

## Roadmap 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, editing and managing Roadmap Drawings; and understanding how to obtain embed code for sharing drawings online.

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

## WELCOME!

### 1 Logging In

- 1.1 Go to <http://washingtoncareerpathways.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?

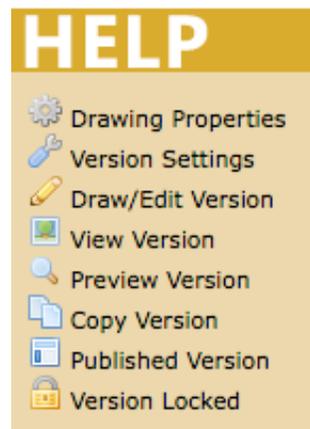
- Click **Guest Login** from the Log In page,
- Fill out the information form and click **Log In**.

### 2 The Dashboard is Displayed Upon Login

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

### 3 Click Roadmap Drawings from the Side Navigation Bar

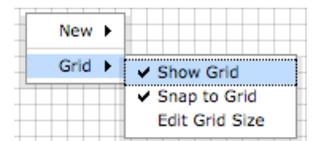
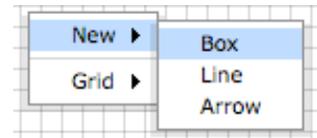
- 3.1 You will now be viewing the list of Roadmap drawings associated with your account.
- 3.2 At the top of the list are three (3) filters that set the criteria for the list of drawings: **Organizations**, **Users**, and **Occupations/Programs**. Use these filters to explore Roadmap drawings by colleagues, 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]** or use your mouse and the **CTRL** key on your keyboard to select or deselect multiple items in the list, 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. The drawing list will update to reflect only work you have personally be involved in creating or editing.



# 4

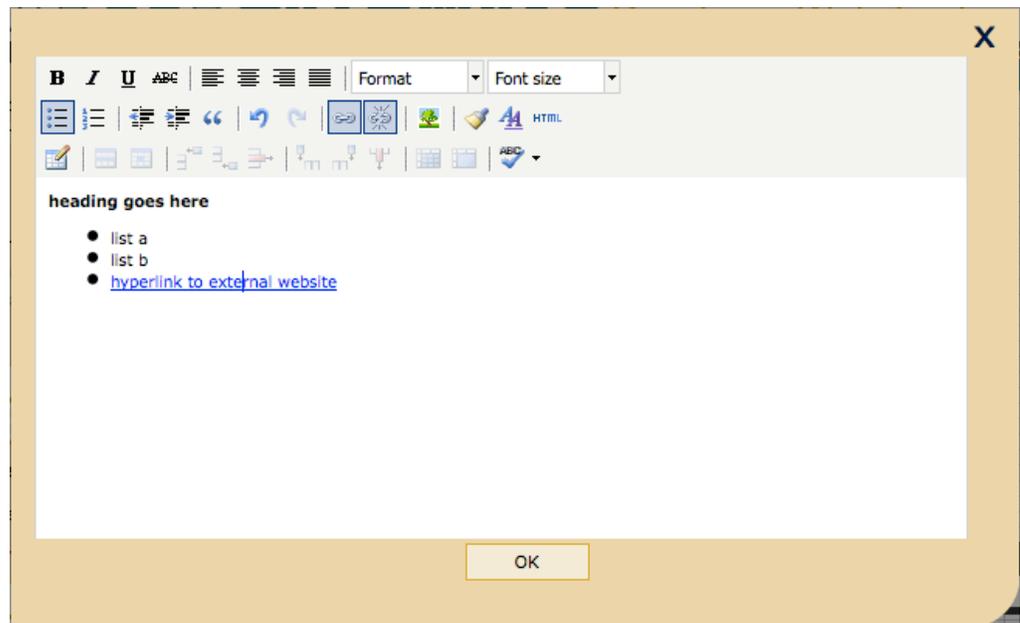
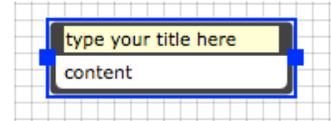
## Creating a New Roadmap Drawing

