

# **WORK EXPERIENCE PORTAL**

## **FACULTY & STAFF USER GUIDE**

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## Getting Started

Welcome to NSCC's Work Experience Portal!

The Work Experience Portal has been introduced, first and foremost, to ensure student safety and well-being. In the event of a natural disaster, fire, major accident, pandemic, etc. at a work site, the College must be able to quickly identify students who may be at risk and respond to their needs, as well as the needs of their families and the College community.

These tracking systems also enhance the College's ability to:

- Monitor student placements
- Report on and understand student and employer engagement and outcomes
- Collect and store information using industry standards
- Use the data to project future placements including cluster opportunities



Where to Find NSCC's Work Experience Portal

<https://workexperience.nsc.ca/>

How to Login

Use your NSCC Username (W9999999) and password to access the portal.

If you are having trouble accessing the site, please follow the standard procedure for changing your password, unlocking your account, or forgetting your password by using NSCC's Password Reset Tool:

<https://ournsc.nsc.ca/pwreset/>

# Navigating the Work Experience Portal

## Work Experience Main Page

Once logged into the portal you will be brought to the Work Experience main page. This page contains different information based on your role (Faculty or Academic Chair/Admin Assistant), the sections below outline what is visible from each perspective.

### [Work Experience Main Page for Faculty](#)

This screen is separated into three sections: Work Experience; Courses/Programs; and Important.

The screenshot shows the 'Work Experience' portal interface. At the top, there is a 'Select term' dropdown menu. Below this are four summary cards: 'Experiences' with a value of 24, 'Placed' with a value of 0, 'Unplaced' with a value of 24, and 'Completed' with a value of 0. The 'Courses / Programs' section displays two course cards for 'SOC S 1050 - 4173 - SOC...' and 'SOC S 1050 - 1016 - SOC...'. Each course card shows a status of 'Open', a checkmark, and statistics for experiences, completed, placed, and unplaced students. The 'SOC S 1050 - 4173 - SOC...' card shows 24 experiences, 0 completed, 0 placed, and 24 unplaced. The 'SOC S 1050 - 1016 - SOC...' card shows 22 experiences, 0 completed, 0 placed, and 22 unplaced. Both course cards have a 'View' button. The 'Important' section at the bottom shows a message: 'Nothing important to show.'

### Work Experience

A summary of all students in your WIL classes for the full academic year (these number will increase each term once block enrollment occurs).

- # of Student Experiences
- # of Students Placed
- # of Students Unplaced
- # Completed

