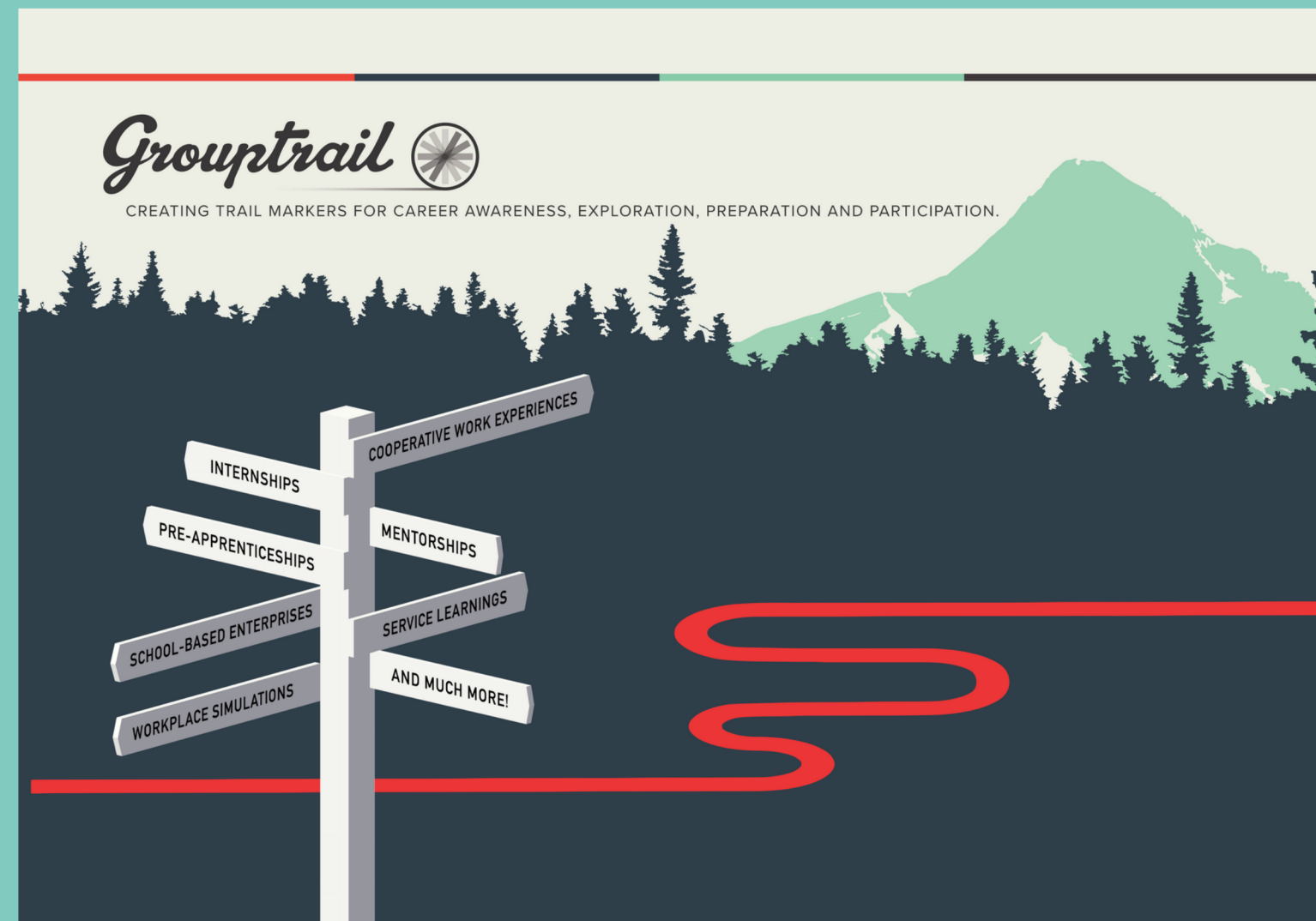




# Simplify and make it easy to record and automatically report on ODE WBL participation right now and learn about CCL trends for next year



# Session

---

## Who

- Justin Yuen (Grouptrail)
- Brandie Clark (ODE)
- Jay Keuter (PPS)
- Jeff Crapper (BSD)
- Courtney Timm (Grouptrail)
- You! (Q&A)

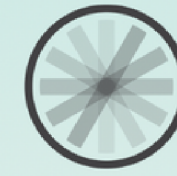
## What

With the ODE funded rollout of Grouptrail's WBL tracking software across most of Oregon, this interactive session will cover ODE WBL definitions and reporting requirements, how districts have implemented Grouptrail, and share Oregon-specific Grouptrail training resources for school staff. You'll come away from this session ready to implement new, time-saving ways to record and report on WBL participation and learn about CCL trends in preparation for next year.





# Grouptrail overview



Grouptrail



## Grouptrail work-based learning platform overview

Grouptrail is the most intuitive, flexible, scalable, integrated, and powerful WBL hub on the market. Engage students and partners with outreach tools, track participation, manage all types of WBL opportunities, and automatically generate live data reports in one place. Join the movement — we're working with 100+ nonprofits and government agencies, 200+ districts, and 1,000+ schools including regional and state level deals.



