

ImBlaze + **ILP**

A Guidebook by Eleanor Hornsby '26

Table of Contents:

ImBlaze Related

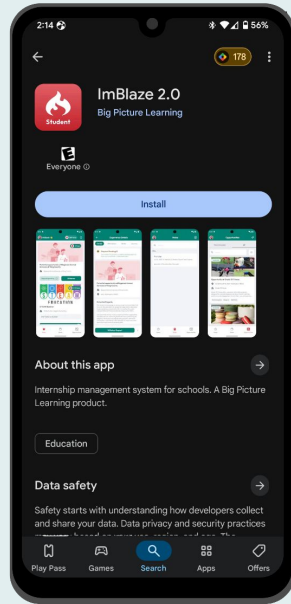
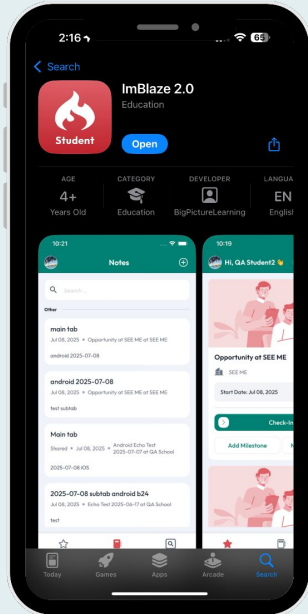
Not ImBlaze Related

slides are hyperlinked

4	<u>Logging In</u>
6	<u>LTI Journey</u>
8	<u>Search for an Opportunity</u>
121	<u>Explore Your Opportunity</u>
41	<u>Discover New Organizations</u>
71	<u>Checking In/Out</u>
81	<u>Absent Button</u>
9	<u>Finding Your Schedule</u>
20	<u>Notifications</u>
22	<u>Celebrate With Milestones</u>
23	<u>Take Notes</u>
24	<u>Earn Badges</u>
25	<u>Student Best Practices</u>
26	<u>Reaching Out by Email</u>
28	<u>Interview Preparation</u>
29	<u>Additional Resources</u>

For Mobile Users: Let's Start by Downloading ImBlaze 2.0

Go to your app store and search for **ImBlaze** or **ImBlaze 2.0**



Available on both Apple and Android



You're looking for this icon!

Please turn on your push notifications and allow location services to make sure all features are working!

Log into ImBlaze

Using your school email, you can log into ImBlaze one of 2 ways:

1. You can log into ImBlaze using your email and the password you created when you first logged into ImBlaze on the desktop.
If you have never logged in, find your “Welcome to ImBlaze” email and create a password.

OR

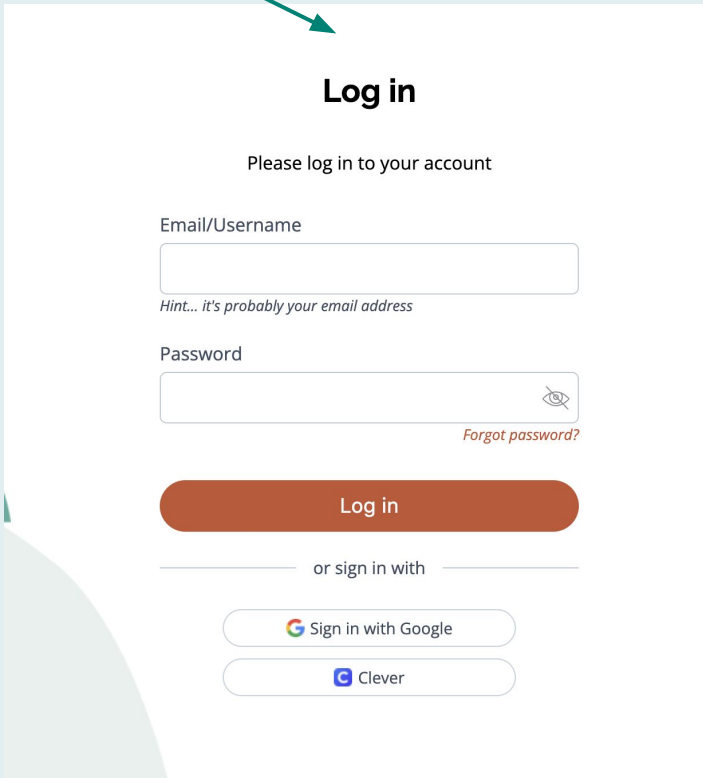
2. You can also use the Sign in with Google button. This should bring up your school email account. Press Continue to log in using your Google account.

If you have trouble logging in, you can:

1. Ask your advisor to reset or set a password for you.
2. Check in with your coordinator to make sure your account is active and you are using the correct email.

Log into ImBlaze

Web View



Log in

Please log in to your account

Email/Username


Hint... it's probably your email address


Password

Forgot password?

