**SYSTEM REQUIREMENTS SPECIFICATION**

CEN3031Online Team6

CareerFind

Caplin, Hicks, Snow Last Revision: 04/17/2020

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# Introduction

CareerFind (the site) is intended to help Students at a local middle school explore career options; supplementing or replacing counselor lead sessions. The site allows Teachers to create and maintain custom career content that can then be viewed by Students.

Users of the site include middle school *Students* that view career content and *Teachers* or other school personnel that curate this content. The site should be easy to use and understand for all users as well as fun and engaging for Students.

(Purpose, business context, scope, user characteristics)

## Purpose

This document defines what CareerFind is intended to do. It is intended to serve as a reference for CareerFind developers, managers, and customers.

## Business Context

CareerFind is being developed for a local middle school tasked with providing education and enrichment to young people.

## Scope

CareerFind will be delivered as a website that can be hosted by a local school. The site could be accessed via the Internet or a Local/ Wide Area Network.

## User Characteristics

### Student

Local middle school students will have read-only access to content on the site. There could potentially be thousands of students using the site. Access to the site would occur via a web browser running on a conventional Personal Computer or embedded device (tablet, smartphone).

### Admin

Local middle school teachers will have read-write access to content on the site. There could potentially be dozens of teachers using the site. Access to the site would occur via a web browser running on a conventional Personal Computer or embedded device (tablet, smartphone).

# General System Description

## System Context

## System Modes and States

## Major System Capabilities

## Major System Conditions

## Major System Constraints

## Assumptions

## Dependencies

## Operational Scenarios

# System Capabilities, Conditions, and Constraints

## Business Requirements

### Base System

#### A primary view of 16 career clusters allowing users to drill down into additional career information.

#### A content management system allowing admins to create, read, update, and delete career information.

* Career clusters (name and image)
* Keywords
* Career names, descriptions, salaries, Day in the Life, career-keyword associations
* Celebrity names, articles, images
* Chat counselor scripts

#### A database capable of storing career information.

#### An appealing and simple interface suitable for middle school students.

* Uses color template provided by client (navy blue and neon green)
* Presents information in digestible chunks.
* Presents information in ways that stand out and are engaging, like support for pictures, vibrant colors, large print text, fun fonts.
* Minimalistic design so interface is quick and easy to use.

### Multi-User System

#### A user login page that accepts and validates appropriate credentials (username/ password).

#### Assignment of users to disjoint roles (student, admin).

#### Assignment of users to disjoint groups (classes).

#### An interface allowing admins to create, read, update, and delete user accounts.

* Admins should be able to reset the passwords of other users.

### Reward System

#### A point based system to support progress tracking and reporting for individual students and classes of students.

#### An interface for admins to manage the reward system (enable/ disable, reset accumulated points).

#### Information radiators so that students can easily see progress.

#### Student accounts should track what information has and has not been viewed in the system.

### Chat Counselor

#### A content management system allowing admins to create, read, update, and delete chat counselor content (prompts, avatar, response logs).

#### An interface allowing students to respond to prompts from the chat counselor and to receive appropriate career cluster recommendations.

#### Recommendations should be made based on keywords identified in student responses and associated with student accounts.

