

POST Drawings HOW-TO GUIDE

This document is designed to train high school users of the Career Pathways Roadmap Web Tool through: the steps of initial log in to the Web Tool; creating high school POST (Plans of Study Template) Drawings; and preparing POST Views of your published POST Drawings for sharing online.

Due to cross-browser issues, please use Firefox 3.0+ or Internet Explorer 7.0+ while working in the Web Tool.

HIGH SCHOOL USERS

1

Logging In

- 1.1 Go to <http://oregon.ctepathways.org/>
- 1.2 Type your full **Email** address, e.g. *username@school.edu*
- 1.3 Type your **Password**
- 1.4 Click **Log In**.

Forgot Password?

- Click **Reset Password** at the top of the Log In page,
- Type your full email address,
- Click **Submit** to receive a temporary password by email.

Guest? *Don't have an account, but want to demo the site?*

- Click **Guest Login** from the Log In page,
- Fill out the information form and click **Log In**.



2

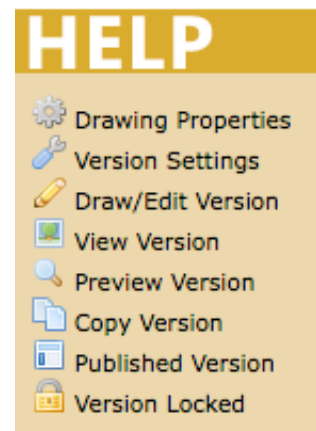
The Dashboard is Displayed Upon Login

- 2.1 In the top-right corner you will find confirmation of your user name, and the ability to change your password.
- 2.2 The Dashboard also provides access to resources such as recent site updates, highlighted features, links to automated forms for reporting a bug or requesting a feature, and links to online training materials - found under **RESOURCES: Tutorial** on the side navigation bar.

3



Click POST Drawings from the Side Navigation Bar

- 3.1 You will now be viewing the list of POST drawings associated with your account.
- 3.2 At the top of the list are three (3) filters that set the criteria for the list of drawings: **Organizations**, **Users**, and **Occupations/ Programs**. Use these filters to explore POST drawings by colleagues, or drawings at other schools.
- 3.3 You can also use the **Search** feature to search for a drawing by keyword, or a user by name.
- 3.4 Scroll up to the top of the **Organizations** filter, click **[Show All]**, **[Show All High Schools]**, or **[Show All Community Colleges]** to quickly filter the drawing list displayed beneath the filters.
- 3.5 At any time, click the icon for  **my drawings** to restore your default settings/list of drawings, or  **affiliated drawings** to view the list of drawings for all organizations your high school is affiliated with.

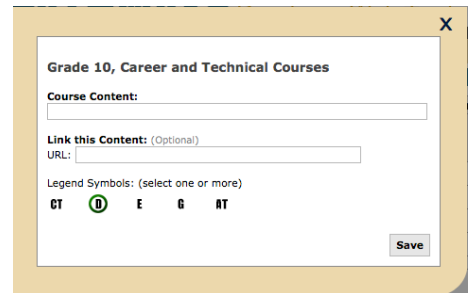


4

 **Creating a New High School POST Drawing**

- 4.1 At the top of the drawing list, click the icon for  **new drawing** to create a new POST drawing for your high school.
- 4.2 Type a short and descriptive **Occupation/ Program** title for your drawing, such as "Business", "Construction", or "Accounting", in the field box provided.
- 4.3 Your **Organization** name is confirmed beneath.
- 4.4 Click **Create**.
- 4.5 Your new drawing and **Version 1** has now been created. You are now viewing the drawing canvas to start editing your POST Drawing.
- 4.6 Your high school name/abbreviation, the Plan of Study logo, and drawing title are automatically placed in a title bar at the top of the drawing canvas. These are fixed.
 - o To edit the drawing title, click the  Drawing Properties icon next to the drawing title in the VERSION tool bar to the left.
- 4.7 Your high school name is also printed across the top of the table, which includes the following defaults:
 - a. A left-hand column listing **Grades 9-12**,
 - b. Columns and rows for grade specific General Graduation Requirements - column headers predetermined by the high school,
 - c. A right-hand vertical column providing **Degree Options**, and
 - d. A "footer" row for additional content with a hyperlink option.