Log in

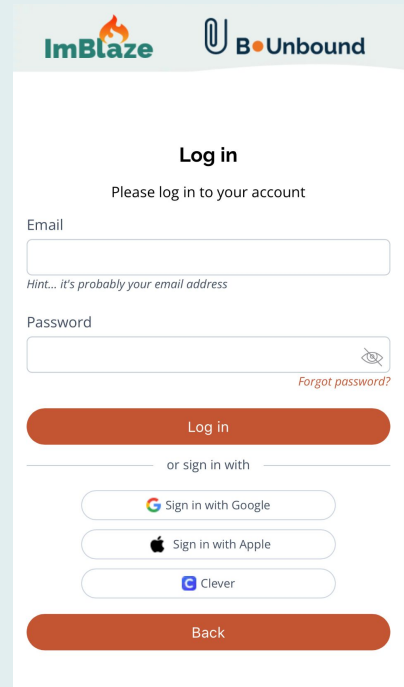
or sign in with

 Sign in with Google

 Clever

**You should select
Default (Big Picture Learning)
When selecting a program
before getting to this screen**

Mobile App View



ImBlaze **U B Unbound**

Log in

Please log in to your account

Email


Hint... it's probably your email address


Password


Forgot password?

Log in

or sign in with

 Sign in with Google

 Sign in with Apple

 Clever

Back

You will first see your LTI Journey

These will be the steps you take to get your internship.

Everytime you log an action, time, or request a status change - this will update what you see on your home screen.

For example:

Did your IC approve your request?

If they did, you'll see "Outreach" on your home screen and a place for you to log your phone call or email.

You will first see your LTI Journey

Here's What Your Internship Journey Looks Like

- Request to Pursue**
Express your interest and begin the process of securing this opportunity.
- Outreach**
Connect with your mentor or point of contact to learn more.
- Interview**
Meet with mentor or recruiter to discuss your fit and goals.
- Shadow Day**
Observe professionals in action and get a feel for the role.
- Request to Start**
Finalize your participation and prepare to begin.
- Active**
Commit fully, track time and document experience.

Got It!

Web View

ImBlaze

Home Opportunities My Experiences

My Experiences
Track and manage all your ongoing experiences. Stay updated, record p...

0 hrs

Potential Opportunity
Midtown Vinyl

I completed my call or email

Withdraw

9:41 Hi, Olivia 0 Hrs

Here's What Your Internship Journey Looks Like

- Search & Request to Pursue**
Express your interest and begin the process of securing this opportunity.
- Outreach**
Connect with your mentor or point of contact to learn more.
- Interview**
Meet with a mentor or recruiter to discuss your fit and goals.
- Shadow Day**
Observe professionals in action and get a feel for the role.
- Request to Start**
Finalize your participation and prepare to begin.
- Active**
Commit fully, track time, and document experiences.

Got It!

9:41 Hi, Olivia 34 Hrs

Environmental Science Internship
Future Innovators Foundation

Contact to this mentor to request an interview or conversation

Maxime Godart
godartmx@gmail.com
123-456-7890

Record Call or Email

Withdraw

19 hrs

Home Notes Opportunities

Mobile App View

Now, let's search for an opportunity

- You will pick 1 or 2 topics from the grid and click 'Continue' when you have your picks.
- If you don't see one of your interests listed, use the **Add Custom** button to add it.
- You should now see a list of **recommended opportunities** based on your choices.
- At any point, you can pick new interests by clicking 'Edit' on the light green bar at the top
- Scroll through and explore the opportunities. You can click on any opportunity to read more about it.
- You can also view all the opportunities in ImBlaze by switching the tab at the top over to 'All'.

Now, let's search for an opportunity

Web View

Start Your Journey

What topics or fields excite you? Pick 1 or 2 topics that interest you.

+ Add Topic	 Gaming	 Building	 Coding
 Helping People	 Justice	 Theatre	 Sports
 Nature	 Animals	 Engineer	 Fashion

RECOMMENDED ALL OPPORTUNITIES 41

Showing opportunities based on your interests.

Available

Potential opportunity at Kamonegi

Seattle, WA | Kamonegi

test

Potential Projects

- Assist in preparing and presenting soba noodle dishes and small plates to learn about Japanese cuisine.
- Participate in crafting beer pairings to understand how food and drink complement each other.
- Help with customer service tasks to gain experience in restaurant operations and customer interaction.

Is this opportunity a good fit for you? Let us know!

Mobile App View

9:43

Start Your Journey

Pick 1 or 2 topics that interests you

+ Add Custom	 Helping People	 Coding
 Cars	 Sports	 Building
 Money	 Lawyer	 Automotive
 Social Media	 Veterinarian	 Music

See More Interests

Continue

9:43

Opportunities

Recommended All

Opportunities based on your interests. Edit

Available

Fellowship | Cars, Using Your Hands, Fixing

Harbor Freight Fellows

Fellows work alongside mentors in real work situations to deepen their interest, develop hands-on practical skills, and broaden the professional network that will support th...

