Chapter 3

Administrator’s Guide

Activating the WISCareers Website ................................................................. 16
The Role of the Administrator ........................................................................ 16
Frequently Asked Questions ............................................................................ 16
Administrative Tools ....................................................................................... 19
  Registration Codes/Personal Info Options ...................................................... 19
  Delegate Administrative Authority ............................................................... 20
  Show/Edit Professional Login .................................................................... 20
  Show/Edit Student/Client Login .................................................................. 20
  Show Deactivated Students/Clients .............................................................. 21
  Accesses Made To A Student’s/Client’s Locker ........................................ 21
  Creating, Editing, and Changing Groups ...................................................... 22
Cleaning Up Unused and Duplicate Accounts .................................................. 23
Activating the WISCareers Website

Before students can log in to WISCareers, someone at your location needs to activate the site. Activation is very simple -- the person who would like to be the WISCareers administrator logs into the site using the administrative registration code. Then that person creates his/her own username and password. After a few clicks the site is active and others may use the professional or student registration code to create their own accounts. After the site is active, the administrative registration code is no longer needed. See Chapter 2 for more details about activating the website.

The Role of the Administrator

Primary Administrator: the person who coordinates managing and implementing WISCareers in a school, and who works with Wisconsin Careers to set up the account, place orders, schedule training, and so on. The primary administrator may be a counselor, school-to-work coordinator, librarian, technology coordinator, or other interested person.

Primary administrators are the managers of the WISCareers account. They may delegate secondary administrative authority to colleagues, look up usernames and passwords for professionals, allow editing of usernames and passwords, and delete professional accounts. For student accounts, primary administrators may set up and edit student groups, view the contents of a student’s Locker, view deactivated student accounts, and look up student usernames and passwords.

Secondary (Delegated) Administrator(s): persons who have been given administrative authority for all or part of the WISCareers site. The primary administrator may delegate authority to other professionals to make it possible for them to look up student usernames and passwords or to set up groups of students. There may be multiple secondary administrators at a school. Secondary administrators do not have the ability to look up professional usernames and passwords and to delegate administrative authority to other people.

All WISCareers administrators, whether primary and secondary, have Administrative Tools listed on the Professional Site menu (Figure 3.1).

If your screen does not show Administrative Tools, you are not logged in under an administrative account. Sometimes administrators may set up professional and/or student accounts for themselves; if you are sure you are an administrator and don’t remember your administrative username and password, please contact your Wisconsin Careers representative.

Frequently Asked Questions

Q: As primary administrator, how do I activate my school’s WISCareers account?
A: You should have received a letter with an administrative registration code. If you did not receive the letter or it has been misplaced, please call our office at (800) 442-4612 and we will provide you with the administrative registration code. Once you have this registration code, go to the WISCareers main page, click on Get Started. Enter the registration code and follow the instructions that appear on the screen to activate your account. After the site is active, you no longer need this code.
Q: How do I find the registration codes so students and professionals can set up their individual accounts?

A: If you have not activated your school’s WISCareers account, you must do that first (see the question listed above on how to activate). If your account has been activated, log in using your username and password. On the Professional homepage, click on Administrative Tools. Then click on Registration Codes/Personal Info Options (Figure 3.2). You may want to print this page and keep it in a safe place.

Q: One of my students forgot his username and password. Is there a way for me to retrieve them for him?

A: Yes. Log in using your username and password. Click on Administrative Tools on the Professional homepage, then click on Show/Edit Active Student Login Information (Figure 3.2). Find the student’s name in the list and click on the Edit button for that student. His/her username and password will appear on the page.

Q: I would like to get reports that let me know how much the WISCareers website is being used by my students. Is that option available?

A: Yes, we have lots of reports for you. Log in and click on Site Usage Reports on the Professional homepage. On that page you will see a list of reports you can generate.

Q: I’m just sure that I’m the primary administrator, but on the Professional homepage, I don’t see the heading for Administrative Tools.

A: You probably are logged in under a regular professional account. Please call your representative and she will look up your administrative username and password for you.

Q: In Registration Codes/Personal Info Options, should I select Prevent Editing or leave the site at Allow Editing so students can change their usernames and passwords themselves?

A: This depends on your school’s view. Some schools require students to change their passwords on a semi-regular basis. Others prefer fixed usernames and passwords so students don’t forget what they are. The default is Allow Editing.

Q: What if I don’t want to be the primary administrator anymore? Can I still have a regular professional account?

A: Please ask someone else at your site to take over the primary administrative role, and then have them create a professional account on the site. Once they have set up their account, contact your Wisconsin Careers representative and she will make the switch for you. She can either change your administrative account to a professional one, or delete your account altogether, whichever you prefer.
Q: I have moved to a different school district, and it too subscribes to WISCareers. Can I take my old account with me?
A: Yes. Simply obtain from them or call us for the professional registration code. For instructions on moving accounts, please see page 14.

Q: What happens to student accounts over the summer?
A: Student accounts are “aged up” into the next grade level. High school seniors are aged from 12th grade into “13th” grade and their accounts are deactivated. For more information on deactivated accounts, please see page 21.