#### Student accounts should provide an associated queue of career recommendations made by the chat counselor.

#### Students should be able to return to careers they are interested in for further review.

|  |  |  |
| --- | --- | --- |
| CF01 | 4.1.1.1, 4.1.1.2 | As an Admin I want to manage (CRUD) the career clusters ( name, icon, keyword associations) displayed on the site. |
| CF02 | 4.1.1.2 | As an Admin I want to manage (CRUD) the keywords (name, type: subject, interest) associated with career clusters. |
| CF03 | 4.1.1.2 | As an Admin I want to manage (CRUD) careers (name, salary, description) displayed on the site. |
| CF04 | 4.1.1.2 | As an Admin I want to manage (CRUD) Day-In-the-Life articles that are associated with careers. |
| CF05 | 4.1.1.2 | As an Admin I want to manage (CRUD) the celebrity profiles (name, photo, article) associated with careers. |
| CF06 | 4.1.1.1 | As a User I want to see a list of career clusters (name, icon) after logging into the site so that I can drill down into associated careers for each cluster. |
| CF07 | 4.1.1.1 | As a User after clicking on a career name I want to see base career data (name, salary, subject keywords, description) and associated DITL/ Celebrity links presented on a page. |
| CF08 | 4.1.1.1 | As a User after clicking on a DITL link from an associated career page I would like to see that career's DITL article presented on a page. |
| CF09 | 4.1.1.1 | As a User after clicking on a celebrity link from an associated career page I would like to see that career's celebrity profile (name, photo, article) presented on a page. |
| CF10 | 4.1.2.2, 4.1.2.4 | As an Admin I would like to manage (CRUD) all user types (student, admin) from a listing of all users in the system. |
| CF11 | 4.1.2.4 | As an Admin I should be able to reset the password of any listed user in the system. |
| CF12 | 4.1.2.3 | As an Admin I want to manage (CRUD) classes (name, associated users) in the system. |
| CF13 | 4.1.2.3, 4.1.2.4 | As an Admin I want to be able to filter listed users by class. |
| CF14 | 4.1.2.1 | As a User I should be able to access the site with valid credentials (username/ password or e-mail/ password) from a login page. |
| CF15 | 4.1.4.1 | As a Admin I want to manage (CRUD) prompts that will be presented to students when they log into the site. |
| CF16 | 4.1.4.1 | As a Admin I want to manage (CRUD) an icon/ profile picture that will be used by the site's chat counselor. |
| CF17 | 4.1.4.1 | As a Admin I want to be able to view and delete (RD) anonymized student response logs that did not contain any keywords present in the system. |
| CF18 | 4.1.4.2, 4.1.4.3 | As a Student I want to answer a chat prompt after logging into the site and receive a career cluster recommendation based on parsed keywords in my response. |
| CF19 | 4.1.4.1 | As a Student I want my response to be logged if it does not contain any known keywords so that my Admin can improve the system. |
| CF20 | 4.1.4.4 | As a Student I want recommended career clusters to be placed in a queue so that I can remember to visit them. |
| CF21 | 4.1.4.3 | As a Student I want keywords parsed from my responses to be stored so that future recommendations take them into account. |
| CF22 | 4.1.4.5 | As a Student I should be able to bookmark careers I am interested in. |
| CF23 | 4.1.3.2 | As an Admin I can view point totals of students and classes containing students. |
| CF24 | 4.1.3.2 | As an Admin I can reset point totals of individual students and all students within a particular class. |
| CF25 | 4.1.3.1 | As a Student I earn 1 point each time I visit a new career and all associated content. |
| CF26 | 4.1.3.1, 4.1.3.4 | As a Student my viewed content should be tracked in my account. |
| CF27 | 4.1.3.3 | As a Student I should be able to view my current point total. |
| CF28 | 4.1.3.3 | As a Student I can view the point total of any groups I belong to. |

## Functional Requirements

### Create, Update, Delete Career Cluster

Requirements Traceability: CF01

Actor: Admin

Priority: High

Create: From the Main page Admin clicks 'Edit Clusters'. Clicks the add button (plus sign) in the upper right of the 'Edit' modal window. Types in the 'name' of the new cluster and a path to its associated 'image'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside of the 'Edit' modal window to dismiss it.

Update: From the Main page Admin clicks 'Edit Clusters'. Types desired cluster in the search field or manually locates it in the list. Clicks the pencil under 'Actions' to edit the cluster's 'name' and 'image'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

Delete: From the Main page Admin clicks 'Edit Clusters'. Types desired cluster in the search field or manually locates it in the list. Clicks the trash-can under 'Actions' to delete the associated cluster. When prompted for confirmation clicks the check mark to confirm or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

### Create, Update, Delete Career Cluster Keywords

Requirements Traceability: CF02

Actor: Admin

Priority: High

Create: From the Cluster detail page Admin clicks 'Edit Keywords'. Clicks the add button (plus sign) in the upper right of the 'Edit' modal window. Types in the 'name' of the new cluster and selects its 'type': 'subject' or 'interest'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