### Courses/Programs

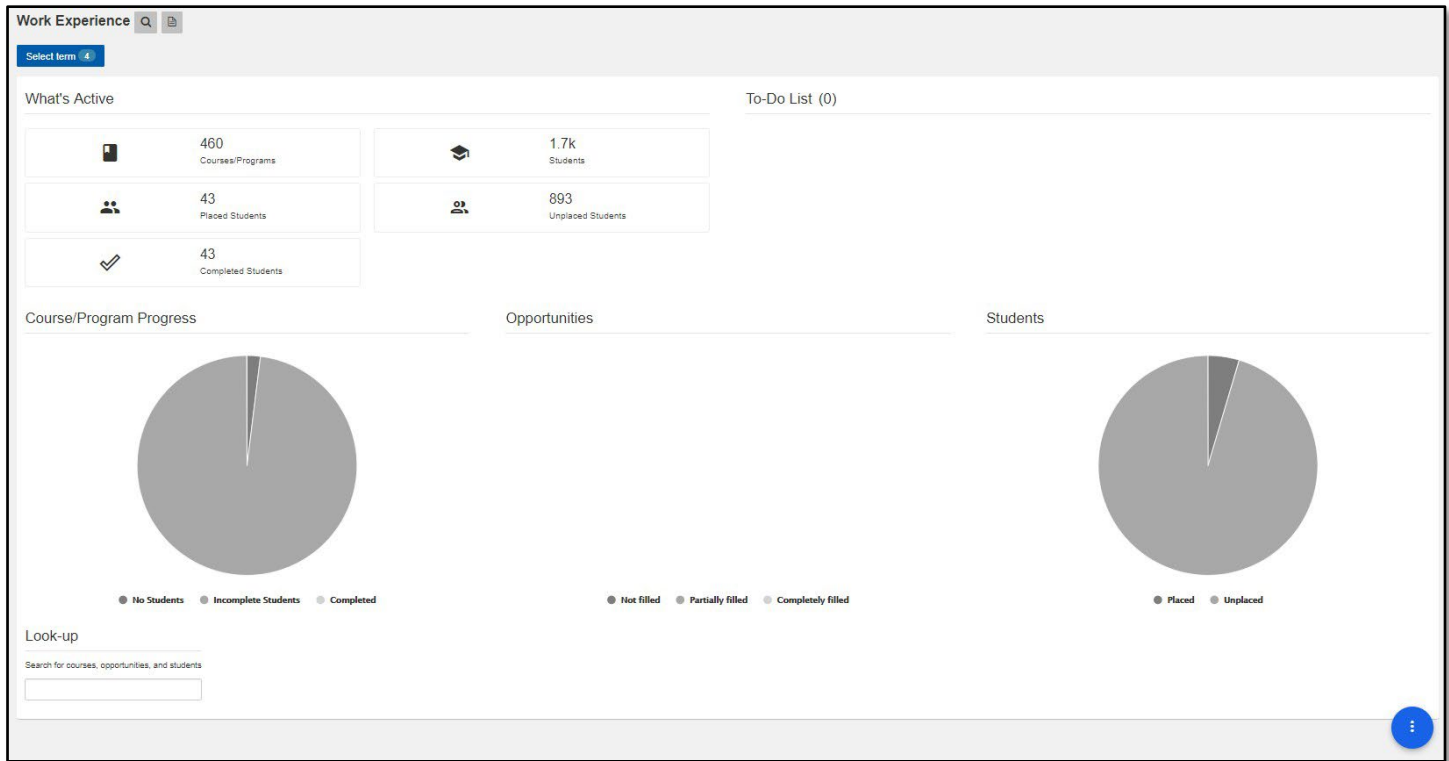
Each class that you are attached to in the current academic year (new courses are added each term through block enrollment). This information is integrated through PeopleSoft and classes are only listed once block enrollment has occurred.

### Important

Shows your total number of active and unplaced students.

## Work Experience Main Page for Academic Chairs & Administrative Assistants

This screen is separated into three sections: What's Active; Course/Program Progress; and Look-up.



### What's Active

A summary of all courses, students and placed or un-placed students in the current academic year (these number will increase each term once block enrollment occurs)

### Course/Program Progress; Opportunities; Students

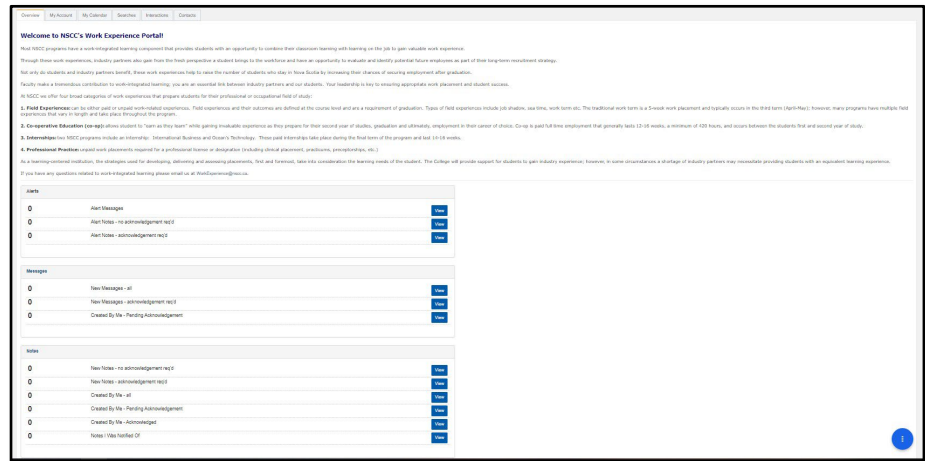
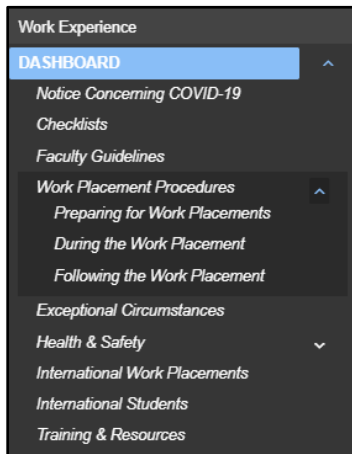
This section displays a pie chart of current statistics for reporting purposes

### Look Up

This section allows you to search for courses, opportunities (not currently in use) and students.

