CareerScope® Release 9.0 Startup Guide

Welcome...

to the most practical and powerful career assessment and reporting system available today… *CareerScope*! This Guide provides installation instructions and information on conducting *CareerScope* assessments, managing file and reporting functions, and interpreting reported outcomes.

CareerScope offers a broad range of career assessment measures, a user-friendly assessment interface and process, flexible administration options, and practical reporting features. The assessment menu includes a twelve-scale interest inventory and a seven-part aptitude battery that yields measures of General Learning Ability, Verbal Aptitude, Numerical Aptitude, Spatial Aptitude, Form Perception and Clerical Perception. Motor ability score estimates (motor coordination, finger dexterity, and manual dexterity) can be imported at the user's discretion.

Professional staff can create and save administration templates that control the delivery of assessment tasks. Different templates can then be assigned to different evaluees or candidate pools in order to achieve targeted assessment objectives. When you are aiming for a general career planning assessment, however, you can always adopt the "VRI Standardization Default" (Non-Audio) template, which ensures a highly standardized, rigorous, and comprehensive administration.

The Mouse Practice program is a valuable pre-assessment tool that offers evaluees an opportunity to practice essential mouse manipulation skills before the start of formal assessment while allowing staff an opportunity to assess the evaluees' mouse proficiency. The multimedia introduction, CS Intro, delivers an engaging overview of *CareerScope* assessment activities and objectives. The interface Orientation offers an animated step-by-step tutorial on critical interface features and functions.

Robust scoring and reporting options allow you to tailor output that addresses the needs of both evaluees and professional staff. Three report formats are available: the evaluee Assessment Profile, the Counselor's Report, and the 1-2 page Summary Report. You can configure reports to include only the components

*Note: Spanish and audio capability are not standard features. Contact VRI for more information. 2

that you choose (Cover Page, Interest results, Aptitude results, Recommendations, and/or Report Legend) and you can control the report generation sequence (collated by evaluee or by report type). The Assessment Profile configuration options allow you to generate career recommendations that are consistent with the Guide for Occupational Exploration and the Dictionary of Occupational Titles, the internet-based O*NET 13.0 occupational database, as well as the Department of Education's Career Cluster/Pathway system. The Summary Report configuration options also allow for career recommendations consistent with the Guide for Occupational Exploration and the Dictionary of Occupational Titles, and the Department of Education's Career Cluster/Pathway system. You can even allow evaluees to generate their own assessment results after completion of assessment activities.

What's New in Version 9.0

Version 9 of *CareerScope* includes two exceptionally important enhancements:

- The CareerScope v9 occupational databases have been updated to ensure that all information is consistent with O*NET 13 while reflecting significant high growth and high replacement occupations from the Bureau of Labor Statistics employment projections through 2016. We are pleased to report that the revised databases reflect 77% of all BLS projected job openings through the year 2016 and that 52% of the CareerScope job titles are designated as "in-demand" occupations at the U.S. Department of Labor's O*NET website. ("In demand" occupations are found in critical high growth industries that are projected to add substantial numbers of new jobs and which are being transformed by technology and innovation.)

- The new Group Pathways Report allows you to find those test-takers with assessment profiles that are significantly aligned with designated career pathways. This new search and reporting capability will facilitate efficient review of career pathway outcomes for large groups of students as well as identification of those individuals who may be prime candidates for program recruitment and/or invitation to relevant career exploration and awareness programming.

The developers of *CareerScope* strongly recommend that all assessment and guidance personnel review the contents of this Guide and that they experience the default *CareerScope* assessment process (VRI Standardization Template) as well as the full range of possible administration conditions. Personal experiences and insights will support delivery of the most appropriate assessment and the most appropriate interpretation and use of assessment results.

Should you require technical support pertaining to the installation or use of the *CareerScope* software or assistance with the interpretation and use of reports, we encourage you to go to our *CareerScope* Frequently Asked Questions page on our website www.vri.org. You can also e-mail us at info@vri.org or contact us at our toll-free telephone number (800-874-5387). As always, we are firmly committed to providing the highest possible level of professional support.

CAREERSCOPE 9.0 INSTALLATION CHECKLISTS

If you currently have CareerScope v2.0 – 7.2 or CS DEMO:

☐ 1. Verify that your system meets the minimum System
   Requirements (see p. 6)
☐ 2. Make sure you are logged on to the *computer* with
   Administrator rights.
☐ 3. Transfer any unused administrations back to the
   web account. (This step applies to Metered
   CareerScope users only - see p.29)
☐ 4. Back up your old *CareerScope* database to the
   DESKTOP (see Uninstalling p.9-10)
☐ 5. Uninstall the old *CareerScope* from all local
   workstations **and** server drives. (see p.9)
☐ 6. Install version 9.0 of *CareerScope*. (see p.13-21)
☐ 7. When all components of CS9.0 have been installed,
   Transfer administrations from Web account into
   Management system(s). (This step applies to
   Metered *CareerScope* users only - see p.31)
☐ 8. Verify that the user permissions to the CSCOPE
   and DBFs folders are correct. (see p.8)

If you currently have CareerScope v8.0 or v8.5:

☐ 1. Verify that your system meets the minimum System
   Requirements (see p. 6)
☐ 2. Make sure you are logged on to the computer with
   Administrator rights.
☐ 3. Install each component of *CareerScope* version 9.0
   to the **EXACT** location(s) where the components
   of v8.0/8.5 are installed. (see p.13-21)
☐ 4. Verify that the user permissions to the CSCOPE
   and DBFs folders are correct. (see p.8)

If you do not currently have CareerScope:

☐ 1. Verify that your system meets the minimum System
   Requirements (see p. 6)
☐ 2. Make sure you are logged on to the *computer* with
   Administrator rights.
☐ 3. Install version 9.0 of *CareerScope*. (see p.13-21)
☐ 4. Verify that the user permissions to the CSCOPE
   and DBFs folders are correct. (see p.8)

The *CareerScope* system includes two software programs (the **CareerScope Assessment Tasks** and the **CareerScope Management System**), a mouse practice utility, as well as a critical database file (**CSCOPE.dbf**) to store assessment records.

