

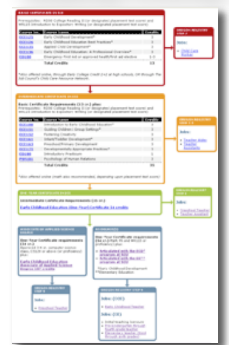
ROADMAP TRAINING WEBINAR AGENDA

Career Pathways Web Tool webinars are sponsored by the Oregon Pathways Statewide Initiative and Lane Community College.

Tuesday, February 23, 2010
1:30 p.m. - 2:30 p.m.

Training presented by:
Effie Siverts, Sivecki & Associates, LLC on behalf of Lane Community College.

Roadmap Drawing



STEPS TO JOIN THE WEBINAR

1. Click here to join: <http://joinwebinar.com/>
2. Type in this UNIQUE Webinar ID: 477-746-025
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: 916-233-3089
 - b. Access Code: 476-180-490
 - c. 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.
4. How to embed roadmaps in your community college's website for online access. Take away examples of completed Roadmap Drawings as guides for development, ideas and training in your region.

ROADMAP TRAINING WEBINAR TIMELINE

- 5 min. Introductions**
- Today's session is on Roadmap Drawings, however we also offer webinar sessions on POST (Plan of Study Templates) and can prepare customized webinars and onsite training sessions based on your specific needs. Contact us at helpdesk@ctepathways.org to register or find out more.
 - Webinars are a new training opportunity! We welcome your input on how this works. At the end of your webinar session please take a few minutes to complete our online [Webinar Evaluation Survey](#).
- 10 min. Orientation to the Web Tool**
- <http://oregon.ctepathways.org>
 - Review examples of published Roadmap Drawings (end product): http://cpwebtool.org/Live_Roadmap_Examples
 - Site navigation and online tutorials
- 25-30 min. Roadmap Drawings**
- Navigating the drawing list; understanding icons
 - How to create new Roadmap Drawings, manage content and table configurations
 - How to copy and edit existing drawing versions, including hyperlinks
 - The difference between “locking” and “publishing” a drawing version
 - Where to find the “embed” code for displaying your published Roadmap Drawing online
- 5-10 min. Linking with OLMIS**
- How to link published Roadmap Drawings with OLMIS' Full Occupational Reports; adding and modifying links to specific occupations
- 10 min. Open Q&A Discussion & Adjourn**
- User experience feedback? Tricks, tips and suggestions?
 - Feature focus: Would anyone like to review a feature in more detail?
 - Reminder of online user tutorials: <http://cpwebtool.org/tutorial>
 - Email technical support, feature requests and training inquiries to helpdesk@ctepathways.org.
 - **We appreciate your participation and feedback! Please take a few minutes to complete our online [Webinar Evaluation Survey](#).**

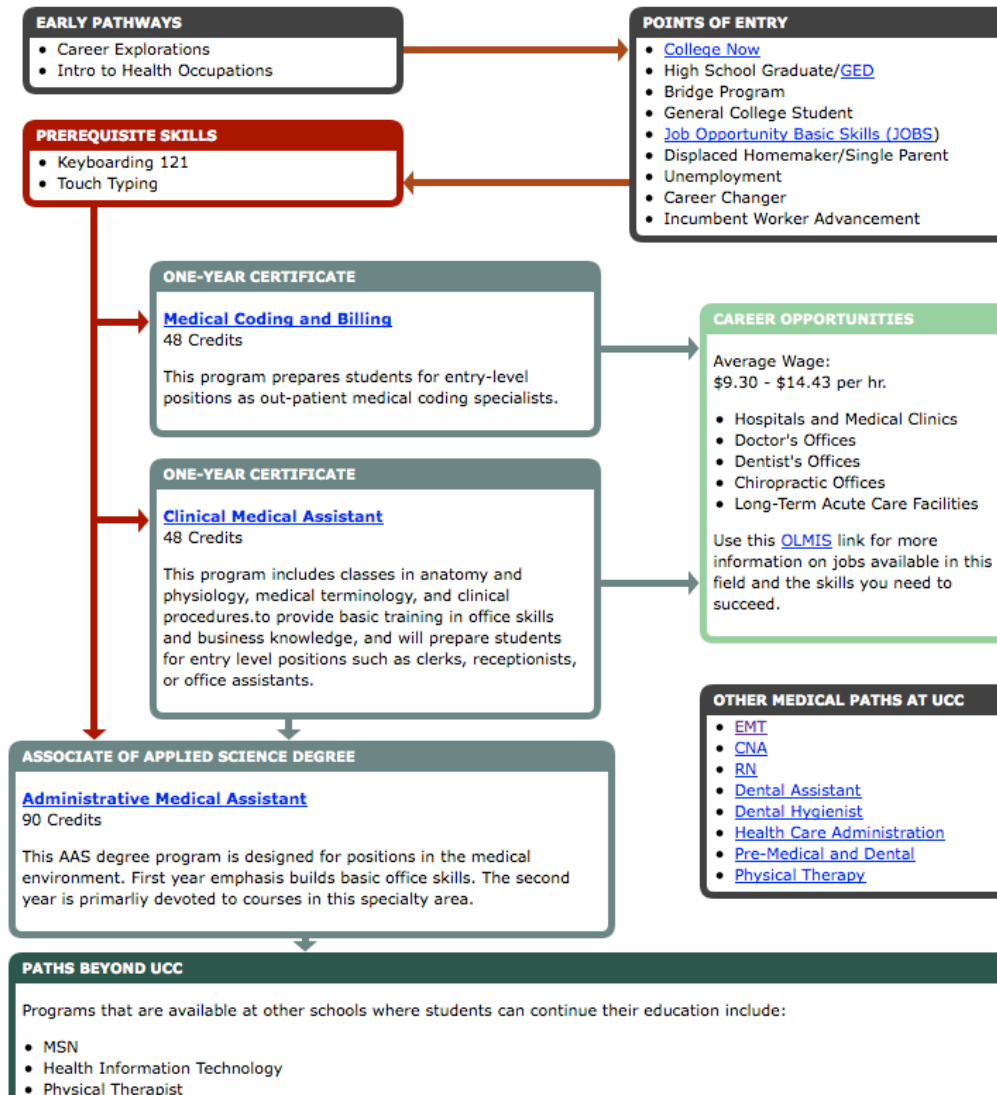
Disclaimer: Please use Firefox 3.0+ or Internet Explorer 7.0+ when using the Web Tool.

Example of Embedded POST View from Umpqua Community College:

Office Technology: Medical

UCC CAREERPATHWAYS Office Technology - Medical

Oregon Skill Set: Business and Management



COMPLETE ROADMAP 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 Drawing list - 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
- Create new roadmap drawings, and understand the basics of design: layout, boxes, and the use of dynamic connections
- Modify/edit existing drawings
- Understand the difference between copying a Roadmap 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
- Publish completed Roadmap Drawings when ready to “go live”
- Know where to find the “embed” code for publishing Roadmap Drawings 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.