Grouptrail has numerous integrations (single sign on solutions, student information systems, data visualization tools), infinitely customizable student and partner facing features (to help with engagement, outreach, and all the steps involved with implementing work-based learning with fidelity), and a wealth of best practices we can share (national standards around security, WBL/CCL/CTE data reporting trends, navigating regional and statewide deployments involving IT departments, schools/districts, education service districts, government agencies, workforce development partners, community based organizations, business associations, and more).

Grouptrail is future proof to meet you where you and your group are at, and where you would like to go on your trail toward achieving your goals with the students you support!

**Oregon Department of Education funded rollout of Grouptrail**  
Covering 81% of the state with 120,000+ student records imported to track WBL participation across thousands of employer partners and achieve student focal group goals.

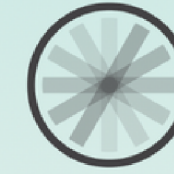
**ACTE Oregon Conference Diamond Level Sponsor**  
**ACTE WBL Division National Sponsor**

**Fill out our Oregon WBL trends survey (results shared during our Thursday session with ODE at 2:05 pm in Room G): [grouptrail.com/oregonacte23](http://grouptrail.com/oregonacte23)**



# Getting started

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## Grouptrail

### Three steps to get started:

#### Onboarding

- CTE Regional Coordinator onboarding meeting
- Provide list of district/school contacts for data import and training

#### Data

- Student Data Privacy Consortium agreement
- Student Information System sync or spreadsheet import

#### Training

- **April: Regional training sessions to record student participation and partners**
- **May: Automated ODE report and SIS export**

### And then add on these optional modules:

#### Industry-recognized credentials

- Record by viewing your CTE course/section rosters and using our bulk participation form
- Generate an IRC report using our template for ODE and an export to Synergy

#### Track any Career Connected Learning

- Guest speaker, career day, job shadow, site visits, and other student registrations
- My Plan, Resume, and Essential Skills completion
- College and career readiness benchmarks and portrait of a graduate

#### Student permission and employer forms

- Online customizable forms with digital signatures
- Quickly see lists of people with or without forms completed
- Multiple languages

#### Unlimited possibilities

- After school programs
- Case management
- College access and success
- Mentoring programs
- Workforce development
- And any other program you may have!

#### Internship program tracking and matching

- Posting of internship opportunities
- Student and employer partner registration
- Student application process and employer evaluation and matching
- Template report

#### It's not too late to sign up!

- Track high schools and add middle school students as well
- Join your region's data integration and training
- Unlimited users
- SIS data sync and SSO
- ODE and regional reports



# ODE WBL

---

**Brandie Clark**

*Work-Based Learning Specialist*

Oregon Department of Education

[Brandie.Clark@state.or.us](mailto:Brandie.Clark@state.or.us)

971-239-8662



OREGON  
DEPARTMENT OF  
EDUCATION

*Oregon achieves . . . together!*



# Work-Based Learning Experiences

*Criteria & Types*

Aligns with CTE Program of Study Curriculum and Instruction

Includes Sustained Interaction with Industry, Business, or Community Professionals