For eighth graders in most school districts, over the summer WISCareers automatically moves their accounts into 9th grade, so the students can continue using the same accounts in high school as they did in middle school. If your school district has more than one high school, starting in January, students are asked to indicate upon logging in to WISCareers which high school they plan on attending in the fall. This transfer is completed over the summer as well.

If a high school does not subscribe to WISCareers, the accounts of students who select that high school cannot be transferred, so their accounts will be deactivated. For more information on deactivated accounts, please see page 21.

If a student is changing school districts or has graduated, they may transfer their WISCareers account to the new school or Wisconsin college/university they’ll be attending (provided that school subscribes to the site). Students need the registration code for their new school in order to transfer their accounts. More information about this process is on page 14.

Q: My browser is telling me that the site won’t work because cookies aren’t enabled. What is a cookie and how can I enable it?
A: A cookie is a small file placed by a website on your computer’s memory. It contains non-personal information and helps the WISCareers site to identify your computer from all other computers looking at the site -- in short, this is how we can tell your Locker from someone else’s Locker. To enable cookies see page 8.

As soon as you close your browser after logging out of WISCareers, the cookie is erased from your computer’s memory.

Q: I’m having difficulty accessing the site. Can you help me?
A: The WISCareers technical support line is available at (800) 442-4612 ext. 12. Our hours are Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Please first read our support line policy so that we can aid you most effectively.

You can also get technical support by sending an email to wctech@education.wisc.edu.

Q: Why would I want to access a student’s WISCareers Locker?
A: You may access a student’s Locker for a variety of reasons, such as to make sure he/she completed an assignment on the WISCareers site, to see colleges or occupations he/she is interested in, and so on. However, students may request a listing of professionals who have accessed their Lockers. See page 21 for more information.
Q: How do I know that the information my students enter on the site is secure?
A: Please refer to the Wisconsin Careers Privacy Policy found in the appendix.

Q: Is there any way for me to give my colleagues access to administrative functions on the site?
A: Yes, you can delegate administrative authority to anyone who has created a professional account. For more on this, see the delegate administrative authority section on page 20.

Q: My students seem to forget their usernames and passwords. Do I have any options to help them remember?
A: First of all, you may wish to print a list of usernames and passwords, so when you go into a classroom, you have the information with you. To do this, click on Administrative Tools, then Show/Edit Active Student Login Information, and finally List of Usernames and Passwords (Figure 3.3). We also have username and password cards that you can print out for students to write their info on. Click on Support and Resources, then on Promoting Usage.

Q: What are groups? Why would I use them?
A: See the section on groups and how to create and maintain them on page 22.

Q: I have a feeling that my students used overly colorful usernames and passwords. How do I change what they entered?
A: Refer to the section on looking up usernames and passwords on page 20.

Administrative Tools

The Administrative Tools option only appears if you are logged in as the WISCareer Administrator for your building (Figure 3.4). These tools will help you keep track of usernames, passwords, groups, students/clients, and professionals (Figure 3.5).

Registration Codes/Personal Info Options

If you click on Registration Codes/Personal Info Options (Figure 3.6), you will find a list of your school’s professional and student registration codes, along with how many accounts are available. You can also print login instructions.

In the primary administrative account, clicking on Prevent Editing or Allow Editing changes whether or not students can edit their username and password in the Locker. This function is useful if your school requires students to change their passwords every few months for security reasons. The default is Allow Editing.
Delegate Administrative Authority

The primary administrator can select as many secondary administrators as needed. Secondary administrators are able to do everything that the primary administrator is able to, with the exception of looking up professional account information, delegating administrative authority, and turning on or off the ability to edit login info.

One of the significant benefits of having secondary administrators is that, if properly delegated they can access forgotten student usernames and passwords, without having to rely on the primary administrator for this information.

To set up a secondary administrator, the primary administrator needs to make sure the soon-to-be secondary administrator has created his/her own professional account. Then the primary administrator should click on Delegate Administrative Authority (Figure 3.7), then Edit listed next to the secondary administrator’s name, and then designate which groups the secondary administrator will be given access to. (If no groups have been created, then the options are All or None.) Click on Submit to make the change.

If groups are set up later, the secondary administrator will have access to all groups (if All) or no groups (if None).

Show/Edit Professional Login

To list and edit professional logins, the primary administrator should click on Show/Edit Professional Login Information (Figure 3.8). The options for editing and deleting professional accounts are the same as for student accounts. Secondary administrators do not have this option.

Show/Edit Student/Client Login

To look up student login information (usernames and passwords), click on Show/Edit Active Student Login Information (Figure 3.9). You’ll see a list of the students registered, along with the option to edit or delete their accounts.
To look up an individual student’s username and password, click on Edit across from the student’s name.

Likewise, you can use the Search for a Student feature at the top of the page, shown as a link. Click on the link and then enter their first name and/or their last name in the fields provided. If you leave the first name field empty, you will see a list of all students who have the last name you specified. You may also enter just part of a name.