Machinery Internship

Available

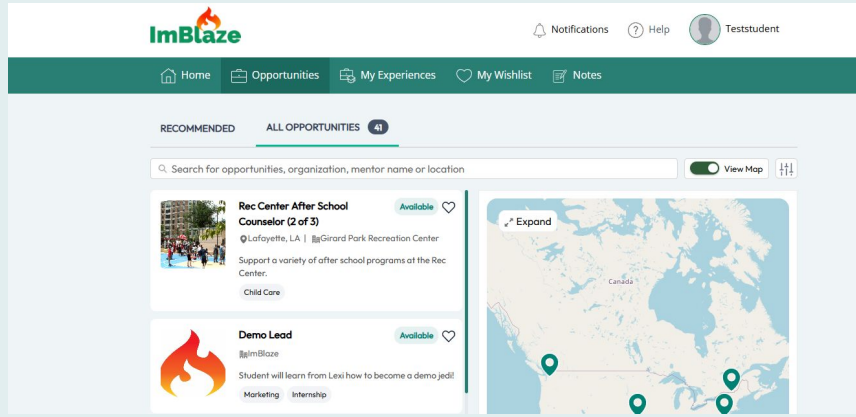
Home Notes Opportunities

Now, let's search for an opportunity

- Use the Opportunities button to open the full database.
 - Web users will find the opportunities button at the top of the screen.
 - Mobile App users will find the opportunities button on the bottom right of the screen
- You can use the **filter** button in the top right to look by professions or use the search bar at the top to look for something specific.
- Scroll through and explore your options! You can click on any opportunity to read more about it.
- When you find something that interests you, you can **request to pursue** it or come back to it later by adding it to your **wish list** (the heart next to the Request to Pursue button).

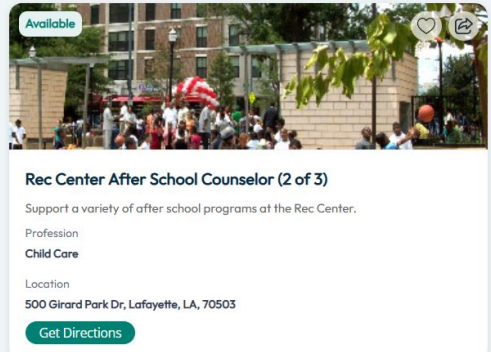
Now, let's search for an opportunity

Web View



The web view screenshot shows the ImBlaze interface. At the top, there is a navigation bar with 'Home', 'Opportunities', 'My Experiences', 'My Wishlist', and 'Notes'. Below this, a search bar is present with a 'View Map' toggle. The main content area displays two opportunity cards: 'Rec Center After School Counselor (2 of 3)' and 'Demo Lead'. A map on the right shows the location of the first opportunity in Lafayette, LA.

[Back to All Opportunities](#)



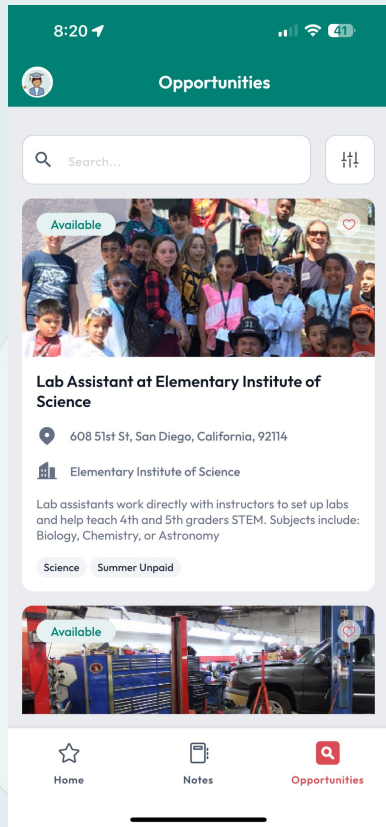
Rec Center After School Counselor (2 of 3)
Support a variety of after school programs at the Rec Center.
Profession
Child Care
Location
500 Girard Park Dr, Lafayette, LA, 70503
[Get Directions](#)

Request to Pursue
Why are you interested in this opportunity?

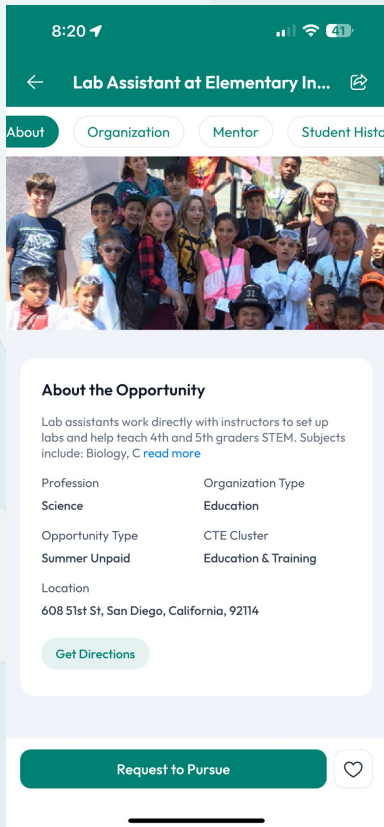
This request will go to your educator for approval

[Request to Pursue](#)

Mobile App View



The mobile app view screenshot shows the 'Opportunities' screen. It features a search bar, a list of opportunities, and a bottom navigation bar with 'Home', 'Notes', and 'Opportunities'.



The mobile app view screenshot shows the details for the 'Lab Assistant at Elementary Institute of Science' opportunity. It includes an 'About the Opportunity' section, a 'Get Directions' button, and a 'Request to Pursue' button at the bottom.

Exploring Your Chosen Opportunity

- Depending on your school's journey, you may be prompted to do **outreach**, record an **interview** or **shadow day**, or all three.
- Your home screen will change to give you the information you need.
- When you've completed your exploratory experience, just swipe to log it in ImBlaze.
- After you've gone through all the journey steps, you can **request to start** an internship at your opportunity.