Leads to Earning of Credit or Outcome Verification

Offered In-Person, Virtually, or in a Simulated Workplace Setting



Clinical Internship | Practicum



Cooperative Work Experience



Service Learning



School-Based Enterprise



Workplace Simulation



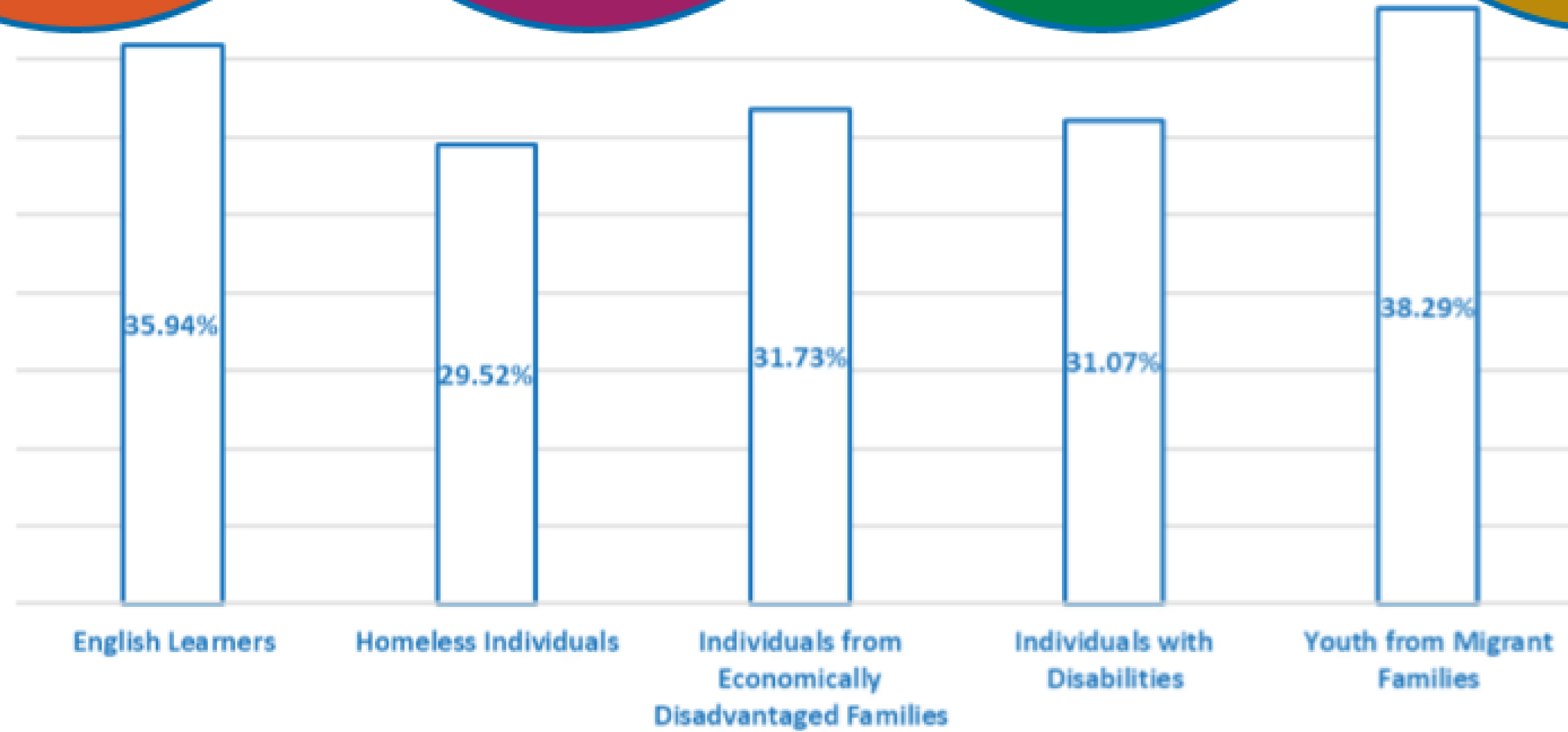
Registered Pre-Apprenticeship

Identify experiences that **MEET** the WBL **CRITERIA**

Record the **TYPE** of WBL experience and the **CIP CODE** of the CTE Program of Study