To get a list of all student usernames and passwords, click on List of Usernames and Passwords. This is a timesaver when taking a class into the lab to work with the WISCareers website.

If you choose to delete an individual student, you must put a check mark in the Delete box for that student. Click on Delete Checked Students. If you do not complete the second step the change will not be recorded.

You may also find the need to remove a large number of students from your active database. The Do Mass Deletions feature, shown as a link at the top of the page, allows you to establish the criteria to accomplish this. You must select the deletion criteria you want to use and then click on the Show Names button. When you delete a student’s account, you are disassociating them from your organization. All of their data will still be maintained on the WISCareers server.

Note: When you delete a student, you are removing that student from the list of members of your organization and, thus, preventing them from using that username and password to login to the website. You are not removing any of their information from the database maintained on the WISCareers server. If a student whose account has been deleted tries to login, they will be informed that their account has been deactivated and that they may activate their account by contacting the site administrator, contacting the administrator of their new organization, or by contacting Wisconsin Careers.

You can also sort the list by name, grade, last login, and number of logins.

Show Deactivated Students/Clients
The Deactivated List allows you to work with student accounts that have expired (i.e. the accounts of students in the previous year’s graduating class). Simply click on Show Deactivated Students (Figure 3.10).

Deactivated student accounts do not count against your maximum number of student accounts. When deactivated students try to log in, they will get a message that states the account has been deactivated, but if they know a new registration code, they can enter it. Then the account will be transferred to the new location and reactivated.

The administrators at university or technical colleges do not have the Deactivated Student option, since adult students do not identify grade levels when they create their accounts.

Accesses Made to a Student’s/Client’s Locker
Accesses Made to a Student Locker (Figure 3.11) lists the names of professionals who have looked at the contents of an individual student’s Locker, along with when they accessed it.

This option is not available on WISCareers sites for adults, such as university and technical colleges.
Creating, Editing, and Changing Groups

Setting up student groups helps you to more efficiently manage your students and be attentive to their individual needs. Here are some frequently asked questions about setting up and managing groups.

What does group assignment mean?
When an individual is assigned to a group, all professionals will be able to see reports and/or carry out administrative functions with a pre-selected group of individuals. Note: Your students, when logging in, will self-assign to their grade or class level so it is unnecessary to use grade or class level as a group identifier.

What type of group should I set up?
You can designate any type of group- for example, students in your careers class, Students’ Last Names A-L and M-Z, Mrs. Conrad’s 10th Grade English Class, or Homeroom 103. Students can be part of more than one group or not have any group affiliation.

How can we use these assignments?
There are two major uses for assignment to groups. First, the groups can be used for aggregate reports, for example, a counselor would be able to obtain a report on site usage by individual for only his/her counselees. Second, administrative functions for a group can be assigned to a specific professional, for example, a counselor would be able to find the user name and password for an individual in her/his group.

Do I have to set up my groups now?
While you can set up your groups at this time or at least before providing login instructions to individuals, it is not required. When individuals login for the first time, they will be required to indicate the group to which they belong, assuming groups have been set up. However, if you set up your groups later, when individuals login without a group assignment, they will be asked to self-assign to a group. Administrative tools are also available to make or change individual group assignments.

To create a group, click on Create Student Groups (this option changes to Edit Groups once groups have been set up), then Add One or More New Groups. Simply type the group name(s), one per line, in the text box and click on Submit.

How do I delete a group or edit the name of the group?
First select Edit Groups from the Administrative Tools menu. You can delete a group by clicking on Delete. Deleting a group does not delete any student accounts; it simply removes their affiliation with that group. To edit the name of a group, click on Edit across from the group name (Figure 3.12).

How do I change a student/clients group assignment?
First select Change Student Group from the Administrative Tools menu. Change the group assignment by selecting or deselecting the appropriate checkbox. When you are done making changes, click on Update Group Information (see Figure 3.13).
Cleaning Up Unused and Duplicate Accounts

Note: These tips need to be implemented by the WEBSITE ADMINISTRATOR.

Cleaning up Professional Accounts
1. Click on Administrative Tools from the Professional homepage
2. Click on Show/Edit Professional Login Information (Figure 3.14)
3. Mark the following items for deletion by clicking in the box:
   - Duplicate names - mark the oldest duplicate(s) for deletion
   - Other old accounts
   - Students who logged in as professionals
4. Click on Delete Selected Professionals at the bottom of the page

Cleaning up Student Accounts
1. Click on Administrative Tools from the Professional homepage
2. Click on Show/Edit Active Student Login Information (Figure 3.15)
3. Mark the following items for deletion by clicking in the box:
   - Duplicate names - mark the oldest duplicate(s) for deletion
   - Other old accounts
   - Professionals who logged in as students
4. Click on Delete Checked Students at the bottom of the page

Note: The Do Mass Deletions option is helpful if you want to delete all or most students from a particular grade or group.
Cleaning up Groups

1. Click on Administrative Tools from the Professional homepage
2. Click on Edit Groups (Figure 3.16)
3. Delete old groups or add new groups for next year. Deleting groups removes only the group association, not the existing student accounts.

Figure 3.16