- 4.1 At the top of the drawing list, click the icon for  new drawing to create a new Roadmap Drawing for your organization.
- 4.2 Select an **Approved Program Name** from the drop-down list. This will be your drawing title unless you provide an Alternate Title.
  - o If "Not Listed", select "Not Listed" from the drop-down list and provide an Alternate Title.
  - o *NOTE:* This feature is to help avoid typographical errors and maintain consistency in the roadmap titles. This list was taken directly from the Oregon Community College Viewbook of Approved Career and Technical Education Program, January 2009. As new programs are approved they will be added to this drop-down list.
- 4.3 **Alternate Title:** If the program name you need is "Not Listed" (in the approved drop-down list), you can manually type your desired program name here.
  - o You can override the display of the Approved Program Name in the drawing title bar with a customized title here.
  - o Type a short and descriptive title for your drawing, such as "Accounting", "Game Programming", or "Culinary Arts - Food Service Management".
  - o Do not add your Organization's abbreviation to the title, or the words "Career Pathway", as these are automatically added by default.
- 4.4 Your **Organization** name is confirmed beneath.
- 4.5 Click **Create**.
- 4.6 Your new drawing and **Version 1** has now been created. You are now viewing the blank drawing canvas (grid) to start designing and creating your Roadmap Drawing.
- 4.7 Your organization name/abbreviation, the Career Pathways logo, and drawing title are automatically placed in the drawing title bar at the top of the drawing canvas.
  - o To **edit** the drawing title, click the  Drawing Properties icon next to the drawing title in the VERSION tool bar to the left.
  - o Changes to the title will affect the entire drawing, not just a specific version.
- 4.8 **Right-click the drawing canvas for a menu of tool options.** Objects will be added to the same location that was right-clicked:
  - o **New** → **Box, Line, or Arrow**  
*NOTE:* DO NOT use the "Line" or "Arrow" objects unless absolutely necessary for your design layout. Lines and arrows must be manually aligned with box objects, and are discouraged. Users should use "Connections" for ease of layout adjustments and ADA compliance. Connections move with box objects, and can translate the relationship of box objects in text only views of these drawings. We will go in to these in just a minute.
  - o **Grid** → **Show Grid, Snap to Grid, or Edit Grid Size**
- 4.9 **Create two new box objects**, and move and horizontally resize the boxes so that you can practice using the design and editing tools outlined below.
  - o When selected, boxes are highlighted with a blue frame, with left and right blue control points. Click and drag either point to expand/retract box width.
  - o Box height is determined by content.

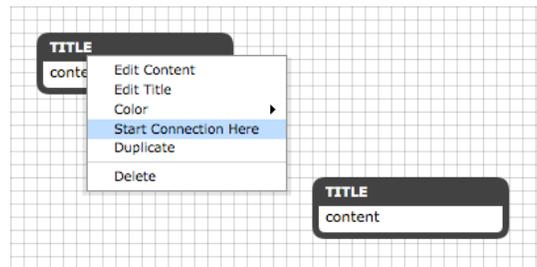


4.10 Right-click box objects to:

- o **Edit Title** - this enables an in-place text editor for the box's title. Click outside the box to save changes. Titles default to all CAPS.
- o **Edit Content** - the box's content editor will open in a pop-up window with a WYSIWYG (What You See Is What You Get) editor for text entry and formatting:
  - apply heading styles; create bullet-lists; justify text; create custom table layouts; include hyperlinks to online documents, webpages or other published Roadmaps
  - edit Source code (HTML) or CSS for additional formatting; spell check
  - click OK to accept changes, or “X” to cancel



- o **Color** - change the box color; associated connections will update to the new box color.
- o **Start Connection Here** - starts a dynamic connection between two box objects.
- o **End Connection Here** (displayed if “Start” already initiated on one box) - end a dynamic connection between two box objects. Once clicked, a connection arrow will automatically appear connecting the two box objects.
- o **Duplicate** - creates a duplicate, with all box and content formatting of the original box
- o **Delete** - permanently deletes a box object (with confirmation) or use the DELETE key on your keyboard.



