# POST Drawings HOW-TO GUIDE

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

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**.

## 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.

### 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.

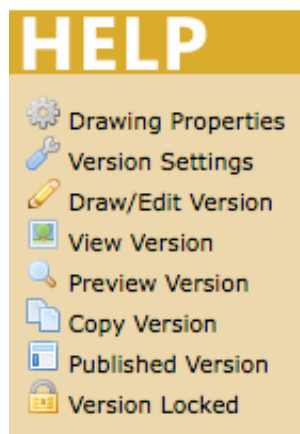### Guest? *Don't have an account, but want to demo the site?*

➢ Click **Guest Login** from the Log In page,

➢ Fill out the information form and click **Log In**.

## 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. 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. You can also use the **Search** feature to search for a drawing by keyword, or a 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, or 👥 **affiliated drawings** to view the list of drawings for all high schools affiliated with your community college.

**HELP**
- ⚙ Drawing Properties
- 🔧 Version Settings
- ✏ Draw/Edit Version
- 🖼 View Version
- 🔍 Preview Version
- 📋 Copy Version
- 🗔 Published Version
- 🔒 Version Locked

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1 / 8

# 4  Creating a New Community College POST Drawing

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

**4.2**  Give your new drawing an **Occupation/Program** title in the field box provided. Your organization name is confirmed beneath.

**4.3**  From the drop-down menu, select the **Oregon Skill Set** category appropriate for this Occupation/Program.

Agriculture, Food and Natural Resources
Arts, Information and Communications
Business & Management
Health Services
Human Resources
Industrial and Engineering Systems

**4.4**  Select the desired number of T**erms\*** (e.g. 3, 6, 9, 12) from the drop-down menu. If no selection is made, the default of 3 terms will be used.

**4.5**  Select the desired number of **Empty Rows\*** from the drop-down menu. 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.

**4.6**  Select the desired number of **Columns\*** (3 through 9), from the drop-down menu. If no selection is made, the default of 6 columns will be used.

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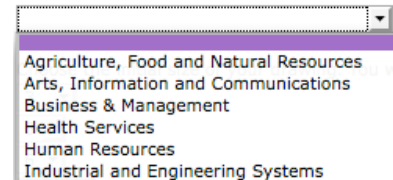
*\* These settings can all be changed later in 🔧 Version Settings, accessible within the drawing canvas in the Version toolbar, or from the drawing list.*

**4.8**  You are now viewing **Version 1** of your new POST drawing. The Occupation/Program title provided in the previous screen is now visible at the top of the drawing table, along with your community college's abbreviation, and the assigned Oregon Skill Set (if selected). The drawing also confirms the community college name across the top of the table, which includes the following defaults:

    **a.**  A column listing the terms, e.g. 1st Term, 2nd Term, 3rd Term, etc.,

    **b.**  Columns and rows for term specific course content, and

    **c.**  A "footer" row for additional content with a hyperlink option.

**4.9**  Click within each cell of the table to add courses, left-to-right, specific to the term. A pop-up box will appear, confirming the Term and Column you are editing:

    **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. 065, into the field box provided.

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

       **4)**  Following the above example, the cell would read "MTH 065 Algebra".
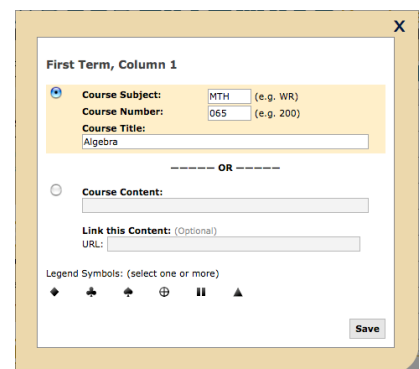
    **b.**  Radio Button 2:

       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.

First Term, Column 1

⊙ Course Subject: MTH (e.g. WR)
Course Number: 065 (e.g. 200)
Course Title: Algebra

—————— OR ——————

○ Course Content:

Link this Content: (Optional)
URL:

Legend Symbols: (select one or more)

Save

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2 / 8

*c.* Legend Symbols: (select one or more; to deselect, click the symbol a second time)

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.

**e.** The cell is now updated. Any legend symbols selected will appear in the upper-left hand corner of the cell.

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

**4.10** 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**.
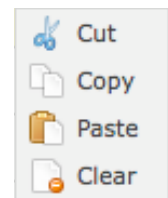
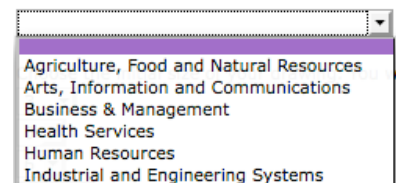**4.11 All changes are saved automatically.**

**4.12** 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.

- Click **change** next to the drop-down menus for **Terms**, **Blank Rows** and **Columns** in order to change the current values. Click **Save** to accept your changes.