- 4.8 Click within each cell in the table to add curriculum content. A pop-up box will appear, confirming the Grade and Subject you are editing:



- a. Type your desired Course Content into the field box provided.
- b. *Optional:* If you want to link the content to a webpage or document on a public website, free-type or copy and paste the URL into the **Link this Content** field box.
- c. Legend Symbols: (select one or more; to deselect, click the symbol a second time)

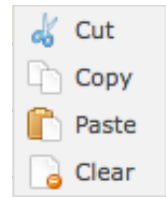
CT  E G AT

Hover your mouse over a symbol to read the description for that symbol, such as:
 CT = Career Technical Education D = Dual Credit E = Elective
 G = Graduation Requirement AT = Academic Transfer (AAOT)

- d. Click **Save** to accept your changes, or click "X" in the upper-right corner to cancel (or hit the "esc" key on your keyboard) and return to the original content prior to editing the cell.
 - e. Repeat these steps for each grade and subject cell you wish to add content.
- 4.9 **All changes are saved automatically.**


4.10 Additional editing techniques:

- To move content from one cell to another, click on the content you wish to relocate and **drag-and-drop** into the desired *empty* cell.
- Right-click a cell and select **Cut** or **Copy**, as desired, and right-click the cell you want to move or copy the data to, and click **Paste**. You can paste into a cell that has existing data.
- To *delete* cell content without opening the content editor, right-click and select **Clear**.



Configuring Rows & Columns

4.11 To add/delete term rows, add “Prereqs”, “Electives” or blank rows, or to add/delete columns,

click  **configure rows & cols** under the TOOLS menu on the side navigation bar of the drawing canvas. A pop-up box will appear.

4.12 Rows in your Drawing shows you what rows currently exist in your POST drawing table, e.g. 9 (2), 10 (3), 11 (0), 12 (5), etc.

- The grey number in parenthesis next to the grade year indicates how many table cells in that row have content; the grey shaded cells in the Block Diagram beneath also confirm this.
- Warning: Changing the number of rows or columns of your drawing is a **destructive** operation. For example, if you delete a row or column with data, the contents of that row will be permanently erased. If you wish to move content to another cell before proceeding, close the configuration box, make the changes to your table, and then return to delete rows or columns.

4.13 Click the to the left of a row to delete it. Changes will be automatically reflected in the Block Diagram.

4.14 From the section Add Row, click the to the left of desired row type to add it to your table. You can add multiples (or duplicates) of any row type.

- Select the Year (9 - 12) from the drop-down list to add additional grade specific rows in line with existing grade rows;
- “Electives” rows will be added beneath the grade specific rows; and
- Blank rows will be added to the very bottom of the table, above the footer.

4.15 From the section Columns:


- Click “Add Column” to add columns one-at-a-time to the far right side of the table.
- Click “Delete Last Column” to delete columns one-at-a-time starting with the far-right column in the table.

4.16 All changes are saved automatically and reflected in the Block Diagram.

4.17 Click “Close” or “X” (upper-right corner) to return to your drawing. The selected changes will be updated automatically.


4.18 Continue editing as desired or click POST Drawings on the side navigation bar to return to the drawing list.

5 Importing a POST Drawing from Excel


- 5.1 At the top of the POST drawing list, click  **import drawing**.
- 5.2 Download the *POST-Example.xls* template file and populate data into the spreadsheet. **DO NOT DELETE ROWS OR COLUMNS**. If data does not exist for certain areas, leave it blank.
- 5.3 Save your POST file from Excel in one of the following formats on your computer: "XML Spreadsheet (.xml)" or "Excel 2004 XML Spreadsheet (.xml)".
- 5.4 Using the file **browser** provided, locate the .xml file you saved and click **Import File**.
- 5.5 Once uploaded, the following screen will display a preview of your file. From there you will be able to:
 - a. Select which components (high school section, community college/organization section, or both) of the file to include in your import,
 - b. Give each drawing section an appropriate title, and
 - c. Assign each section to an organization. Your organization will be assigned by default to your section.
- 5.6 Once you have completed all the steps, click **Continue** at the bottom of the screen to finalize the import process. Each section will be saved as a new drawing to the organizations you selected in the last step.

NOTE: The color coding/articulation of Excel spreadsheets does not import into the Web Tool. You will need to manually assign articulation with Legend Symbols to meet ADA compliance.



6 Editing an Imported POST Drawing

- 6.1 On the **Import Results** screen, you can click the drawing title to view any section you imported into the Web Tool. Or, you can click **POST Drawings** on the side navigation bar to return to the drawing list and locate the Version 1 drawing you wish to  **draw/edit**.
- 6.2 You can only edit sections for drawings added to **your organization or affiliated high schools**. Drawing sections added for other organizations can only be edited by users at that organization.
- 6.3 Once the POST drawing loads on your screen follow steps 4.10 - 4.18 from **Creating a New High School Post Drawing** for detailed instructions to edit or add course content, hyperlinks, or assign legend symbols.

