

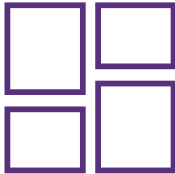
Quick Reference Guide



Welcome 🙌

We are glad you're here. Welcome to the Acclaimed Virtual Work Experience reference guide. Below is a summary of what this guide will detail:

Start here



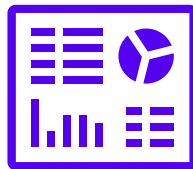
What is your role

What a Group Leader can do.



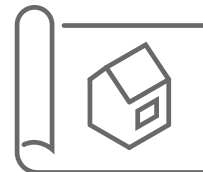
How to login

Logging in and setting up.



Using the dashboard

Using the dashboard to view participant submissions and progress.



Viewing the projects

Viewing projects as a participant would.



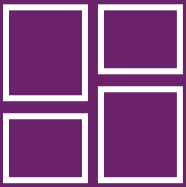
Providing feedback

Assessing work and providing feedback.

Guide complete

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How to login	Page 4
Using the dashboard	Page 7
Viewing the projects	Page 10
Providing feedback	Page 14



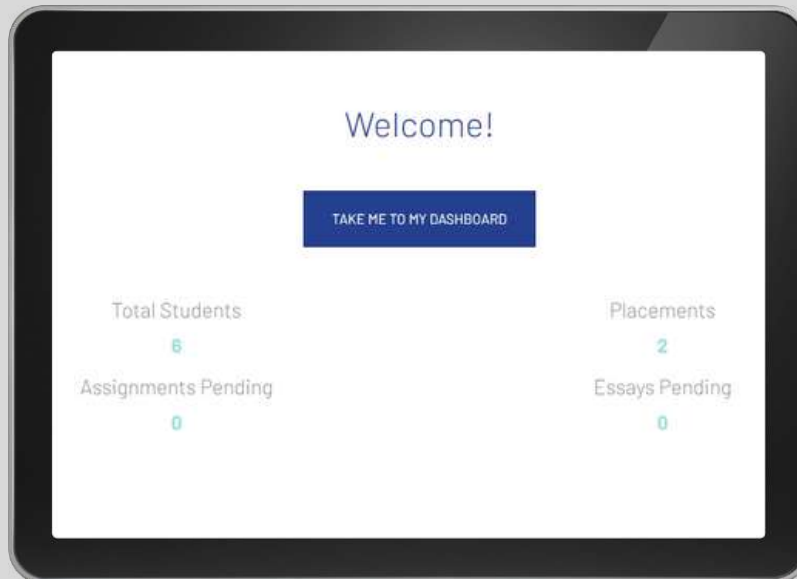
Your Role: Group Leader

As a group leader, you will have access to both the 'backstage' and 'front stage' of the online work experiences. You can:

- Track participant progress
- Access participant project submissions
- View work experiences
- Provide feedback
- View and navigate work experiences

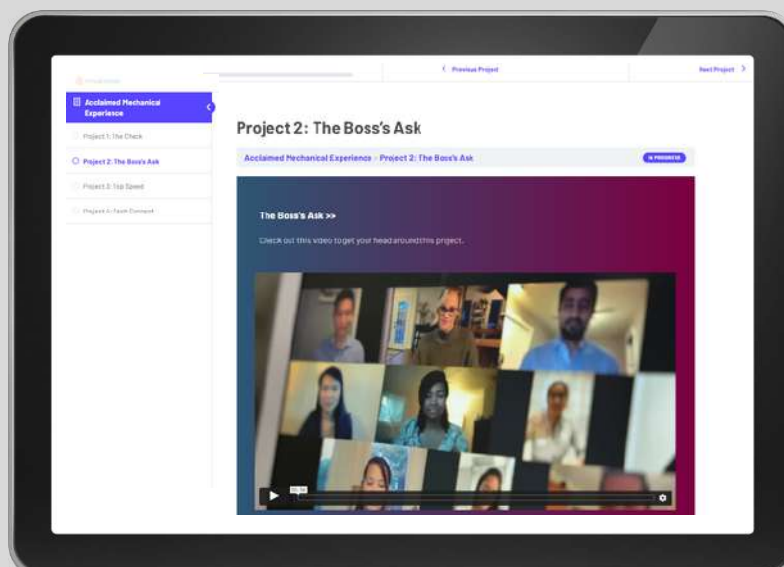
Backstage: Dashboard Access

A group leader tracks, communicates with participants and views participants submissions using a dashboard that participants are unable to access.