Update: From the Cluster detail page Admin clicks 'Edit Keywords'. Types the desired keyword in the search field or manually locates it in the list. CLicks the pencil under 'Actions' to edit the keyword's 'type'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

Delete: From the Cluster detail page Admin clicks 'Edit Keywords'. Types desired keyword in the search field or manually locates it in the list. Clicks the trash-can under 'Actions' to delete the associated keyword. When prompted for confirmation clicks the check mark to confirm or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

### Create, Update, Delete Career

Requirements Traceability: CF03

Actor: Admin

Priority: High

Create: From the Cluster Detail page Admin clicks 'Edit Careers'. Clicks the add button (plus sign) in the upper right of the 'Edit' modal window. Types in the 'name' of the new career and its annual 'salary'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside of the 'Edit' modal window to dismiss it.

Update: From the Cluster Detail page Admin clicks 'Edit Careers'. Types desired career in the search field or manually locates it in the list. Clicks the pencil under 'Actions' to edit the career's 'name' and 'salary'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

Delete: From the Cluster Detail page Admin clicks 'Edit Careers'. Types desired career in the search field or manually locates it in the list. Clicks the trash-can under 'Actions' to delete the associated career. When prompted for confirmation clicks the check mark to confirm or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

### Update Career Description

Requirements Traceability: CF03

Actor: Admin

Priority: High

Update: From the Career Detail page Admin clicks 'Edit Description'. Edits description text in the 'Edit' modal window. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside of the 'Edit' modal window to dismiss it.

### Update Career Day-in-the-Life (DITL)

Requirements Traceability: CF04

Actor: Admin

Priority: High

Update: From the Career Detail page Admin clicks 'A Day in the Life' link. From the DITL page Admin clicks 'Edit DITL'. Edits DITL article text in the 'Edit' modal window. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside of the 'Edit' modal window to dismiss it.

### Create, Update, Delete Career Celebrity Profile

Requirements Traceability: CF05

Actor: Admin

Priority: High

Create: From the Career Detail page Admin clicks 'Edit Celebrity Profile'. Types in the 'name' of the new profile and a path to its associated 'image'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside of the 'Edit' modal window to dismiss it.

Update: From the Career Detail page Admin clicks 'Edit Celebrity Profile'. Clicks the pencil under 'Actions' to edit the profile's 'name' and 'image'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

Delete: From the Career Detail page Admin clicks 'Edit Celebrity Profile'. Clicks the trash-can under 'Actions' to delete the associated profile. When prompted for confirmation clicks the check mark to confirm or the X to cancel. Clicks outside the 'Edit' modal window to dismiss it.

### Update Celebrity Profile Article

Requirements Traceability: CF05

Actor: Admin

Priority: High

Update: From the Career Detail page Admin clicks the celebrity profile link (the celebrity profile 'name'). From the Celebrity Profile page Admin clicks 'Edit Article'. Edits article text in the 'Edit' modal window. Under 'Actions' clicks the check mark to save changes or the X to cancel. Clicks outside of the 'Edit' modal window to dismiss it.

### Read CareerFind Content

Requirements Traceability: CF06, CF07, CF08, CF09

Actor: Student

Priority: High

Read: From the Main page Student clicks one of Career Cluster links to navigate to the Cluster Detail page. Student clicks one of the Career links to navigate to the Career Detail page and view the career's name, salary, associated keywords of type subject, and description. Student clicks 'A Day in the Life' link to read the article on the 'A Day in the Life' page. Student navigates back to the Career Detail page using breadcrumbs. Student clicks celebrity profile link to view associated celebrity name, image, and article on the Celebrity Profile page. Student uses breadcrumbs to navigate back to the Career Detail, Cluster Detail, or Main page.

