



Create a WBL Session for Your Students

Last Modified on 07/15/2024 3:00 pm EDT

1. From the **Work-based Learning** menu, select **Create your own**.
2. Choose a **Session Type**.
 - a. Project mentoring and feedback
 - b. Real-world connections
 - c. Career Guest Speaker
 - d. Teacher PD
3. Select **Continue**.
4. Provide the **Session details**.
 - a. Title
 - b. Subject area(s)
 - c. Grade level(s)
 - d. Description
 - e. Add Skills
 - f. Add Industries
5. Select **Continue**.
6. **Schedule**
 - a. Select the **Session length**.
 - b. Select your **date and time preferences**.
Note: Your selection defaults to a date at least two weeks from today. You cannot select a date sooner than two weeks.
 - c. Indicate the **number of expected attendees**.
 - d. Decide if you want to **allow other classes to join this session**.
7. Select **Continue**.
8. **Finalize & Submit**
 - a. Add any additional information.
 - b. Agree to the Terms & Conditions
9. Select **Save as Draft** if you need more time to edit your request.
10. Select **Submit Session Request** to send your request to Pathful.