Frontstage: Work Experience access

Group leaders can also view and navigate through the Mechanical and Electrical work experiences just like a participant would.





Logging in and Setting Up

To login to the Acclaimed Work Experience, you will need the following:

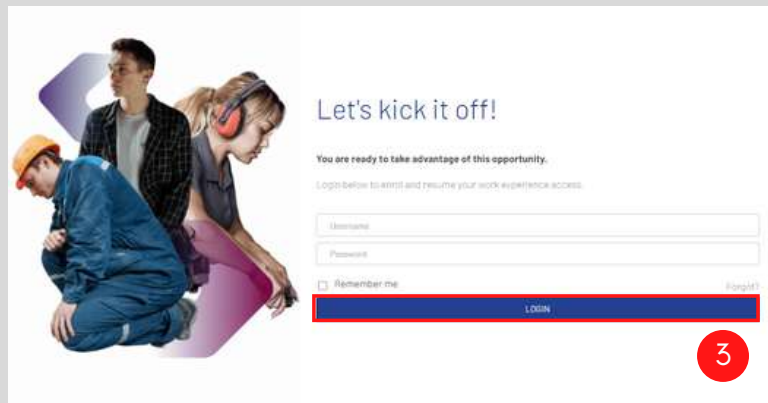
- Work email
- Secure password (we will provide this password)

How to login for the first time

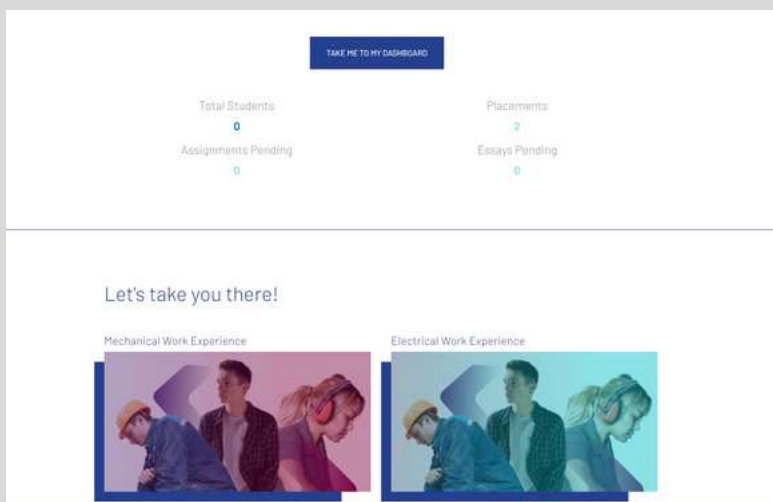
- Click [here](#) to go to launch page.
- Click **login**.



- Enter email and password. Click **Login**.

