



FOCUS-2

The Online Career & Education
Planning System

An Overview for Administrators

www.focuscareer2.com

Career Dimensions, Inc.
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WHAT IS FOCUS-2?

FOCUS-2 is an online, self-guided program that helps students explore and make decisions about their career goals and their major areas of study.

The FOCUS-2 PROCESS

Steps Involved in Career & Education Decision Making

Self-Assessment of Personal Attributes:
Interests, Values, Personality, Skills, Leisure Activities



Assessment Results are Matched to Occupations



**The Major Areas of Study Supporting
Preferred Occupations are Identified**



**Users analyze and compare the pros and cons of the
occupations and majors that appeal to them,
make choices and map out goals and action plans**



Benefits of Career Planning

(Reference: America's Career Research Network Association-US Dept of Education.)

While In College:

- Fewer transfers & switching of majors
- Graduate on time
- More motivated & goal focused
- Higher academic achievement

After Graduation:

- Better entry job with higher income
- More satisfied with chosen career field
- Less career change, faster career advancement

The consequences of not planning are costly

Absence of Career Planning is a major cause of:

- Switching majors
- College transfer
- Dropout
- Extended years in school

Research by the US Department of Education and American College Testing shows:

- ▶ **51 % of U.S. college students entering 4 year colleges will transfer or dropout**

Of this 51%:

- 30% transfer to another college or change their major
- 20% transfer 2X and require 6+ years to graduate
- 50% dropout completely

GETTING STARTED

Users need to create their FOCUS-2 accounts first.
The FOCUS-2 Self-Registration and Login pages can be accessed directly from your Career Services webpage.

Sample log in page

If you need to create new account, click here.



LOG-IN For Returning Users
RETURNING USER LOGIN
User name <input type="text"/>
Password <input type="password"/>
<input type="button" value="Log-in"/>

**Students self-register to create their new
FOCUS-2 accounts**

Sample self-registration page

LOG IN For New USERS	
CREATE A NEW USER ACCOUNT	
All fields are required	
Enter our access code	<input type="text"/>
Group	<input type="text"/>
Enter your e-mail address	<input type="text"/>
Name	<input type="text"/>
Create a user name:	<input type="text"/>
Create a password:	<input type="text"/>
Confirm your password:	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Reset"/> <input type="button" value="Cancel"/>

Remember:
the user
name and
password
are **caSe**
sEnSiTive!!!

**Users can reuse FOCUS-2
24/7, on or off campus, on any PC**

FOCUS-2 saves all results! Students can log back into their accounts and pick up where they left off.

Each person should create only one account. Administrators can use their administrative user name and password to log into the user side of the system.

LOG-IN For Returning Users
RETURNING USER LOGIN
User name <input type="text"/>
Password <input type="password"/>
<input type="button" value="Log-in"/>

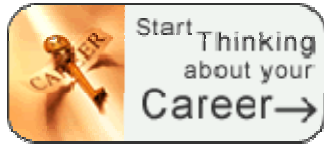
Forgotten passwords can be automatically retrieved here



If you have forgotten your username or password, click here.

Don't forget: the user name and password are **casE seNsitiVe!!!**

FOCUS-2 Main Menu



Career Readiness

Career and Educational Goals
Academic Strengths
Your Accomplishments
Your Career Planning Status
Your Personal Development Needs



Self Assessment:

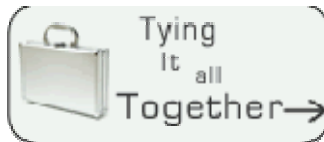
Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

*Combine the Results of
Multiple Assessments*



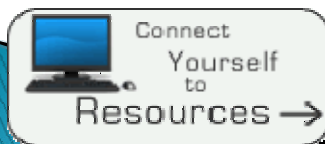
Explore the Possibilities

Search by Name
Search by Industry
What can I do with a major in...?
Compare Two Occupations Side by Side



Your Personal Portfolio

Review and update saved occupations
Review and update your saved majors
Review and print your portfolio



RECOMMENDED Tools and Websites

Calendar of Events
Job Board Network
Links

FOCUS-2 is user friendly
and guides students
through the career &
education planning process.

Your school's
FOCUS-2 Main Menu
can be customized by
selecting the features
on this menu that best
meet your students'
needs.

Quick reference sheets for students and counselors are available as print outs.
A Power Point slideshow:
FOCUS 2 Student Orientation of FOCUS 2 is also available.



"How FOCUS 2 Works"

Career Readiness

←
Career and Educational Goals
Academic Strengths
Your Accomplishments
Your Career Planning Status
Your Personal Development Needs

A good starting point:

Assess your involvement in activities that support career and education decision making.

Self Assessment:

←
Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Five Self - Assessments are available to you. Assessment results show you the occupations and major areas of study at this school that match your profiles. You can automatically combine any 2 or more assessment results to narrow and refine your results.

Narrow Your Results:
Combine Results of Multiple Assessments

Be sure to save your preferred occupations and majors along with your comments and rankings.

Explore the Possibilities

←
Search by Name
Search by Industry
What can I do with a major in...?
Compare Two Occupations Side by Side

Explore your preferred occupations and the majors with your comments. Use *What Can I Do with a Major in...?* to learn more about your favorite majors and occupations.