TOOLS

All of these tools are available to you under the TOOLS menu (left-side navigation) on the drawing canvas or  Version Settings page when you are editing/viewing your POST Drawing, or version settings information.

7 Locking a Drawing

- 7.1 From the TOOLS menu click the  **lock** icon to prevent changes to a specific version. This is ideal when you are collaborating on a drawing, or want to compare versions without the risk of making accidental changes, and you are not ready to “publish”.
- 7.2 The icon will automatically update showing that this version is now  **locked**, and it cannot be un=locked. You must copy it to a new version to make changes.

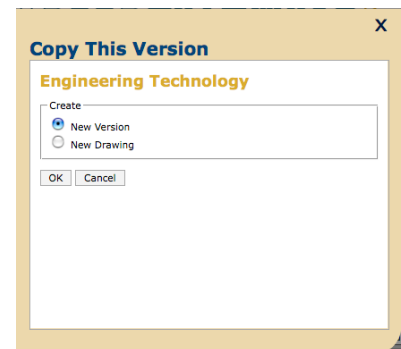
8 Copy this Version

NOTE: High School drawings cannot be copied to a Community College or Organization, and Community College and Organization drawings cannot be copied to a High School.

8.1 From the TOOLS menu click  **copy this version**. A pop-up box will appear.

8.2 **For Drawings at Your Organization, you can:**

- a. Copy this version as a **New Version** to the existing drawing
 - The next available version number will be added in your drawing list
- b. Copy this version to a **New Drawing**, which copies the existing drawing as a new drawing template (identical drawing) at your organization.
 - Provide a new drawing name before clicking “OK”. A new drawing and Version 1 will be created and loaded in your screen to edit.




8.3 **For Drawings at Another High School, you can:**

- a. Copy the drawing as a **New Drawing** for your organization.
 - Edit the new drawing name (Occupation/Program) before hitting “OK”.
 - The drawing will be added to your drawings list and Version 1 will be created.

NOTE: If no new drawing name is provided when creating a New Drawing, the original drawing name is used and the word “copy” is appended to the new drawing name by default.




9

**Print this Version**

- 9.1 From the TOOLS menu click  **print this version**. This will render your drawing for printing with your browsers print menu.
- 9.2 Set your browsers print settings to "print background images" so that legend symbols will print properly.
- 9.3 Select **print preview** from the File menu to ensure it will fit to one (1) page, in portrait layout.
- 9.4 Change print size from "Shrink to Fit" to a fixed percentage or scale if drawing preview shows an undesired layout.
- 9.5 Click **Print** to print to your networked printer.



10

**Publish this Version**







- 10.1 From the TOOLS menu click  **publish this version**, and click "yes" or "no" to confirm.
- 10.2 Publishing a drawing version locks that version from being edited, and enables the published URL so that the drawing can be added to a POST View, which maps high school and community college plans of study together.
 - o A POST Drawing **MUST** be published in order to be added to a POST View.
 - o Published, and previously published, versions can no longer be edited. Copy it to a new version to make changes and publish, or re-publish previously published versions.
- 10.3 Clicking the  **publish this version** icon will automatically take you to the  Drawing Properties page where you can view the version history for the drawing, and preview the published drawing.
- 10.4 Once published, links to the drawing will always point to the currently published version.