## Dashboard

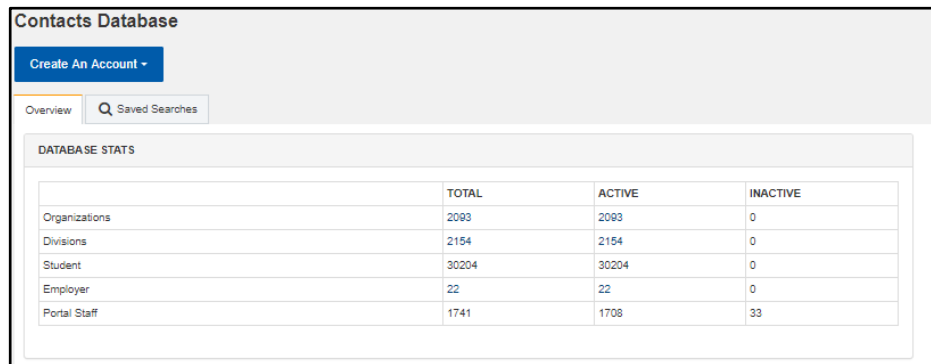
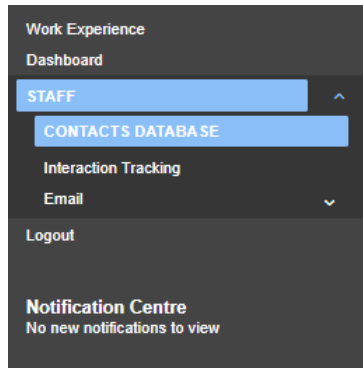
The Dashboard is where you will find the Work Experience Guide for faculty. There is a Notice Concerning COVID-19, a Checklist, as well as pages outlining Work Placement Procedures, Health & Safety, International Placements, International students, Exceptional Circumstances and Resources & Training



## Staff

In the staff section you will find sub-pages for Contacts Database, Interaction Tracking and Email.

**NOTE:** The Interaction Tracking and Email pages are not currently being used.



The Contacts Database includes all Organizations, Division, students, employers and staff that are in the Portal.

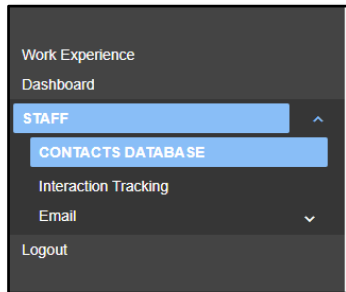
## Logout

This is the link for logging out of the portal.

## Searching for an Organization and Division

You must search for an Organization and Division in the system prior to adding any new Organization or placing a student.

1. In the menu on the left-hand side of the screen select “Staff” and “Contacts database”.



2. On the “Overview” tab click on the total number of Organizations to see all organizations in the portal.

**Contacts Database**

Create An Account ▾

Overview  Saved Searches

**DATABASE STATS**

	TOTAL	ACTIVE	INACTIVE
Organizations	2091	2091	0
Divisions	2151	2151	0
Student	30042	30042	0
Employer	22	22	0
Portal Staff	1738	1705	33

3. From here select “View Criteria” to advance to the search screen.

**Search Results** ← Contacts Database

Organization	Organization Name	Description	Organization Status	Date Created	Date Last Updated	Created By First Name	Created By Last Name
1	902 Advertising Group Limited		Active	05/02/2018	05/02/2018	Wendy	Tarrel
2	ASJ Automotive Ltd.		Active	03/02/2018	03/02/2018		
3	A-Line Automotive		Active	05/02/2018	05/02/2018	Jessica	Spinney
4	A-Plus Roofing & Masonry Ltd.		Active	03/02/2018	03/02/2018		
5	A. & D.C. Electric Ltd.		Active	03/02/2018	03/02/2018		
6	A.F. Theriault & Son Ltd		Active	03/02/2018	04/13/2018		
7	A.G. Baillie	Elementary School	Active	04/27/2018	04/27/2018	Goldie	Miller
8	A.P. Reid Insurance Stores		Active	03/02/2018	03/02/2018		
9	A1 Laptop Repairs		Active	03/02/2018	03/02/2018		

Columns Page 1 of 21 View 1 - 100 of 2,091

- In the "Organization Name" enter the organization you are looking for (i.e. Nova Scotia) and click next.