Your Personal Portfolio

←
Review/update saved occupations
Review / update your saved majors
Review and print your portfolio

Mapping Career Goals:

FOCUS-2 Portfolio Builder automatically records all of your FOCUS 2 assessment results and your preferred occupations and major areas of study.

Recommended Tools and Websites

←
Calendar of Events
Job Board Networks
Links

Visit important websites, find out about upcoming events related to career fields & employment. Search for jobs at national, state, or local levels.



Log on to your FOCUS 2 administrator account at <http://focuscareer2.com/InstAdminLogin.cfm>
Administrators can also use their administrative user name and password to log into the user side of the system.

Managing Users	Tools to Manage Users
← Add A New User	Register an individual user in your office.
← Look Up A User	Access individual student results by last name.
← Delete Active Users	Delete users who <u>have</u> used FOCUS.
← Delete Inactive Users	Delete users with unused accounts.
Manage Groups	Organize your Users into Distinct Groups
← Add A Group	Create groups to organize your users into
← Manage Existing Groups	Change group names, delete groups of users
← Transfer Groups	Move one group of users into another group.
Administrators	Tools to Manage Account Administrators
← Add an Administrator	Create administrative accounts for administrators
← Look up an Administrator	with full access or sub-administrators with limited access to specific groups of students.
Reports	User Reports
← User Activity Report	Overall user activity and individual user activity
← Email Users Report	Upload email data to your email software
← New Users Report	View monthly and overall usage
← Users Login Report	View frequency of usage per student
← Holland Code Report	Users grouped by first letter of their Holland Code
Customization Options	Customize Your FOCUS-2 Account
← Website Branding	Brand Focus-2 with your Logo and Name
← Contact Information	Insert your contact information on FOCUS 2
← Main Menu Options	Select features displayed on student Main Menu
← Scope of Occupations	Select the level of the occupations to be displayed
← Occupation List Display	Display salaries and your school's majors
← Student Portal	Self Registration from your school's website
Additional Tools	Utilize These Features
← Resource Links	Choose links for your students to access
← Calendar	Keep students informed about upcoming events
← Job Board Links	Link to Job Boards: National, State, Local, etc.

Features on the FOCUS-2 Main Menu



Career Readiness

Career and Educational Goals

Academic Strengths

Your Accomplishments

Your Career Planning Status

Your Personal Development Needs



Career Readiness is a good starting point for students to assess how involved they are in activities that support their career and education decision making.

Features on the FOCUS-2 Main Menu



Self Assessment:

Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Combine the Results of Multiple Assessments

Five reliable and valid assessments guide students through the career & education exploration and decision making process. Assessment results lead students to occupations matching their profiles.

After completing an assessment, FOCUS –2 matches a user's results to occupations and the majors offered at your school that will prepare them for those occupations. *Students should be encouraged to save occupations and majors that appeal to them.*



Saved	Sort by Occupation Name	Sort by Mean Salary	Majors at Your School
	Biology Professor	\$77,690.00	Science Teacher Education Biology / Life Science
	Biopsychologist	\$74,250.00	Biology / Life Science Mathematics Psychology
	Cardiologist (MD)	\$138,910.00	Biology / Life Science
	Chemistry Professor	\$65,400.00	Science Teacher Education Chemistry
	Clinical Psychologist	\$63,960.00	Psychology Social Work

Features on the FOCUS-2 Main Menu



This is a great place for students to spend time reviewing occupations and majors that match their assessment results.

Self Assessment:

Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Combine the Results of Multiple Assessments



Upon completion of two or more assessments, students should click on
“Combine the Results of Multiple Assessments”
This function narrows down their results.

Sample Occupation

MENU

Overview

Job Duties

Skills

Values

Outlook

Earnings

Advancement

Interest Profile

Working Conditions

Contact Info

Areas of Study



Play Video



Save this
occupation



Printer Friendly

Overview

Archeologist

Archeologists research the materials and artifacts of past cultures, countries, tribes, and early man in order to reconstruct and understand origin and development. They excavate, classify and interpret trends.



Grad
po

Click on **Play Video** to view the nature of the work.

Click on **Interest Profile** to see how well their interests match the interest profile for the occupation.

Click on other topics to explore **earnings, outlook, working conditions, etc.**

Students should SAVE OCCUPATIONS that appeal to them! We recommend saving a minimum of 5 occupations.

Students can then click on **Areas of Study to find out which **Majors** support those occupations.**

Students should SAVE MAJORS that appeal to them!

Features on the FOCUS-2 Main Menu



Explore the Possibilities

Search by Name

Search by Industry

What can I do with a major in...?

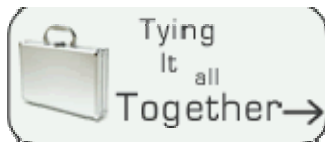


Compare Two Occupations Side by Side

Students should be sure to utilize the feature “**What can I do with a major in...**”. This feature allows them to explore any major offered at your college and to explore the occupations that a specific major can lead to.

Features on the FOCUS-2 Main Menu

Current User: Your Name
Update My Account



Your Personal Portfolio

Review and update saved occupations
Review and update your saved majors
Review and print your portfolio

An **Automated Portfolio Builder** records students' decisions and preferences as they use FOCUS-2. They can review and print their results. They can add their addresses, IM addresses, etc. to their portfolios by selecting "**Update My Account**" in the upper right hand corner of the Main Menu.