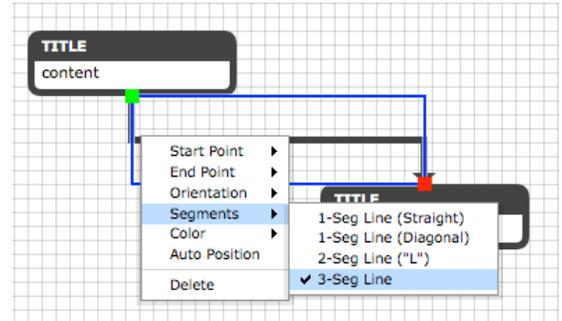
4.11 Right-click one box and click **Start Connection Here**.

4.12 Right-click the other box and click **End Connection Here**.

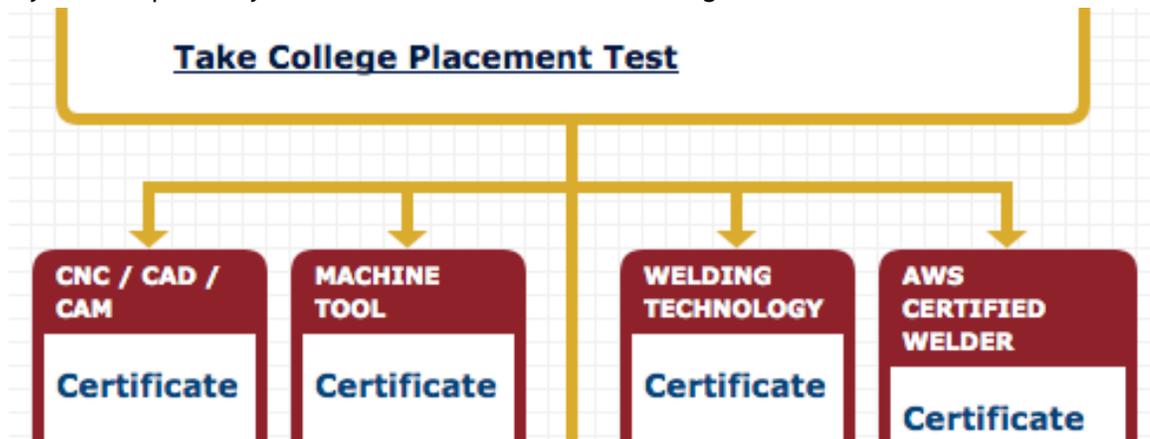
4.13 **Try this!** Move your two boxes around to see how the connection moves with the boxes. Slide the starting and ending points on the boxes to adjust the layout and right-click the connection object for a new menu of customizing options!

4.14 **Right-click connections menu:**

- Start Point or End Point → Top, Bottom, Left, Right
- Orientation → Horizontal or Vertical
- Segments → 1-Seg Line (Straight), 1-Set Line (Diagonal), 2-Seg Line (“L”), 3-Seg Line
- Color - change the connection color independent of the associated leading box
- Auto Position - restores default connection to best straight line orientation
- Delete - permanently deletes a connection (with confirmation) or use the DELETE key on your keyboard.



4.15 Experiment with **Connection Segments**, and **Starting and Ending Points**, to customize your layouts and present your information with intentional design.



4.16 Use colors from your organizations color palette consistently throughout your Roadmap designs. For instance, boxes for “Certificates” are always light blue, “Degrees” are always darker blue, “Employment/Career Options” are always green, etc.

4.17 All changes are saved automatically. There is no “undo” feature outside of the content editor.

4.18 For best design, print and embedding results, design your Roadmap Drawing to fit to one (1) page in a portrait layout. Do this by keeping all objects within the boundaries of the drawing title bar. The Web Tool does not currently support landscape layout or multi-page printing.