Exploring Your Chosen Opportunity

Web View

The web view displays the ImBlaze interface. At the top is the ImBlaze logo and a navigation bar with 'Home', 'Opportunities', and 'My Experiences'. The main content area is titled 'My Experiences' with a sub-header 'Track and manage all your ongoing experiences. Stay updated, record p...'. Below this is a red-tinted illustration of two people at a desk with a '0 hrs' timer. A 'Potential Opportunity' card for 'Midtown Vinyl' features a green button 'I completed my call or email' and a 'Withdraw' button. A second 'Potential Opportunity' card for 'Midtown Vinyl' has a '3 hrs' timer, a 'Request to Start' button, and a 'Withdraw' button. A small informational note is visible below the second card.

Mobile App View

The mobile app view shows the 'Environmental Science Internship' page. The top status bar shows 9:41, signal strength, Wi-Fi, and battery. The user profile 'Hi, Olivia' is shown with a '34 Hrs' timer and a notification bell. The main content features a photo of people cleaning with a '13 hrs' timer, the title 'Environmental Science Internship', and the organization 'Future Innovators Foundation'. A text box says 'Contact to this mentor to request an interview or conversation' with contact details for 'Maxime Godart' (godartmx@gmail.com, 123-456-7890) and icons for call and email. A green button 'Record Call or Email' and a 'Withdraw' button are present. Below is a red-tinted illustration with a '19 hrs' timer. The bottom navigation bar has 'Home', 'Notes', and 'Opportunities' icons.

The second mobile app view shows the 'Next Step' screen for the 'Environmental Science Internship'. It features a photo of two people in an interview setting. The text reads 'Interview' and 'Meet with a mentor or recruiter to discuss your fit and goals.' A green 'Okay' button is at the bottom. The bottom navigation bar is the same as the previous screen.


Can't Find What You're Looking For?

- You can now search for **new** Organizations that the school **has not partnered with yet.**
- Hit 'discover new organizations'
- Select a new spot and ImBlaze will generate a **potential** description; this is our best guess at what an experience might look like. It's still up to you and your school to create direct the experience!
- Just like normal, if you're interested, you can **request to pursue** it.
- Find something you're really excited about!

Can't Find What You're Looking For?

Web View

End of recommendations



No perfect fits just yet—but many exciting companies beyond your program are looking for learners like you.

[Discover New Companies](#)

ImBlaze is working for you!

Matching your interests to nearby companies

Finding relevant professionals

Connecting recommendations

Connecting recommendations

Connecting recommendations

Back to All Opportunities

Discover New Companies

Find new potential opportunities by exploring companies that match your interest.

- American Music**
Seattle, Washington
Local shop for instruments, including guitars, basses and amps, as well as accessories.
- Neptune Music Co**
Seattle, Washington
Retailer specializing in music and movies, including CDs, DVDs, and Blu-rays, plus cassettes and records.
- Off the Wall School of Music**
Seattle, Washington
childrens camp summer camp organizer school


Mobile App View

9:41

Opportunities

Recommended All

Social Media



We couldn't find any opportunities at your program that match your search—yet!

But don't worry, there are plenty of companies out there in your interest area that would love to connect.

[Discover New Organizations](#)

Home Notes Opportunities

9:41

Discover New Companies

New Spot **Future Innovators Foundation**
Seattle, WA
Work with a local environmental organization to conduct field research, analyze data, and contribute to sustain...
Science Environment Sustainability

New Spot **Cobalt Labs**
Seattle, WA
Work with a local environmental organization to conduct field research, analyze data, and contribute to sustain...
Science Environment Sustainability

New Spot **NestHive Solutions**
Seattle, WA
Work with a local environmental organization to conduct field research, analyze data, and contribute to sustain...
Science Environment Sustainability

New Spot **Future Innovators Foundation**
Seattle, WA
Work with a local environmental organization to conduct field research, analyze data, and contribute to sustain...
Technology Marketing Analytics

**Now you're ready to
start logging hours!**

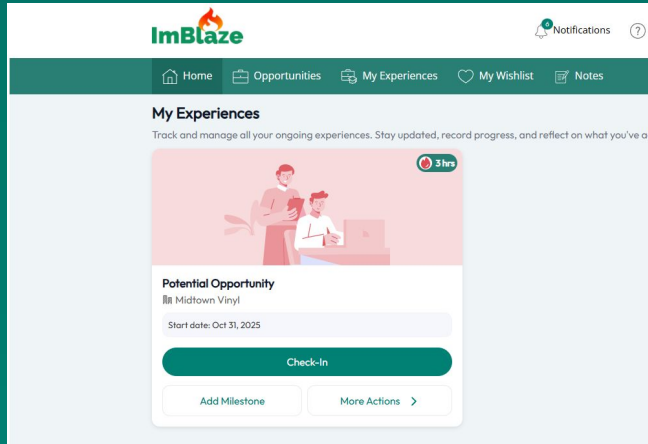
Checking In/Out

You can check in & out right on your homepage!