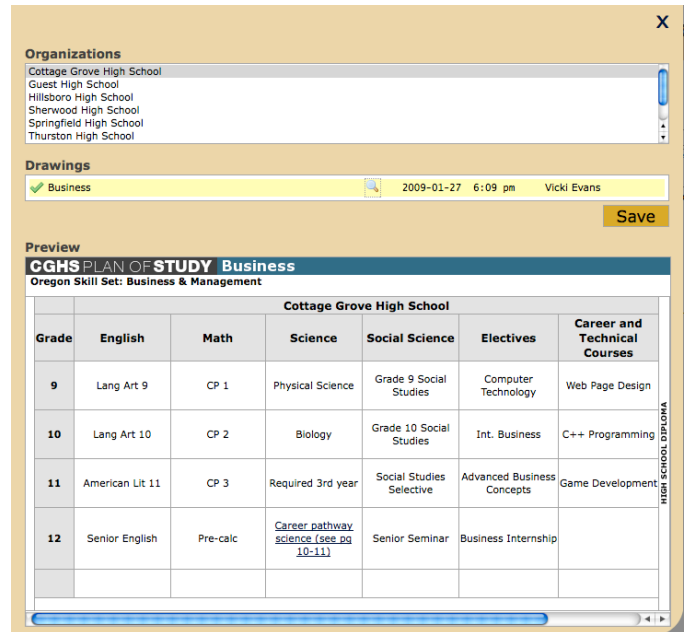
11



**Unpublish this Version**

- 11.1 From the TOOLS menu click  **unpublish this version**, and click "yes" or "no" to confirm.
You will automatically be taken to the  Drawing Properties page where you can view the version history for the drawing.
- 11.2 Once a drawing is published it can be "un-published". This is ideal for test drawing versions, drawings that users don't want included accidentally in POST Views, or programs that are no longer being offered, but should not be deleted.
 - o Once unpublished, public links to previously published drawings will return "drawing not found" until a new version is published.
 - o Unpublished versions will remain locked, and can no longer be edited. Copy it to a new version to make changes.

12 Creating POST Views

- 12.1 Click **POST Views** from the side navigation bar. Click the icon for  **new view** to create a mapped plan of study between selected high schools and your community college/organization.
- 12.2 Type a short and descriptive **Occupation/ Program** title for your drawing, such as "Accounting", "Drafting & Design", or "Retail Management", in the field box provided.
- 12.3 Your organization name is confirmed beneath.
- 12.4 Click **Create**.
- 12.5 You are now viewing the POST View setup page. From here you have access to the URL for the POST View and the Embed Code to embed it in a public website. This code and link is LIVE!
 - o Try this! Click the **Preview** link to open your POST View in a new browser window or tab. Refresh the preview as you develop your POST View and make changes.
- 12.6 To add a **High School Program** click the  icon. A pop-up box will appear with your high schools list of published POST drawings.
 - a. If no published drawings exist the following message will appear in the **Drawings** list box: *"No published drawings were found for this school."*
 - b. If published drawings do exist a list of available POST drawings will appear in the **Drawings** list box.
 - c. To preview a drawing click the  **preview** icon to the right of the drawing title - the drawing will display within the active pop-up box.
 - d. To accept the drawing, click the drawing title and a  icon will confirm your selection; a **Save** button will also appear.
 - e. Click **Save** to continue (or "X" to cancel) and return to the POST Views setup page.
- 12.7 The POST View setup page will now reflect the added high school Occupation/Program. From here you can either  **delete** the affiliated plan of study, or  **add** another.
- 12.8 Multiple published POST drawings from either your high school or your affiliated Community College can be connected to a single POST View. For instance, if you have separate drawings for general graduation requirements and an electives breakdown this is how you would map them together.
- 12.9 Follow steps 12.6 - 12.8 above to add a **Community College Pathway** to this same view.
- 12.10 **Changes (additions and deletions) are saved automatically.**



- 12.11 If multiple POST drawings are added to a view they are automatically separated by “tabs” in the published display. On the POST View setup page you can rename the default tab name by overriding the text in the provided **Tab Name** field box for each mapped drawing. Click **Save** after renaming.
- 12.12 You can also change the **Sort order** of the tabs by manually ordering them numerically. Override the sort order as desired, click **Save**, and refresh your preview to see the changes.
- 12.13 To create another POST View, click **back** at the top of the page or **POST Views** from the side navigation bar.
- 12.14 From the POST Views setup ( Drawing Properties) page, copy the **Embed Code** and paste it into your website source code to dynamically display the POST View online. For example:
- ```
<div id="postContainer" style="width:100%; height:600px"></div>
<script type="text/javascript"
src="http://oregon.ctepathways.org/c/study/42/embed.js"></script>
```
- 12.15 Once a POST View has been created, it can be accessed and/or edited at any time by clicking the  **Drawing Properties** icon to the left of the Occupation/Program title from the POST Views list.

*NOTE:* As new versions are created of the original POST drawings that you have added to your POST View, you will not have to update any links or embed code. Mapped drawings will always reflect the currently published version.

## 14 Log Out

- 14.1 When you are finished, click **Log Out** in the top-right corner of the Web Tool to end your session.

### Additional Resources

Online Tutorials  
<http://cpwebtool.org/tutorial>

Embedding Roadmaps & POST Views  
[http://cpwebtool.org/tutorial/Embedding\\_Roadmaps](http://cpwebtool.org/tutorial/Embedding_Roadmaps)