



WebView Student Guidelines

WebView is an online booking system that lets you look and apply for work experience placements. It also has a journey planner to help your figure out how to get to your placement.

Your teacher will already have gone through WebView with you using a PowerPoint presentation. These guidelines will act as a refresher when you next logon.

- 1 Log onto: <http://essex.learnaboutwork.net>
- 2 Click on: 'Student'
- 3 School: select your school from the drop down list
Name: type in the user name given to you by your teacher
PIN: type in the code given to you by your teacher

Click on: 'Login'
- 4 Click on: 'Search' (at the top of the screen)
- 5 The job categories you will see are the same as those in your careers library

Click on: a job category you want to search in for placements (if you are not sure which category to search in, ask your teachers or look in your careers library)
- 6 Click on: Postcode or Town that you can travel to. You will then see a list of placements to choose from
- 7 Click on: 'View' to find out more about each placement
- 8 Click on: 'Return to job list' or 'New search' until you find a placement you like

Click on: 'Add selections' when you have found a placement you like

You will then need to re-enter your 'PIN No.'

9	<p>The 'My Placement Details' page lists all of the placements you have chosen. You can choose up to 6 and a minimum of 3 placements. Use the 'Choice' column to rank them in order of preference, but be prepared to go to any of the placements you choose</p> <p>Click on: 'Transport Direct.com' to plan your route to each placement (make a note of the postcodes of the placements you have chosen first of all)</p>
10	<p>Click on: 'Plan Your Journey'</p>
11	<p>Click on: How you want to travel (i.e by train, car, bus, etc) In the 'From' section, enter your home postcode</p> <p>In the 'To' section, enter the placement postcode you are travelling to</p>
12	<p>Enter the date and time that you want to arrive at your destination using the drop down arrows</p> <p>Click "Next"</p>
13	<p>There will be a list of a number of different options on how to get to your placement. Select your choices or leave as they are.</p>
14	<p>At the bottom of the this screen it shows your options with details of bus stops and bus/train times</p>
15	<p>Click on: 'Map' buttons to see the exact location of any point Click on: 'Show in Table' to see detailed planner Click on: 'Printer Friendly' to print details</p> <p>Close the window when you have finished by clicking on the 'x' in the top right hand corner</p>
16	<p>Click on: 'Submit' when you have finished making your selections and choices in preference order. You will not be able to change your choices once you have clicked on 'Submit'</p> <p>Click on: 'Log Out'</p>