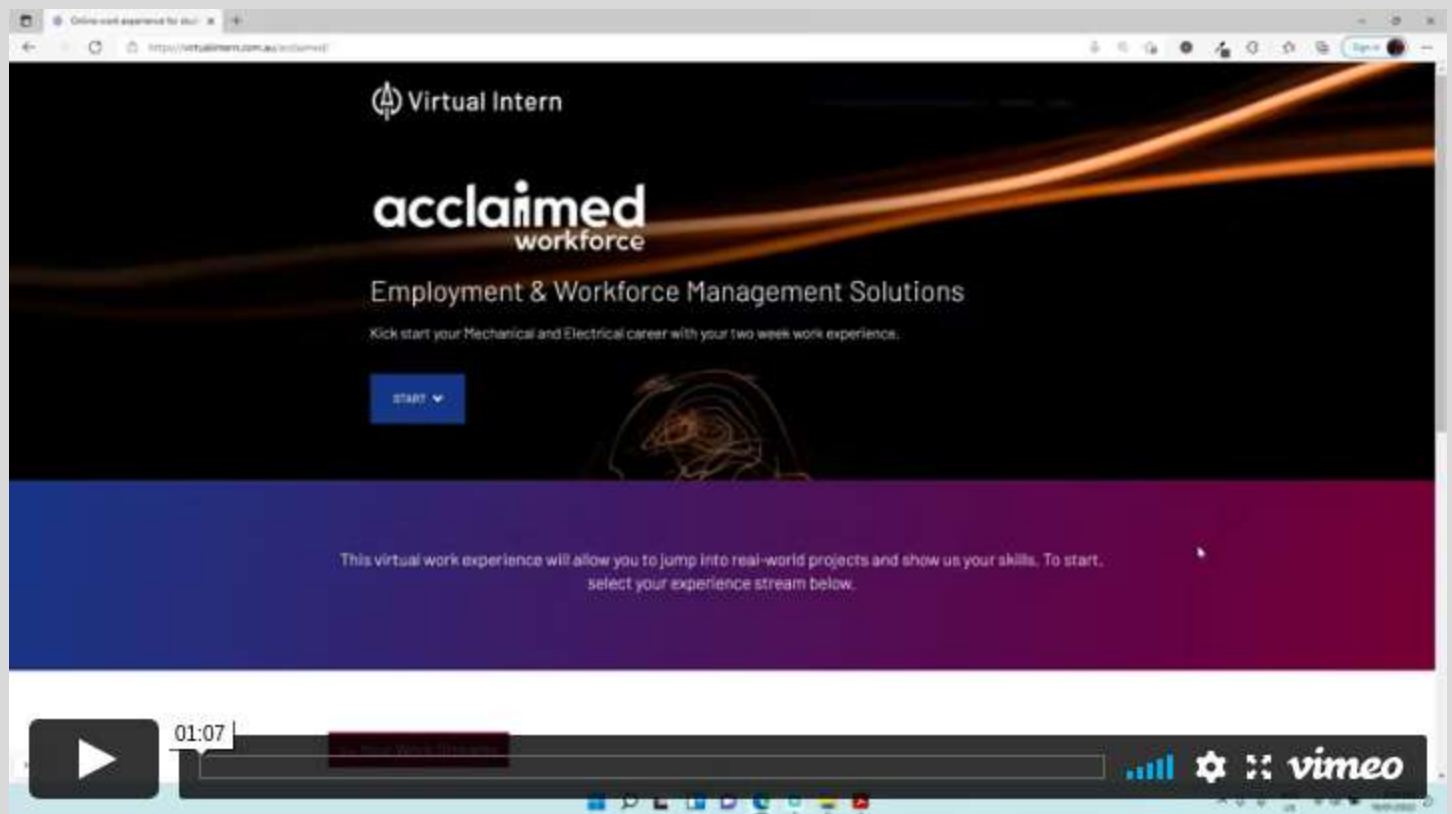


You will be taken to your homepage.

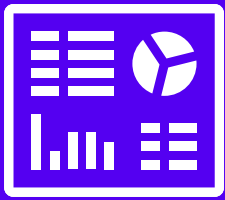




Logging in and Setting Up Video walkthrough



Or click [here](#)



Using the dashboard

As a Group Leader, you will access the dashboard to do the following:

- View participants progress
- Access and download project submissions
- Provide feedback
- Email participants directly

Accessing the dashboard summary

1. When you are logged in to the platform, you will be taken to your homepage and **Dashboard Summary**:

The screenshot shows the Virtual Intern dashboard summary page. At the top right, there is a button labeled 'GROUP LEADER DASHBOARD'. Below the header, the page says 'Welcome!' and features a blue button labeled 'TAKE ME TO MY DASHBOARD' with a red circle 'a' next to it. Below this are four statistics: 'Total Students' with a value of 6 (labeled 'b'), 'Assignments Pending' with a value of 0 (labeled 'c'), 'Placements' with a value of 2 (labeled 'd'), and 'Essays Pending' with a value of 0.

- a) Button to access full dashboard
- b) Total work experience participants
- c) Projects that are submitted without approval
- d) Number of work experience streams available

Accessing the full dashboard

1. When you are logged in to the platform, click **Take me to my dashboard** button

This screenshot is identical to the previous one, but the 'TAKE ME TO MY DASHBOARD' button is highlighted with a red rectangular box.