Sample pages from a student's portfolio. Students' portfolios can be accessed online on your school's FOCUS 2 Administrative Website.

MAIN MENU

Contact Information

Jan Stokes
PO Box 998
Center Harbor 03226
*janis@focuscareer.com
603 513 1234

Career and Educational Goals

Your Career Goals

I hope to have a challenging career that will enable me to work toward the protection of the environment.

Your Educational Goals

I plan to earn my PhD in Environmental Planning.

Career Planning Status Summary

Your Career Planning can be summarized as follows:
The scores range from 1 to 5
1=Not Prepared 3=More Prepared 5=Very Prepared

Self Assessment	4.00
Career Exploration	3.67
Career Planning Satisfaction	2.83

1 Low 2 3 Medium 4

Self Assessment (4.00)

Self-Assessment is important because it enables you to identify which occupations areas are most compatible with your personal attributes. Your *high* self assessment score indicates you are very involved in examining your interests, values, personality, and skills. You stay actively involved in self assessment because it is the most important first step in career planning.

Career Exploration (3.67)

Career Exploration is important because it enables you to compare and evaluate different areas of study that appeal to you. Your *medium* score indicates that you are moderately involved in career exploration. It is important that you continue or increase your involvement in career exploration because it will help you narrow down your options and map out your career goals.

Career Planning Satisfaction (2.83)

Planning Satisfaction measures the extent to which you are satisfied with the results of your planning activities and your ability to resolve problems that can interfere with your career planning. Your *medium* score suggests you may be experiencing some problems with your career planning. If you think you are not able to resolve problems of concern on your own, you should discuss them with your career advisor.

Teamwork - The ability to work with other people toward a common vision or goal.

Time Management - Having the tools or techniques for planning and scheduling time, usually with the aim to increase effectiveness and/or efficiency.

Writing - The ability to express your ideas on paper where the presentation is tightly structured, grammatically and syntactically correct, substantive, and interesting.

You indicated that you need Moderate Improvement In:

Negotiating - The ability to exchange ideas, information and opinions with others.

You indicated that you need A Great Deal of Improvement In:

Organization - Knowing where things are at all times.

Public Speaking - The ability to present material to a group of people in a structured, deliberate manner.

Work Interest Profile Summary

Your interests can be summarized as follows:
Your average score in each area is also shown below as a number ranging from 0 to 100 where:
0=Low 50=Moderate 100=High

Investigative	95.83
Realistic	70.83
Social	58.33
Enterprising	50.00
Conventional	41.67
Artistic	20.83

10 20 30 40 50 60 70 80 90 100

Your top 3 interests in the order you selected are:

Investigative "the thinkers" People in the investigative category often have a strong desire to understand cause and effect, and solve puzzles and problems. They often work in jobs that are scientific in nature. Their work often involves the analysis of data, using formulas, graphs and numbers. Investigative types typically prefer to work independently, and with minimum supervision. People in this category generally enjoy using computers, solving math problems, interpreting formulas, and thinking abstractly.

Realistic "the doers" People in the realistic category often prefer to work with objects and things. They are likely to enjoy creating things with their hands and using tools and machines. Some prefer large, powerful machines like tractors, while others prefer precision machinery such as X-ray or electronic equipment. People in this category generally enjoy being physically active, repairing equipment, rebuilding cars, fixing electrical things, solving mechanical problems, playing sports, working outdoors, and using their hands.

Values Profile Summary

You Selected Are:

Helping Society
Wanting to contribute to the betterment of the world. Doing something for the greater good.

Helping Others
Wanting to help other people in a direct way either individually or in a small group.

Saved Occupations

Occupation

Agronomist

Comments: Food research and production have become of extreme importance in our economy.
Factors that appeal to you: Job Duties, Values, Outlook

Medical Technologist

Comments: Health technology occupations offer good security and advancement.
Factors that appeal to you: Job Duties, Skills, Values, Outlook, Earnings

Environmental Planner

Comments: This would be my dream job!
Factors that appeal to you: Job Duties, Skills, Values

Environmental Technician

Comments: Protecting our environment is a "hot topic" regardless of politics.
Factors that appeal to you: Job Duties, Values, Outlook

Biopsychologist

Comments: Combines my interest in psychology and biology. Fascinating career field.
Factors that appeal to you: Job Duties, Values, Interest Profile

Geologist

Comments: This sounds like a very exciting job and would allow me to work to preserve the environment.
Factors that appeal to you: Job Duties, Skills, Values

Your Saved Areas of Study

Science
Program of biology at the introductory, basic level or a program in biology or the biological sciences that is undifferentiated as to title or content. Includes instruction in general biology and covering a variety of biological specializations.
Comments: Need to study biology for the occupations that appeal to me.

Environmental Science
Program that focuses on the scientific study of the composition and behavior of matter, energy, and the environment, including the study of the chemical and physical processes of the environment, and the theoretical and laboratory simulation of these phenomena.
Comments: To work in many of the fields of environment that appeal to me I need a degree in Chemistry.

Environmental Water Resources Science
Program that focuses on the scientific study of the occurrence, circulation, distribution, chemical and physical processes of water resources.
Comments: I am interested in the study of water resources and the environment.