System Requirements

Windows workstation specifications
- IBM-compatible PC
    - Pentium 500 Mhz to run *CareerScope*
- **Microsoft Windows® 2000 or higher**
- Free hard drive space
    - Management System and Assessment Tasks
        - Without audio: 119 MB / With audio: 141 MB
    - Management System Only: 12.1 MB
    - Assessment Tasks Only
        - Without audio: 110 MB / With audio: 131 MB
- 256 MB Available Physical Memory (Free RAM)

- Display settings
    - 800 x 600 screen area
    - High color (16 bit) or better
    - Small fonts
- Disable screensavers or any other background applications
- For *CareerScope* **with audio support***, make sure your workstation has a sound card, and headphones or speakers.

Windows network server specifications
- IBM-compatible Server
    - Pentium 500 MHz or higher
    - **Novell® Netware v6.5; Windows® Server 2000, 2003**
    - 256 MB Available Physical Memory (Free RAM)

Note: Consult the *CareerScope* FAQs for additional info regarding Windows Vista. (www.vri.org/careerscope/faqs.html)

TSR and screen saver applications will adversely affect *CareerScope* timing functions as well as the general appearance and performance of the assessment module. Since *CareerScope* is designed to deliver a standardized assessment, it is essential that timing, appearance and performance are consistent across hardware platforms. In turn, your video display settings should conform to the above specifications.

The Assessment Tasks **must reside** on the hard-drive of each assessment workstation. As the assessment process unfolds, performance results are intermittently recorded in the CSCOPE.dbf file. The Management System provides file management functions as well as report configuration and generation options. When the Management System is utilized, it searches the CSCOPE.dbf file for designated records. Therefore, it is crucial that proper paths are always maintained between the Assessment Tasks and the CSCOPE.dbf file and between the CSCOPE.dbf file and the Management System.

The *CareerScope* installation process establishes your desired locations (directories or folders) for the Assessment Tasks, Management System, and the CSCOPE.dbf file while creating essential data transmission paths between these critical components.

Metered *CareerScope* System Users: Ideally, the *CareerScope* Management System should be installed on an internet-accessible workstation. However, if the *CareerScope* Management System is not installed on an internet-accessible workstation, but you do have an internet-accessible workstation elsewhere, you will be able to obtain the necessary information to transfer administrations. The internet-accessible workstation should be running at least Internet Explorer 6.0 or Mozilla Firefox 2. If you do not have any internet access at your location, call the VRI technical support staff for assistance.

Before you Begin….

Permissions for installing CareerScope

During installation, files that are necessary for the proper operation of *CareerScope* are added to the System directory of the computer. Therefore, be sure that the appropriate **administrator/ full access privileges** required by your operating system and/or network software are in effect during the installation process.

Permissions for using CareerScope

ALL *CareerScope* Users must have the following folder permissions:
- o Modify, Read & Write permissions to all CSCOPE folders (on both local and shared drives as appropriate);
- o Full Control to the DBFs folders within the CSCOPE Folders (on both local and shared drives as appropriate);
- o Read permission to the Windows System folder on the local workstation.

CareerScope with Audio capabilities

If your assessment workstation will be used for audio supported English administrations or assessments with Spanish, make sure that your computer has a sound card and that it will play sound.

To learn how to test if you have sound, click on the **Start** button and then click on **Help and Support**; select the **Index** tab and type **Testing Sounds** in the blank "keyword" space; click **Display**.

CareerScope DEMO installations

If you are installing a *CareerScope* Demo, it (a) will be installed as a standalone workstation, (b) will be fully functional for a **30-day evaluation period**, (c) will offer audio and Spanish administration capabilities and (d) will include a limited number of administrations.

Uninstalling *CareerScope*

If your system currently has *CareerScope* version 2.0 – 7.2 (or CSDEMO) installed, or if you are upgrading from CS 8.0 or 8.5 to the new v9.0 and you have purchased additional features (ie., Spanish or audio), you **MUST** uninstall *CareerScope*. Uninstalling *CareerScope* requires you to be logged into the system as an administrator with full rights.

The *CareerScope* 9.0 software *will not install *on your computer if any version of *CareerScope* older than 8.0 is detected.

The *CareerScope* Uninstaller removes *CareerScope* files from your system including the desktop icons and program group. You will be given the choice of backing up the existing records database to another directory or deleting the records along with the software.

Metered CareerScope users: If you have any unused administrations in your local *CareerScope* account, you **must** transfer these administrations back to your website account **before proceeding with the uninstall process**, otherwise they **will be deleted** during the uninstall process. Refer to **page 29** in this startup guide for directions on transferring administrations back to your website account.

Uninstalling from Standalone Installations

- Click **Start**, select **Programs**, and select *CareerScope* (or *CS*Demo)**.

- Select **Uninstall *CareerScope (or CSDemo)*.

- When the **Uninstall Logon** screen displays, enter your *CareerScope* Management system password and click **OK**.

- You will be asked if you want to backup the database. If you click **YES**, you will define a backup location for the database. You must choose a location outside of the *CareerScope* (CSCOPE) folder [the DESKTOP is recommended], then click **OK**. (If you click **NO**, your database will be permanently deleted during the uninstall.)

- Your *CareerScope* software will now be uninstalled.

Uninstalling from Network Installations

Step #1: Uninstalling the Assessment Tasks

- Click **Start**, select **Programs**, and select *CareerScope.*

- Select **Uninstall CS Tasks.**

- Your *CareerScope* Assessment Tasks will be uninstalled. (This must be repeated for each workstation that has the CareerScope Assessment Tasks.)

Step #2: Uninstalling the Management System

- Click **Start**, select **Programs**, and select *CareerScope*.

- Select the **Uninstall CS MGMT.**

- When the **Uninstall Logon** screen displays, enter your Management System password and click **OK**.

- You will be asked if you want to backup the database. If you click **YES**, you will define a backup location for the database. You must choose a location outside of the *CareerScope* (CSCOPE) folder [the DESKTOP is recommended], then click **OK**. (If you click **NO**, your database will be permanently deleted during the uninstall.)

- Your *CareerScope* Management System and database will be uninstalled.

