

CareerScope® Release 8.0 Startup Guide

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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 evaluatees 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 evaluatees an opportunity to practice essential mouse manipulation skills before the start of formal assessment while allowing staff an opportunity to assess the evaluatees' 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 evaluatees and professional staff. Three report formats are available: the evaluatee Assessment Profile, the Counselor's Report, and the one-page Summary Report. You can configure reports to include only the components that you choose (Cover Page, Interest results, Aptitude results, Recommendations, and/or Report Legend) and you can control the report generation sequence (collated by evaluatee 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 10.0 occupational database, as well as the Department of Education's Career Cluster/Pathway system. You can even allow evaluatees to generate their own assessment results after completion of assessment activities.

What's New in Version 8.0

Career Cluster/Pathway Reports: Three new reports connect the evaluatee's interest and aptitude profiles to the U.S. Department of Education's Career Cluster/Pathway system.

O*NET 10/New SOC Taxonomy: As always, the new version of CareerScope incorporates the most up to date information from the Department of Labor's O*NET career information database (version 10) as well as the latest update to the SOC taxonomy.

Enhanced Multi-user capabilities: When you install a networked configuration of CareerScope, you can now have evaluatees taking the Assessment **and** have administrators in the Management system *simultaneously*. You can have *multiple administrators* using the Management system at the same time as well.

Interest Inventory Save: While evaluatees are working through the Interest Inventory, they can now save their results at any point and exit the system. When they log back into the assessment with their ID code, CareerScope will start them at the *first unanswered item*.

New installer: A new installation routine presents you with more clear-cut options. For a relative novice – the new installer and new written directions provides more guidance for making installation decisions. For a seasoned IT professional – you will have more flexibility in how and where you install the parts of the system.

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 ever 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.

PART 1: CAREERSCOPE INSTALLATION

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**) that stores 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 screen savers or any other background applications
- ◆ For CareerScope administrations **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 v. 6.5; Windows® Server 2000, 2003 or Peer to Peer
 - 256 MB Available Physical Memory (Free RAM)

Note: Consult the CareerScope FAQs for additional info regarding Windows Vista or CITRIX.

*Note: Spanish and audio capability are not standard features. Contact VRI for more information. 5

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 5.0 or Netscape Navigator 5.0. If you do not have any internet access at your location, call the VRI technical support staff for assistance.

Before You Begin...

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.

- **If your assessment workstation will be used for audio supported English administrations or assessments with Spanish, please check to be certain 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 when the pop up menu appears, click on the word **Help**; select the **Index** tab and search the index by typing **Testing Sound** in the blank space.
- 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.

Getting Started

- CareerScope 8.0 is designed for use only with workstations running a minimum of Windows 2000.
- CareerScope Users must have the following folder permissions:
 - Read, Write & Modify permissions to all CSCOPE folders (on both local and shared drives as appropriate);
 - Read rights to the Windows System folder on the local workstation.
- If you have a previous version of CareerScope installed, you **MUST** uninstall it prior to installing version 8.0.

Uninstalling CareerScope

Significant upgrades have been made to CareerScope's underlying structure. Therefore, if any other version of CareerScope (or CSDEMO) is installed on your system, **you MUST uninstall it prior to installing your new version 8.0 CareerScope software.**

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

The CareerScope Uninstaller removes all 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 [Chapter 4 of your currently installed User Guide](#), [Help in www.careerscope.net](#), or the [FAQs on www.vri.org](#) for directions on transferring administrations back to your website account.

Uninstalling from Standalone Installations

- Click **Start**, select **Programs**, and select **CareerScope** or **CareerScope Demo**.
- Select **Uninstall CareerScope**.
- When the **Uninstall Logon** screen displays, enter your 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, then click **OK**. (If you click **NO**, your database will be 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** or **CareerScope Demo**.
- Select **Uninstall CS Tasks (or Uninstall CSDemo)**.
- Your CareerScope Assessment Tasks will be uninstalled.