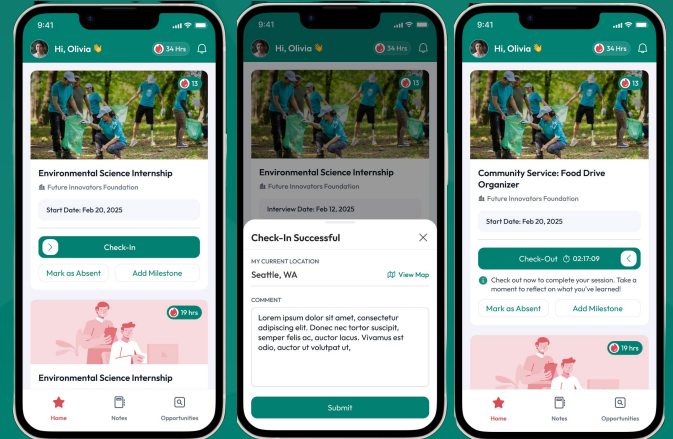
Mobile app users can just swipe right to check in and swipe left to check out.

There might be a few questions that will come up after you check in/out that have been set up for you to answer.

Web View



Mobile App View



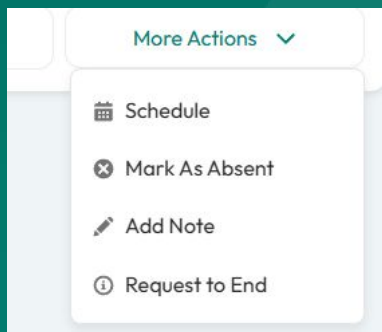
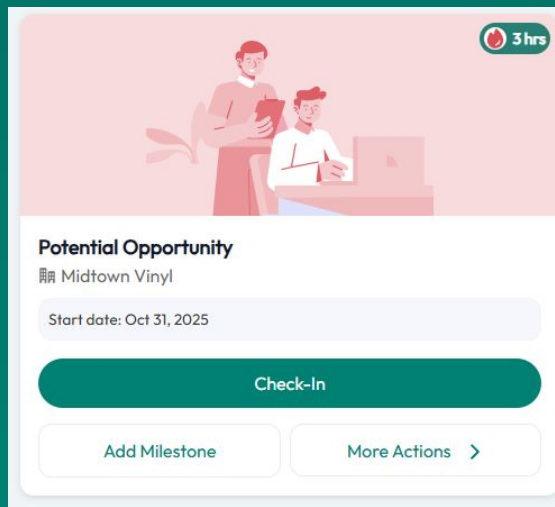
Absent Button

You can mark yourself as absent in ImBlaze.

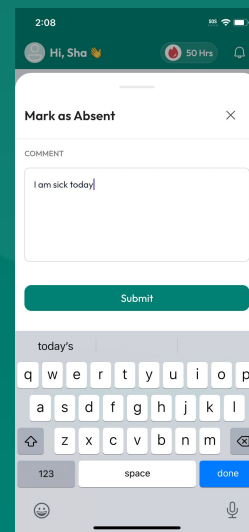
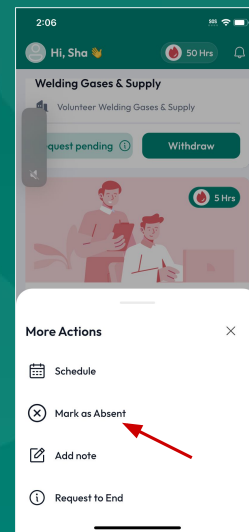
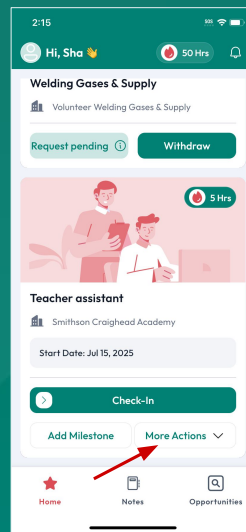
Click 'More Actions' > 'Mark as Absent' and add a comment.

This will notify both your advisor and your mentor.

Mobile App View



Web View

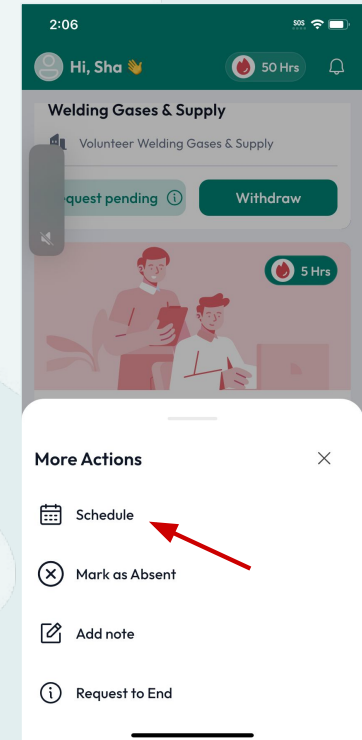
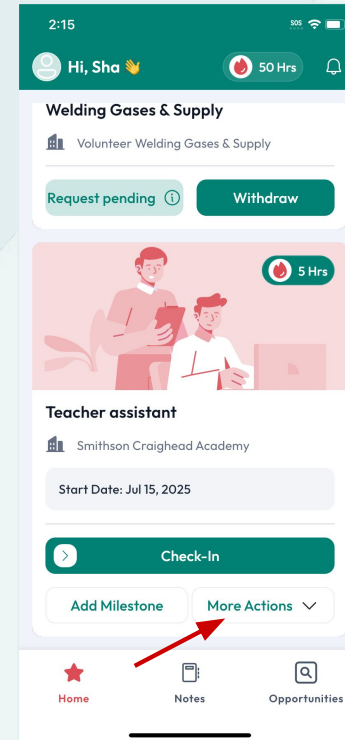


Did you forget your schedule?