CareerScope Configuration Options

There are 3 ways to install your *CareerScope* v9.0 software. Each configuration is briefly described and illustrated here. Review each option, then turn to the page indicated for the specific directions to install that configuration.

Standalone Installation (see page 13 for instructions)
Each workstation is a complete *CareerScope* system with its own Database, Management System, and Assessment Tasks. Because each workstation has its own database, evaluees must complete their assessment using one and only one workstation, and reports for each evaluee must be printed from the workstation on which they completed the assessment.
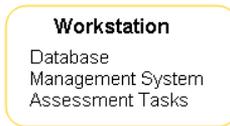
Workstation

Database
Management System
Assessment Tasks

Network Installation #1: Central Database with Local Management & Local Assessment Tasks (see page 14 for instructions)
The Database is installed to a shared network drive. This allows you to consolidate all of your assessment data in ONE location. The Management System and Assessment Tasks are then installed onto local workstations.

Benefits to this network install include having centralized data storage and simultaneous use of Management and Assessment tasks. This type of install is recommended when your system is in a LAN environment and/or you prefer to not have program executables installed on a server. This is not recommended when your system is in a WAN environment.

Shared Drive

Database

Workstation 1	Workstation 2	Workstation 3
Assessment Tasks	Management System	Management System & Assessment Tasks

*Note: Spanish and audio capability are not standard features. Contact VRI for more information.
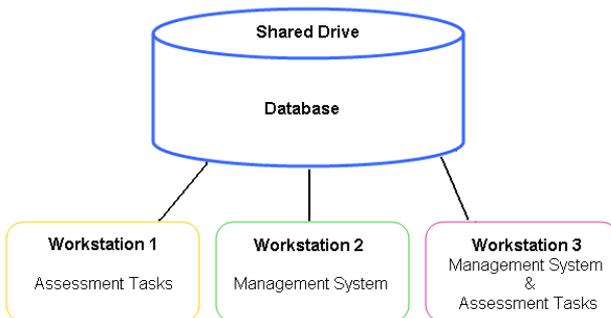
Network Installation #2: Central Database and Central Management with Local Assessment Tasks (see page 18 for instructions)

The Database and Management System are installed to a shared network drive. The Assessment Tasks are installed on local workstations. Links to the shared Management System can then be installed on the local workstations.

Benefits to this network install include centralized data storage and simultaneous use of Management and Assessment tasks. It is recommended when your system is in a WAN environment and/or you prefer to install the majority of software components on your server.

Shared Drive

Database & Management System

Workstation 1	Workstation 2	Workstation 3
Assessment Tasks	Link to Management	Assessment Tasks & Link to Management
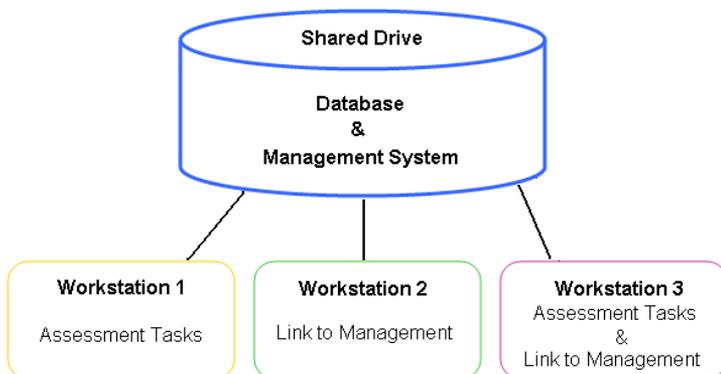
Ghosting or Imaging a Network installation:

If you will be using a Ghosting or Imaging process to install your metered CareerScope system, do NOT include the Management system in the image. The Management system should be installed after the images are copied to the workstations.

Standalone Installations

Install *CareerScope* Database, Management System, & Assessment Tasks to the local hard drive.

Step #1:
- Insert the *CareerScope* CD into the CD drive.
- If it does not autoplay, click **Start** and then click **Run**.
- Type the correct **drive letter** (i.e., D:\) and **install.exe**, then click **OK**.

Step #2:
- Review the **Startup Guide** note and click **OK.**
- Input your zip code and the serial number and click **Next**.
- Read the *CareerScope* **Welcome** screen and click **Next**.
- Review the **Copyright** notice and click **Next**.

Step #3:
- When the **Install Type** screen displays, select the first option, **Standalone Install** and click **Next**.
- Read the **Standalone Specifications** to ensure your system will accommodate *CareerScope*. Click **Next**.

Step #4:
- When the **License Entitlement** display appears, review the details of your *CareerScope* license. Click the **Next** button.
- When the **Select Destination Directory** display appears, accept the default installation location (C:\) and folder (CSCOPE). Then click **Next**.
- When the **Ready to Install** screen appears, click **Install**.

Step #5:
- If you do not have **Acrobat Reader** on your computer, *CareerScope* will ask you if you want to install it. Click **YES** and follow the directions for installing Reader.
- After all *CareerScope* files have been copied to your hard drive, you will see an **Installation Completed** message. Click the **Finish** button.
- Read the **Final Note** screen and click **Next**.
- You will be prompted to restart your computer. Click **OK**.

Network Installations

Note: When conducting any type of network installation:
 The Database MUST first be installed on a shared network drive.
 ALL workstations MUST be mapped to this shared drive.

Network Installation #1: Central Database with Local Management & Local Assessment Tasks

Install Checklist for Network Installation #1
☐ 1. Create a Shared Network drive where *CareerScope* will be installed.
☐ 2. Install *CareerScope* Database to the Shared Network drive
☐ 3. Install Management System to the Local Workstations
☐ 4. Install Assessment tasks to the Local Workstations

Install *CareerScope* Database to a shared network drive.

Step #1:
- Insert the *CareerScope* CD into the CD drive.
- If the CD does not autoplay, click **Start** and then click **Run**.
- Type the correct **drive letter** (i.e., D:\) and **install.exe**, then click **OK**.

Step #2:
- Read the **Startup Guide** note and click **OK**.
- Input your zip code and the serial number and click **Next**.
- Read the *CareerScope* **Welcome** screen and click **Next**.
- Review the **Copyright** notice and click **Next**.