<http://www.focuscareer2.com/LoggedIn/ReviewYourPortfolio1.cfm>

<http://www.focuscareer2.com/LoggedIn/ReviewYourPortfolio1.cfm>

Your Portfolio

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2/1/2009

2/1/2009

Features on the FOCUS-2 Main Menu



RECOMMENDED Tools and Websites



Calendar of Events
Job Board Network
Links

These features allow students to access helpful websites directly from FOCUS-2 and to review upcoming events.

The next series of slides will present a guided tour highlighting the functions of the Administrative Menu for FOCUS Administrators.

Log on to your FOCUS 2 administrator account at

<http://focuscareer2.com/InstAdminLogin.cfm>

or

www.focuscareer2.com : click on *Administrative Login* at the bottom right

Administrators can use their administrative user name and password to also log into the user side of the system.



Administrator's Main Menu

These quick reference sheets describe the administrative tools available for administrators and sub-administrators. They are available to you as print outs.



Sub-Administrator's Main Menu

Log on to your FOCUS 2 administrator account at <http://focuscareer2.com/InstAdminLogin.cfm>
Administrators can also use their administrative user name and password to log into the user side of the system.

Managing Users	Tools to Manage Users
Add A New User	Register an individual user in your office.
Look Up A User	Access individual student results by last name.
Delete Active Users	Delete users who <u>have</u> used FOCUS.
Delete Inactive Users	Delete users with unused accounts.
Manage Groups	Organize your Users into Distinct Groups
Add A Group	Create groups to organize your users into
Manage Existing Groups	Change group names, delete groups of users
Transfer Groups	Move one group of users into another group.
Administrators	Tools to Manage Account Administrators
Add an Administrator	Create administrative accounts for administrators with full access or sub-administrators with limited access to specific groups of students.
Look up an Administrator	
Reports	User Reports
User Activity Report	Overall user activity and individual user activity
Email Users Report	Upload email data to your email software
New Users Report	View monthly and overall usage
Users Login Report	View frequency of usage per student
Holland Code Report	Users grouped by first letter of their Holland Code
Customization Options	Customize Your FOCUS-2 Account
Website Branding	Brand Focus-2 with your Logo and Name
Contact Information	Insert your contact information on FOCUS 2
Main Menu Options	Select features displayed on student Main Menu
Scope of Occupations	Select the level of the occupations to be displayed
Occupation List Display	Display salaries and your school's majors
Student Portal	Self Registration from your school's website
Additional Tools	Utilize These Features
Resource Links	Choose links for your students to access
Calendar	Keep students informed about upcoming events
Job Board Links	Link to Job Boards: National, State, Local, etc.

Log on to your FOCUS 2 sub-administrator account at <http://focuscareer2.com/InstAdminLogin.cfm>
To view a student's portfolio from the administrative side of FOCUS 2:
Click on Look up a User, enter the name of the student
Click on the student's name (hyperlinked)
then click on "View Full Report (at the bottom of the page)
Administrators can use their administrative user name and password to log into the user side of the system.

Managing Users	Tools to Manage Users
Add A New User	Create a user account for an individual user in your office.
Look Up A User	Access students' results (portfolios).
Delete Active Users	Delete selected users who have registered and <u>have</u> used FOCUS 2.
Delete Inactive Users	Delete selected users who are registered but <u>have never</u> used FOCUS 2.
Reports	User Reports
User Activity Report	View a table of overall student usage of FOCUS 2 and access individual user's portfolios
Email Users Report	Upload email data to your email software using a CSV file
New Users Report	View monthly and overall usage of users in the system
Users Log in Report	View the number of logins per student and overall
Holland Code Report	View users grouped by the first letter of their Holland Code

Features on the FOCUS-2 Administrator's Menu

Managing Users

Add A New User ←

Look Up A User ←

Delete Active Users ←

Delete Inactive Users ←

Tools to Manage Users

Register an individual user in your office.

Access individual student results by last name.

Delete selected users who have used FOCUS 2.

Delete selected users with unused accounts.

To view a student's portfolio from the administrative side of FOCUS 2:

Click on Look up a User, enter the name of the student
and click on the student's name (hyperlinked)
then click on "**View Full Report**" (at the bottom of the page)

Features on the FOCUS-2 Administrator's Menu:

Manage Groups

Add A Group
Manage Existing Groups
Transfer Groups

Organize Users into Distinct Groups

- ← Create groups to organize your users.
- ← Change group names, delete groups of users.
- ← Move one group of users into another group.

Groups: Groups are a useful way to organize your users within your database. Think of a group as a sub-set of all your users. Examples of classification systems for groups within a college:

- Year of Graduation
- Counselor Name
- Part-time or Full-time
- Courses, etc.

Remember, if you delete a group, you are also **deleting all the users** within that group.

To create a group that is not displayed on the self registration form:
Click on Add a Group and uncheck the box **“Display on Registration Form”**.

Features on the FOCUS-2 Administrator's Menu:

Administrators

Add an Administrator
Look up an Administrator

Tools to Manage Account Administrators

← Create administrative accounts for administrators (with full access) or sub-administrators (with limited access to specific groups of students).

FOCUS Administrators have access to your school's FOCUS 2 administrative interface. FOCUS 2 allows you to have multiple administrators. (Students should not be given access to the administrative interface.)