Filter Criteria : Organization

Next >

DETAILS

Organization Name: contains Nova Scotia

Description: contains

ORGANIZATION RECORD CRITERIA

Date Created: from to

Date Last Updated: from to

Created By First Name: contains

Created By Last Name: contains

Created By Username: contains

Organization Status: OR NOT

SELECT ALL Filter

Inactive

Active

Prospect

- You will then see a list of all organizations with your search criteria (i.e. Nova Scotia) in the name.

Search Results

Current Filters: Details

- Organization Name contains 'Nova Scotia'

View Criteria Save

Organization	Organization Name ^	Description	Organization Status	Date Created	Date Last Updated	Created By First Name	Created By Last Name	Created By Username
1	African Nova Scotian Music Assoc		Active	03/02/2018	03/02/2018			
2	Autism Nova Scotia		Active	03/02/2018	03/02/2018			
3	Casino Nova Scotia		Active	03/02/2018	03/02/2018			
4	Computers For Schools Nova Scotia		Active	03/02/2018	03/02/2018			
5	Engineers Nova Scotia		Active	03/02/2018	03/02/2018			
6	Government of Nova Scotia		Active	03/07/2018	03/07/2018	Terry	Bramwell	tbramwell
7	Health Association of Nova Scotia		Active	03/02/2018	03/02/2018			
8	Junior Achievement of Nova Scotia		Active	03/02/2018	03/02/2018			
9	Mr. Roster Plumbing of Nova Scotia		Active	03/02/2018	03/02/2018			
10	Nova Scotia Choral Federation		Active	03/02/2018	03/02/2018			
11	Nova Scotia Fisherman		Active	03/02/2018	03/02/2018			
12	Nova Scotia Fruit Growers' Association		Active	03/02/2018	03/02/2018			

Page 1 of 1

View 1 - 20 of 20

## Next Step

-If the organization you are looking for is on the list continue onto step 6.

-If the organization you are looking for is not on the list advance to [Creating an Organization and Division](#).

- "View" the specific Organization details on a new tab or in the current tab.

Search Results

Current Filters: Details

- Organization Name contains 'Nova Scotia'

View Criteria Save

Organization	Organization Name ^	Description	Organization Status	Date Created	Date Last Updated	Created By First Name	Created By Last Name	Created By Username
1	African Nova Scotian Music Assoc		Active	03/02/2018	03/02/2018			
2	Autism Nova Scotia		Active	03/02/2018	03/02/2018			
3	Casino Nova Scotia		Active	03/02/2018	03/02/2018			
4	Computers For Schools Nova Scotia		Active	03/02/2018	03/02/2018			
5	Engineers Nova Scotia		Active	03/02/2018	03/02/2018			
6	Government of Nova Scotia		Active	03/07/2018	03/07/2018	Terry	Bramwell	tbramwell
7	Health Association of Nova Scotia		Active	03/02/2018	03/02/2018			
8	Junior Achievement of Nova Scotia		Active	03/02/2018	03/02/2018			
9	Mr. Roster Plumbing of Nova Scotia		Active	03/02/2018	03/02/2018			
10	Nova Scotia Choral Federation		Active	03/02/2018	03/02/2018			
11	Nova Scotia Fisherman		Active	03/02/2018	03/02/2018			
12	Nova Scotia Fruit Growers' Association		Active	03/02/2018	03/02/2018			

Page 1 of 1

View 1 - 20 of 20



7. Select the “All Divisions” tab to see which divisions currently exist (i.e. Natural Resources – Jeddore)

The screenshot shows the 'Government of Nova Scotia' interface. At the top, there are navigation buttons: 'Interactions', 'Add New Division', 'Add New Contact', 'Move Division(s) to another Organization', 'Merge Divisions', and 'Merge Organization'. Below these are tabs for 'Organization Information', 'Interactions', 'Staff Owners', 'Tags', 'All Divisions' (highlighted with a red box), 'All Contacts', and 'All Hired Students'. The main content area shows a 'Summary' tab selected, displaying 'Status: Active', 'Type: Organization', and 'DETAILS' for 'Description'. It also shows 'Created By: Terry Bramwell', 'Created On: March 7, 2018 02:15 PM', and 'Last Updated By: Terry Bramwell'. On the right, there are sections for 'STAFF OWNERS' (No staff owners assigned) and 'USAGE STATISTICS' table.