Step #3:
- When the **Install Type** screen displays, select the second option, **Network Installation** and click **Next**.
- Read the **Network Specifications** to ensure your system will accommodate the *CareerScope* system. Click **Next**.

Step #4:
- When the **Network Installation** display appears, select the third option, **Shared Drive**. Click **Next**.
- When the **Shared Drive** display appears, select the second option, **Shared Database Only**. Click **Next**.

Step #5:
- When the **Select Destination Directory** display appears, click the **Browse** button to open a navigation window.
- Navigate to the shared network drive that is accessible from all workstations that will be used for assessment and/or data management purposes. Indicate the installation folder to be CSCOPE and click **OK**. This will return you to the **Select Destination Directory** display – click **Next**.

- When the **Ready to Install** screen appears, click **Install**.

Step #6:
- When the database files have been installed to your shared drive, you will be asked if you want to **Perform Additional Installations** to this workstation. If you click **YES,** you will be returned to the **Network Install** screen to continue installing on this workstation. If you click **NO**, the installer will finish and close, and you will be able to continue installing components on another workstation

Install Management System to a <u>local workstation</u>

Step #1:
- Insert the *CareerScope* CD into the CD drive.
- If the CD does not autoplay, click **Start** and then click **Run**.
- Type the correct **drive letter** (i.e., D:\) and **install.exe**, then click **OK**.

Step #2:
- Read the **Startup Guide** note and click **OK**.
- Input your zip code and the serial number and click **Next**.
- Read the *CareerScope* **Welcome** screen and click **Next**.
- Review the **Copyright** notice and click **Next**.

Step #3:
- When the **Install Type** screen displays, select the second option, **Network Installation** and click **Next**.
- Read the **Network Specifications** to ensure your system will accommodate the *CareerScope* system. Click **Next**.

Step #4:
- When the **Network Installation** display appears, select the second option, **Counselor Workstation**. Click **Next**.
- Review the **Counselor Configuration** screen to ensure your system is configured properly for running the Management System. Click **Next**.
- When the **Management System** display appears, select the first option, **Management System**. Click **Next**.

Step #5:
- When the **License Entitlement** display appears, review the details of your *CareerScope* license. Click **Next**.
- When the **Select Destination Directory** display appears, accept the default installation location (C:\) and folder (CSCOPE). Click **Next**.
- When the **Ready to Install** screen appears, click **Install**.
- When the **Locate** *CareerScope* **Database** display appears, navigate to the <u>DBFs folder</u> (within the CSCOPE folder) on the shared network drive where the *CareerScope* database is installed. Click **OK**.

Step #6:
- When the Management system files have been installed to your local drive, you will be asked if you want to **Perform Additional Installations** to this workstation.
- If you click **NO**, Crystal Reports and/or Acrobat Reader will be installed. When you see the **Installation Completed** message, click the **Finish** button. (If Adobe Reader is being installed, the install routine will continue beyond the CS **Installation Completed** message. Let Adobe finish prior to clicking the Finish button for *CareerScope.*)
  If you click **YES**, you will be returned to the **Network Install** screen.

Step #7:
- Read the **Final Note** screen and click **Next**.
- You will be prompted to restart your computer. Click **OK**.

Repeat on all workstations that will be used for Management of the database and printing reports.

Install the Assessment Tasks to a <u>local workstation</u>

Step #1:
- Insert the *CareerScope* CD into the CD drive.
- If the CD does not autoplay, click **Start** and then click **Run**.
- Type the correct **drive letter** (i.e., D:\) and **install.exe**, then click **OK**.

Step #2:
- Read the **Startup Guide** note and click **OK**.
- Input your zip code and the serial number and click **Next**.
- Read the *CareerScope* **Welcome** screen and click **Next**.
- Review the **Copyright** notice and click **Next**.

Step #3:
- When the **Install Type** screen displays, select the **Network Installation** option and click **Next**.
- Read the **Network Specifications** to ensure your system will accommodate the *CareerScope* system. Click **Next**.

Step #4:
- When the **Network Installation** screen displays, select the first option, **Evaluee Workstation** and click **Next**.
- Review the **Evaluee Configuration** Screen to ensure your system is configured properly to run the Assessment Tasks. Click **Next**.

Step #5:
- When the **License Entitlement** display appears, review the details of your *CareerScope* license. Click **Next**.
- When the **Select Destination Directory** display appears, accept the default installation location (C:\) and folder (CSCOPE). Click **Next**.

- When the **Ready to Install** screen appears, click **Install**.
- When the **Locate *CareerScope* Database** display appears, navigate to the <u>DBFs folder</u> (within the CSCOPE folder) on the shared network drive where the *CareerScope* database is installed.   Click **OK**.

Step #6:
- When the Assessment Task files have been installed to your local drive, you will be asked if you want to **Perform Additional Installations** to this workstation**.** Click **NO.**
- Crystal Reports and/or Acrobat Reader will be installed. When you see the **Installation Completed** message, click the **Finish** button. (If Adobe Reader is being installed, the install routine will continue beyond the CS **Installation Completed** message. Let Adobe finish prior to clicking the Finish button for *CareerScope*.)

Step #7:
- Read the **Final Note** screen then click **OK.**
- You will be prompted to restart your computer. Click **OK**.

<u>Repeat on all workstations that will be used for delivering *CareerScope* Assessments to your evaluees.</u>

Network Installation #2: Central Database and Central Management and Local Assessment Tasks

Install Checklist for Network Installation #2
☐ 1. Create a Shared Network drive where *CareerScope* will be installed.
☐ 2. Install *CareerScope* Database and Management System to the
       Shared Network drive
☐ 3. Install Management System Link(s) to the Local Workstation(s)
☐ 4. Install the Assessment tasks to the Local Workstations

Install *CareerScope* Database and Management System to the shared network drive

Step #1:
- Insert the *CareerScope* CD into the CD drive.
- If the CD does not autoplay, click **Start** and then click **Run**.
- Type the correct **drive letter** (i.e., D:\) and **install.exe**, then click **OK**.