## 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.

# 5

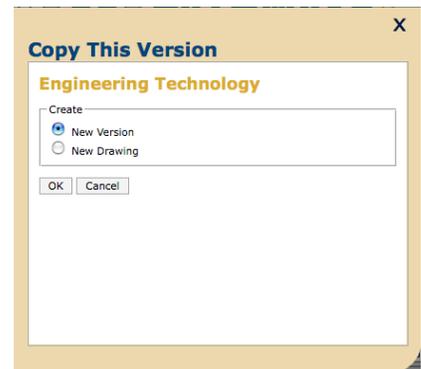
## Locking a Drawing

- 5.1 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”.
- 5.2 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.

# 6

## Copy this Version

- 6.1 From the TOOLS menu click  copy this version. A pop-up box will appear.
- 6.2 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.



The screenshot shows a dialog box titled "Copy This Version" with a close button (X) in the top right corner. The main title is "Engineering Technology". Under the heading "Create", there are two radio button options: "New Version" (which is selected) and "New Drawing". At the bottom of the dialog, there are "OK" and "Cancel" buttons.

- 6.3 For Drawings at Another Organization, 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.*



The screenshot shows a dialog box titled "Copy This Version" with a close button (X) in the top right corner. The main title is "Aviation". Below the title, it says "A new drawing will be created". There is a text input field labeled "New Drawing Name" with the text "Aviation Copy" entered. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

# 7



## Print this Version

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

# 8



## Publish this Version

- 8.1 From the TOOLS menu click  **publish 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, and have access to the published URL and embed code so that the Roadmap drawing can be publicly accessible.
- 8.2 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.
- 8.3 Once published, links to the drawing will always point to the currently published version.

# 9



## Unpublish this Version

- 9.1 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.
- 9.2 Once a drawing is published it can be "un-published". This is ideal for test drawings, drawings that users don't want shared publicly, 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.

# 10

## Embedding Roadmaps

There are several reasons you would want to embed Roadmap Drawings in your organization's web pages rather than simply linking to them.

- o Embedded roadmaps keep your visitors on your site and maintain visual coherence with your branding
- o Visitors won't feel like they've come to a dead end, and will always have a way to return to your home page

- You can track visitors using your standard analytics software, since visitors will still be visiting pages on your website

### 10.1 Basic Embedding

- The standard way to embed roadmaps in your webpages is by using the "embed code" provided in the  **Drawing Properties** page for Roadmap Drawings. This code looks something like this

```
<div id="pathwaysContainer" style="width:100%; height:600px"></div>
<script type="text/javascript"
src="http://oregon.ctepathways.org/c/published/386/embed.js">
</script>
```

- Copy and paste this code in the area of your website source code that you want the Roadmap to display.
- The embed code gives you the flexibility to easily adjust the width and height of the Roadmap on your web page.
- **NOTE:** to avoid scroll bars appearing on the page, you should adjust the width and height for each drawing.

### 10.2 Basic Embedding without JavaScript

- If you don't want to use a `<script>` tag to embed the drawings, you can alternatively use an `iframe`. **With this method you lose the URL-tracking functionality of the system.** The code provided in the Basic Embedding instructions includes a snippet of Javascript which reports back to the server the URL of the page embedding the drawing. This `iframe` code is actually written by the javascript method above.

```
<iframe width="800" height="600"
src="http://oregon.ctepathways.org/c/published/386/embed.html"
frameborder="0" scrolling="auto"></iframe>
```

- **NOTE:** If you choose to embed drawings by using an `iframe`, we request that you also include this bit of Javascript which will report the page URLs back to our system. Please be sure to insert the unique drawing id (e.g. 386 or 850) in the appropriate place.

```
<script type="text/javascript">
var s=document.createElement('script');
s.setAttribute('src','http://oregon.ctepathways.org/c/log/pathways/INSERT_DRAWING_ID?url='+window.location);
document.body.appendChild(s);
</script>
```

**10.3** For **Advanced and Dynamic Embedding** instructions, please reference our online tutorials.

# 11

## Log Out

**11.1** 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)