



**CAREER  
ACCELERATOR**

# **Onboarding to Practera Experiential Learning Platform**

## **Industry Mentor Guide**

**Industry Experience Program  
(COMM2222)**

UNSW  
Business School



# Practera for Industry Mentors

The UNSW Business School partners with Practera, an experiential learning platform to deliver our project-based internship programs.

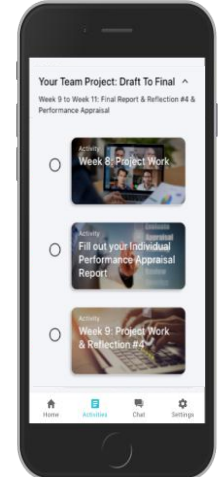
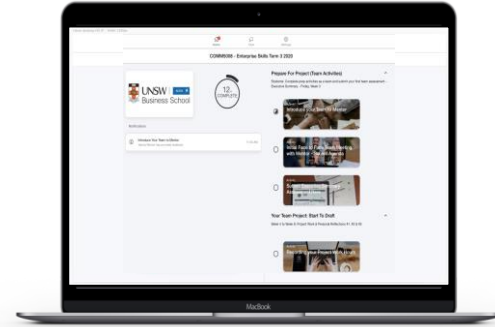
Practera is designed primarily for the student teams to stay organised with their project, keep on track with weekly mentoring meetings and record progress notes.

Industry Mentors will be using Practera to review and provide feedback to students. Examples include

- review student weekly agendas
- review final project report
- record final appraisal and feedback to student

Our UNSW academic will also be monitoring our students' progress on Practera.

If you have any questions or concerns about the students' performance, please do not hesitate to contact us at [engagebusiness@unsw.edu.au](mailto:engagebusiness@unsw.edu.au).



# Accessing Practera

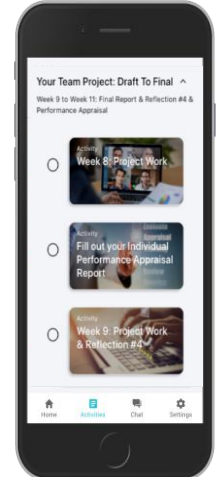
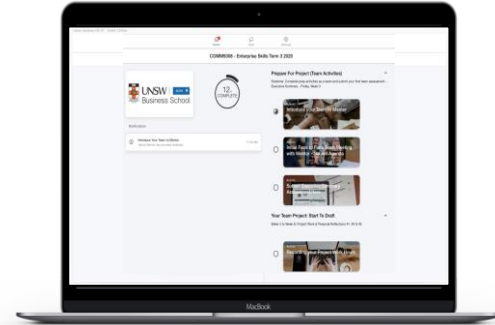
Practera is a web-app so you do not need to download anything. You can open it from the internet browser on your phone or desktop.

## Step-by-step guide

1. Register (an email will be sent to you containing the registration link)
2. Once registered simply access it by going to [unswca.practera.app](https://unswca.practera.app)  
*Note: The most compatible browsers are Chrome and Safari*
3. You are now ready to use Practera.

## **Troubleshooting**

If you cannot locate invitation email, please check your Spam and other folders first and then contact [help@practera.com](mailto:help@practera.com)



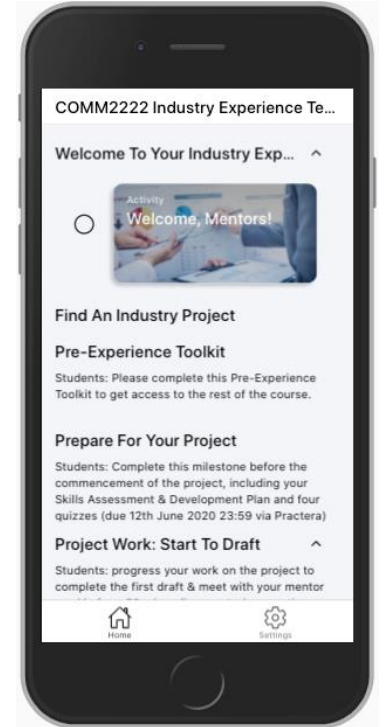
# Navigating Practera

The Mentors page has information about the program and how the course is supported by Practera.

You will notice that the program has milestones, activities and topics/tasks. These are designed help students to stay on track throughout the project.

Some of the milestones have topics designated for the Mentors. These are to provide some supporting information.

Mentors are not required to complete all the milestones on Practera as the platform is primarily to monitor the students' progress. You are only required to use Practera to review and provide feedback on your student team's work.

