

Step-by-Step Work-Based Learning Process in Softdocs/Etrieve

Revised 08.2025

Welcome, WBL participants!

This guide provides chronological step-by-step instructions for using Softdocs Etrieve, CFCC's platform for electronic workflows and forms. Each stakeholder: Student, Instructor, Program Director, Supervisor, and WBL Coordinator, interacts with the system at different stages via SoftDocs Etrieve in the steps shown starting on page 2.

Notes

◆ Logan Crouch, WBL Coordinator, contact information: Please reach out with any questions!



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lcrouch@cfcc.edu

- ◆ All users except Supervisors must log in with their **CFCC username** (not the full email).
- ◆ Add etrieve@cfcc.edu to your email safe list to ***avoid missing important notifications***.

Form 1: Application

- **Form Name:** WBL-Application
- **Form Link:** <https://etcentral.ad.cfcc.edu/#/form/406>
- **Workflow:** Student → Instructor → WBL Coordinator → Supervisor → Program Director → Filed
- **Note:** The application has a link to CFCC WBL and State WBL information.

Start: Student Step:

Student will initiate the form. Demographic fields will auto-populate. If anything that auto-populates is incorrect, contact Advising:



cfcc.advising@mail.cfcc.edu



910-362-7859

Instructor Step:

Receives notification to review and add Program Director's info.

If declined, a reason should be provided in the comments(history icon). Please be sure to **save** the comment before submitting.

WBL Coordinator Step:

Reviews, approves, and/or declines or returns the form. If declined or returned, a comment will be left with the reason why.

Supervisor Step:

Reviews form, signs it, and submits.

Final step: Program Director Step:

Once approved, it will be filed in SoftDocs Content. The WBL Coordinator will register the student for the appropriate WBL course.

Form 2: Measurable Learning Objectives (MLO) and Orientation

- **Form Name:** WBL-MLO-Orientation
- **Form Link:** <https://etcentral.ad.cfcc.edu/#/form/407>
- **Workflow:** Student → Instructor → Supervisor → WBL Coordinator → Filed

This form must be completed and filed in SoftDocs Etrieve within the first 2 weeks of the WBL experience. The student and instructor collaborate on MLOs during orientation at the beginning of the semester and before the census date. Once the student submits their MLO, the workflow follows the chain above until it's filed.

Form 3: Monthly Timesheets

- **Form Name:** WBL-Timesheet
- **Form Link:** <https://etcentral.ad.cfcc.edu/#/form/397>
- **Workflow:** Student → Supervisor → Instructor → WBL Coordinator → Filed

The student submits monthly timesheets after the last day of the month they worked. The supervisor, instructor and WBL Coordinator review and approve accordingly.

Form 4: On-Site Visit / Midterm

- **Form Name:** WBL-MidTerm
- **Form Link:** <https://etcentral.ad.cfcc.edu/#/form/409>
- **Workflow:** Instructor → Student → Supervisor → WBL Coordinator → Filed

The instructor initiates and schedules a site visit for their midterm. The form progresses through the workflow above and is filed.

Form 5: Supervisor's Final Evaluation

- **Form Name:** WBL-Final Eval by Supervisor
- **Form Link:** <https://etcentral.ad.cfcc.edu?isAnonymous=true#form/398>
- **Workflow:** Supervisor → Instructor → WBL Coordinator → Filed

WBL Coordinator will send out the link to the supervisor a few weeks before the due date. The supervisor completes the evaluation near course end (there will be a due date provided at the beginning of the semester), then the form will go through the workflow and be filed.

Form 6: Student Self-Evaluation and Instructor Final Grade

- **Form Name:** WBL-Student Self Eval and Faculty Final Grade Report
- **Form Link:** <https://etcentral.ad.cfcc.edu/#/form/408>
- **Workflow:** Student → Instructor → WBL Coordinator → Filed

The student completes the self-evaluation; the instructor enters final grades, approves, the WBL coordinator reviews the form, and the form will be filed.

Tools for WBL Stakeholders

WBL Workflow Report

- **Form Name:** Util-WBL Workflow Report
- **Form Link:** <https://etcentral.ad.cfcc.edu/#/form/400>



Shows all active WBL forms in the workflow

WBL Content Documents Report

- **Form Name:** Util-WBL-Content Documents Report
- **Form Link:** <https://etcentral.ad.cfcc.edu/#/form/410>



Lists all WBL forms that are complete and filed