Chapter 2: Administrator's Guide

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Activating the WISCareers Website

Before students can log in to WISCareers, someone at your location needs to activate the site. Activation is simple—a designated administrator logs into the site using the administrative registration code. The administrator creates a username and password and activates the site. Then others may use the professional or student registration codes to create their own accounts.
The Role of the Administrator

A **Primary Administrator** is the person who manages and implements **WISCareers** in a school, job center, or other organization, and who works with The Center on Education and Work 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. They may delegate secondary administrative authority to colleagues, look up usernames and passwords for professionals and students, allow editing of usernames and passwords, and delete professional and student accounts. Primary administrators may also set up and edit student groups and view deactivated student accounts.

There may be multiple **Secondary (Delegated) Administrators** at a school or site. They have authority to set up groups of students or look up student usernames and passwords, but they cannot look up professional usernames/passwords or delegate administrative authority to other people.

All **WISCareers** administrators, primary and secondary, have **Tools for the Administrator** listed on the **Professional Site** menu.

**TOOLS FOR THE ADMINISTRATOR**

This feature will appear on the **Professional Site** menu only if you are logged in as an administrator. If you cannot access this feature and you are sure that you are an administrator, you may be logged in under a student or professional account. Contact your Center on Education and Work representative to facilitate access to the tools described below.

**Student**

You can monitor and assist students in several areas. Conduct a **Search for a Student** using first name, last name, or part of a name. You can also generate a **List of User Names and Passwords**. The master list can be limited to gender, grade, ethnicity, or group if you select the appropriate boxes. This is a timesaver when taking a class into the lab to work with the **WISCareers** website. You can also cut and paste the graph into Excel for additional sorting options.

Click on “Show/Edit Active Student Login Information” if you wish to examine, edit, or change login information for all the students in your organization with active accounts. Similarly, **Show Deactivated Students** will allow you to examine and modify login information for all the students in your organization whose accounts have been deactivated.
If you need guidelines about how to delete information, please click on “What does Delete do?” or click on “Do Mass Deletions.” If you need to remove a large number of students from your active database, this page allows you to select the deletion criteria. As a safeguard, no names can be deleted until the list you request appears (Show Names) and you click a specific “Delete Checked Students” button. When you delete a student’s account, you are disassociating them from your organization. All their data will still be maintained on the WISCareers server. Students can later reactivate their accounts with various post-secondary organizations in Wisconsin or maintain an individual subscription.

Another important feature in this area is the administrator’s ability to monitor Accesses Made to a Student’s ILP/ePortfolio. Clicking on this option brings up a chart of student names with a link to edit the groups for which each person has administrative authority. You can also examine, edit, or change login information for the professionals in your organization under Show/Edit Professional Login Information. This option charts names, date of last login, total number of logins, and offers an Edit link to make changes in professional information.

Professional
At the professional level, the administrator has several options. One is to assign administrative privileges to other professionals. Click on “Delegate Administrative Level” to see a chart of names along with a link to Edit the groups for which each person has administrative authority. You can also examine, edit, or change login information for the professionals in your organization under Show/Edit Professional Login Information. This option charts names, date of last login, total number of logins, and offers an Edit link to make changes in professional information.

Groups
Under the Edit Groups feature, you may change the name of a student group, eliminate a group name, or add a new group. If you click on “Change Student Group Assignments,” you will get a list of students, which you can sort by name or grade. Checkmarks designate assigned groups and you can remark these boxes as necessary. As a safeguard, no changes will be implemented until you click on “Upgrade Group Information.” If you have additional questions about the function of group assignments (what are they? why use them? how are they set up?), please use the link to Information on Creating Groups that appears here.

Account Information & Settings
This tool charts the basic information of your account, including group account name, student and professional registration codes, expiration date, number of registrations allowed, and video capability. You can also select the Allow Editing/Prevent Editing feature if you want to enable or disable students’ ability to edit their personal information.