**REPORT** WBL through the CTE Student data collection in the **year it occurred**

*Optional*  
- up to 4 experiences  
- range of hours



**Statewide Work-Based Learning Participation by Focal Student Group**  
(2020-21 Graduating CTE Concentrators)



# WBL Resource Links

<https://bit.ly/WBL-Resources>



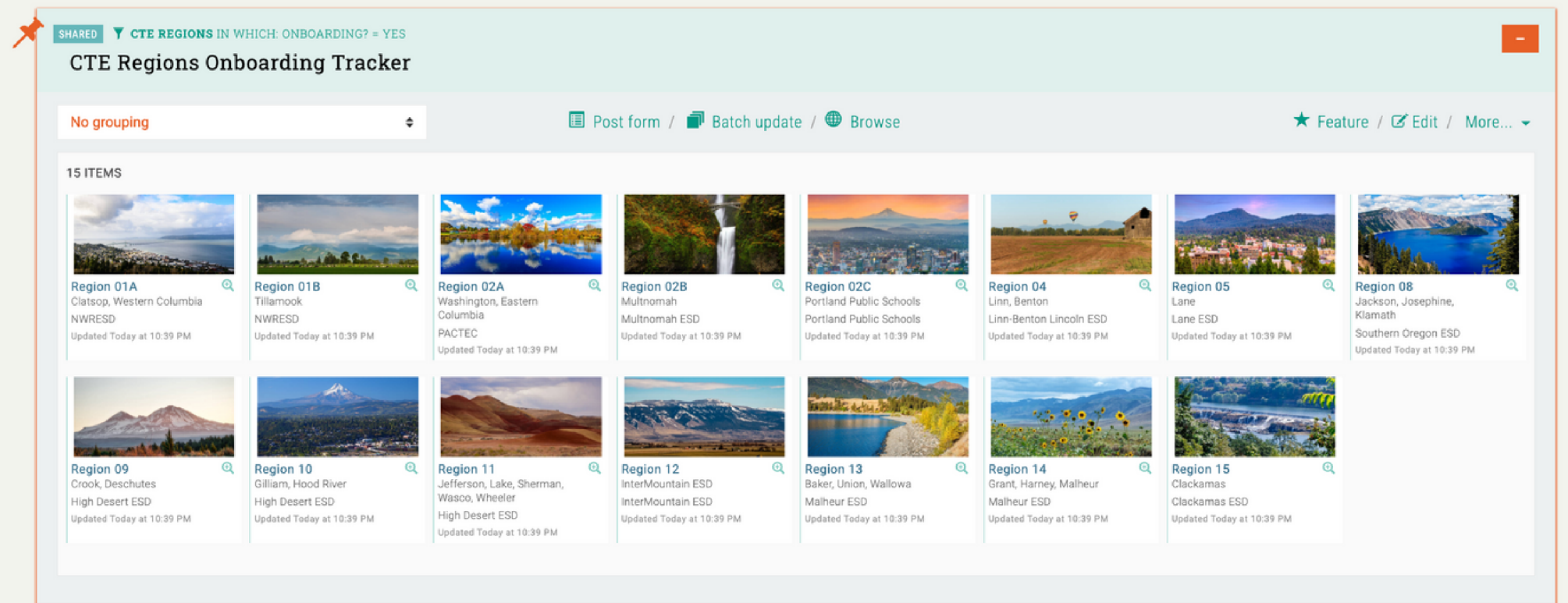


# Community

---

1 Jay Keuter, PPS

2 Jeff Crapper, BSD



SHARED **CTE REGIONS IN WHICH ONBOARDING? = YES**

### CTE Regions Onboarding Tracker

No grouping | Post form / Batch update / Browse | Feature / Edit / More...

15 ITEMS

Region	Location	Updated
Region 01A	Clatsop, Western Columbia NWRES	Updated Today at 10:39 PM
Region 01B	Tillamook NWRES	Updated Today at 10:39 PM
Region 02A	Washington, Eastern Columbia PACTEC	Updated Today at 10:39 PM
Region 02B	Multnomah Multnomah ESD	Updated Today at 10:39 PM
Region 02C	Portland Public Schools Portland Public Schools	Updated Today at 10:39 PM
Region 04	Linn, Benton Linn-Benton Lincoln ESD	Updated Today at 10:39 PM
Region 05	Lane Lane ESD	Updated Today at 10:39 PM
Region 08	Jackson, Josephine, Klamath Southern Oregon ESD	Updated Today at 10:39 PM
Region 09	Crook, Deschutes High Desert ESD	Updated Today at 10:39 PM
Region 10	Gilliam, Hood River High Desert ESD	Updated Today at 10:39 PM
Region 11	Jefferson, Lake, Sherman, Wasco, Wheeler High Desert ESD	Updated Today at 10:39 PM
Region 12	InterMountain ESD InterMountain ESD	Updated Today at 10:39 PM
Region 13	Baker, Union, Wallowa Malheur ESD	Updated Today at 10:39 PM
Region 14	Grant, Harney, Malheur Malheur ESD	Updated Today at 10:39 PM
Region 15	Clackamas Clackamas ESD	Updated Today at 10:39 PM