Using the full dashboard

The screenshot shows the Virtual Intern dashboard. The left sidebar contains navigation items: Home (d), Dashboard, LearnDash LMS, Assignments (c), Media, Profile, and Collapse menu. The main content area is titled 'Dashboard' and features a 'ProPanel Overview' section with four statistics: Total Students (6, a), Placements (2, b), Assignments Pending (0), and Essays Pending (0). Below this is a 'ProPanel Filtering' section with a search filter (f) and various dropdown menus for filtering by groups, placements, users, and statuses, along with date range and per-page options. On the right, the 'ProPanel Activity' section shows a list of recent activities, including a placement for Thomas Milne (e).

- a) Click **Total Students** to view student groups and participants
- b) Click **Placements** to view different work experience streams
- c) Click **Assignments** to view all submitted projects
- d) Click **Home** icon to navigate to main site and work experiences
- e) Summary panel of recent activity
- f) Searching using filters

Accessing, downloading and approving projects

1. Click the **Assignments Pending** hyperlink or **Assignments tab** in left hand column.

This screenshot shows the same dashboard as above, but with the 'Assignments Pending' tab highlighted in a red box. The 'Assignments Pending' value of 0 is also highlighted in a red box. A red circle with the number 1 is placed next to the 'Assignments Pending' text in the ProPanel Overview section. The 'Assignments' tab in the left sidebar is also highlighted with a red box.

View the Assignments Page image below to navigate different actions:

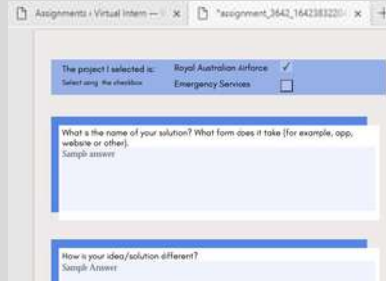
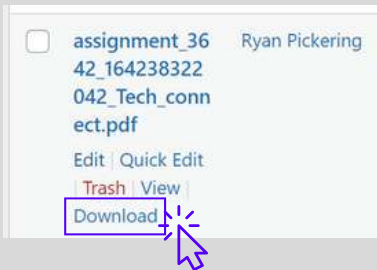
Title	Author	Status / Points	Assigned Placement	Assigned Project / Task		Date
assignment_3642_16423832204_h_connect.pdf <small>Edit Quick Edit Trash View Download</small>	Ryan Pickering	Status: Approved Points: Not Enabled	Acclaimed Mechanical Experience <small>filter view</small>	Project: Project 4: Tech Connect <small>filter view</small>		Published 2022/01/17 at 12:33 pm
assignment_3588_164238129570_Mechanical.pdf	Ryan Pickering	Status: Not Approved Points: Not Enabled approve	Acclaimed Mechanical Experience	Project: Project 3: Top Speed	—	Published 2022/01/17 at 12:01 pm
assignment_3619_164238088233_Email_Template.pdf	Ryan Pickering	Status: Not Approved Points: Not Enabled approve	Acclaimed Mechanical Experience	Project: Project 2: The Boss's Ask	—	Published 2022/01/17 at 11:54 am
assignment_3598_164237643939_Risk_Find_Template.pdf	Ryan Pickering	Status: Approved Points: Not Enabled	Acclaimed Mechanical Experience	Project: Project 1: The Check	—	Published 2022/01/17 at 10:40 am

- a) Hover over Assignment upload hyperlink then click on **Download** to view a participant's submission
- b) Click Participant's **Name** hyperlink to show only display submissions from the selected participant.
- c) Click **Approve** button to approve a participant's submission. Please note that once approved, the submission cannot be unapproved.
- d) To view a Project like a participant would, hover over the **Project Title** hyperlink and click **View**.
- e) If a **Comment Bubble** icon displays, then comments have sent by a Group Leader or Participant.
- f) The **Date** column will display at what time and date a project was submitted.

