CHAPTER 10: USERBASE

UserBASE Administrator's Guide

Using UserBASE to Print Data on CareerWAYS

Use

UserBASE collects data every time a student uses the CareerWAYS program. Both personal data entered by users and data regarding the use of the CareerWAYS program are collected in the UserBASE program. UserBASE lets you print reports on these data, showing how the CareerWAYS program is being used and who is using it.

UserBASE lets the district or school enter student data for each CareerWAYS user. This method of data collection was designed to prevent a student from gaining access to another student’s information stored on a disk. It also provides an added level of security by allowing only authorized UserBASE personnel access to the confidential student data.

It is very important that access to this program be secured. We recommend that the UserBASE icon not be available to the general users (see Installation Guide). Further, limiting the access to this program insures that your student profiles will only be modified by qualified school personnel. Finally, be sure to follow these directions carefully.

The process for operating the UserBASE program is easy. First, setup the list of authorized UserBASE users. Second, enter student data. Finally, review the profiles of the students utilizing CareerWAYS. The program can print single user profiles or profiles for all users of the CareerWAYS program.

Getting Started with UserBASE

1. Find the UserBASE icon and launch the program by double-clicking with the mouse.
2. The first screen will give you two options, either Log In or Quit (Figure 1). Choose Log In to begin.

Figure 1
3. You will then be asked for a Login Name and Password (Figure 2).

4. Enter test for the login name and test for the password. You will notice that asterisks will replace the letters as you type the password. Once you have finished, choose Ok.

Please note that test for the login and password are only provided for first-time users to gain access to the UserBASE program. Once the list of authorized users has been set up, removing the test login and password will increase the security of the program. This will be discussed further in step 11.

**UserBASE Main Menu**

5. You are now located on the main menu (Figure 3). Notice the Read Me First button located in the lower left corner of the screen. This button appears in all of the CareerWAYS modules. This feature will provide you with information related directly to the screen you are viewing.

**Setting the List of Authorized Users in UserBASE**

6. Choose Set-Up Authorized Users of UserBASE then enter Ok (Figure 3).

7. Enter your last name and first name in the appropriate places (Figure 4).

8. Choose Login Name and Password to secure your access to the UserBASE program. The screen that appears is identical to Figure 2. Enter the name and password that you wish to use and complete the entry by choosing Ok. Be sure to keep your login name and password in a secure place.
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9. Choose Save to add your login name and password to the authorized users list. Your name should now appear on the User List in the right portion of the screen (Figure 4) along with test’s last name, test’s first name. If your name does not appear, return to step 8. If your name does appear, choose Close. You are now back at the main menu.

Caution: Do not remove test’s last name, test’s first name until you are certain that your login name and password are operational (see steps 10 and 11)!

10. To verify your status as a user, choose Logout and you will return to the title screen (Figure 1) with the title UserBASE.

11. Choose Log in and enter your personal login name and password. If you are successful, you can move on to the next section of the program, Set-Up Student Profiles. If you are not successful, try re-typing your login name and password. If this does not work, return to step 4.

NOTE: Once you have verified that your access code is operational, you may limit access to the program by removing test’s last name, test’s first name from the User List. This will prevent nonauthorized users from using the test-test login and password to gain access to your file.

To remove the test’s last name, test’s first name from the User List, open the View/Update Database of System Operators section. Highlight test’s last name, test’s first name in the User List and choose Remove. Answer Yes when you are asked whether or not you wish to remove the selected user, and the test-test login and password will no longer be operational.

Setting Up Student Profiles

12. Choose Set-Up Student Profiles (Figure 3). The Student Profile screen will appear with the Users List in the upper left corner (Figure 5).

The Users List is created by the CareerWAYS program whenever a user enters the CareerWAYS program. This list is not to be confused with the list of authorized UserBASE users (typically school personnel). The General Information for the Selected User (see left side of Figure 5) is generated by a series of prompts to which CareerWAYS users respond. The accuracy of the general information is controlled by users of CareerWAYS.

The Student Data (right side of Figure 5) is not entered by the
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CareerWAYS user, but rather by school personnel at the district or school level. We recommend that for each user (selected by highlighting her or his name on the Users List), school personnel enter the pertinent characteristics in the “Student Data” chart.

As was explained earlier, the purpose behind this method of data entry is to increase the level of confidentiality by controlling access to the information. The access is limited to UserBASE authorized users.

13. CareerWAYS will create a printed summary of each student’s use. Choose CareerWAYS Use... (figure 5) to preview how a student is using the CareerWAYS program.

14. You can print a profile for one or more students by double-clicking on the students' names (a > will appear next to the names on which you want information printed), or you can print all of the student profiles by selecting All radio button (Figure 6).
15. When you have finished viewing the Student Profile, click the mouse on the Close button to get back to the Main Menu.

Summary Report
16. To get a summary report of all your users, click on the Summary Report button (Figure 3). This report shows breakdowns by grade and gender.

Exiting UserBASE
17. Choose Logout to leave the UserBASE program. Choose Quit to end your session.