Step #2: Uninstalling the Management System

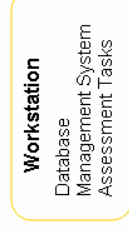
- Click **Start**, select **Programs**, and select **CareerScope** or **CareerScope Demo**.
- Select the **Uninstall CS MGMT (or Uninstall CSDemo)**.
- When the **Uninstall Logon** screen displays, enter your password and click **OK**.
- You will be asked if you want to backup the database. If you click **YES**, you will define a backup location for the database. You must choose a location outside of the **CareerScope (CSCOPE)** folder, then click **OK**. (If you click **NO**, your database will be deleted during the uninstall.)
- Your **CareerScope Management System** will be uninstalled.

CareerScope Configuration Options

There are 3 ways to install your CareerScope v8.0 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 12 for instructions)

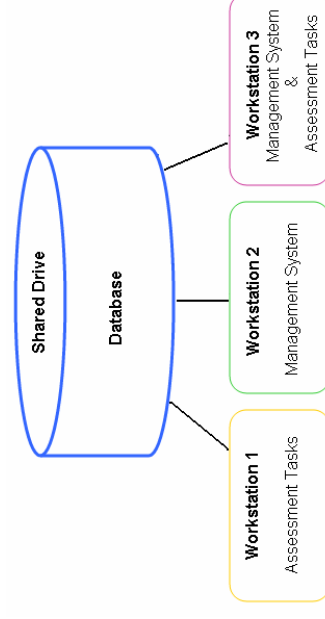
Each workstation is a complete CareerScope system with its own Database, Management System, and Assessment Tasks. Because each workstation has its own database, evaluatees must complete their assessment using one and only one workstation, and reports for each evaluatee must be printed from the workstation on which they completed the assessment.



Network Installation #1: Central Database with Local Management & Local Assessment Tasks (see page 13 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.

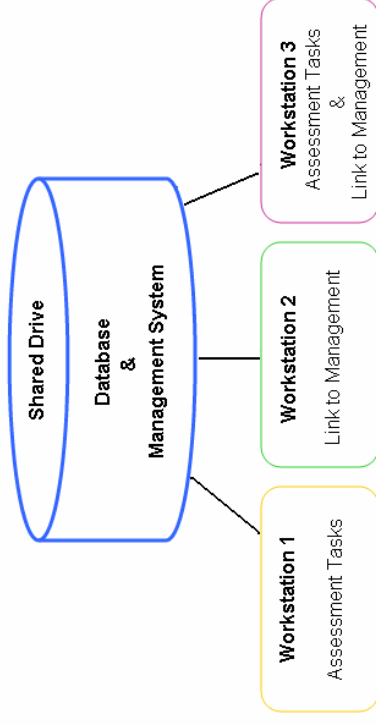
Benefits to this network install include having centralized data storage and simultaneous use of Management and Assessment tasks. This type of install is recommended when your system is in a LAN environment and/or you prefer to not have program executables installed on a server. This is not recommended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



Network Installation #2: Central Database and Central Management with Local Assessment Tasks (see page 14 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.



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 appropriate **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

There are 2 options for Network Installations.

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

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

Installing CareerScope in either of these configurations involves some combination of the following 5 tasks. Locate the Network Install Option (listed below) that you wish to conduct. The tasks required will be listed IN ORDER beneath each description. Once you have identified what you need to do, you can locate the Tasks on the pages that follow. Be sure to complete them in the order listed.




Note: When conducting any type of network installation:

The Database **MUST** be installed on a shared network drive.
ALL workstations **MUST** be mapped to this shared drive.

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

In this configuration, you will be installing the Database onto a shared drive so that it can be accessed by all the CareerScope workstations. You will then install the Management System and/or Assessment Tasks onto local workstations. This option is not recommended for installing in a WAN environment as it may result in less than optimal performance of the Management system.