- *Actions* enable you to **preview** your changes or return to editing your drawing by clicking the **draw/edit** icon.

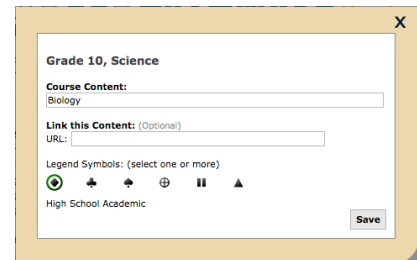**4.13** Click **POST Drawings** on the side navigation bar to return to the drawing list.

**5**

**Creating a New High School POST Drawing**

**5.1** At the top of the drawing list, click the icon for **new hs program** to create a new POST drawing for an affiliated high school. NOTE: You can only create and edit drawings at high schools your community college is affiliated with.

**5.2** Give your new drawing an **Occupation/Program** title in the field box provided.

**5.3** From the **Organization** drop-down menu select the name of the affiliated high school you are creating the new drawing for.

**5.4** From the drop-down menu, select the **Oregon Skill Set** category appropriate for this Occupation/Program. If no selection is made, this can be assigned on the Drawing Properties page for this drawing.

Agriculture, Food and Natural Resources
Arts, Information and Communications
Business & Management
Health Services
Human Resources
Industrial and Engineering Systems

**5.5** Click **Create**.

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3 / 8

**5.6** You are now viewing **Version 1** of your new POST drawing. The Occupation/Program title provided in the previous screen is now visible at the top of the drawing table, along with the high school's abbreviation, and the assigned Oregon Skill Set (if selected). The drawing also confirms the high school name across the top of the table, which includes the following defaults:

    **a.** A column listing grades 9-12 terms,

    **b.** Columns and rows for grade specific General Graduation Requirements, predetermined by the high school,

    **c.** One blank row for additional curriculum content, and

    **d.** A "footer" row for additional content with a hyperlink option.

**5.7** 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:

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

    **h.** *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.

    *i.* Legend Symbols: (select one or more; to deselect, click the symbol a second time)

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

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

    **j.** 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.

    **k.** Repeat these steps for each grade and subject cell you wish to add content.

**5.8** Additional editing techniques:

    o 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.

    o 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.

    o To *delete* cell content without opening the content editor, right-click and select **Clear**.

    o You can manually override the column headings by clicking in the cell and editing the **Header Description**. Click **Save** to accept your changes.
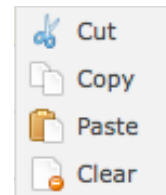
**5.9** **All changes are saved automatically.**

**5.10** 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.

    **a.** Click **change** next to the drop-down menus for **Blank Rows** and **Columns** in order to change the current values. Click **save** to accept your changes.

    **b.** *Actions* enable you to preview your changes or return to editing your drawing by clicking the draw/edit icon.

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4 / 8

**5.11** Click **POST Drawings** on the side navigation bar to return to the drawing list.

# 6 Importing a POST Drawing from Excel

**6.1** At the top of the drawing list, click **import drawing**.

**6.2** 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 organization.

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

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.

# 7 Editing an Imported POST Drawing

**7.1** 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**.

**7.2** You can only edit sections for drawings added to **your community college or affiliated high schools**. Drawing sections added for other community colleges can only be edited by users at that organization.

**7.3** Once the POST drawing loads on your screen follow steps **4.8 – 4.12** from **Creating a New Community College Post Drawing** or **5.6 – 5.10** from **Creating a New High School Post Drawing** for detailed instructions to edit or add course content, hyperlinks, or assign legend symbols.

# TOOLS

The TOOLS menu is available to you whether you are editing your drawing or viewing the Version Settings page for a specific version. The **lock** and **copy this version** features are also available within *Actions* area of the Version Settings page.

# 8 Locking a POST Drawing

**8.1** From the TOOLS menu, or Version Settings *Actions* menu, click the **lock** icon to prevent any further changes from occurring 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".

**8.2** The icon will automatically update showing that this version is now **locked**. You must copy it to a new version to make changes.

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5 / 8

## 9 Copy this Version – *STILL IN DEVELOPMENT*

**9.1** From the TOOLS menu, or Version Settings *Actions* menu, click copy this version to create the following (a pop-up box will appear):

a. Within Your Organization:

1) a **New Version**, to the existing drawing, or

2) a **New Drawing**, which copies the existing drawing into an identical new drawing at your organization; provide a new drawing name before clicking "OK".

b. From Another School:

1) a **New Drawing** at your organization, and provide a new drawing name before hitting "OK".