### Create, Update, Delete Users

Requirements Traceability: CF10, CF11, CF12, CF13, CF23, CF24

Actor: Admin

Priority: High

NOTE: CF24 states that point totals can be reset for both individual students and classes… the user story should be simplified so that only student point totals can be reset. CF12 states that CRUD should be available on classes. We can meet this requirement by allowing new class names to be typed directly into the class field when adding/ editing a user.

Create: Admin clicks 'Manage Users' from the admin dashboard. Clicks the add button (plus sign) in the upper right of the modal window. Types in the 'username', 'first name', 'last name', 'class', 'points', and selects a role (S: Student or A: Admin) via dropdown. Under 'Actions' clicks the check mark to save changes or the X to cancel. Navigates back to ‘Main’ via breadcrumbs.

Update: Admin clicks 'Manage Users' from the admin dashboard. Admin can manually locate the desired user in the list or use the available tools (filter on 'class', filter on 'role', type 'username', 'first name', or 'last name' into search field). Clicks the pencil under 'Actions' to edit the user's 'first name', 'last name', 'class', 'points', or 'role'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Navigates back to ‘Main’ via breadcrumbs.

Delete: Admin clicks 'Manage Users' from the admin dashboard. Admin can manually locate the desired user in the list or use the available tools (filter on 'class', filter on 'role', type 'username', 'first name', or 'last name' into search field). Clicks the trash-can under 'Actions' to delete the associated user. When prompted for confirmation clicks the check mark to confirm or the X to cancel. Navigates back to ‘Main’ via breadcrumbs.

### Access CareerFind

Requirements Traceability: CF14

Actor: Admin, Student

Priority: High

Admin: Admin is taken to the 'CareerFind' login page when attempting to access a CareerFind url without an active session. Types credentials in the 'username' and 'password' fields and clicks 'SIGN IN'. A warning message is displayed if invalid credentials are entered. If valid credentials are entered the Admin page associated with the target url is displayed.

Student: Student is taken to the 'CareerFind' login page when attempting to access a CareerFind url without an active session. Types credentials in the 'username' and 'password' fields and clicks 'SIGN IN'. A warning message is displayed if invalid credentials are entered. If valid credentials are entered the Student page associated with the target url is displayed.

### Create, Update, Delete Chat Counselor Image and Prompts

Requirements Traceability: CF15, CF 16

Actor: Admin

Priority: Medium

Create: Admin clicks 'Manage Counselor' from the admin dashboard. Clicks the add button (plus sign) in the upper right of the modal window. Types in the 'prompt'. Under 'Actions' clicks the check mark to save changes or the X to cancel. Navigates back to 'Main' via breadcrumbs.

Update: Admin clicks 'Manage Counselor' from the admin dashboard. Types in a path to the Counselor's associated 'image' in the upper left of the modal window. Admin locates the desired prompt in the list and clicks the pencil under 'Actions' to edit it. Under 'Actions' clicks the check mark to save changes or the X to cancel. Navigates back to 'Main' via breadcrumbs.

Delete: Admin clicks 'Manage Counselor' from the admin dashboard. Locates the desired prompt in the list and clicks the trash-can under 'Actions' to delete it. When prompted for confirmation clicks the check mark to confirm or X to cancel. Navigates back to 'Main' via breadcrumbs.

### Toggle, Read, Delete, Delete All, Counselor Logs

Requirements Traceability: CF17, CF19

Actor: Admin

Priority: Low

Toggle: Admin clicks 'Manage Counselor' from the admin dashboard. Clicks the 'Enable Logging' check box at the top of the modal window to toggle whether Student responses to Counselor prompts are logged when no keyword matches are found in the response. Navigates back to 'Main' via breadcrumbs.

Read: Admin clicks 'Manage Counselor' from the admin dashboard. Clicks the 'Logs' button to open the 'Logs' modal window. If logging is enabled Student responses to Counselor prompts that did not contain a keyword match are listed. Admin clicks outside the 'Logs' modal window to dismiss it.

Delete: Admin clicks 'Manage Counselor' from the admin dashboard. Clicks the 'Logs' button to open the 'Logs' modal window. Locates the desired response in the list and clicks the trash-can under 'Actions' to remove it. When prompted for confirmation clicks the check mark to confirm or X to cancel. Admin clicks outside the 'Logs' modal window to dismiss it.