	Total	Active	Inactive
Total Number of Divisions:	57	57	0
Total Number of Contacts:	0	0	0

8. You will then see a list of all organizations with your search criteria (i.e. Nova Scotia) in the name.

The screenshot shows the 'Government of Nova Scotia' interface with the 'All Divisions' tab selected. It displays a list of 54 divisions. The table has columns for 'Division (1)', 'Division Status', and '# of Contacts'. Each row includes a 'View' button. The divisions listed are:

Division (1)	Division Status	# of Contacts
Heritage Tourism And Culture - Halifax	Active	0
Housing NS - Halifax	Active	0
Inverness Richmond District Office - Child Welfare	Active	0
ISANS - Halifax	Active	0
Justice - Digby	Active	0
Natural Resources - Baddeck	Active	0
Natural Resources - Stillwater	Active	0
Natural Resources - Bible Hill	Active	0
Natural Resources-Antigonish	Active	0
Natural Resources-Corheath	Active	0
Natural Resources-Digby	Active	0
Natural Resources-Guysborough	Active	0
Natural Resources-Jeddore	Active	0
Natural Resources-Kentville	Active	0
Natural Resources-Lawrencetown	Active	0

### Next Step

-If the division appears on the list advance to either [Placing a Student \(for Faculty\)](#) or [Placing a Student \(for Staff/Administrators\)](#).

-If the division is not on the list, advance to [Creating a Division](#).

## Creating an Organization and Division

When an organization does not exist in the portal you must create a new organization. In doing so it is important to properly identify the organization at the highest level (i.e. Province of Nova Scotia). The division is the equivalent of the “office/branch”. The table below provides some examples.

Organization Size	Organization (Company Name)	Division (Department – City)
Small	Oxford Frozen Foods	Oxford Frozen Foods – Oxford
	Bridgeway Academy	Bridgeway Academy – Stellarton Bridgeway Academy – Truro
Medium & Large	Government of Nova Scotia	Natural Resources – Halifax Natural Resources – Bible Hill Access Nova Scotia – Kentville Justice – Digby Public Service Commission – Halifax <i>*Labour &amp; Advanced Education – Halifax - Summit Building</i>
	Government of Canada	Department of National Defense – CFB Greenwood Natural Resources – Ottawa Parks Canada – Halifax Environment - Dartmouth
	NSCC	Akerley Campus Burrige Campus Kingstec Campus Pictou Campus

### Creating an Organization

1. Select the “Staff” link from the left-hand menu
2. Select “Contacts Database”
3. Select “Create An Account”
4. Select “Organization”

**Contacts Database**

Create An Account ▾

Organization

Division

**DATABASE STATS**

	TOTAL	ACTIVE	INACTIVE
Organizations	2091	2091	0
Divisions	2151	2151	0
Student	30042	30042	0
Employer	22	22	0
Portal Staff	1738	1705	33

- In this section you will provide information on the organization such as name, description and sector details. Additionally, please ensure that you select yes or no based on the employer’s answer to the consent question listed on the work experience agreement. The Name should be the company name at the highest level (i.e., Province of Nova Scotia). The description field is now mandatory.

### Create New Organization (Active)

**Organization Details**  
Enter the organization information. Fields marked with an \* are required.

---

**DETAILS**

\* Organization Name

---

\* Description / Sector

---

\* This employer has given consent to NSCC to use their organization's contact information for invitations to programming events  Yes  No

---

- Select “Next”

Next Step

- You have created a new organization, advance to [Creating a Division](#).

### Creating a Division

If a division does not already exist within an organization, or if have just created a new organization you must create a new division.