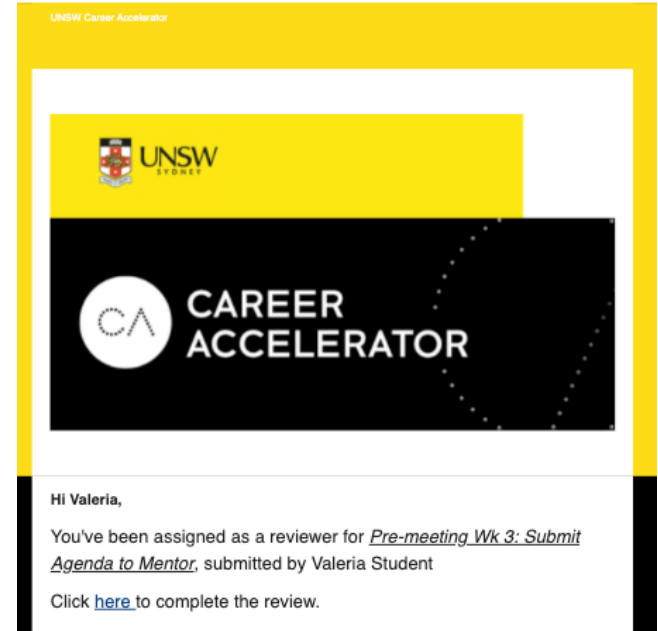


# Reviewing Students' Work

Practera will send you an email/notification when there's something important to do such as review student submissions or fill in a student performance appraisal form.

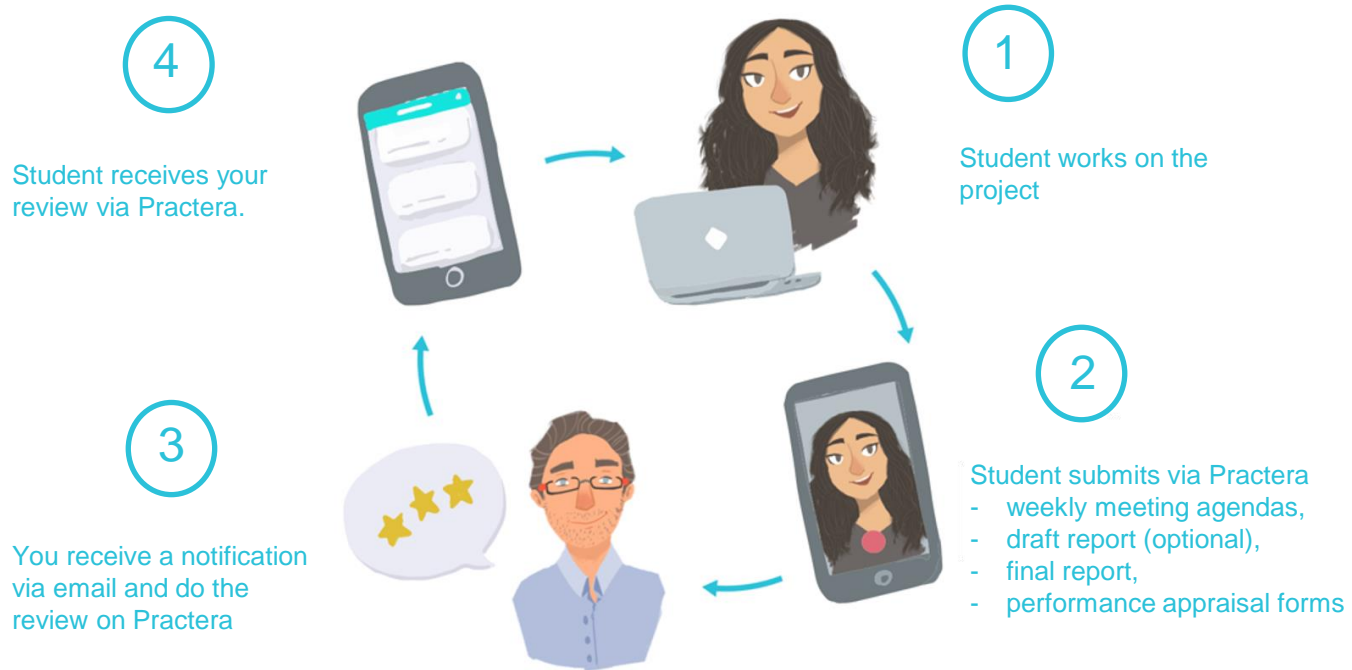
To review the students' work, simply click the link in the email to be taken directly to that submission on Practera and complete the review.

We appreciate if you could do the reviews on Practera as soon as possible – your timely reviews will provide real-time visibility of student's progress to both the student and the UNSW academic.



# How reviews work on Practera

You'll be able to review student submissions via Practera in real time on your phone or laptop.



# Contact Details

## Student matters

If you have any questions or concerns about the students' performance, please do not hesitate to contact us at [engagebusiness@unsw.edu.au](mailto:engagebusiness@unsw.edu.au).

## Practera

For issues related to Practera, please send an email to [help@practera.com](mailto:help@practera.com)