Common actions and outcomes

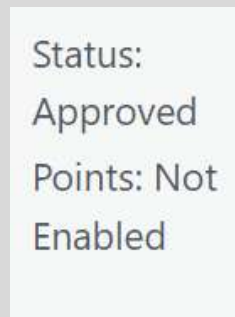
To view a project submission, hover over the assignment title and click **Download**

The submission will download in a new tab



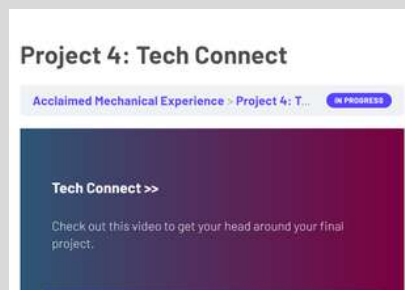
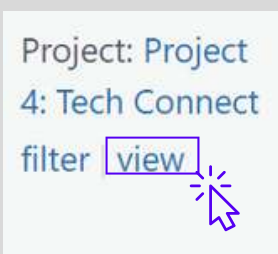
To approve a submission, click **Approve**

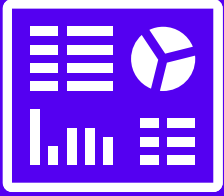
Status will display as **Approved**.



To view a project page, hover over Project title and click **View**

You will be taken to the Project page

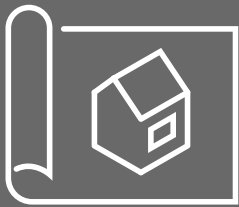




Using the dashboard Video walkthrough

The screenshot shows a video player interface. The video content displays a dashboard for 'Virtual Intern'. The dashboard has a dark blue header with a 'GROUP LEADER DASHBOARD' button. Below the header is a light blue banner with the 'Virtual Intern' logo and the text 'Acquired Online Work Experience - Contact Us!'. The main content area features a 'Welcome!' message and a 'TAKE ME TO MY DASHBOARD' button. There are four data cards: 'Total Students' (7), 'Assignments Pending' (8), 'Placements' (2), and 'Essays Pending' (8). Below the dashboard, the text 'Let's take you there!' is visible. The video player controls at the bottom show a play button, a progress bar at 06:12, and the Vimeo logo.

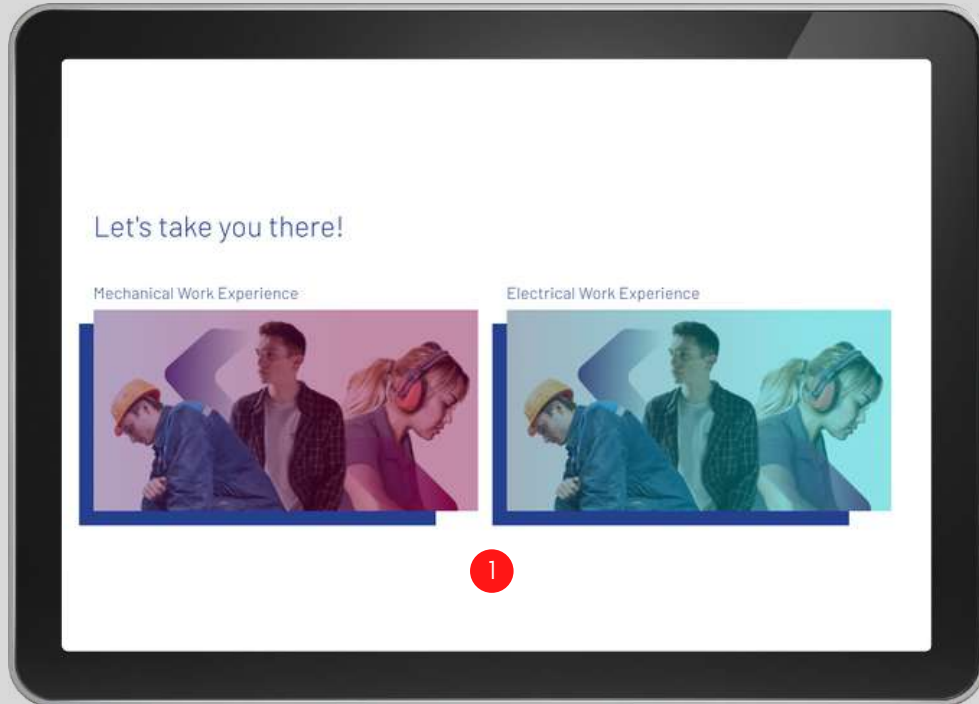
Or click [here](#)