Step #2:
- Read the **Startup Guide** note and click **OK**.
- Input your zip code and the serial number and click **Next**.
- Read the *CareerScope* **Welcome** screen and click **Next**.
- Review the **Copyright** notice and click **Next**.

Step #3:
- When the **Install Type** screen displays, select **Network Installation** and click **Next**.
- Read the **Network Specifications** to ensure your system will accommodate the *CareerScope* system. Click **Next**.

Step #4:
- When the **Network Installation** display appears, select the third option, **Shared Drive**. Click **Next**.
- When the **Shared Drive** display appears, select the first option, **Shared Management and *CareerScope* Database**. Click **Next**.

Step #5:
- When the **License Entitlement** display appears, review the details of your *CareerScope* license. Click **Next**.
- When the **Select Destination Directory** display appears, click the **Browse** button to open a navigation window.
- Navigate to the shared network drive that is accessible from all workstations that will be used for assessment and/or data management purposes. Indicate the installation folder to be CSCOPE, and click **OK**. This will return you to the **Select Destination Directory** display – click **Next**.

- When the **Ready to Install** screen appears, click **Install**.

Step #6:
- When the Database and Management system files have been installed to your shared drive, you will be asked if you want to **Perform Additional Installations** to this workstation
- If you click **YES**, you will be returned to the **Network Install** screen, where you can then continue to install additional local components.
- If you click **NO**, your installation will complete.
- Read the **Final Note** screen then click **OK.**
- You may be prompted to restart your computer. Click **OK**.

Install Management System LINK to a <u>local workstation</u>.

Step #1:
- Insert the *CareerScope* CD into the CD drive.
- If the CD does not autoplay, click **Start** and then click **Run**.
- Type the correct **drive letter** (i.e., D:\) and **install.exe**, then click **OK**.

Step #2:
- Read the **Startup Guide** note and click **OK**.
- Input your zip code and the serial number and click **Next**.
- Read the *CareerScope* **Welcome** screen and click **Next**.
- Review the **Copyright** notice and click **Next**.

Step #3:
- When the **Install Type** screen displays, select **Network Install** and click **Next**.
- Read the **Network Specifications** to ensure your system will accommodate the *CareerScope* system. Click **Next**.

Step #4:
- When the **Network Installation** display appears, select **Counselor Workstation**. Click **Next**.
- Review the **Counselor Configuration** screen to ensure your system is configured properly for running the Management System. Click **Next**.
- When the **Management System** display appears, select the second option, **Management System Link**. Click **Next**.

Step #5:
- When the **License Entitlement** display appears, review the details of your *CareerScope* license. Click **Next**.
- When the **Select Destination Directory** display appears, accept the default installation location (C:\) and folder (CSCOPE). Then click **Next**.
- When the **Ready to Install** screen appears, click **Install**.
- When the **Locate *CareerScope* Database** display appears, navigate to the <u>DBFs folder</u> (within the CSCOPE folder) on the shared network drive where the *CareerScope* database files are installed.   Click **OK**.

- When the **Locate *CareerScope* Management system** display appears, navigate to the CSCOPE folder on the shared network drive where the *CareerScope* management files are installed. Click **OK**.

Step #6:
- When the Management system link files have been installed to your local drive, you will be asked if you want to **Perform Additional Installations** to this workstation (refer back to p12 for further guidance on what components should be installed in specific locations):
    - If you click **YES**, you will be returned to the **Network Install** screen. Go to Step 4 of **Install Assessment Tasks** (below) if you would like to install assessment tasks to a local workstation.
    - If you click **NO**, Crystal Reports and/or Acrobat Reader will be installed. When you see the **Installation Completed** message, click the **Finish** button. (If Adobe Reader is being installed, the install routine will continue beyond the CS **Installation Completed** message. Let Adobe finish prior to clicking the Finish button for *CareerScope.*)

Step #7:
- Read the **Final Note** screen then click **OK.**
- You will be prompted to restart your computer. Click **OK**.

Repeat on all workstations that will be used for Management of the database and printing reports.

Install the Assessment Tasks to a local workstation

Step #1:
- Insert the *CareerScope* CD into the CD drive.
- If the CD does not autoplay, click **Start** and then click **Run**.
- Type the correct **drive letter** (i.e., D:\) and **install.exe**, then click **OK**.

Step #2:
- Read the **Startup Guide** note and click **OK**.
- Input your zip code and the serial number and click **Next**.
- Read the *CareerScope* **Welcome** screen and click **Next**.
- Review the **Copyright** notice and click **Next**.

Step #3:
- When the **Install Type** screen displays, select the **Network Installation** option and click **Next**.
- Read the **Network Specifications** to ensure your system will accommodate the *CareerScope* system. Click **Next**.

Step #4:
- When the **Network Installation** screen displays, select the first option, **Evaluee Workstation** and click **Next**.

- Review the **Evaluee Configuration** Screen to ensure your system is configured properly to run the Assessment Tasks. Click **Next**.

Step #5:
- When the **License Entitlement** display appears, review the details of your *CareerScope* license. Click **Next**.
- When the **Select Destination Directory** display appears, accept the default installation location (C:\) and folder (CSCOPE). Click **Next**.
- When the **Ready to Install** screen appears, click **Install**.
- When the **Locate *CareerScope* Database** display appears, navigate to the DBFs folder (within the CSCOPE folder) on the shared network drive where the *CareerScope* database is installed.   Click **OK**.

Step #6:
- When the Assessment Task files have been installed to your local drive, you will be asked if you want to **Perform Additional Installations** to this workstation**. Click NO.**
- Crystal Reports and/or Acrobat Reader will be installed. When you see the **Installation Completed** message, click the **Finish** button. (If Adobe Reader is being installed, the install routine will continue beyond the CS **Installation Completed** message. Let Adobe finish prior to clicking the Finish button for *CareerScope*.)

Step #7:
- Read the **Final Note** screen then click **OK.**
- You will be prompted to restart your computer. Click **OK**.

Repeat on all workstations that will be used for delivering *CareerScope* Assessments to your evaluees.