Delete All: Admin clicks 'Manage Counselor' from the admin dashboard. Clicks the 'Logs' button to open the 'Logs' modal Window. Clicks 'Delete All'. When prompted for confirmation clicks the check mark to confirm or X to cancel. Clicks outside the 'Logs' modal window to dismiss it.

### Receive Chat Counselor Career Cluster Recommendations

Requirements Traceability: CF18, CF21

Actor: Student

Priority: Medium

Receive: Student logs into site and the Chat Counselor image with a random prompt is displayed in the chat box at the bottom right of the page. Student types and submits a response from the 'Enter Text' field. The system parses the response for keyword hits and associates them with the Student. The system recommends the Career Cluster that has the most keywords in common with the Student. In the event of a tie, the first of the tied Career Clusters will be returned.

### Bookmark Career

Requirements Traceability: CF22

Actor: Student

Priority: Low

Bookmark: Student navigates to a 'Career Detail' page. Clicks the 'Bookmark' button at the top of the page to add the Career to the 'Bookmarks' dropdown on the Student dashboard. The Student can now navigate to the bookmarked career by selecting it from the 'Bookmarks' dropdown on the Student dashboard.

### Use Cluster Recommendation Queue

Requirements Traceability: CF20

Actor: Student

Priority: Low

Use: When the Chat Counselor makes a Career Cluster recommendation it is displayed in a recommendation 'Queue' on the Student dashboard. Clicking on the recommendation will take the Student to the appropriate 'Cluster Detail' page. Navigating to a queued 'Cluster Detail' page either by clicking the link on the 'Main' page or by clicking on the recommendation in the queue will remove the recommendation from the queue.

### Track Student Progress and Rewards

Requirements Traceability: CF25, CF26

Actor: Student

Priority: Low

Track: Student views all content associated with a Career ('Career Detail' page, 'DITL' page, 'Celebrity Profile' page) and receives 1 'point'. Career pages viewed by the Student are associated with the Student.

### Display Progress on Scoreboard

Requirements Traceability: CF27, CF28

Actor: Student

Priority: Low

Scoreboard: The Student's 'point' total and the 'point' total of the Student's class is displayed on a 'Scoreboard' located on the Student dashboard.

## Physical Requirements

## Logical Data Requirements

## User Requirements

|  |  |  |
| --- | --- | --- |
| CF01 | BASE | As an Admin I want to manage (CRUD) the career clusters ( name, icon, keyword associations) displayed on the site. |
| CF02 | BASE | As an Admin I want to manage (CRUD) the keywords (name, type: subject, interest) associated with career clusters. |
| CF03 | BASE | As an Admin I want to manage (CRUD) careers (name, salary, description) displayed on the site. |
| CF04 | BASE | As an Admin I want to manage (CRUD) Day-In-the-Life articles that are associated with careers. |
| CF05 | BASE | As an Admin I want to manage (CRUD) the celebrity profiles (name, photo, article) associated with careers. |
| CF06 | BASE | As a User I want to see a list of career clusters (name, icon) after logging into the site so that I can drill down into associated careers for each cluster. |
| CF07 | BASE | As a User after clicking on a career name I want to see base career data (name, salary, subject keywords, description) and associated DITL/ Celebrity links presented on a page. |
| CF08 | BASE | As a User after clicking on a DITL link from an associated career page I would like to see that career's DITL article presented on a page. |
| CF09 | BASE | As a User after clicking on a celebrity link from an associated career page I would like to see that career's celebrity profile (name, photo, article) presented on a page. |
| CF10 | MVP | As an Admin I would like to manage (CRUD) all user types (student, admin) from a listing of all users in the system. |
| CF11 | MVP | As an Admin I should be able to reset the password of any listed user in the system. |
| CF12 | MVP | As an Admin I want to manage (CRUD) classes (name, associated users) in the system. |
| CF13 | MVP | As an Admin I want to be able to filter listed users by class. |
| CF14 | MVP | As a User I should be able to access the site with valid credentials (username/ password or e-mail/ password) from a login page. |
| CF15 | baseChat | As a Admin I want to manage (CRUD) prompts that will be presented to students when they log into the site. |
| CF16 | baseChat | As a Admin I want to manage (CRUD) an icon/ profile picture that will be used by the site's chat counselor. |
| CF17 | baseChat | As a Admin I want to be able to view and delete (RD) anonymized student response logs that did not contain any keywords present in the system. |
| CF18 | baseChat | As a Student I want to answer a chat prompt after logging into the site and receive a career cluster recommendation based on parsed keywords in my response. |
| CF19 | baseChat | As a Student I want my response to be logged if it does not contain any known keywords so that my Admin can improve the system. |
| CF20 | enhChat | As a Student I want recommended career clusters to be placed in a queue so that I can remember to visit them. |
| CF21 | enhChat | As a Student I want keywords parsed from my responses to be stored so that future recommendations take them into account. |
| CF22 | enhChat | As a Student I should be able to bookmark careers I am interested in. |
| CF23 | rewardSys | As an Admin I can view point totals of students and classes containing students. |
| CF24 | rewardSys | As an Admin I can reset point totals of individual students and all students within a particular class. |
| CF25 | rewardSys | As a Student I earn 1 point each time I visit a new career and all associated content. |
| CF26 | rewardSys | As a Student my viewed content should be tracked in my account. |
| CF27 | rewardSys | As a Student I should be able to view my current point total. |
| CF28 | rewardSys | As a Student I can view the point total of any groups I belong to. |