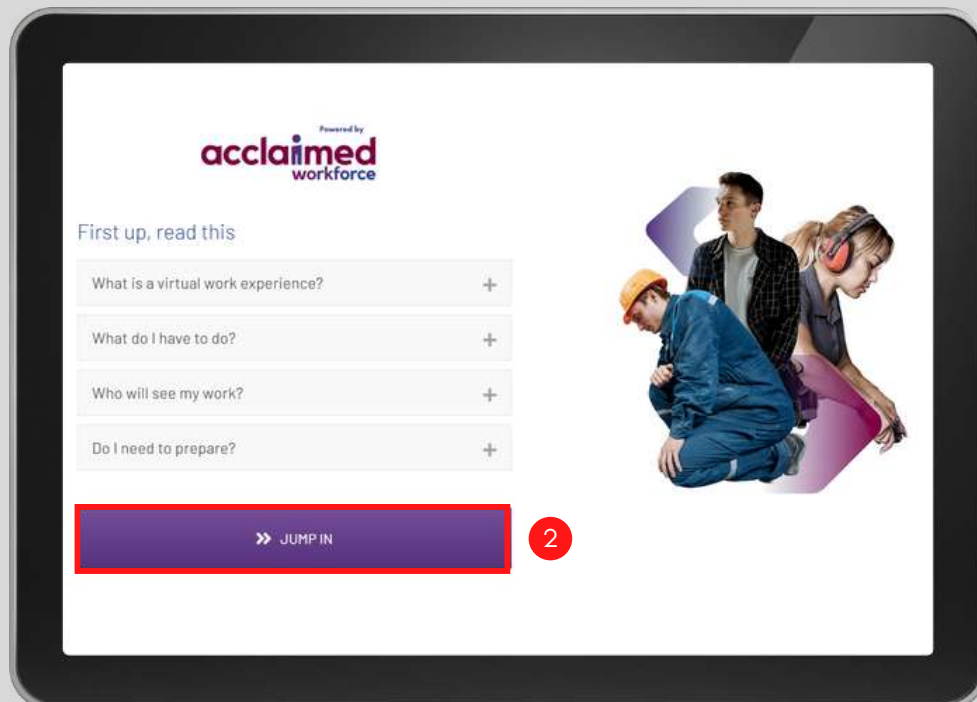
Viewing work experiences and projects

As a group leader, you will have access to and can view the work experiences offered to participants. Use the following steps to access and navigate the work experiences on offer:

1. Once you are logged in, scroll down past the Dashboard summary and click on the experience stream you want to jump into. There are two options, **Mechanical** or **Electrical**:

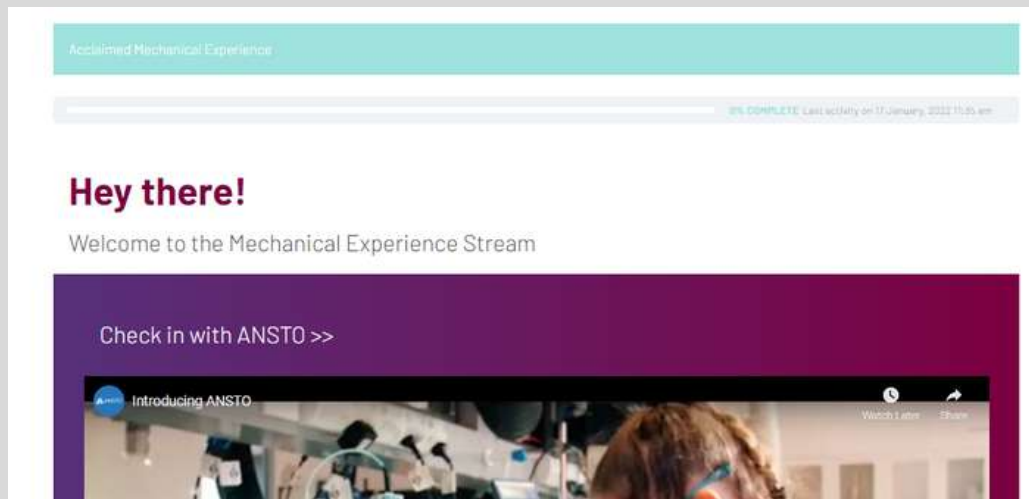


2. Once you have clicked on the Mechanical or Electrical stream scroll down and click **Jump In**.

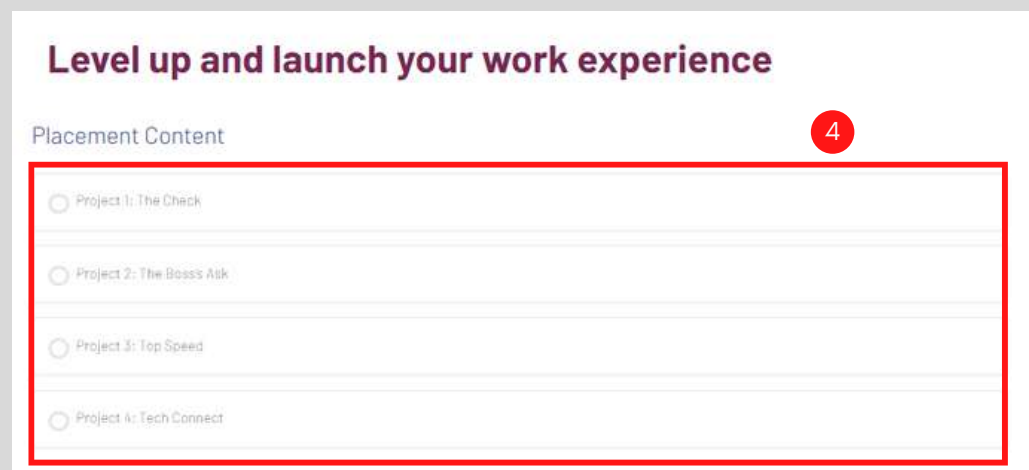


You will be taken to the launch page of the work experience.

3. You will be taken to the launch page of your chosen work experience.



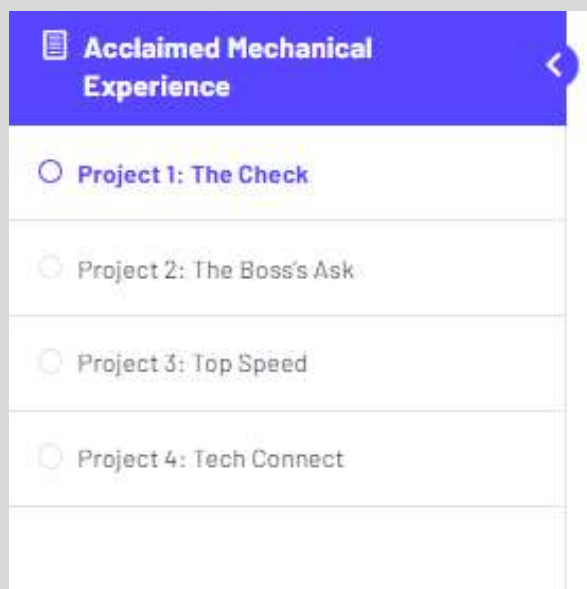
4. Scroll down and click on a Project Link to start. You can view each project in any order.



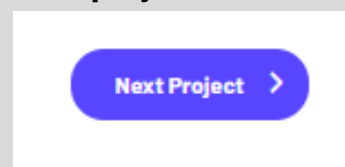
Other ways to navigate

When viewing projects, the following menu and buttons can help you navigate through the work experience:

Project menu



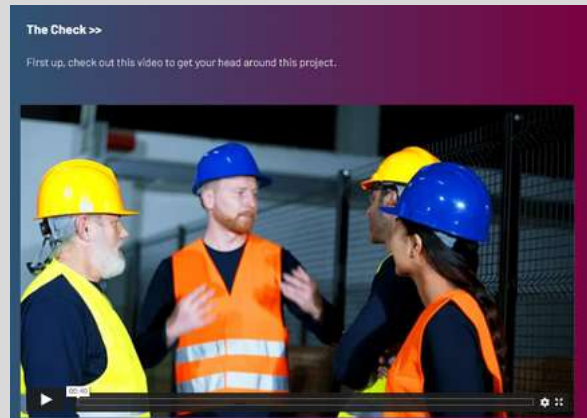
Next project button



Project format

Every project in each work experience follows the same structure.
This is detailed below:

Short video explaining project



Information on what needs to be submitted

Show us what you got >>

[This challenge should take between 45 - 60 min to complete]

To complete this project, you will need to submit a completed **Action Plan Template** located in your Project Pack below. The Action Plan you submit will help us to understand how you:

1. Identify risks
2. Respond and reduce risks in the workplace.

Information on how to complete the project

Then. What you need to do >>

The Project

Click each tab to understand how to complete and submit this project.