PART 2: A QUICK-START OVERVIEW

The following is a general overview of the *CareerScope* assessment and reporting process when the VRI Standardization Default template and default report configuration settings are used. While this information can be useful for getting started with the software, the developers of *CareerScope* strongly recommend that you review the entire User Guide (accessible from within the Management System), which contains detailed information about the *CareerScope* Assessment Tasks and Management System.

Remember: If you are a *CareerScope* Metered System User, assessments cannot take place until administrations are transferred into the Management System. See page 29 for instructions on Transferring Administrations.

Page 33 provides detailed information about accessing and viewing the CareerScope User Guide (in the Management System).

PLEASE NOTE

The *CareerScope* Management System is **password-protected** for security. When the program is launched for the first time, you will be required to establish and confirm a password.

PASSWORDS ARE CASE SENSITIVE!

The Assessment Tasks

There are three important **Control Key Commands** available during *CareerScope* Assessment activities:

Ctrl-E: (**EXIT**). You may exit the program at any time during the assessment. However, if you exit while a task is in progress, that task must be re-taken later.

Ctrl-B: (BACK). If an evaluee pauses for more than 90 seconds during a task, the message "PLEASE ASK A STAFF MEMBER TO HELP YOU" will display and the system will "lock." Use **Ctrl-B** to return to the previous screen, where you can click on **TRY AGAIN** to return to the last activity undertaken by the evaluee.

Ctrl-P: (PHASE/PRACTICE). Use this during login or practice phases to review or retry the current phase.

NOTE: Use of these Control Key Commands during assessment activities results in a "non-standard" *CareerScope* administration, which may affect the interpretation of assessment results.

The following phases are administered as part of the VRI Standardization Default template. (For information about assessments with Spanish and/or audio support please refer to the section*, CareerScope Assessments with Spanish and/or Audio Supports.)*

Identification Information

After the *CareerScope* opening screen, the evaluee is asked to enter a unique ID code. **ID codes must contain letters or numbers only**. Do not enter dashes, hyphens, or any other punctuation characters. If the ID code is not found in the database (i.e., the evaluee has not been pre-registered), *CareerScope* will request demographic information. <u>If an evaluee has been pre-registered through the *CareerScope* Management System, this information is not requested</u>.

Interface Tutorial and General Practice

The Tutorial provides a step-by-step overview of the *CareerScope* interface and its features and functions. The computer mouse is used to move ahead through the orientation.

Note: Click only one mouse button (left or right) during *CareerScope* administration. Clicking both mouse buttons simultaneously may cause the system to "freeze." Should the program freeze, try right-clicking your mouse to release the program.

It is important for evaluees to read and follow the *CareerScope* instructions carefully. All instructions are found in the MESSAGE CENTER. The General Practice phase prompts the evaluee to use features such as choosing, changing, and erasing responses, and moving forward and backward between items. These features are used during the Interest Inventory assessment. General Practice must be completed before the Interest Inventory can be administered.

Interest Inventory

There are three parts to the Interest Inventory Assessment: 1) general instructions; 2) practice; and 3) administration of the inventory items. ALL ITEMS MUST BE ANSWERED. The Interest Inventory is not timed, but evaluees should be instructed to work quickly in preparation for the timed assessment tasks within the aptitude battery. In the event that an evaluee cannot finish the Interest Inventory in a single sitting, s/he can save his/her partial results and return to where s/he left off at a later time.

Speed Practice and Response Record Practice

Speed Practice ensures that the evaluee can work quickly during a timed task. The evaluee must demonstrate mastery of the Speed Practice items before Response Record practice can begin. Response Record Practice illustrates how to "jump" from item to item by clicking within the Response Record.

Aptitude Tasks

Before beginning the *CareerScope* Assessment Tasks, provide evaluees with <u>paper and at least two pencils</u> to use during the Computation and Numerical Reasoning Tasks.

Each of the seven Aptitude Tasks is timed during the delivery of the VRI Standardization Default template and begins with general instructions and practice items. After completing the practice items, the evaluee initiates testing by clicking on the green START button. After the time expires for each task, the evaluee is given the option of immediately initiating the next assessment task or resting for 90 seconds. At the end of 90 seconds, the program will automatically launch the next task.

At the end of the *CareerScope* assessment process, the evaluee will be asked if s/he would like to print his or her results (unless staff have disabled this option via the Management System). The evaluee will then be prompted to exit the program.

CareerScope Assessments with Spanish and/or Audio Supports *

To conduct a *CareerScope* assessment with Spanish and/or audio support, the evaluee must be sitting at an assessment workstation on which these licensed options are available. A workstation that displays a **CS 9.0 ES** icon is capable of delivering assessments with Spanish as well as exclusively English assessments with audio support. A workstation that displays a **CS 9.0E w Audio** icon can deliver English assessments with audio support (but cannot administer assessments with Spanish items).

Assessment Templates with Audio and/or Spanish can be assigned on an individual basis or defined as universal defaults through the *CareerScope* Management System. (Review your

User Guide, accessible from within the Management System, for details on pre-registering and defining a default template.) **<u>Interest and Aptitude with Audio</u>** <u>is automatically defined as the universal default assessment template within a *CareerScope* Demo system</u>.

When the Assessment Tasks program is launched (following the *CareerScope* Multimedia Introduction), *CareerScope* will prompt the evaluee to input his/her ID code. If the evaluee has been comprehensively pre-registered for an audio template, s/he will hear *CareerScope* audio instructions immediately after entering her/his pre-registered ID code. These instructions will guide him/her through the phases of assessment: **Tutorial and General Practice, Interest Inventory, Speed Screening and Response Record Practice and Aptitude Tasks**. All are briefly described on pp. 24-25.

If the audio template has been set as the universal default template, the evaluee will be prompted by the Assessment program to record his/her ID code as well as personal identification information (such as name, age, educational background and gender). After this information is gathered, audio instructions will begin and will guide the evaluee through the phases of the assessment.

Pre-registration

To pre-register an evaluee for an assessment with audio support and/or Spanish (or any other assessment template), access the **Data Entry** tab in the Management System, and begin by creating a unique ID code that defines the evaluee's record. You will then successively: select the desired assessment template to be administered, enter the evaluee's last and first name (up to twenty characters for each element), age at next birthday, data on educational status/background, and gender. (For detailed information on how these data elements can be "pre-recorded" via the Data Entry feature in the Management System, please refer to the User Guide, which is accessible from the *CareerScope* Management System menu bar.)