To configure this installation option:

-  **Install CareerScope Database to the shared network drive (p14)**
-  **Install Management System to the local workstation (p16)**
-  **Install the Assessment Tasks to the local workstation (p19)**

NOTE: If you want a workstation to have both the Management system and the Assessment tasks, install the Management system and the Assessment tasks on that workstation.

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

In this configuration, you will install the Database AND Management system onto a shared drive so they can be accessed by all of the CareerScope workstations. You will then install the Assessment Tasks and/or Links to the Management system onto the local workstations. When installing in a WAN environment, this is a recommended CareerScope configuration.

To configure this installation option:

- 🔗 **Install CareerScope Database and Management System to the shared network drive (p15)**
- 🔗 **Install Management System LINK to the local workstation (p18)**
- 🔗 **Install the Assessment Tasks to the local workstation (p19)**

NOTE: If you want a workstation to have access to both the Management system and the Assessment tasks, install the Management system link and the Assessment tasks on that workstation.

🔗 **Install CareerScope Database 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 appropriate **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 a shared network drive that is accessible from all workstations that will be used for assessment and/or data management purposes. Accept the default installation folder (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. Go to Step 4 of **Install Management system** to a local workstation; or Step 4 of **Install Assessment tasks** to a local workstation.
 - If you click **NO**, you will see a window indicating **Installation Complete**. Click **Next**.

Step #7:

- Read the **Final Note** screen and click **Next**.
- You will now be returned to your desktop.



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 appropriate **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 a shared network drive that is accessible from all workstations that will be used for assessment and/or data management purposes. Accept the default installation folder (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. Go to Step 4 of **Install Management System Link** to a local workstation, or Step 4 of **Install Assessment Tasks** to a local workstation.
 - If you click **NO**, you will see the **Installation Completed** message. Click the **Finish** button.

Step #7:

- Read the **Final Note** screen then click **OK**. You will be returned to your desktop.

 **Install Management System to the 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 appropriate **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 DBFs 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 **YES**, you will be returned to the **Network Install** screen. Go to Step 4 of **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 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 Management System LINK to the 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 appropriate **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 2nd 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 DBFs 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:
 - If you click **YES**, you will be returned to the **Network Install** screen. Go to Step 4 of **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**.



Install the Assessment Tasks to the 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 appropriate **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, **Evaluate Workstation** and click **Next**.
- Review the **Evaluate 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 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 delivery of assessment tasks.

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 31 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 evaluate 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 evaluatee.

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 evaluatee 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 evaluatee has not been pre-registered), CareerScope will request demographic information. If an evaluatee has been pre-registered through the CareerScope Management System, this information is not requested.

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 evaluatees to read and follow the CareerScope instructions carefully. All instructions are found in the MESSAGE CENTER. The General Practice phase prompts the evaluatee 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 evaluatees should be instructed to work quickly in preparation for the timed assessment tasks within the aptitude battery. In the event that an evaluatee 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 evaluatee can work quickly during a timed task. The evaluatee 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 evaluatees with paper and at least two pencils 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 evaluatee initiates testing by clicking on the green START button. After the time expires for each task, the evaluatee 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 evaluatee 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 evaluatee 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 evaluatee must be sitting at an assessment workstation on which these licensed options are available. A workstation that displays a **CS 8.0 ES** icon is capable of delivering assessments with Spanish as well as exclusively English assessments with audio support. A workstation that displays a **CS 8.0E 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

*Note: Spanish and audio capability are not standard features. Contact VRI for more information. 24

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

When the Assessment Tasks program is launched (following the CareerScope Multimedia Introduction), CareerScope will prompt the evaluatee to input his/her ID code. If the evaluatee 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. 23-24.

If the audio template has been set as the universal default template, the evaluatee 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 evaluatee through the phases of the assessment.

