CAREER PATHWAYS WEB TOOL

DRAFT
CC USERS

POST Drawings HOW-TO GUIDE

This document is designed to train community college users of the Career Pathways Web Tool through the steps of initial log in to the Web Tool, creating the community college pathway for a new POST drawing, importing existing Excel templates, and linking high school programs and community college pathways together.

Due to cross-browser issues, please use FireFox (3.0) for your participation in today's pilot testing. To access the POST pilot testing site please visit: http://post.ctepathways.org/

COMMUNITY COLLEGE USERS

1 Logging In

1.1 Type your full **Email** address,
e.g. username@school.edu

1.2 Type your **Password**
for today's testing purposes type "1234"

1.3 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.

- o At the top of the list are three (3) filters that set the criteria for the list of drawings: **Organizations**, **Users**, and **Titles.** Use these filters to explore POST drawings by colleagues, or drawings at other schools. You can also use the **Keyword Search** to search for a drawing or user by name.

3.2 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.

3.3 At any time, click the icon for **my drawings** to restore your default settings/view.

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4 Creating a new POST Drawing

4.1 At the top of the drawing list, click the icon for **new drawing** to create a new POST drawing pathway for your community college.

4.2 Give your new drawing a **Title** in the field box provided. Your school name is confirmed beneath the title field box.

4.3 Select the number of T**erms*** the pathway will have (e.g. 3, 6, 9, 12) from the drop-down box. If no selection is made, the default of 3 will be used.

4.4 Select the desired number of **Empty Rows*** from the drop-down box. Additional rows are used to add electives, or optional classes not associated with a specific term. If no selection is made, no additional rows will be added to the drawing.

4.5 Select the number of **Columns*** desired for the pathway, from the drop down box. If no selection is made, the default of 6 columns will be used.

4.6 Click **Create**.

* These settings can all be changed later in Version Settings, accessible within the drawing canvas in the Version toolbar, or from the drawing list.

4.7 You are now viewing a new drawing. The drawing title provided in the previous screen is now visible at the top of the drawing table, along with your community college name, vertically in the far left-hand column, and the following defaults:

    a. A column listing the terms, e.g. First Term, Second Term, Third Term, etc., and

    b. Columns and rows for term specific course content.

4.8 Click within each cell in the table to add courses, left-to-right, specific to the term. A pop-up box will appear.

    a. Radio Button 1:

        1) Type your desired **Course Subject**, e.g. MTH, into the field box provided.

        2) Type the **Course Number**, e.g. 050, into the field box provided.

        3) Type the **Course Title**, e.g. Algebra, into the field box provided.

        4) Following the above example, where MTH = course subject, 050 = course number, and "Algebra" = course title, the cell would read "MTH 050 Algebra".

    b. Radio Button 2:

        1) Type your desired **Course Content** into the field box provided.

        2) *Optional*: If you want to link the content to a webpage 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)

High School Academic   High School Career & Technical   Dual Credit Articulated Courses

The symbols circled in green show how the symbol will appear once selected.

    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.

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      e. The cell is now updated. Any articulated symbols chosen will appear in the upper-left hand corner of the cell.

      f. Repeat these steps for each term sequence you wish to add content.

4.9 The POST drawing is automatically saved as you work.

4.10 If you wish to move content from one cell to another, simply click, drag-and-drop, and release the content of one cell into another!

4.11 To modify the number of terms, empty rows, or columns, click (Version Settings) under the VERSION menu on the side navigation bar of the drawing canvas. The version settings feature called **Actions** gives you the ability to return to editing your drawing by clicking the "draw/edit" symbol , or previewing your drawing by clicking .

4.12 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 drawing list, click **import drawing**.

5.2 Follow the on-screen instructions for:

      a. preparing a .xml file for uploading and importing,

      b. previewing your import,

      c. selecting which sections to import, and

      d. appropriately naming them and assigning them to the correct school.

5.3 Once you have completed all the steps, click **Continue** to finalize the import process.

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, however you will only be able to edit the section added to **YOUR community college**. Sections added to a high school or other community college can only be edited by users at that school.

6.2 OR, you can click **POST Drawings** on the side navigation bar to return to the drawing list.

From there you can locate the drawing you wish to edit, and click to "draw/edit" next to Version 1.

6.3 Once the POST drawing loads on your screen, click within each cell in the table to edit or add course content, hyperlinks, or assign articulation symbols.

6.4 Follow steps **4.8 – 4.11** from "**Creating a New Post Drawing**" for detailed instructions.

6.5 NOTE: The color coding/articulation of Excel spreadsheets does not import into the Web Tool. You will need to manually assign the articulation desired for your POST drawing.

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7 Printing a POST Drawing

7.1 While viewing your POST drawing, click **Print This Version** from the TOOLS menu. This will render your drawing for printing with the browser menu.

7.2 Select **print preview** to preview your drawing prior to printing, and to ensure it will fit to one (1) page.

7.3 Change print size from "Shrink to Fit" to a fixed percentage or scale if drawing preview shows an undesired layout.

7.4 Click **Print** to print to your networked printer.

8 Connecting POSTs to Pathways

8.1 Whether actively viewing a drawing, or on the drawing list, click next to the drawing name to get to the **Drawing Properties** page.

8.2 At the bottom of the properties page is a feature called **Connections**. Click to create a new connection between published high school and community college drawings. An **Organizations** pop-up box will appear.

8.3 Scroll through the list to select the High School that you want connect your Community College pathway to.

    a. If no published drawing exists for the selected organization, the following message will appear beneath the list of organizations in a new box called **Drawings**: *"No published drawings were found for this school."*

    b. If a published drawing does exist for the selected organization, a **Drawings** box will display with the list of available drawings.

        i. Click the icon to display a preview of the drawing within the pop-up box, or

        ii. click the **title** of the drawing to select it. A will appear next to the title, along with a **Save** button. Click the title again to uncheck the drawing, if so desired, or click **Save** to accept the connection. You will be returned to the **Drawing Properties** page.

    c. If a published drawing does exist for the selected organization, a **Drawings** box will display with the list of available drawings.

8.4 The new connection is now displayed at the bottom of the **Drawing Properties** page, along with a next to the title.

8.5 The title of the connected drawing is hyperlinked. If you click the title, you will be taken to the **Drawing Properties** page of that drawing. There you will see that that drawing also shows a connection back to your original drawing.

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Log Out

9.1   To end your session, click **Log Out** in the top-right corner of your browser window.

Features in the Works

- Copy This Version (to a new version or new drawing, and between schools)
- Publish This Version (full functionality, including embedding in public websites)
- And much more!

Thank you for your time today!

Please give us just a few more minutes, and complete our Exit Survey before you go:
Career Pathways Web Tool – POST Pilot Testing Survey
(http://www.surveymonkey.com/s.aspx?sm=FM_2b1gb4QwihTtyJjqzbXXA_3d_3d)

These instructions, and the development of the Career Pathways Web Tool, are a work-in-progress and your feedback will help the future of users to come! Please do not hesitate to let us know where clarification could be added, or features improved.

NOTE: POST will not be added to the "live" Career Pathways Web Tool until April 2009. Stay tuned for release notices, and feel free to explore and develop roadmaps at: http://oregon.ctepathways.org/