- Select “Create New Division”

**Contacts Database**

Create An Account ▾

Organization

Division

---

**DATABASE STATS**

	TOTAL	ACTIVE	INACTIVE
Organizations	2091	2091	0
Divisions	2151	2151	0
Student	30042	30042	0
Employer	22	22	0
Portal Staff	1738	1705	33


2. Enter Division Details using the following naming conventions for the 'Office/Branch' then click "Next"

### Division Details

Enter the division's information. Fields marked with an \* are required.

Copy field values from Organization

#### DETAILS

* Office/Branch 	<input type="text" value="maritime Pressure Works - Dartmouth"/>
* Placement Address	<input type="text" value="41 Estates Road"/>
* Placement City	<input type="text" value="Dartmouth"/>
* Placement Province	<input type="text" value="NS"/>
* Placement Postal Code	<input type="text" value="B2Y 4K3"/>
* Office Phone	<input type="text" value="902-488-8481"/>
Office Email	<input type="text" value="info@maritimepressureworks.ca"/>
Office Fax	<input type="text" value="902-488-4750"/>
Hours of Operation	<input type="text"/>
Website	<input type="text" value="http://maritimepressureworks.ca"/> X

NEXT >

3. Review the division details then click "Next"

### Next Step

- You have created a new division, advance to either [Placing a Student \(for Faculty\)](#) or [Placing a Student \(for Staff/Administrators\)](#).

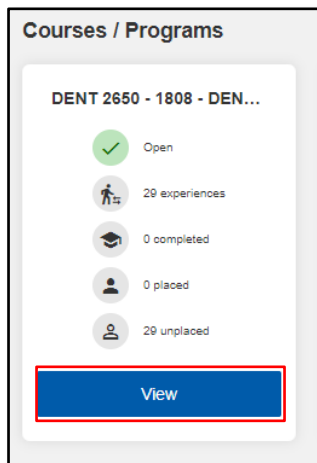
## Placing a Student

Faculty and Academic Chair/Admin Assistant enter student placements details in different ways. The sections below outline the steps from each perspective.

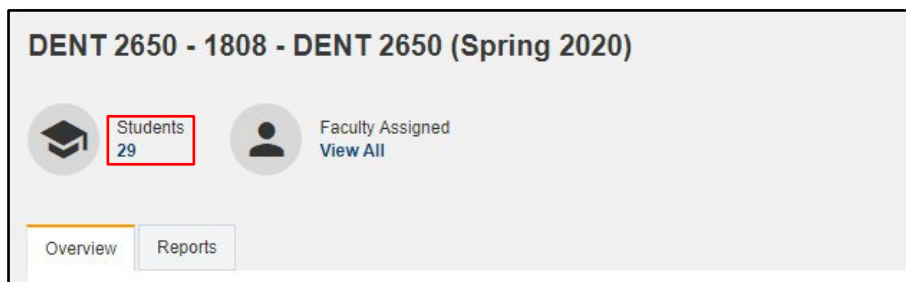
### Placing a Student Using a Class List

There are several ways you can place a student, either from a class list, from a list of unplaced students, or by searching for a specific student. Regardless of which method you choose you will start from the **Work Experience** view:

1. **FOR FACULTY:** To place a student from a class list, find the course in the list of courses/programs on your main screen and select **View** then skip to #3.



2. **FOR AC'S & ADMINS:** To place a student from a class list,
  - Select **Courses/Programs** from the Work Experience Screen
  - On the Active Courses/Programs Page click on the **FILTER** on the right-hand side of the screen
  - In the Filters menu:
    - click **Load Options** next to **Section** and select the class number
    - click **Load Options** next to **Term** and select the appropriate term
    - Finally, click **Apply Filter**
  - In the search results, **VIEW** the class list you are searching for and continue to #3
3. You will then see details on the particular class. At the top section of the screen select the **number of students** at the top part of the screen



4. You will then see a list of students in that class, choose a student from the grid and select View – **New Tab**; by selecting new tab you can easily return to the tab with your full class list

TOTAL ENROLLED STUDENTS 29    DISPLAYING: 1 - 29

«« < 1 > »»

<input type="checkbox"/>	Actions	Student First Name	Student Last Name
<input type="checkbox"/>	View	[REDACTED]	Nickerson
<input type="checkbox"/>			Sampson
<input type="checkbox"/>			Weagle

DENT 2650 - 1808 - DENT 2650 (Spring 2020)

Work Experience

PLACEMENT

This student hasn't been placed yet.

