

## ROADMAP & POST TRAINING WEBINAR AGENDA

*This Career Pathways Web Tool webinar is sponsored by the Pierce College District. You can join in wherever you have internet access and long-distance phone service.*

**Tuesday, March 9, 2010**  
**3:30 p.m. - 5:30 a.m.**

**Training presented by:**  
Effie Siverts & Aaron Parecki, Sivecki & Associates, LLC

## STEPS TO JOIN THE WEBINAR

1. Click here to join: <http://joinwebinar.com/>
2. Type in this UNIQUE Webinar ID: 361-776-041
3. Type in your email address
4. Click "Continue"
5. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.
6. Or, you may select **Use Telephone** after joining the Webinar.
  - a. Dial: 916-233-3088
    - Attendee Access Code: 289-407-762
    - Panelist Access Code: 345-820-903
  - b. Audio PIN: *Shown after joining the Webinar*

### **System Requirements**

PC-based attendees

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

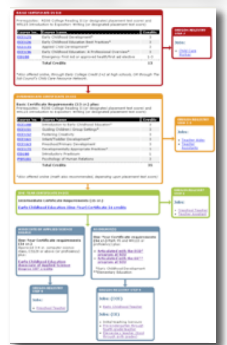
Macintosh®-based attendees

Required: Mac OS® X 10.4 (Tiger®) or newer

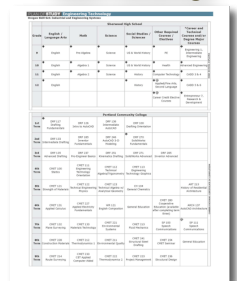
## PURPOSE & LEARNING OUTCOMES

1. To learn how to access the Career Pathways Roadmap Web Tool, understand navigation and overall features of the Web Tool.
2. How to create new, and manage existing, Roadmap Drawings
3. To be comfortable with advanced content editing techniques, layout and customizations for dynamic connections, and general layout configurations for printing Roadmaps.
4. How to embed roadmaps in your community college's website for online access.

Roadmap Drawing



POST Drawing



5. How to take existing Program of Study files and create POST Drawings, learning how to customize table configurations.
6. Create POST Views of published POST Drawings for embedding online.
7. Take away examples of completed Roadmap and POST Drawings as guides for development, ideas and training in your region.

## WEBINAR TIMELINE

### 5 min. Introductions

- Effie Siverts has been providing training and technical support for the Career Pathways Web Tool since its inception in Oregon, Fall 2007.
- Aaron Parecki is the primary developer on the Pathways project, and built the original framework and user interface. He is available during the training session for technical assistance and questions.
- This agenda is a guideline; do not hesitate to voice your questions or comments at any time during the session.

### 10 min. Orientation to the Web Tool

- Pierce College District demo Site: <http://pierce.sivecki.com>
- Review examples of published Roadmap Drawings (end product): [http://cpwebtool.org/Live\\_Roadmap\\_Examples](http://cpwebtool.org/Live_Roadmap_Examples)
- Review examples of published POST Views (end product): [http://cpwebtool.org/Live\\_Roadmap\\_Examples\\_-\\_Embedded\\_POST\\_Views](http://cpwebtool.org/Live_Roadmap_Examples_-_Embedded_POST_Views)
- Site navigation and online tutorials

### 30 min. Roadmap Drawings

- Navigating the drawing list; understanding icons
- How to create new Roadmap Drawings, manage/edit content and include hyperlinks
- How to copy and edit existing drawing versions
- The difference between “locking” and “publishing” a drawing version
- Where to find the “embed” code for displaying your published Roadmap Drawing online

### 10 min. POST “Affiliations” & High School Settings

- Purpose and function of affiliated high schools for community college organizations, and how to add them
- Understanding “High School Settings” for default table layouts

### 50-55 min. POST Drawings

- Review of how to navigate the drawing list
- How to create new POST Drawings, manage content and table configurations - for organizations and for affiliated high schools
  - Use files provided by Pierce as examples for development

- How to copy and edit existing drawing versions, and how to copy drawings between affiliated high schools
- The difference between “locking” and “publishing” a drawing version
- How to create POST Views of published POST Drawings, and where to find the “embed” code for displaying your View online

**10 min. Open Q&A Discussion & Adjourn**

- Feature focus: Would anyone like to review a feature in more detail?
- Login at Pierce College District demo Site: <http://pierce.sivecki.com>
- Reminder of online user tutorials: <http://cpwebtool.org/tutorial>
- Email technical support, feature requests and training inquiries to [helpdesk@ctepathways.org](mailto:helpdesk@ctepathways.org).

*Disclaimer: Please use Firefox 3.0+ or Internet Explorer 7.0+ when using the Web Tool.*

## COMPLETE ROADMAP & POST LEARNING OBJECTIVES

Participants will learn to:

- Log in to the Web Tool - manage “My Account”, and change password
- Understand the “Dashboard”, and basic site navigation, including how to access online tutorials with step-by-step instructions
- Understand Web Tool feature icons
- Navigate the Roadmap & POST Drawing lists - access and view existing drawings created by other colleagues and organizations
- Understand user permissions
  - **Organization Administrators** and **Webmasters** can modify “Organization Colors” which control the color palette (branding) for Roadmap Drawings
  - **Organization (Community College) Administrators** can modify the list of Affiliated High Schools for POST Drawings through the “Affiliations” feature
  - **High School Administrators** can modify “High School Settings” to manage the default list of column headings used for new POST Drawings created for their school.
- Create new roadmap drawings, and understand the basics of design: layout, boxes, and the use of dynamic connections
- Create new POST Drawings, and understand table configurations and quick editing features
- Modify/edit existing drawings
- Understand the difference between copying a drawing within your organization as a *new drawing* versus a *new version* to an existing drawing
- Copy drawings from another organization as a *new drawing* for your organization (to be used as a standard template for formatting and content, edited to fit your new drawing needs)
- Lock drawings from being edited, versus Publishing drawings for embedding online
- Publish completed Roadmap Drawings and POST Drawings when ready to “go live”
- Create new POST Views to present published High School and Community College as “mapped” plans of study
- Know where to find the “embed” code for embedding Roadmap Drawings or POST Views online
- Report a “bug” and/or request “new features”
- Request help or technical assistance after training

***If any of these learning objectives remain unclear during our open Q&A discussion time in the last hour of training, please be sure to address your concerns for the benefit of all participants. Thank you.***