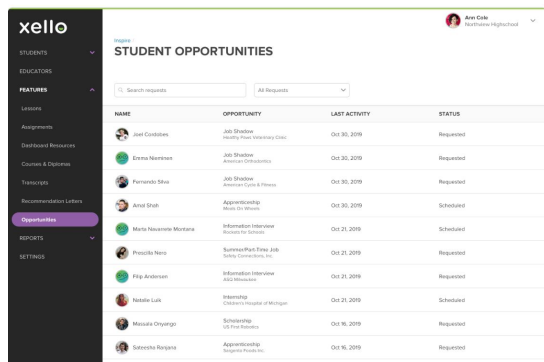




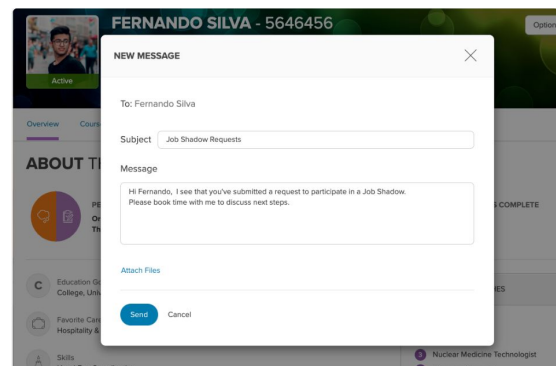
How to Coordinate Students' Opportunity Requests

This simple guide shows you how to coordinate WBL opportunities between local companies and students at your school or district.



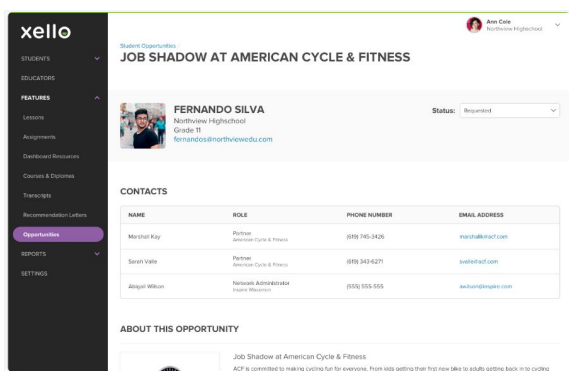
Step 1: Monitor Student Requests

Under **Features**, click on **Opportunities** to view a list of all opportunity requests that have been submitted by students at your school. Click on a request to review details.



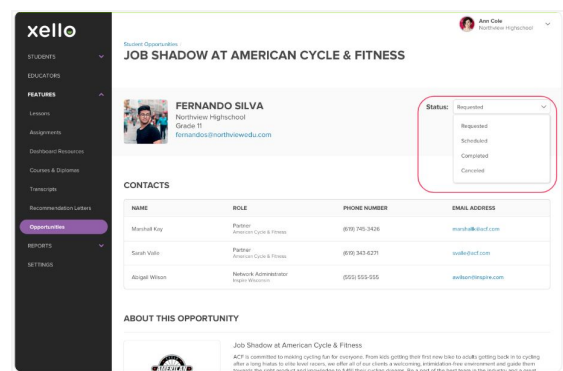
Step 2: Confirm Student Interest

Review students' profiles to ensure they meet any requirements and follow-up to discuss expectations, learning objectives, and share required documentation.



Step 3: Coordinate with Employer

Reach out to the company contact listed on the request details page to coordinate logistics such as the date/time and location, and request any required documentation.



Step 4: Track and Monitor Progress

Use the status dropdown on the opportunity request details page to help school and district staff keep track of the request status and monitor progress.