STEPS

This experience has 1 step(s). You've completed 0 of the 1 required step(s).

1 **Create a Record**  
Started on Mar 8, 2020

Place Competencies

5. This page will provide a summary of the student; here you will select **“Place”** under **“Record”** and you will be asked if you want to create a blank record for this student. If you know the placement details and are ready to enter them select **“Confirm”**

1 Student

[REDACTED]

Step  
Create a Record

Experience Type  
Work Experience

Course  
DENT 2650 - 1808 - DENT 2650 (Spring 2020)

2 Place

Opportunity  
Place

Industry Partner  
Place

Record  
Place

6. You will then receive a Success message that you have created a blank record and you can proceed with entering the placement details as found on the Work Experience Agreement form. First, attach the **Organization, Division**, by selecting the company from the drop-down list and set Current Status to Approved. If the organization or division are not appearing on the list you must create a new organization and/or division before proceeding.

The screenshot shows a web form with the following fields and options:






- Organization** (Search by Organization name): A text input field containing "Maritime Pressure Works".
- Division**: A dropdown menu with "Maritime Pressure Works - M" selected.
- Employer**: A dropdown menu with "--Select User--" selected.
- To be added**: Two sections showing search results. The first section shows "Maritime Pressure Works". The second section shows "Maritime Pressure Works - Maritime Pressure Works - Dartmouth".
- Current Status**: A dropdown menu with "Approved" selected.

7. Next, enter the Supervisor Information

The screenshot shows the "SUPERVISOR INFORMATION" form with the following fields and values:

- \* First Name**: Steven
- \* Last Name**: Snook
- \* Title**: Production Supervisor
- Department**: (Empty)
- \* Phone Number**: 902-476-2499
- \* Email Address**: ssnook@maritimepressureworks.ca

8. If you have properly attached the Organization and Division the Placement Details should pre-populate, you will only need to add the work placement details (dates, hours, etc.) and click **Save**.

PLACEMENT DETAILS	
* Placement Organization	<input type="text"/>
* Placement Division	<input type="text"/>
Placement Address	<input type="text"/>
Placement City	<input type="text"/>
Placement Province / State	<input type="text"/>
Placement Postal Code / Zip Code	<input type="text"/>
Placement Country	<input type="text"/>
* Placement Start Date	<input type="text"/> 
* Placement End Date	<input type="text"/> 
* Student will be working:	<input type="text" value="-select-"/> 
* Placement Hours	<input type="text"/> <small>Example: Monday 8am-5pm, Tuesday 12pm-9pm</small>
* Total Placement Hours per week	<input type="text"/>
Compensation (Hourly Wage or other) 	<input type="text"/>
* Is this placement part of a Compulsory Certified Trade? 	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Upload Signed Work Integrated Learning Agreement	<input type="button" value="Upload New File"/>

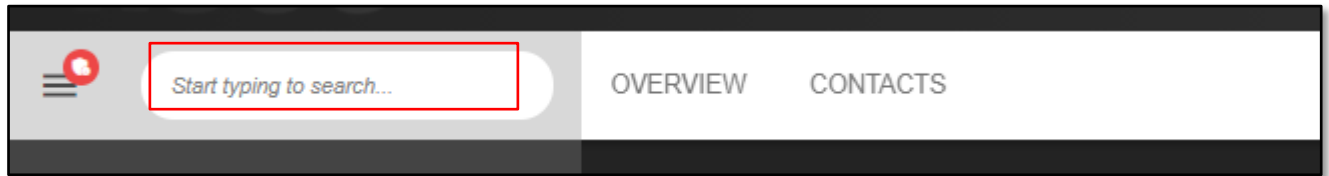
9. Review Placement Details and upload signed Work Experience Agreement; you have placed a student! Now you can return to the previous tab that shows your class list to place your next student.



