School & TAFE Teachers Pathways Cloud Log In

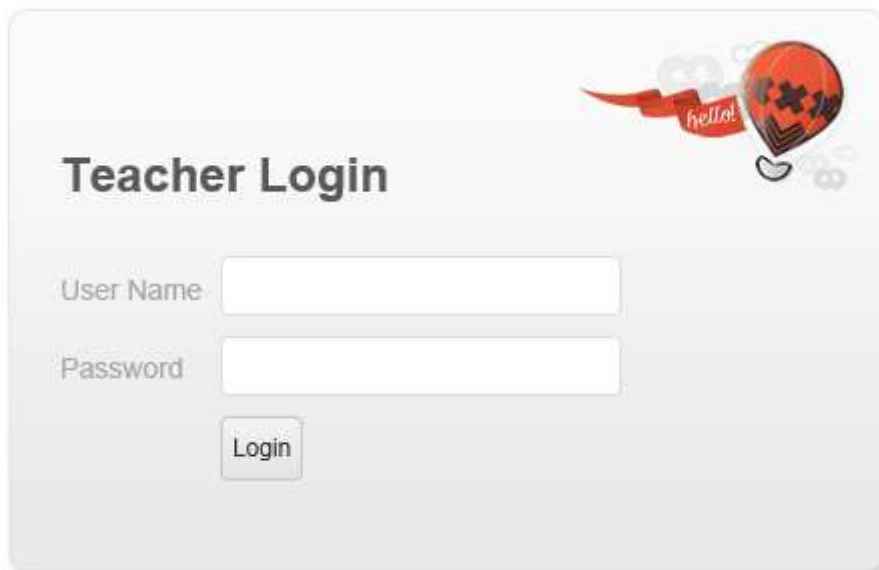# Check Your Students' Information for Work Placement

GET YOUR LOG IN DETAILS FROM YOUR WSC WORK PLACEMENT COORDINATOR

Pathways Cloud is the online database used by WSC to store all data for Work Placement. VET and TVET teachers can log in to Pathways Cloud and see which students have registered for work placement, and the entries they have made.

1. Obtaining your log in details for Pathways Cloud

Please send an email to your WSC Work Placement Coordinator and ask for them to email you your login.

When you have received your log in details, go to **https://www.pathwayscloud.com/Teacher/Login** and log in.

2. Your Home Screen

Your Home Screen will have top tabs for:
- Home – Statistics and all open classes for your school/campus
- Students – All students at your school/campus who have registered
- Placements – All placements that have been completed, cancelled or planned for future dates
- Classes – All classes at your school/campus

You can view all data for your school.

3. To download student registration details

You can download a Word document with the Registration details of each student in your class:
1. Click on the **Classes** tab at the top
2. Click on your class
3. Click on the **Registrations** tab
4. Click on **Download Regos**

Getting Placement Information

You can view the details of any placement that WSC has arranged:
1. Click on the **Placements** tab
2. Click on the placement you want to view

Searching

Each tab has a search box in the top right corner. Enter any search word and press **Enter**.

Excel Spreadsheets

In most cases you can export an Excel Spreadsheet of the information you require.
Click on **Export to Excel**

In Term 4 each year – as soon as possible:

If you have a Year 12 class:
1. Generate the **Student Registration Details** Word Document – *See 3 above*
2. Issue each page to the relevant student
3. After they check and update their details, fax the pages (or scan and email them) to WSC Dubbo office
4. Fax: 02 6885 6199 Email: reception@wsc.edu.au
5. Also return pages for students who have left your class, with a note to that effect.

In Term 1, by the end of March at the latest:

1. Log in to see the status of your classes
2. Check which Year 11 students still need to register against your class lists
3. Check with Year 12 students for updates to their registration details
4. Make sure every student in your class has registered on **studentrego.com**

WSC Coordinators:

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