Report Generation in the Management System

Generating Individual Reports

Use the **Individual Report** interface (displayed below) to generate a report for an individual evaluee.

Step #1: Selecting an evaluee's report for generation

If you already know the evaluee's Last Name or ID Code:

- Click the radio button to the left of **Search by Last Name** or **Search by ID Code**.
- Enter the evaluee's Last Name or ID Code in the blank field next to **Look For** and then click on the **Find** button.

The Management System will display the record matching the search item. If there are multiple records with the same last name, the system will display a list of all such records. You can then select the desired record from this list by clicking in the selection box to the left of the ID code.

If you do not know the evaluee's Last Name or ID Code:

- Leave the **Look For** display blank and click **Find**. The system will display the entire list of records in the database.
- Click in the selection box to the left of the ID Code for the desired record.

Step #2: Selecting and configuring report formats

- Select the report format(s) you wish to print (**Assessment Profile, Counselor's Report, and/or Summary Report**).
- Click on the **Configuration** button next to each report format and select the components to be included in the report.

Once you have configured the report preferences, you can click:

Print Report - to print hard copies of the reports
Save to File - to save pdf copies of the reports
Page Estimate - to estimate the number of pages for a record
Print Preview - to preview the report on your screen

Please refer to the **User Guide** (in the Management System) for detailed information about using this and other Reporting features available in *CareerScope.*

Transferring Meter Administrations

Transfer Administrations from Local Account to Website

In the metered version of *CareerScope*, there may come a time when you need to transfer unused administrations from your local account in your *CareerScope* Management System to your website account located at the *CareerScope* Administrative Service Center.

WARNING: Uninstalling CareerScope PRIOR to transferring unused administrations back to the website will result in the loss of these administrations.

Task 1 - Starting at your *CareerScope* Management system:
- **CLICK** on the Management system icon and **Enter** your password (_____)
- **CLICK** on Account Operations (in the Menu Bar)
- **CLICK** on Transfer administrations from Local account to Website account
- A window will open up. On the left you will see the current local account balance. There is a slide in between 2 blue arrow buttons. Click the blue button on the right until the number of administrations that you want to transfer back to the website appears in the field at the right of the window.
- **CLICK** the Generate button at the bottom left of the window.
- A transfer code will appear in the **GREEN Transfer Code** field.
- **COPY** this **Transfer Code** (highlight the number with your mouse and press CTRL-C).
- **CLICK** the DONE button.
- When the next window opens, read the window and **CLICK** the OK button.
- Minimize your *CareerScope* Management System.

Task 2 - Now go to the internet:

- **CLICK** open your internet browser.
  GO TO the www.*CareerScope*.net website.
  (If you have a pop-up blocker on your computer, you will need to type www.*CareerScope*.net/Login.html to access the website.)
- **TYPE** your Customer ID # __ __ __ __ __ __.
- **TYPE** your Login __ __ __ __ __ __ __ .
  - o (These two codes are on the card that came with your software.)
- **CLICK** Enter.

At the Administrative Service Center,
- **CLICK** the Continue button at the bottom center of the screen.

At the *CareerScope* website metering screen,
- **CLICK** the button that reads "Transfer to website" (it is the option on the Right).

At the STEP 1 screen on *CareerScope*.net
- **ENTER** (or verify) the site name (this is your actual location)
- **ENTER** your user name (this is YOUR name)
- In the next 2 fields, **ENTER** the **Transfer Code** you copied from the window in the Management system. (If you copied the code using CTRL-C, you can paste it here using CTRL-V).
- **CLICK** Transfer.

At the STEP 2 screen on *CareerScope*.net
- Verify the information is correct.
- You can then **PRINT** the screen for your records (recommended), then click **LOG OUT**.

Transferring Administrations from Website to Local Account

After you install the **metered** version of the *CareerScope* software, you must transfer administrations from your website account to the local account on your workstation's *CareerScope* Management System before assessments can be conducted.

Follow the directions below to transfer administrations from your website account to your local account. For an illustrated tour and audio supported explanation, view the **AdminTransfer.pps** file located in the folder **C:\CSCOPE\ForMeteredCustomers**

Task 1 - Start at your *CareerScope* Management system to get an Authorization Code:
- **CLICK** on the Management system icon and **Enter** your password (_____)
- **CLICK** on Account Operations (in the Menu Bar)
- **CLICK** on Transfer administrations from Website account to Local account
- A window will open up – you will see a blue field labeled "**Authorization Code**". It has a number in it. **COPY** this number. All letters must be CAPITALS and any "0" shaped character is the number "0" (zero). (You can also HIGHLIGHT the number using your mouse, and then press down the CTRL and C buttons at the same time. This will copy the highlighted number.)
- Minimize your *CareerScope* Management System.

Tasks 2a & b - Now go to the internet to enter the Authorization code and get a Transfer code:
- **CLICK** open your internet browser.
- **GO TO** the www.*CareerScope*.net website.
  (If you have a pop-up blocker on your computer, you will type www.*CareerScope*.net/Login.html to access the site.)
- **TYPE** your Customer ID # __ __ __ __ __ __.
- **TYPE** your Login __ __ __ __ __ __ __ .
  - o (These 2 codes are on the Account Information Card that came with your software.
- **CLICK** Enter.

At the Administrative Service Center,
- **CLICK** the Continue button at the bottom of the screen.

At the *CareerScope* website metering screen,

- **CLICK** the button that reads "Transfer from website" (it is the option on the Left).

At the STEP 1 screen on *CareerScope*.net

- **ENTER** (or verify) the site name (your actual location)
- **ENTER** your user name (this is YOUR name)
- In the next 2 fields, **ENTER** the **Authorization Code** you copied from the window in the Management system. (If you used CTRL-C to copy the authorization code from Management, you can paste it by putting your cursor into the field and pressing CTRL-V. This will paste the number into the field.)
- In the **Administrations to Transfer** field, **ENTER** the number of administrations you want to transfer. (Below the "Site" name is the number of Available Administrations you have in your web account.)
- **CLICK** Continue.