What you need to do: +

What you need to submit: +

Project Pack

Your Project Pack >>

1. Practice Scenario

2. 360 Workplace

3. Action Plan Template

Project submission portal

Finally. Send it off >>

And it's off!
Upload your **Action Plan Template** by using the assignment portal below.

Assignments 0/0 Approved

Upload Assignment (Maximum upload file size: 5MB)

Browse No file selected Upload



Viewing work experiences and projects Video walkthrough

The screenshot shows a web browser displaying the 'Virtual Intern' dashboard. The page features a header with the logo and navigation links for 'Accomplished Online Work Experience', 'Contact', and 'Logout'. The main content area includes a 'Welcome!' message, a 'TAKE ME TO MY DASHBOARD' button, and four data cards: 'Total Students' (7), 'Placements' (2), 'Assignments Pending' (2), and a blue bar representing '0'.

Metric	Value
Total Students	7
Placements	2
Assignments Pending	2
Unlabeled Metric	0

The video player at the bottom shows a play button, a progress bar at 03:01, and the Vimeo logo.

Or click [here](#)



Providing feedback

Group Leaders can provide feedback on participant work using the following steps:

1. Click **Assignments**

The screenshot shows the LMS Dashboard. In the left sidebar, the 'Assignments' menu item is highlighted with a red box. A red circle with the number '1' is placed over this menu item. The main content area shows a 'ProPanel Overview' with statistics: Total Students (7), Placements (2), Assignments Pending (2), and Essays Pending (0). Below this is a 'ProPanel Filtering' section with various filters. On the right, there is a 'ProPanel Activity' list showing recent assignments and placements.

2. Pick the project submission you would like to provide feedback for. Hover over the **Assignment Title**. Click **View**.

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	assignment_3642_164238322042_Tech_connect.pdf Edit Quick Edit Trash View Download	Ryan Pickering
<input type="checkbox"/>	assignment_3588_16423570_Mechanical.pdf	Ryan Pickering
<input type="checkbox"/>	assignment_3619_164238088233_Email_Template.pdf	Ryan Pickering
<input type="checkbox"/>	assignment_3598_164237643939_Risk_Find_Template.pdf	Ryan Pickering

3. Type in your feedback in the **Comment Box**.

4. Click **Post Comment** to submit feedback.

The screenshot shows a comment from Tricia Martin (Group Leader) dated 19 January, 2022 at 4:03 pm, with the text 'Great sample. Good work!' and a 'Reply' button. Below the comment is a 'Leave a Comment' section. A red box highlights the comment input area, and a red circle with the number '3' is placed over it. Below the input area is a 'Post Comment' button, which is also highlighted with a red box, and a red circle with the number '4' is placed over it. The user is logged in as Tricia Martin.





Viewing comments and providing feedback Video walkthrough

The screenshot displays a software dashboard with a dark sidebar on the left containing navigation options: Dashboard, Feedback List, Assignments, Works, Profile, and Logout. The main content area is titled 'Dashboard' and includes several widgets:

- Feedback Overview:** A table with four metrics: Total Questions (7), Questions (2), Assignments Pending (2), and Errors Pending (0).
- Feedback Filtering:** A section with dropdown menus for 'All Users', 'All Questions', 'All Assignments', and 'All Statuses', along with a 'Filter' button.
- Feedback Activity:** A list of activity items, each starting with a user name (e.g., Ryan Pickering, Thomas Wills) and a timestamp (e.g., 10 January 2022 10:02 pm (2 days)).

A video player overlay is positioned at the bottom of the image, showing a play button, a progress bar at 02:10, and the Vimeo logo.

Or click [here](#)