## Information Management Requirements

## Systems Requirements

## Policy and Regulation Requirements

## System Life Cycle Sustainment Requirements

# System Interfaces

# Requirements Traceability

# References

# Glossary

# Revision History

# Appendices

## CareerFind Content Management

### Log into CareerFind

If you do not have an active session open with the CareerFind site you will have to log in to access the site. After entering your ‘username’ and ‘password’ click ‘SIGN IN’ to access the site. You can sign out of the site at any time by clicking the user dashboard button at the upper right of the page and selecting ‘LOGOUT’.

If the system does not recognize your account credentials you will receive an error message and must enter valid credentials before you can access the site.

***Note:*** *If you are working with a new CareerFind installation you can use the default username: ‘admin’ and the default password: ‘CEN3031CareerFindAdmin’.*

### Manage Users

After logging into CareerFind with admin credentials you can manage users. Click ‘MANAGE USERS’ on the admin dashboard in the top right corner of the page. You can return to the ‘Main’ page by using the breadcrumbs from the ‘Manage Users’ page.

#### Add a New User

1. Click the plus sign (+) at the upper right corner of the ‘Manage Users’ modal window.
2. A new user record will be added to the list. All users must have a ‘username’, ‘password’, and ‘role’ in order to save the new user. A ‘first name’, ‘lastname’, ‘class’, and ‘points’ value can also be specified.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

***Note:*** *Valid roles include ‘A’ for admin and ‘S’ for Student. Students have read access to the site while Admins are able to manage content. Users can be associated with a ‘Class’ so that it is easier to manage users associated with a specific classroom.*

#### Edit an Existing User

1. To filter the list of users by ‘username’, ‘first name’, and ‘last name’ simply type into the ‘Search’ field at the upper right of the ‘Manage Users’ modal window. You can also filter users by ‘Class’ and ‘Role’.
2. Locate the user you wish to edit and click the pencil under the ‘Actions’ column next to that user in the list. You will be able to edit all fields except for the ‘username’ which cannot be changed.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

#### Delete an Existing User

1. To filter the list of users by ‘username’, ‘first name’, and ‘last name’ simply type into the ‘Search’ field at the upper right of the ‘Manage Users’ modal window. You can also filter users by ‘Class’ and ‘Role’.
2. Locate the user you wish to delete and click the trash-can under the ‘Actions’ column next to that user in the list.
3. When prompted for confirmation under the ‘Actions’ column click the check mark to delete the user or click the X to cancel.