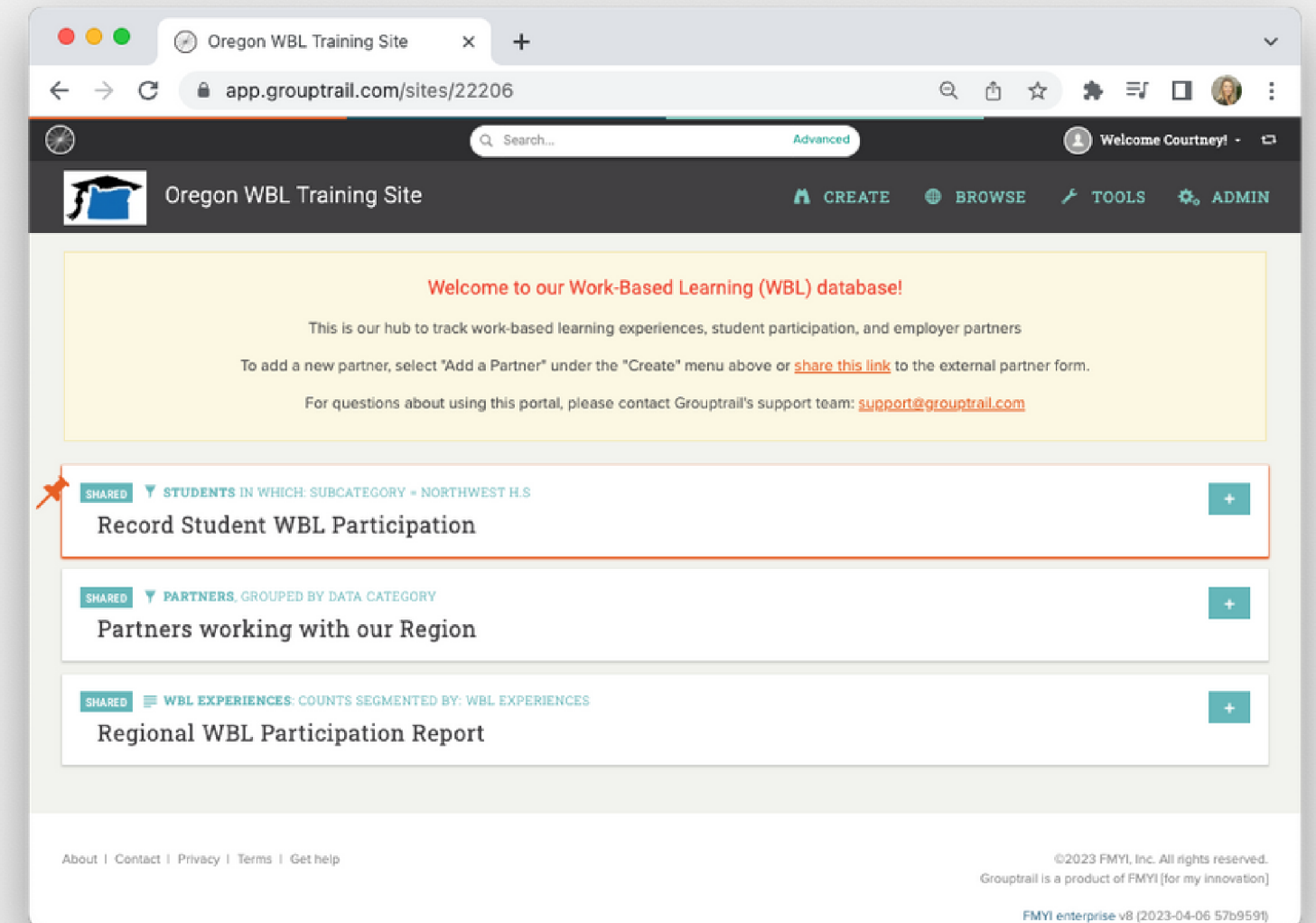
# Using Grouptrail

---

1 Plan

2 Record

3 Report



# See your students by section

**Record Student WBL Participation**

SHARED STUDENTS IN WHICH: SUBCATEGORY = NORTHWEST H.S

No grouping | Copy email addresses | Record Participation | Batch update | Browse | Feature | More...

Filter by **Update >**

Apply to OSAC scholarships (open from Nov1- Mar1)  
Any

Apply for Oregon Promise (submit before HS Grad)  
Any

CTE Courses  
222789-1 x

*\*By default, results are limited to items that match all filters. Enabling OR mode shows either/or results.*

**Update >**

17 ITEMS

 Bailey, Justice Updated Today at 12:59 PM	 Barton, Anabel Updated Today at 12:27 PM	 Bernier, Winifred Updated Today at 1:00 PM	 Borer, Amani Updated Today at 1:00 PM	 Gutmann, Crystal Updated Today at 1:01 PM	 Hirthe, Vickie Updated Today at 1:03 PM
 Jenkins, Georgette Updated Today at 1:03 PM	 Kilback, Sally Updated Today at 1:04 PM	 Littel, Jeffery Updated Today at 12:59 PM	 Murazik, Jeffry Updated Today at 1:01 PM	 O'Conner, Aliya Updated Today at 12:28 PM	 Rutherford, Kale Updated Today at 12:29 PM
 Sanford, Araceli Updated Today at 12:30 PM	 Sipes, Rolando Updated Today at 12:31 PM	 Torp, Lemuel Updated Today at 1:05 PM	 Walter, Mack Updated Today at 1:05 PM	 Windler, Tiara Updated Today at 1:06 PM	

# Record participation by section

## Post a form ✕

[Log History](#)

**Form name:** 1. Create WBL + Record Participation

**Name of WBL:** ACTE WBL Experience

**WBL Type:** B - Clinical/Practicum/Internship

**Linked CTE Courses:** 222789-1

**Teacher Name:** Courtney Timm

**Start Date:** 03/01/2023

**End Date:** 05/05/2023

**WBL Hours:** 26-50 hours

**Pass Code:** M-Met

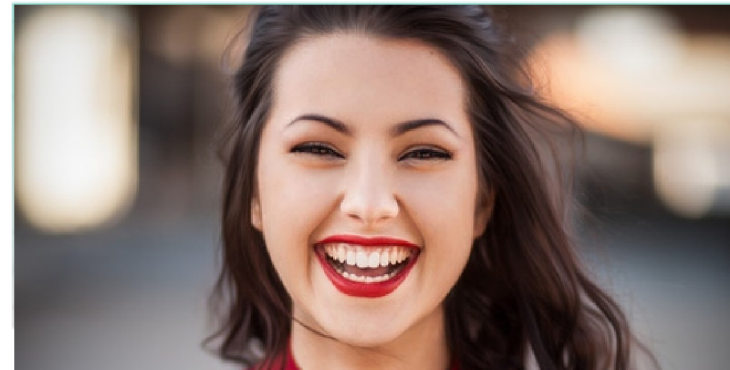
**Filter list...**

**Check all** **Uncheck all**

- Bailey, Justice
- Barton, Anabel
- Bernier, Winifred
- Borer, Amani
- Gutmann, Crystal
- Hirthe, Vickie
- Jenkins, Georgette
- Kilback, Sally
- Littel, Jeffery
- Murazik, Jeffry
- O'Conner, Aliya
- Rutherford, Kale
- Sanford, Araceli
- Sipes, Rolando
- Torp, Lemuel
- Walter, Mack
- Windler, Tiara