At the STEP 2 screen on *CareerScope*.net

- Verify the information is correct and **CLICK** Generate.

At the STEP 3 screen on *CareerScope*.net

- You will see a **GREEN Transfer code** at the bottom. **COPY** this code. (You can either print the screen, write it down carefully, or use CTRL-C to copy the code). Remember that all letters must be CAPITALS and any "0" shaped character is the number "0" (zero).
- You can then **PRINT** the screen for your records (recommended), then click **LOG OUT**.

Task 3 - Go back to your Management system to enter the Transfer code:

- In the window where the **Authorization Code** was, **ENTER** the **Transfer code** into the field labeled **Input transfer code.** (If you copied the code using **Ctrl-C** you can paste it by putting your cursor into the field and pressing **CTRL-V**)
- **CLICK** the blue triangle next to the field.
- You should see your **Ending Management Account Balance** increase by the number that you transferred.
- **CLICK** Done.

Please refer to the **User Guide** (accessible from within the *CareerScope* Management System) for a more detailed explanation of Account Operations.

Electronic CareerScope User Guide

The *CareerScope* User Guide provides detailed information regarding use of the *CareerScope* software, including conducting assessments, managing file and reporting functions, and interpreting reported outcomes. Also included in the User Guide is **a Click-by-Click How-To list of virtually all functions that can be performed in *CareerScope* (Appendix A).** Consider printing *this section* of the Guide and keeping it accessible near your *CareerScope* Management System Workstation. To access the Guide, click on **User Guide** on the MenuBar. This will launch the Adobe® Acrobat® Reader™ and display the Guide.

You can search for specific text within the User Guide by using the **Find** command, which can be accessed under **Edit** on the menu bar, or you can use the bookmarks tab on the left of your Acrobat Reader to select the specific topic or chapter you are interested in.
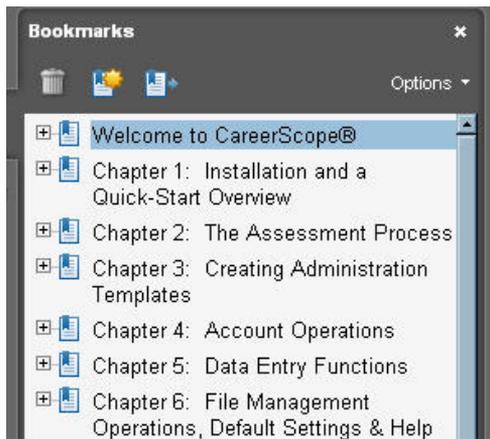
CareerScope FAQ @ www.vri.org

The *Careerscope* Frequently Asked Questions list is available to users at any time. This list of questions and topics represent the questions that the VRI Technical Support staff is asked most often.

This list also includes an Archive list of questions. These are questions that either pertain to older versions of *CareerScope*, or were not *frequently* asked, but were still deemed important.

To access the FAQ, simply open a web browser and enter the address www.vri.org. Once at the VRI home page, click on the CareerScope FAQs link on the left side of the page.

This will then open the FAQ page. You will find directions on how to navigate through the FAQ items at the top of the page.

Getting Help

The developers of *CareerScope* are committed to creating and supporting the finest assessment and guidance tools available. Should you encounter difficulties during the installation or use of the *CareerScope* system, please do the following:

(1) Visit the VRI website (www.vri.org) and review available information on how to resolve typical questions and/or problems. You can navigate to *CareerScope* Frequently Asked Questions by clicking on the *CareerScope* FAQs menu option (under Products) on the left side of the VRI Homepage.

(2) Go to the **HOW-TO** list in the **User Guide** for click-by-click directions on how to perform most *CareerScope* Functions (**Appendix A**).

(3) If you are still unable to resolve your question or problem, and you have an active enhanced support contract, then contact VRI by email or phone for additional assistance. VRI Technical Support can be reached via e-mail at info@vri.org or by phone at 800-874-5387. Please have the following information available:

- ✓ Name of Purchaser
- ✓ **Customer ID #**
- ✓ Site Location
- ✓ *CareerScope* **version**
- ✓ **Specific error message**
- ✓ **Specific steps to reproduce the problem**
- ✓ *CareerScope* serial number (find this by clicking the Help menu in your Management system.)
- ✓ Type & brand of CPU, system speed and installed RAM
- ✓ Type & version of operating system
- ✓ Type & version of network software (if applicable)

Notes:

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Critical Keystrokes

Listed below are step-by-step directions for functions you may need to perform while using CareerScope. Keep this list nearby your CareerScope workstation.

WITHIN ASSESSMENT TASKS
Stop the CS Introduction and just start the assessment
Press the **ESC** button on your keyboard.
When asked if you want to begin CareerScope, click on **Yes**.

Exit out of the Assessment
Hold down the **CTRL** button on your keyboard and press **E**.
When asked if you want to quit CareerScope, click on **Yes**.

You see the message "Please ask a staff member for help"
Hold down the **CTRL** button on your keyboard and press **B**.
Then press **Try Again**.

WITHIN MANAGEMENT SYSTEM
Find a record from a list
Make sure there is nothing entered in the "Look for" field.
Click the **FIND** button to open a list of all records in the database.
Locate the record you want, click the **box** next to it, then click **Done**.

Print a report
Find the record you want (see instructions for "Find a record").
Put a **checkmark** next to the report(s) you want to print.
Click the **Print Reports** button.

Change the Default Template
Click on **Default Settings**.
Click on **Administration Template**.
Click the **drop-down button** next to "New Template".
From the drop-down list, select the template you want as your default.
Click **Set as Default** and then click **Exit**.

Turn OFF the CS Introduction as the default setting
Click on **Default Settings**.
Click on **CS Intro**.
Click the **radio button** next to the word "**No**".
Click **Save** changes.

Test the printing from a workstation
Open your **Local Hard drive** C. Click on the **CSCOPE** folder.
Click on **printTest.bat**. When told to click **ok** to print a page, do so.
If workstation is properly connected to the CSCOPE database, a Summary Report cover page will print from the default printer.