#### Use the Reward System

1. Click the ‘Use Reward System’ check box to toggle the reward system on or off. When the reward system is enabled Students will receive points for viewing career content and this information will be displayed on a ‘Scoreboard’ on the Student dashboard.
2. A Students ‘points’ can be changed editing their user record as outlined in ‘Edit an Existing User’.

***Note:*** *Students are rewarded 1 point for viewing all pages associated with a given career. It is recommended that the Instructor reward students or classes for earning a target point value when using the Reward System.*

### Manage Career Clusters

After logging into CareerFind with admin credentials you can manage career clusters. Click ‘Edit’ on the CareerFind ‘Main’ page where the Career Clusters are displayed to open the ‘Edit’ modal window. You can close the ‘Edit’ modal window by clicking outside of it.

#### Add a Career Cluster

1. Click the plus sign (+) at the upper right corner of the ‘Edit’ modal window.
2. A new user record will be added to the list. All career clusters must have a ‘name’. A path to an ‘image’ that will displayed on ‘Main’ can also be entered. Images should be stored on the CareerFind webserver under ‘/client/public’.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

***Note:*** *Images are stored on the CareerFind webserver under ‘/app/client/public’ and valid image paths are relative to this location. To use the ‘/app/client/public/assets/information\_technology.png’ image for example you would specify the ‘image’ path ‘/assets/information\_technology.png’.*

#### Edit a Career Cluster

1. Locate the career cluster you wish to edit and click the pencil under the ‘Actions’ column next to that career cluster in the list. You will be able to edit the ‘name’ and ‘image’ path of the career cluster.
2. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

#### Delete a Career Cluster

1. Locate the career cluster you wish to delete and click the trash-can under the ‘Actions’ column next to that career cluster in the list.
2. When prompted for confirmation under the ‘Actions’ column click the check mark to delete the career cluster or click the X to cancel. The career cluster and all associated content will be removed from the system.

### Manage Career Cluster Keywords

After logging into CareerFind with admin credentials you can manage career cluster keywords. Click on a Career Cluster on the CareerFind ‘Main’ page to open that Career Cluster’s detail page. From the Career Cluster detail page click ‘Edit Keywords’ to open the ‘Edit’ modal window. You can close the ‘Edit’ modal window by clicking outside of it.

#### Add a Keyword

1. Click the plus sign (+) at the upper right corner of the ‘Edit’ modal window.
2. A new keyword record will be added to the list. All keywords must have a ‘name’ and ‘type’: ‘subject’ or ‘interest’.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

***Note:*** *‘Subject’ type keywords will be displayed on the Career Detail pages of Careers associated with the Career Cluster. ‘Interest’ type keywords allow Students to be matched to Career Clusters without these keywords being displayed on associated Career Detail pages.*

#### Edit a Keyword

1. To filter the list of keywords by ‘name’ simply type into the ‘Search’ field at the upper right of the ‘Edit’ modal window.
2. Locate the keyword you wish to edit and click the pencil under the ‘Actions’ column next to that keyword in the list. You will be able to edit the keyword’s type.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

#### Delete a Keyword

1. To filter the list of keywords by ‘name’ simply type into the ‘Search’ field at the upper right of the ‘Edit’ modal window.
2. Locate the keyword you wish to delete and click the trash-can under the ‘Actions’ column next to that keyword in the list.
3. When prompted for confirmation under the ‘Actions’ column click the check mark to delete the keyword or click the X to cancel.

### Manage Careers

After logging into CareerFind with admin credentials you can manage careers. Click on a Career Cluster on the CareerFind ‘Main’ page to open that Career Cluster’s detail page. From the Career Cluster detail page click ‘Edit Careers’ to open the ‘Edit’ modal window. You can close the ‘Edit’ modal window by clicking outside of it.