When administrator accounts are created, they must be designated as either an administrator or as a sub-administrator account.

- **Administrators can access all administrative functions. They can create groups, create administrators, have access to all students' reports, and can customize the school's FOCUS 2 account, etc.**
- **Sub-Administrators have limited access to the administrative interface (see handout on slide 21). Access is restricted to users in the groups they have been assigned to. A Sub-Administrator can be given access to several groups.**

Features on the FOCUS-2 Administrator's Menu:

Reports: User Activity Report

Reports		User Reports
User Activity Report	←	Overall user activity and individual user activity
Email Users Report	←	Upload email data to your email software
New Users Report	←	View monthly and overall usage
Users Login Report	←	View frequency of usage per student
Holland Code Report	←	Users grouped by first letter of their Holland Code

User Activity Report (sample on the next slide)

- Select the group(s) of interest
- See what components of FOCUS 2 have been completed by your users
- Sort users by the date they last used FOCUS 2
- Click on any student name to access their full portfolio

[Home](#)

Manage Users

Add A New User
Look Up A User
Delete Active Users
Delete Inactive Users

Manage Groups

Add A Group
Manage Existing Groups
Transfer Groups

Administrators

Add An Administrator
Look Up An Administrator

Reports

[User Activity Report](#)
[Email Users Report](#)
[New Users Report](#)
[Users Login Report](#)
[Holland Code Report](#)

Customization Options

Website Branding
Contact Information
Main Menu Options
Scope of Occupations
Occupation List Display
Student Portal
Resource Links
Calendar

User Activity Report

Currently viewing all Groups/Users

To view a report for specific group(s) - make your selections by checking the groups you want to include from the list below and click the button labeled [Create Report](#).

[Select All Groups](#)

[Deselect All Groups](#)

☐ 2009
☐ 2010
☒ 2011
☒ 2012
☐ Alumni

[Create Viewable Report](#)

[Create CSV Report](#)

KEY

CEG: Educational Plans & Career Goals
AS: Academic Strengths & Weaknesses
CPS: Career Planning Status
PDN: Personal Development Needs
WIA: Work Interest Assessment
PA: Personality Assessment
LIA: Leisure Interest Assessment
SA: Skills Assessment
VA: Values Assessment
SN: Search for Occupations by Name
SI: Search for Occupations by Industry
DM: What You Can Do With a Major In ...
C2O: Compare 2 Occupations Side by Side

Name	Group	Date Added	Last Used	CEG	AS	CPS	PDN	WIA	PA	LIA	SA	VA	SN	SI	DM	C2O
robert	2012	10/28/08	11/20/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
richard	2011	11/20/08	11/20/08	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Nikki	2012	10/26/08	10/28/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
eric	2012	10/27/08	10/28/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Elizabeth	2011	12/03/08	12/03/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No
Jeremiah	2012	10/26/08	10/27/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Robert	2012	11/12/08	11/12/08	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Paul	2011	09/10/08	09/24/08	No	No	No	No	No	Yes	No	No	No	No	No	No	No
zach	2012	11/19/08	11/19/08	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Angela	2012	10/26/08	10/27/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Cristy	2011	11/19/08	11/20/08	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rachael	2012	10/24/08	10/27/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Tim	2012	10/27/08	10/27/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
John	2012	10/27/08	10/27/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Trevor	2012	10/26/08	10/26/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Vincent	2012	11/22/08	11/24/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Kyle	2012	10/27/08	10/27/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Logan	2012	10/28/08	10/28/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Kait	2011	11/20/08	11/20/08	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Diana	2012	10/27/08	10/27/08	No	No	No	No	No	Yes	Yes	Yes	Yes	No	No	No	No
Justin	2011	11/23/08	11/23/08	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Rebekah	2012	10/26/08	10/26/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Aaron	2012	10/26/08	10/27/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sarah	2012	10/25/08	10/25/08	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Zach	2012	10/27/08	10/27/08	No	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No
Derek	2011	11/20/08	11/20/08	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No

Features on the FOCUS-2 Administrator's Menu:

Reports: Email Users Report

Reports		User Reports
User Activity Report	←	Overall user activity and individual user activity
Email Users Report	←	Upload email data to your email software
New Users Report	←	View monthly and overall usage
Users Login Report	←	View frequency of usage per student
Holland Code Report	←	Users grouped by first letter of their Holland Code

Email Your Users

You can email an individual user directly from the FOCUS 2 program. To send an email to multiple address (and avoid having your server label the email as spam) you can upload the users' email addresses into your email server.

The "Email Users Report" allows you to upload your users' email addresses into your email server.