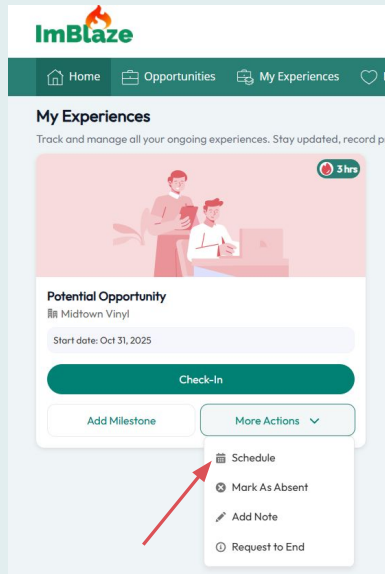
You can find your schedule that was decided during your set up meeting under 'More Actions'

If there is a change to your schedule, let your advisor know and they can update it for you.

Mobile App View



Web View



- Schedule
- Mark As Absent
- Add Note
- Request to End

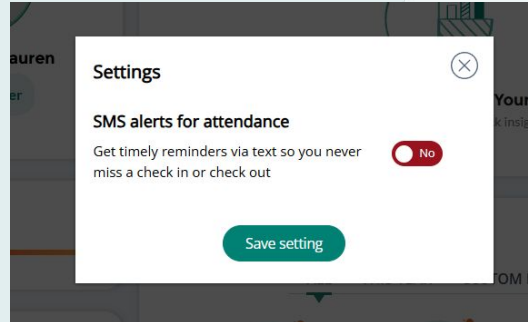
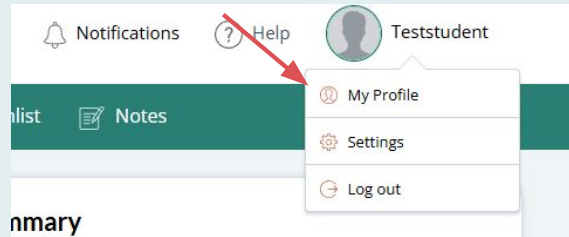
Don't worry, we will remind you!

ImBlaze will send you a push notification from the app reminding you 5 mins before your scheduled check in and out time.

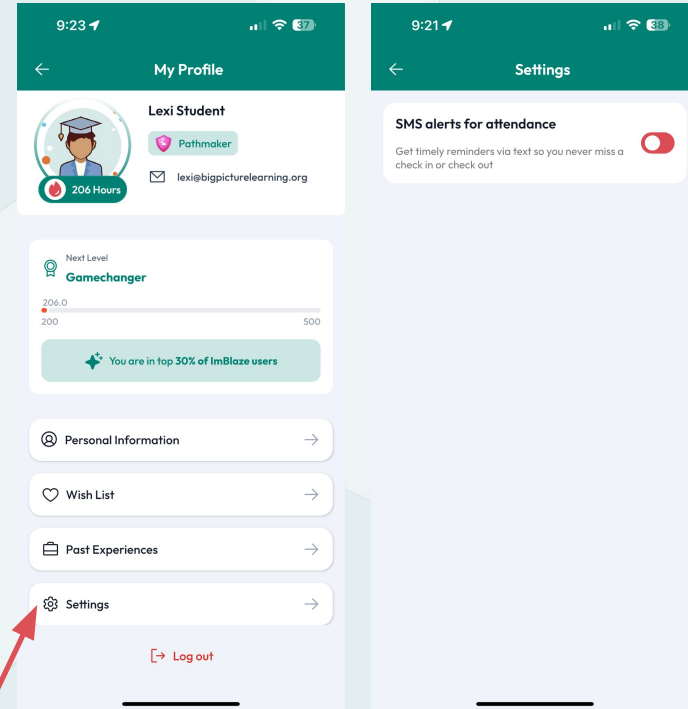
Don't like push notifications? You can also opt in to receive those reminders as text messages.

Go into My Profile (it's icon in the top left), click Settings, and toggle on SMS alerts for attendance.

Web View



Mobile App View



There are **3** additional features on
ImBlaze for you to explore:

Milestones

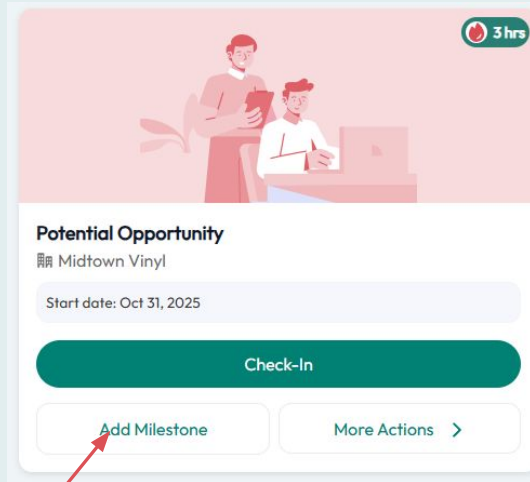
Notes

Badges

Celebrate Progress with Milestones!