2) the new drawing will be added to your organization list and Version 1 will be created.
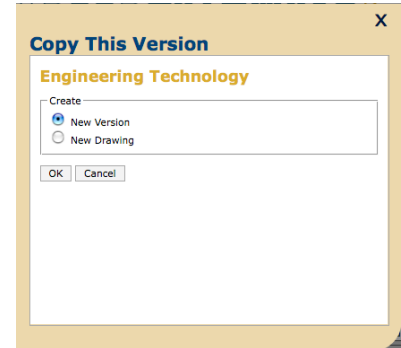
## 10 Print this Version

**10.1** From the TOOLS menu, or Version Settings *Actions* menu, click print this version. This will render your drawing for printing with the browser menu.

**10.2** Select **print preview** from the File menu to ensure it will fit to one (1) page.

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

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

## 11 Publish this Version

**11.1** From the TOOLS menu, or Version Settings *Actions* menu, click publish this version. This will lock the drawing from being edited, and enables the published URL so that the drawing can be rendered instantly on public websites. Once a POST Drawing is "published", it can be added to a POST View, which maps high school and community college plans of study together.

**11.2** 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 obtain the published link. When a link to a published drawing is shared by email, added to a POST View, or embedded in a website you will not have to update that link as new versions are published.

**11.3** Links to published drawings will always point to the currently published version of a drawing.

**11.4** The only time a link must be updated is when the drawing title is edited.
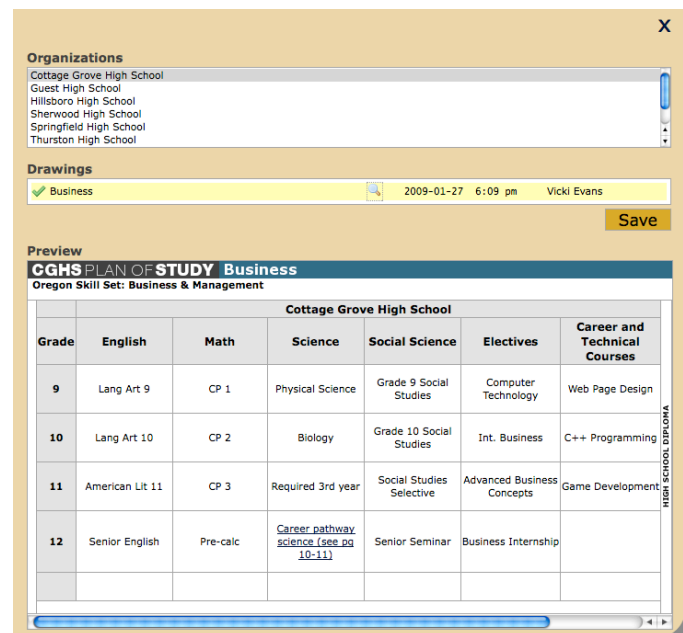
## 12 Creating POST Views

**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.

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6 / 8

**12.2** Give your new drawing an **Occupation/Program** title in the field box provided. Your organization name is confirmed beneath.

**12.3** Click **Create**.

**12.4** 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.

**12.5** To add a **High School Template** click the ⊕ icon. A pop-up box will appear with the complete list of high schools in the Web Tool.

**12.6** Scroll through the list and select the desired high school name from the **Organizations** list.

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

    b. If published drawings do exist for the selected high school, a list of available POST drawings will appear in the **Drawings** list beneath.

    c. To preview a drawing click the 🔍 **preview** icon to the right of the drawing title – the drawing will display within the pop-up box.

    d. To accept the drawing, click the drawing title and a ✔ icon will confirm your selection, and a **Save** button will appear.

    e. Click **Save** to continue 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. Multiple high school POST drawings can be connected to a single community college pathway.

**12.8** Follow steps **12.5** – **12.7** above to add a Community College Pathway to this same view. Multiple community college drawings can be connected to a single POST View. For instance, if you have a certificate and an AAS degree you want to add to a POST View, this is how you would map them together.

**12.9** **Changes (additions and deletions) are saved automatically.**

**12.10** To review your POST View copy and paste the **Link** URL in your web browser.

**12.11** If multiple POST drawings are added to a view they are 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 affiliated drawing, and clicking **Save**.

**12.12** To create another POST View, click **back** at the top of the page or **POST Views** from the side navigation bar.

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7 / 8

**12.13**  Once a POST View has been created, it can be edited at any time by clicking the ⚙ **Drawing Properties** icon.

NOTE: As new versions are created of the original POST drawings added to your POST View, you will not have to update any links, as the affiliated drawings will always reflect the currently published version.

# 13 Log Out

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

## 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 Roadmap Web Tool until April 15, 2009. Stay tuned for our release notice, however feel free to explore and develop roadmaps at:
http://oregon.ctepathways.org/