Steps:

- Click on **Email Users Report** then
- Check off the users that you would like to contact
- Click on "Create CSV" at the bottom of the page
- Upload the CSV report into your email software

Features on the FOCUS-2 Administrator's Menu:


Reports: New Users Report

Reports		User Reports
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Holland Code Report	←	Users grouped by first letter of their Holland Code

New Users Report (sample on next slide)

- **View student usage over time (month by month, year by year)**
- **Select the date range you wish to view**
- **View usage within individual groups**

Features on the FOCUS-2 Administrator's Menu:



focus v2 career & education planning
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[» LOGOUT](#)

Current User:

Home

Manage Users

- Add A New User
- Look Up A User
- Delete Active Users
- Delete Inactive Users

Manage Groups

- Add A Group
- Manage Existing Groups
- Transfer Groups

Administrators

- Add An Administrator
- Look Up An Administrator

Reports

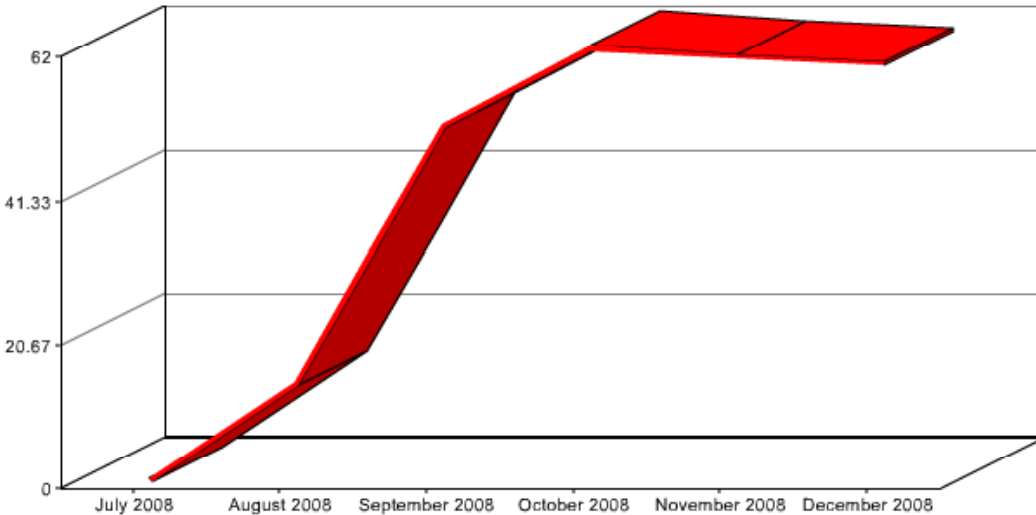
- User Activity Report
- Email Users Report
- New Users Report
- Users Login Report
- Holland Code Report

Customization Options

- Website Branding
- Contact Information
- Main Menu Options
- Scope of Occupations
- Occupation List Display
- Student Portal
- Resource Links
- Calendar

New Users Report

	Group					
	2008	2009	2010	2011	2012	Alumni Total
July		0	0	0	0	0
August		1	6	0	7	14
September		22	7	15	1	51
October		5	5	7	39	62
November		8	7	16	27	61
December		4	2	7	43	60
Totals		40	27	45	117	248



[Create CSV](#)

Features on the FOCUS-2 Administrator's Menu:

Reports: Users Login Report

Reports
User Activity Report
Email Users Report
New Users Report
Users Login Report
Holland Code Report

User Reports

- Overall user activity and individual user activity
- Upload email data to your email software
- View monthly and overall usage
- View frequency of usage per student
- Users grouped by first letter of their Holland Code

Users Login Report

- Select date range of report
- View number of users
- View number of logins for each user

Users Login Report				
Name	User Name	Email	Group	Times Logged In
Borders, Arianna	books		Graduating 2011	2
McCrudden, Diane	diane	diane@focuscareer.com	Graduating 2011	1
Minor, Frank	fjm	frank@careerdimension.com	Graduating 2010	22
Stokes, Janis	janis		Graduating 2010	4
Total Users: 4				
Total Logins: 29				

Features on the FOCUS-2 Administrator's Menu:

Reports: Holland Code Report

Reports	
User Activity Report	←
Email Users Report	←
New Users Report	←
Users Login Report	←
Holland Code Report	←

User Reports

- Overall user activity and individual user activity
- Upload email data to your email software
- View monthly and overall usage
- View frequency of usage per student
- Users grouped by first letter of their Holland Code

Holland Code Report

Contact students with similar Holland Codes for job fairs, job openings, etc.

View the interest trends of your students.

The screenshot displays the FOCUS-2 Administrator's Menu. The top navigation bar includes the FOCUS logo, the text "career & education planning Career Dimensions Inc.", and a "LOGOUT" link. The left sidebar contains a menu with categories: Home, Manage Users, Manage Groups, Administrators, Reports, and Customization Options. The "Reports" category is selected, showing a list of reports including "Holland Code Report". The main content area is titled "Users grouped by the the first letter of their Holland Code". It features a list of Holland Codes (Realistic, Investigative, Artistic, Social, Enterprising, Conventional) with "More Info" links. Below this is a table with columns "NAME", "EMAIL", and "GROUP". The table lists students grouped by their Holland Code, with "Investigative" and "Social" codes shown. A "Back to top" link is present at the bottom of the table.

NAME	EMAIL	GROUP
Investigative		
Keykhah		Graduating 2009
		Back to top
Artistic		
Paulina		Graduating 2012
Tiffany		Graduating 2011
Morgan		Graduating 2011
Dustyn		Graduating 2012
John		Graduating 2011
nicole		Graduating 2012
		Back to top
Social		
Lauren		Graduating 2012
Elle		Graduating 2012
Sharmon		Graduating 2012
Bianca		Graduating 2012
Chris		Graduating 2012
Gina		Graduating 2012

Features on the FOCUS-2 Administrator's Menu:

Customization Options	
Website Branding	← Brand Focus-2 with your Institution's Logo and Name
Contact Information	← Insert your contact information on FOCUS 2
Main Menu Options	← Select features displayed on student Main Menu
Scope of Occupations	← Select the education level of the occupations to be displayed
Occupation List Display	← Display salaries and your school's majors
Student Portal	← Self Registration from your school's website
Additional Tools	
Resource Links	← Choose links for your students to access
Calendar	← Keep students informed about upcoming events
Job Board Links	← Connect your students to Job Boards on the national, state and local level. Search by industry, for green jobs, etc.