**Post form**

# See detailed history



**Hirthe, Vickie**



Student ID Number: 62014

Student Email: Vickie.Hirthe@nhs.edu.com

Student Phone: 5552674360

Grade: 12

DOB: 07/21/2005

FORMS

TASKS

FILES

1. Create WBL + Record Participation

2. Industry Recognized Credentials (IRCs) Form

Name of WBL: ACTE WBL Experience

WBL Type: B - Clinical/Practicum/Internship

Linked CTE Courses:  
222789-1

Teacher Name: Courtney Timm

Start Date: 03/01/2023

End Date: 05/05/2023

WBL Hours: 26-50 hours

Pass Code: M-Met

Name of WBL: ACTE WBL Experience  
WBL Type: B - Clinical/Practicum/Internship  
Linked CTE Courses: 222789-1

Posted Today at 9:14 AM (Apr 13, 2023, 9:14:48 AM Pacific Daylight Time)



# Import and track partners

SHARED ▼ PARTNERS, GROUPED BY DATA CATEGORY

## Partners working with our Region

Interested in offering these types of WBLs ▾

Copy email addresses

Record Participation

Batch update

Browse

★ Feature / Edit / More... ▾

Filter by

Update >

Keyword

Form Tags

Interested in offering these types of WBLs

Any ▾

Grade levels served

Any ▾

Industry







Any ▾

Career Cluster



Any ▾

WBL Experiences



CLINICAL/PRACTICUM/INTERNSHIP (6)

 <b>John Smith</b> Updated Today at 1:10 PM	 <b>Keshia Minton</b> Updated Today at 1:14 PM	 <b>Oliver Johnson</b> Updated Today at 1:14 PM
 <b>Terrence Santos</b> Updated Today at 1:14 PM	 <b>Theresa Frazier</b> Updated Today at 1:14 PM	 <b>Winifred Mathis</b> Updated Today at 1:15 PM


SERVICE LEARNING (2)

 <b>Theresa Frazier</b> Updated Today at 1:14 PM	 <b>Winifred Mathis</b> Updated Today at 1:15 PM
---	---



SCHOOL-BASED ENTERPRISE EXPERIENCE (2)

 <b>Oliver Johnson</b> Updated Today at 1:14 PM	 <b>Theresa Frazier</b> Updated Today at 1:14 PM
--	---


WORKPLACE SIMULATION/TECHNOLOGY-BASED LEARNING (1)

 <b>Rufus Klein</b> Updated Today at 1:14 PM
---

COOPERATIVE WORK EXPERIENCE (2)

 <b>Keshia Minton</b> Updated Today at 1:14 PM	 <b>Terrence Santos</b> Updated Today at 1:14 PM
---	---


PRE-APPRENTICESHIP (1)

 <b>Terrence Santos</b> Updated Today at 1:14 PM
---

# Filter and outreach tools

SHARED ▼ PARTNERS, GROUPED BY DATA CATEGORY

## Partners working with our Region

No grouping ▾  Copy email addresses

Filter by Update >

Keyword

Form Tags

Interested in offering these types of WBLs

Clinical/Practicum/1... ▾

Grade levels served

Any ▾


Industry


Any ▾


Career Cluster


Architecture & Const... ▾

1 ITEMS

  
ANDERSEN  
CONSTRUCTION

John Smith   
Updated Today at  
1:10 PM

 Copy email addresses ✕

John Smith <John.Smith@email.com> 

# Partner engagement



## John Smith

Business Name: Andersen Construction ✎  
Title: Director of Workforce ✎  
Phone number: 555-555-1212 ✎  
Email address: John.Smith@email.com ✎



### FORMS

1. Partner Interest Form

2. Partner Engagement Notes

Save

Date

Type of Interaction

Notes

Save

Date: 04/13/2023  
Type of Interaction: Phone  
Notes: Spoke with John and he is interested in hosting a summer

Posted Today at 10:13 AM (Apr 13, 2023, 10:13:24 AM Pacific Daylight Time)