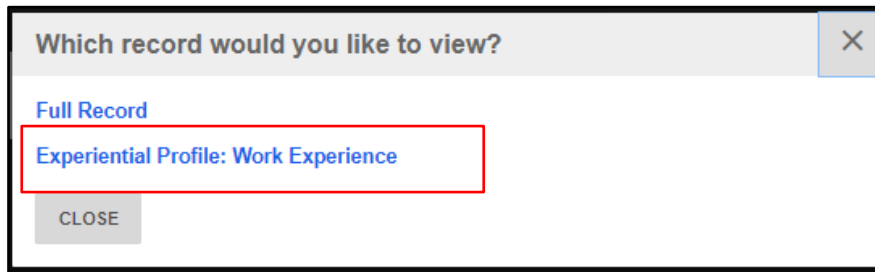
## Placing an Individual Student

There are two ways to place a student, either by individual student or by class list (above).

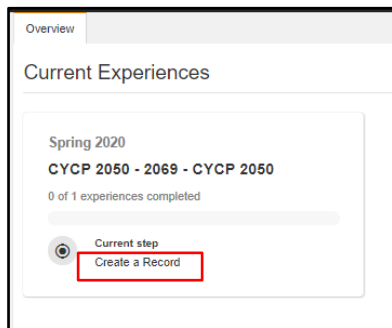
1. To search for an individual student using the search box; start typing the students name and then select them from the list.



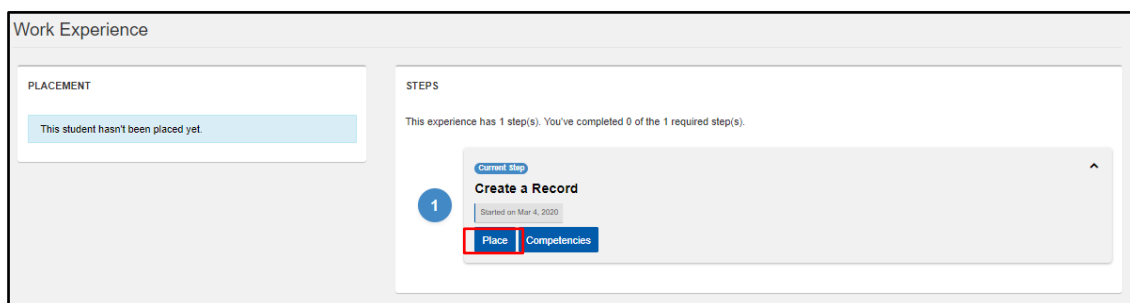
2. View the students **Experiential Profile**



3. Select **Create a Record** for the appropriate course from the list of experiences



4. You will then be brought to the placement and step screen, select place in the Create a Record section



- This page will provide a summary of the student; here you will select **“Place”** under **“Record”** and you will be asked if you want to create a blank record for this student. If you know the placement details and are ready to enter them select **“Confirm”**



- You will then receive a Success message that you have created a blank record and you can proceed with entering the placement details as found on the Work Experience Agreement form. First, attach the **Organization, Division**, by selecting the company from the drop-down list and set Current Status to Approved. If the organization or division are not appearing on the list you must create a new organization and/or division before proceeding.

- Next, enter the Supervisor Information

SUPERVISOR INFORMATION	
* First Name	Steven
* Last Name	Snook
* Title	Production Supervisor
Department	
* Phone Number	902-476-2499
* Email Address	ssnook@maritimepressureworks.ca

8. If you have properly attached the Organization and Division the Placement Details should pre-populate, you will only need to add the work placement details (dates, hours, etc.) and click **Save**.

PLACEMENT DETAILS

\* Placement Organization

\* Placement Division


Placement Address


Placement City


Placement Province / State

Placement Postal Code / Zip Code

Placement Country

\* Placement Start Date  


\* Placement End Date  


\* Student will be working:  

Example: Monday 8am-5pm, Tuesday 12pm-9pm

\* Placement Hours

\* Total Placement Hours per week

Compensation (Hourly Wage or other) 

\* Is this placement part of a Compulsory Certified Trade?   Yes  No

\* Upload Signed Work Integrated Learning Agreement

9. Review Placement Details and upload signed work experience agreement: you have placed a student!

## Need Help

Should you experience any difficulties and require assistance please submit a help request through NSCC's Technology Service Desk, your single point of entry for technical support.

- **Sign In**
- Select **Create a New Request**
- Under Categories select **Applications**
- Then select **Work Experience Portal**