Focus 2 has many customization options. Click on any option to change your customization settings at any time.

Features on the FOCUS-2 Administrator's Menu:

Customization Options
Website Branding
Contact Information
Main Menu Options ←
Scope of Occupations
Occupation List Display
Student Portal

Additional Tools
Resource Links
Calendar
Job Board Links

- Click on *Main Menu Options*.
- Then click on *Advanced Options* (next to *What can I do with a Major in*) and select your preference.

You can choose to display either

- your school's majors
- your school's majors and all majors at all schools

The screenshot shows the FOCUS-2 Administrator's Menu interface. The sidebar on the left contains the following sections:

- Manage Users**: Add A New User, Look Up A User, Delete Active Users, Delete Inactive Users
- Manage Groups**: Add A Group, Manage Existing Groups, Transfer Groups
- Administrators**: Add An Administrator, Look Up An Administrator
- Reports**: User Activity Report, Email Users Report, New Users Report, Users Login Report, Holland Code Report
- Customization Options**: Website Branding, Contact Information, Main Menu Options, Scope of Occupations, Occupation List Display, Student Portal, Resource Links, Calendar

The main content area is titled 'Main Menu Options' and contains the following sections:

- Career Readiness**:
 - ☒ **Career and Educational Goals**: Allows a user to enter their career and educational goals.
 - ☒ **Academic Strengths**: Allows a user to specify their academic strengths and weaknesses.
 - ☒ **Career Planning Status**: Allows a user to specify where they are in their career planning.
 - ☒ **Personal Development Needs**: Allows a user to specify their personal development needs.
- Self Assessment**:
 - ☒ **Work Interest Assessment**: Allows a user to enter their work interests.
 - ☒ **Leisure Interest Assessment**: Allows a user to enter their leisure interests.
 - ☒ **Skills Assessment**: Allows a user to enter their skills.
 - ☒ **Personality Assessment**: Allows a user to enter information about their personality.
 - ☒ **Values Assessment**: Allows a user to enter their values.
 - ☒ **Combine The Results of Multiple Assessments**: Allows a user to combine the results from the assessments they have completed.
- Explore the Possibilities**:
 - ☒ **Search by Name**: Allows a user to search for occupations by name.
 - ☒ **Search by Industry**: Allows a user to search for occupations by industry.
 - ☒ **What can I do with a major in ...?** [Advanced Options](#): Allows a user to search by Majors.
 - ☒ **Compare Two Occupations Side by Side**: Allows a user to compare 2 occupations next to each other.

A 'Majors Display Options' dialog box is open, showing the following options:

- ☒ **Show School Majors**: This will show a list of all the majors offered at your school.
- ☒ **Show All Majors**: This will show all the majors at all schools.

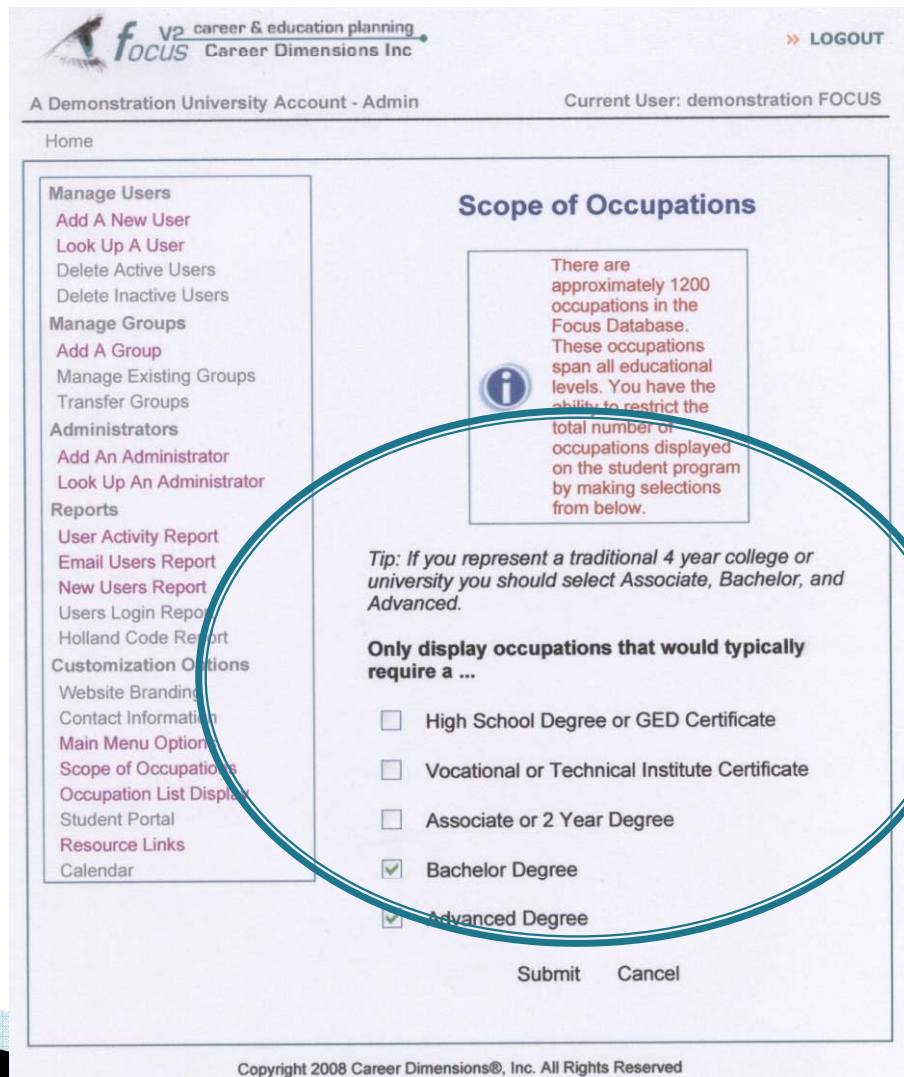
The dialog box has 'Submit' and 'Cancel' buttons. The footer of the page reads 'Copyright 2008 Career Dimensions®, Inc. All Rights Reserved'.