# Live data views

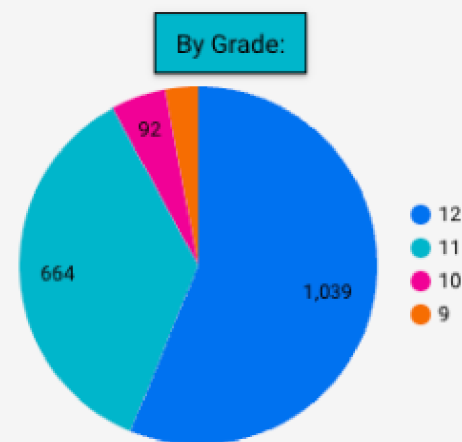
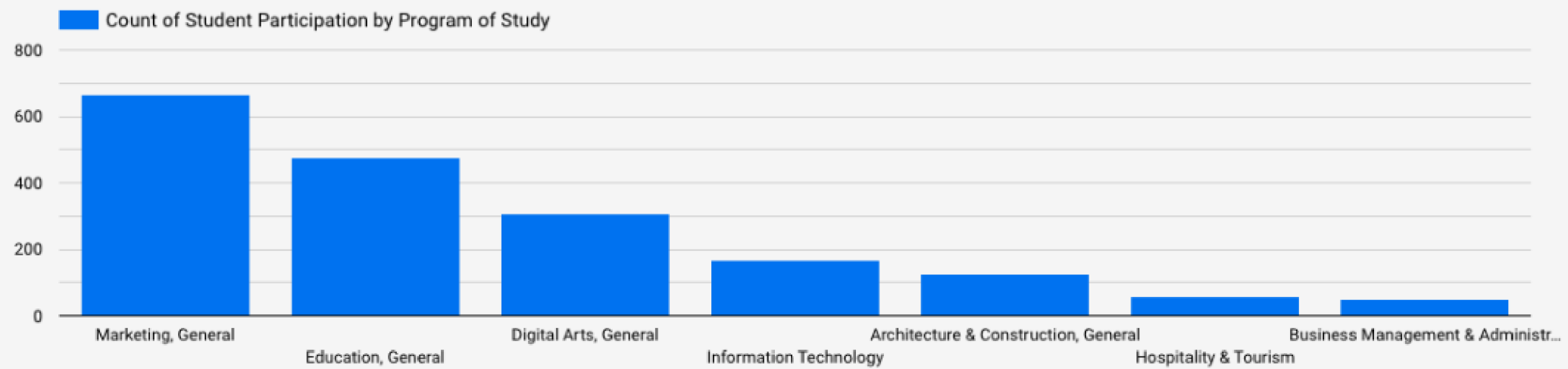
SHARED ☰ WBL EXPERIENCES: COUNTS SEGMENTED BY: WBL EXPERIENCES

## WBL Participation Report

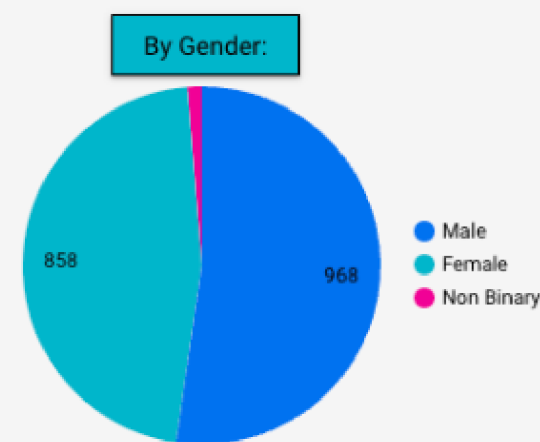
### WBL Participation Report

School(s) 2022-23

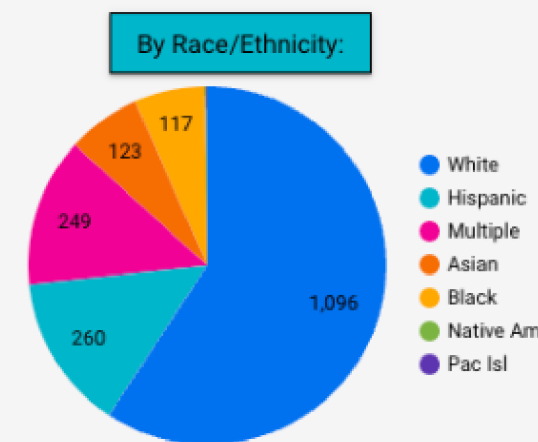
Unique Student Count  
1,331



Grade	Count	Percentage
12	691	51.92%
11	503	37.79%
10	84	6.31%
9	53	3.98%
<b>Grand total</b>	<b>1,331</b>	<b>100%</b>



Gender	Count	Percentage
Male	730	54.85%
Female	580	43.58%
Non Binary	21	1.58%
<b>Grand total</b>	<b>1,331</b>	<b>100%</b>



Race/Ethnicity	Count	Percentage
White	827	62.13%
Hispanic	176	13.22%
Multiple	165	12.4%
Asian	84	6.31%
Black	117	8.79%
Native Am	123	9.24%
<b>Grand total</b>	<b>1,331</b>	<b>100%</b>

# Run ODE participation reports

AutoSave OFF Oregon WBL Training Site - STUDENTWORKBASEDLEARNINGPROGRAM - 2023-04-13