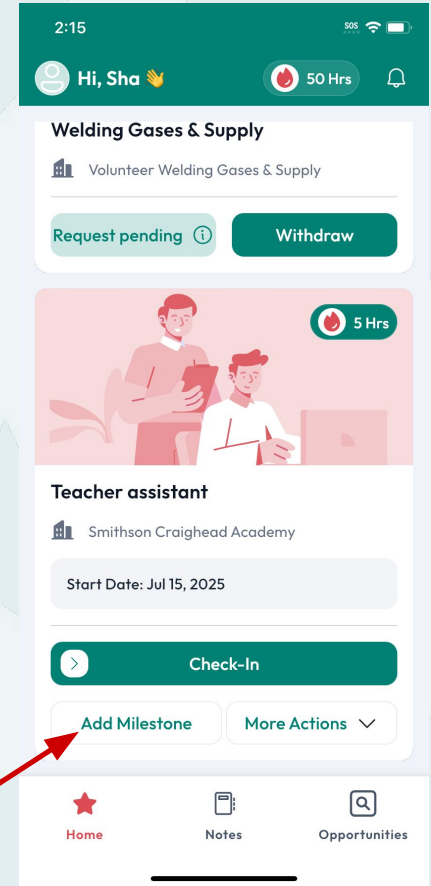
At any point during your internship you, your advisor, and your mentor can add a milestone.

This is a great opportunity to track progress on your LTI project or document highlights to share at your exhibition.



Web View

Mobile App View



Take Notes

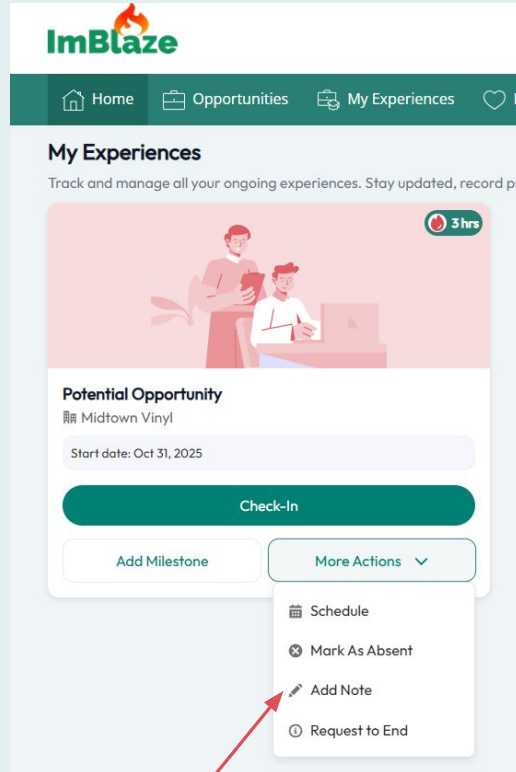
You can take notes at any time.
Treat this as an LTI journal.

You can use notes to:

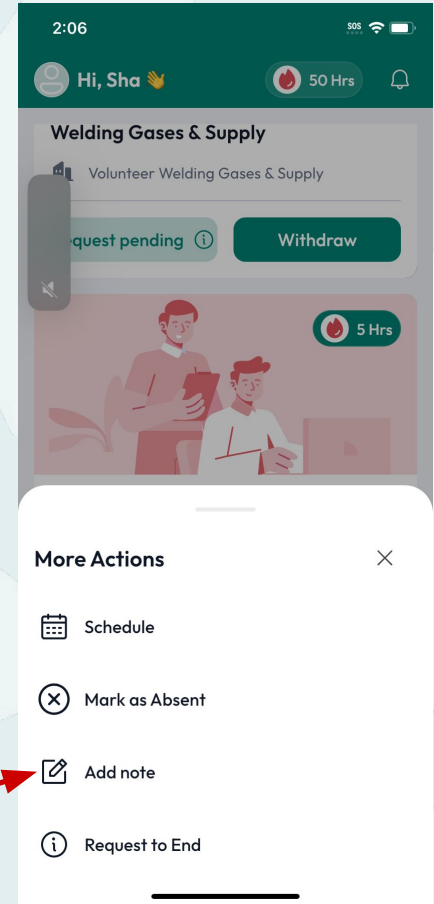
- Reflect on what you're learning
- Jot down thoughts or reminders
- Capture ideas
- Add to the story of your internship

You can also send any note you take to your advisor.

Web View



Mobile App View



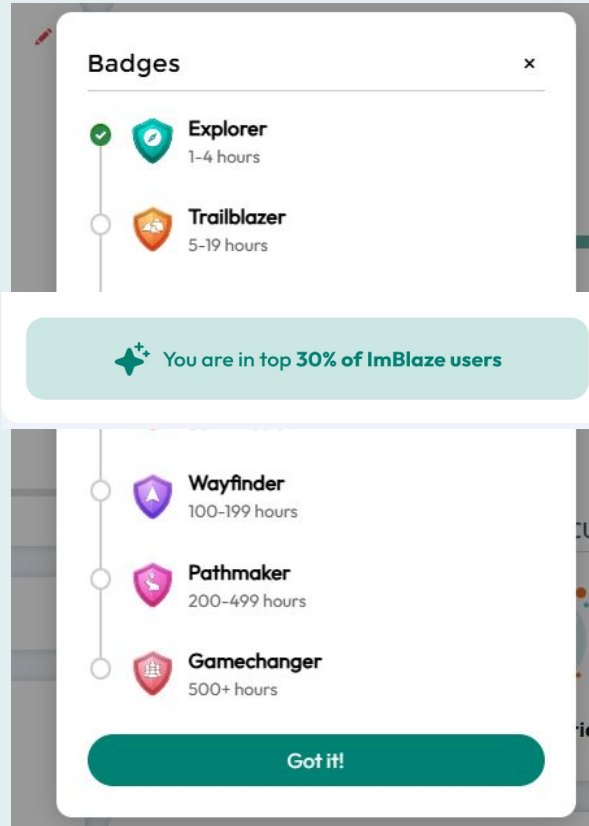
Earn Badges

As you log more hours in ImBlaze, you will earn badges for your progress.