Features on the FOCUS-2 Administrator's Menu:

Customization Options

Website Branding
Contact Information
Main Menu Options
Scope of Occupations
Occupation List Display
Student Portal

Set the education level of the occupations that are displayed in your students' results.



FOCUS-2 career & education planning
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» LOGOUT

A Demonstration University Account - Admin Current User: demonstration FOCUS

Home

Manage Users
Add A New User
Look Up A User
Delete Active Users
Delete Inactive Users

Manage Groups
Add A Group
Manage Existing Groups
Transfer Groups

Administrators
Add An Administrator
Look Up An Administrator

Reports
User Activity Report
Email Users Report
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Holland Code Report

Customization Options
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Contact Information
Main Menu Options
Scope of Occupations
Occupation List Display
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Calendar

Scope of Occupations

There are approximately 1200 occupations in the Focus Database. These occupations span all educational levels. You have the ability to restrict the total number of occupations displayed on the student program by making selections from below.

Tip: If you represent a traditional 4 year college or university you should select Associate, Bachelor, and Advanced.

Only display occupations that would typically require a ...

☐ High School Degree or GED Certificate

☐ Vocational or Technical Institute Certificate

☐ Associate or 2 Year Degree

☒ Bachelor Degree

☒ Advanced Degree

Submit Cancel

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FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

In what stage of education should students use FOCUS-2?

FOCUS-2 can be used in different ways throughout all stages of education according to users' personal needs.

As a 1st or 2nd year student: FOCUS-2 will help users select their majors and consolidate their career and education goals and plans.

As a Senior: FOCUS-2 will help students with their future education plans and employment plans.

Where and when can students use FOCUS-2?

Anywhere, anytime. They just need to register to use FOCUS-2 and log-in. An access code is needed the first time a user creates an account on the self registration page. The access code can be provided to students by posting it on the website, by email, by the student handbook, etc.

How long does it take to use FOCUS-2?

To complete all of FOCUS-2, the time varies between 1 to 2 hours. Many students prefer to use the system in several short time periods of about 45 minutes each.

Can students use FOCUS-2 more than once?

Yes, students do not have to complete FOCUS-2 in one session. If they do not complete their use on the first session, they can return to use it again. FOCUS-2 always saves all records, so they can pick up where they left off earlier.

FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

Can students start with any part of the FOCUS-2 Main Menu?

Yes, they can. Each time a student uses FOCUS-2, the Main Menu will show that user which sections have been completed.

Can any part of FOCUS-2 Main Menu be repeated?

Yes, all features including the assessments can be repeated so that students can make changes and explore alternative ideas.

Will FOCUS-2 save users' Self-Assessment profile results and are results confidential?

Yes, FOCUS-2 will save all users' information under separate confidential user names and passwords. Only users and your school's FOCUS 2 administrators have access to FOCUS 2 results.

Can a user print the details about an occupation?

Yes, while looking at an occupation, a user can click on the link for “[printable version](#)” and print the details of that occupation.

FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

Are printouts of a user's results available?

Yes.

Users can print their individual results by selecting **Review and Print My Portfolio** on the Main Menu while in their user account.

Counselors can print students' results directly from the administrative interface by clicking on Look up a User, entering the name of the student and clicking on the student's name (hyperlinked). Then click on "*View Full Report*" (at the bottom of the page).

Can users change their account details such as passwords, email addresses, etc.?

Yes, they should go to the FOCUS-2 Main Menu and click on "**Update My Account**" located on the upper right side of the page and make changes.

Can a user send an e-mail to the Career Services Center while using FOCUS-2?

Yes, the e-mail link is located on the upper right side of the page. After using FOCUS-2, counselors may want to encourage users to **make a follow-up appointment with a career counselor**.



F O C U S

CAREER AND EDUCATION PLANNING SOLUTIONS

Remember, career exploration and planning involves thinking about which educational and occupational paths will provide a person with satisfaction and self-fulfillment...

in all aspects of his/her life,

not only in the present, but in the future.

The End