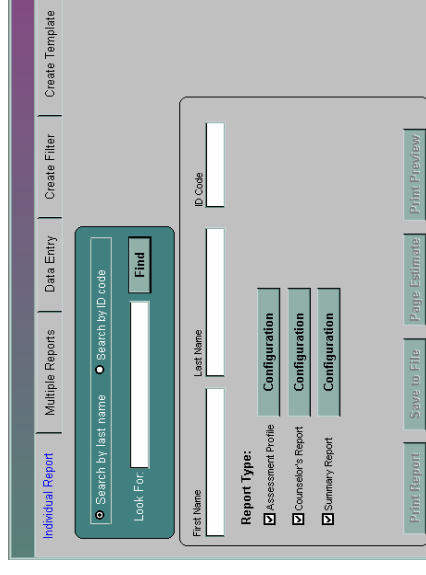
Pre-registration

To pre-register an evaluatee 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 evaluatee's record. You will then successively: select the desired assessment template to be administered, enter the evaluatee'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 evaluatee.



The screenshot shows the 'Individual Report' interface. At the top, there are navigation tabs: 'Individual Report', 'Multiple Reports', 'Data Entry', 'Create Filter', and 'Create Template'. The 'Individual Report' tab is active. Below the tabs, there are two search options: 'Search by last name' (selected with a radio button) and 'Search by ID code'. A 'Look For:' text box is positioned below these options, with a 'Find' button to its right. Below the search area, there are input fields for 'First Name', 'Last Name', and 'ID Code'. Underneath these fields, the 'Report Type:' section contains three checkboxes, all of which are checked: 'Assessment Profile', 'Counselor's Report', and 'Summary Report'. To the right of these checkboxes are three 'Configuration' buttons. At the bottom of the interface, there are four buttons: 'Print Report', 'Save to File', 'Page Estimate', and 'Print Preview'.

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

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

- Click the radio button to the left of **Search by ID Code** or **Search by Last Name**.
- Enter the evaluatee's ID code or last name 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 evaluatee's ID Code or Last Name:

- 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 reporting 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 more detailed information about using the features available on the Individual Report interface.

Generating Multiple Reports

Use the **Multiple Reports** interface (displayed below) to generate reports for a group of evaluatees.

Step #1: Selecting reports for generation

- Click the radio button to the left of **Search by Test Date** or **Search by ID Code**.
- Enter the starting point and ending point for the range of test dates or the first and last ID code in the blank fields next to **From** and **To**.
- You can also filter the range of reports by clicking on the down arrow on the **Filter to Apply** display and clicking on the name of the desired filter. *The User Guide contains detailed explanations of how to create, save, and apply filters using the Create Filter interface.*
- Click **Find**.

The Management System will then search the database for records within the defined range, and display the number of **records selected**. Click **Preview Selection** to review the list of records in the defined range. You can then choose to print all, none, or some of the records within the list by clicking in the selection boxes to the left of the ID codes.

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**), and then select the desired **Report Generation Order**.
- Click on the **Configuration** button next to each report format and select the components to be included in the reports.

Once you have configured your report preferences, 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 the reports

Please refer to the **User Guide** (in the Management System) for more detailed information about using the features available on the Multiple Reports interface.

Transferring Meter Administrations

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, 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 digit 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 _____.
 - (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 (typically the agency’s name)
- **ENTER** your user name (this is typically 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).
- 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.

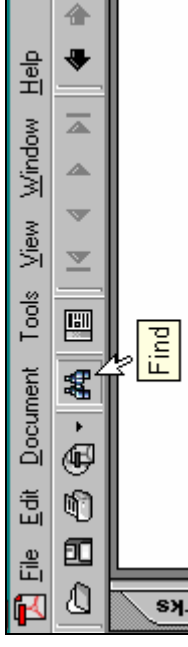
Please refer to the **User Guide** (accessible from within the CareerScope Management System) for a more detailed explanation of Account Operations.

PART 3: RESOURCES

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 K)**. 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 by clicking on the **Find** icon (shown below).



The following screen will display. Enter the specific text to be found, as well as any search criteria, and then click on **Find**.



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 K**).
- (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
 - ✓ *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)
 - ✓ Specific error message
 - ✓ Specific steps to reproduce the problem

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.