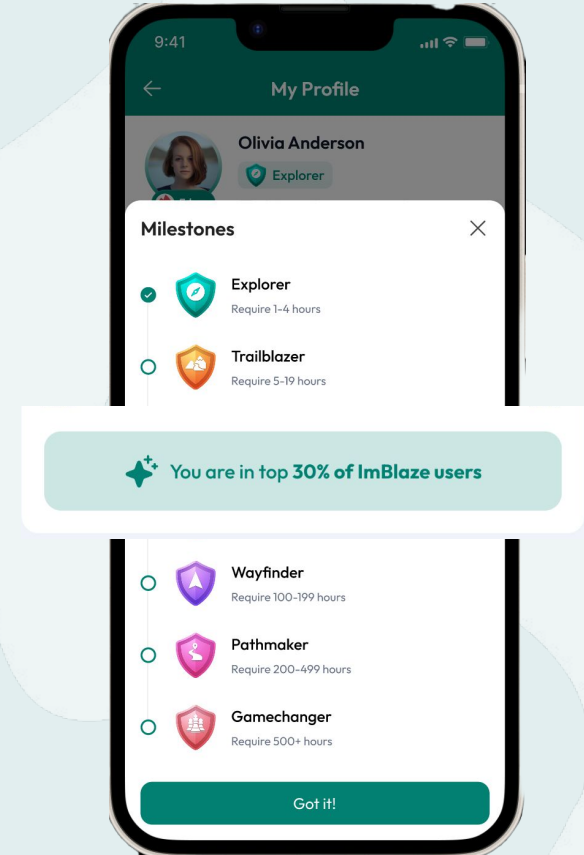
This will also let you know how you compare to other students using ImBlaze in other schools!

Keep logging your hours and see where you land by the end of the school year.

Web View



Mobile App View



Student Best Practices

- Remember to check in and check out of your internship each time you go.
- If you forget a check-in/out, tell your advisor right away, so you can have it corrected in ImBlaze.
- Be sure that you enable push notifications and location services.
- You must wait for approval of your requests to pursue before reaching out to the internship site. This helps maintain good relationships between your school and the mentors by making sure that each mentor is only contacted by one student at a time.
- Once you have been approved to pursue an opportunity, note the “expiration date” for the approval, and plan to make progress toward securing the opportunity before it expires.
- Add opportunities to your Wish List if you’re interested but they’re not currently available to pursue. You’ll get a notification once they become available again.

Reaching Out:

In the case you want to reach out to an organization that is not on ImBlaze, here are some tips, to help you out:

- Do some research and find a specific contact you can reach out to rather than a general company email.
- Use a clear and direct subject line.
- If known, address the email recipient by name, "Dear Mr./Ms. [Last Name]".
- Define for your recipient what an ILP is, how it connects to your education, and clearly outline your availability.
- Do some research about the company, and show genuine interest in working with them.
- Try to find some ways to connect work/clubs/interests that you have, to what this organization will do.
- If you're unsure of what a specific internship would look like, ask to set up a short call/meeting.
- Finally, it's very common for companies to not get back to you. Reach out to more than 1 organization, and **be patient**. You can send follow up emails or try to reach out via telephone or even in person.

To get you started, here is a general email template that you can customize:

Subject: Internship Request - [Full Student Name]

Hello Mr./Ms. [Last Name], or [Organization Name] team,

My name is [Full Student Name] and I am currently a [10th/11th] grader at [Name of School]. I'm interested in pursuing an unpaid internship with your company for 2 to 3 hours weekly. [Explain your hours of availability].

[Explain why you are interested in working with this organization, and how your talents connect with their mission]

Please let me know if you have any further questions, I'm open to hopping on a call.

[Thank you for your time, or Hope to hear from you soon, or any other polite sign off]
[Student Name]

Interview Preparation:

Here are some general tips to help you prepare for an interview or meeting with a potential internship organization:

- Do your research on the organization. What is their mission? What kinds of projects have they done recently? What would an internship with them look like?
- Bring a notebook and pen so you can easily take notes as you're going.
- Have an idea of what you want to get out of the meeting, but keep a flexible mindset.
- Be on time, and present yourself professionally and confidently.
- If known, address the interviewer by name.
- Have a couple examples of ways that your expertise connects with the company's mission.
- Prepare a couple questions for them.
- Practice beforehand with some common interview questions:
 - Tell me about yourself.
 - What interests you about working with us?
 - [More mock interview questions can be found in Slide 29: Additional Resources]
- Most importantly: good luck, and have fun!

If you think the interview was successful, you can send a polite follow up email thanking them for their time, and reiterating your interest in interning with them.

Additional Resources:

- ★ [ImBlaze Youtube Account](#)
- ★ [What are ILPs](#)
- ★ [Internship Interview Questions](#)

Good Luck, Have Fun, and...

