text" value="12:15 pm"/></p> <p>End Time * <input type="text" value="12:25 pm"/></p> <p>Total Hours 0.17</p> <p>To submit this log, reflect on your experience for this work shift:</p> <p>What was the name of today's guest artist? * <input type="text" value="What was the name of today's guest artist?"/></p> <p>What went well at today's session? * <input type="text" value="What went well at today's session?"/></p> <p>What did not work well ? * <input type="text" value="What did not work well ?"/></p> <p>What can be improved? * <input type="text" value="What can be improved?"/></p> <p>What did you learn that can be used in the future? * <input type="text" value="What did you learn that can be used in the future?"/></p>