Home Insert Draw Page Layout Formulas Data Review View Tell me

Calibri (Body) 11 A^ A^

General

Conditional Formatting Insert

Format as Table Delete

Cell Styles Format

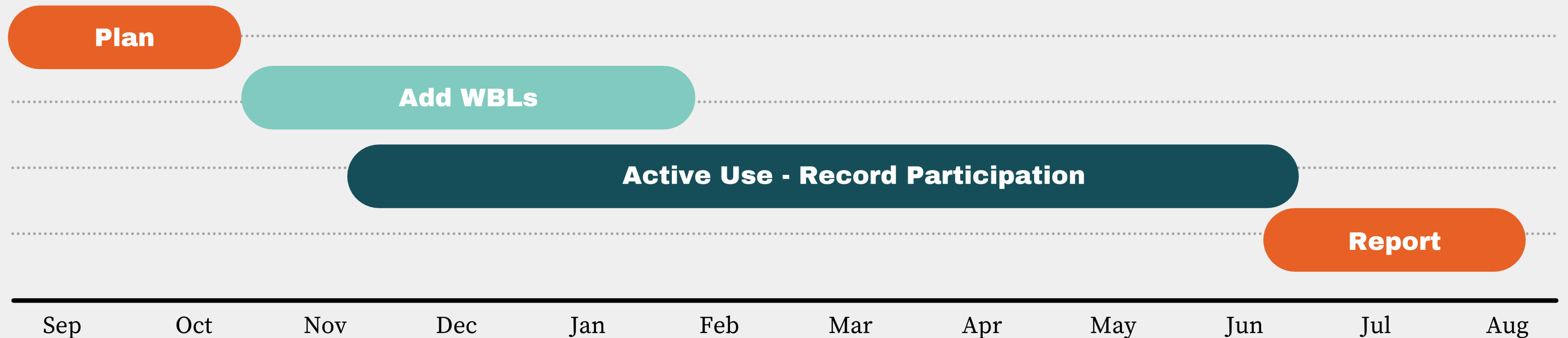
Editing Analyze Data

L26

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SCHOOL_CODE	SIS_NUMBER	STUDENT_LAS	STUDENT_FIR	GRADE	BIRTH_DATE	GENDER	TEACHER_NAM	START_DATE	END_DATE	WBL_DEF_CO	WBL_DESCRIPTION	CTE_PROGRAM_CODE	cip_code
2	Northwest H.S	62013	Sipes	Rolando	12	11/23/04	M	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
3	Northwest H.S	62009	Torp	Lemuel	12	3/27/05	M	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
4	Northwest H.S	62004	Kilback	Sally	12	7/20/05	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
5	Northwest H.S	62007	Barton	Anabel	12	3/5/05	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
6	Northwest H.S	62015	Borer	Amani	11	3/6/06	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
7	Northwest H.S	62014	Hirthe	Vickie	12	7/21/05	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
8	Northwest H.S	62000	O'Conner	Aliya	12	2/22/05	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
9	Northwest H.S	62005	Gutmann	Crystal	12	4/22/05	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
10	Northwest H.S	62008	Jenkins	Georgette	12	3/16/05	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
11	Northwest H.S	62002	Littel	Jeffery	12	10/5/04	M	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
12	Northwest H.S	62001	Bernier	Winifred	12	3/24/05	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
13	Northwest H.S	62003	Murazik	Jeffry	12	12/27/04	M	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
14	Northwest H.S	62011	Rutherford	Kale	12	6/12/05	M	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
15	Northwest H.S	62012	Winder	Tiara	12	9/13/04	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
16	Northwest H.S	62016	Sanford	Araceli	11	7/17/06	F	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
17	Northwest H.S	62010	Walter	Mack	12	1/31/05	M	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102
18	Northwest H.S	62006	Bailey	Justice	12	3/10/05	M	Jenny Job	1/30/23	3/30/23	H	H - School-Based Enterprise Experience	Digital Arts, General	500102

# Throughout the year

How to manage your time through the year so reporting isn't overwhelming at the end of the year



# Simplify your processes

---

- 1** Teacher usage
- 2** District level usage
- 3** One place and process for everyone



- 1 Regional trainings being held next week.
- 2 We will be reaching out to each of you.
- 3 Courtney Timm (Grouptrail Customer Success Manager) has created a collaborative statewide launch hub for you to track our onboarding process.

# Next steps

SHARED ▾ RESOURCES IN WHICH: RESOURCE SOURCE = ODE / GROUPTRAIL / NATIONAL BEST PRACTICES, GROUPED BY RESOURCE SOURCE

### ODE and Grouptrail WBL Resources

Group by: Resource Source ↕ Batch update / Browse ★ Feature / Edit / More...

ODE (2)	GROUPTRAIL (5)	NATIONAL BEST PRACTICES (5)
<p><b>Perkins V WBL Handbook</b> Updated Sep 14, 2022 at 8:37 PM</p>	<p><b>Programs of Study Offered - Template</b> Updated Sep 28, 2022 at 10:57 AM</p>	<p><b>ACTE</b> Updated Sep 15, 2022 at 7:27 AM</p>
<p><b>Work-Based Learning Rubric</b> Updated Sep 14, 2022 at 8:36 PM</p>	<p><b>Sample Partner Fields - Template</b> Updated Mar 2 at 12:14 PM</p>	<p><b>ALIGNMENT USA</b> Updated Sep 15, 2022 at 7:28 AM</p>
	<p><b>SFTP SSH Key Instructions</b> Updated Sep 14, 2022 at 2:20 PM</p>	<p><b>connectED</b> Updated Sep 15, 2022 at 7:28 AM</p>
	<p><b>Student Data in One Roster Format</b> Updated Feb 8 at 10:58 PM</p>	<p><b>Ford NGL</b> Updated Sep 15, 2022 at 7:31 AM</p>
	<p><b>Student Data Privacy Consortium agreements with Grouptrail - Exhibit E</b> Updated Feb 9 at 5:08 PM</p>	<p><b>StriveTogether</b> Updated Sep 15, 2022 at 7:29 AM</p>





# Onward and upward!

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