#### Add a Career

1. Click the plus sign (+) at the upper right corner of the ‘Edit’ modal window.
2. A new career record will be added to the list. All careers must have a ‘name’. You can also specify a ‘salary’.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

#### Edit a Career

1. To filter the list of careers by ‘name’ simply type into the ‘Search’ field at the upper right of the ‘Edit’ modal window.
2. Locate the career you wish to edit and click the pencil under the ‘Actions’ column next to that career in the list. You will be able to edit the career’s ‘name’ and ‘salary’.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

#### Delete a Career

1. To filter the list of careers by ‘name’ simply type into the ‘Search’ field at the upper right of the ‘Edit’ modal window.
2. Locate the career you wish to delete and click the trash-can under the ‘Actions’ column next to that career in the list.
3. When prompted for confirmation under the ‘Actions’ column click the check mark to delete the career and all associated content or click the X to cancel.

### Update a Career Description

After logging into CareerFind with admin credentials you can update career descriptions. Click on a Career Cluster on the CareerFind ‘Main’ page to open that Career Cluster’s detail page. From the Career Cluster detail page click on a Career to open that Career’s detail page. From the Career detail page click ‘Edit Description’ to open the ‘Edit’ modal window. You can close the ‘Edit’ modal window by clicking outside of it.

#### Edit a Career Description

1. You will be able to edit the career’s ‘description’.
2. After making the necessary changes click the check mark to save changes or click the X to cancel.

### Update Career Day-in-the-Life (DITL) Article

After logging into CareerFind with admin credentials you can update career descriptions. Click on a Career Cluster on the CareerFind ‘Main’ page to open that Career Cluster’s detail page. From the Career Cluster detail page click on a Career to open that Career’s detail page. From the Career detail page click on the ‘A Day in the Life’ link to open the DITL page. From the DITL page click ‘Edit DITL’ to open the ‘Edit’ modal window. You can close the ‘Edit’ modal window by clicking outside of it.

#### Edit a DITL Article

1. You will be able to edit the ‘ditl’ article.
2. After making the necessary changes click the check mark to save changes or click the X to cancel.

### Manage Career Celebrity Profile

After logging into CareerFind with admin credentials you can manage a career’s celebrity profile. Click on a Career Cluster on the CareerFind ‘Main’ page to open that Career Cluster’s detail page. From the Career Cluster detail page click on a Career to open that Career’s detail page. From the Career detail page click ‘Edit Celebrity Profile’ to open the ‘Edit’ modal window. You can close the ‘Edit’ modal window by clicking outside of it.

#### Add a Celebrity Profile

1. You will be able to edit the ‘name’ and ‘image’ path of the Celebrity Profile.
2. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

***Note:*** *After adding a Celebrity Profile to a Career the Celebrity Profile ‘name’ will appear on the Career Detail page as a link to the Celebrity Profile page.*

#### Edit a Celebrity Profile

1. You will be able to edit the ‘name’ and ‘image’ path of the Celebrity Profile.
2. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

#### Delete a Celebrity Profile

1. Click the trash-can in the ‘Edit’ modal window.
2. When prompted for confirmation click the check mark to delete the Celebrity Profile or click the X to cancel.

### Update Celebrity Profile Article

After logging into CareerFind with admin credentials you can update career descriptions. Click on a Career Cluster on the CareerFind ‘Main’ page to open that Career Cluster’s detail page. From the Career Cluster detail page click on a Career to open that Career’s detail page. From the Career detail page click on the Celebrity Profile link to open the Celebrity Profile page. From the Celebrity Profile page click ‘Edit Article’ to open the ‘Edit’ modal window. You can close the ‘Edit’ modal window by clicking outside of it.

#### Edit a Celebrity Profile Article

1. You will be able to edit the Celebrity Profile article.
2. After making the necessary changes click the check mark to save changes or click the X to cancel.

### Manage Chat Counselor Image, Prompts, and Response Logging

After logging into CareerFind with admin credentials you can manage the Chat Counselor. Click ‘MANAGE COUNSELOR’ on the admin dashboard in the top right corner of the page. You can return to the ‘Main’ page by using the breadcrumbs from the ‘Manage Users’ page.

#### Edit the Counselor’s Image

1. Type in a path to the counselor’s associated ‘image’ in the upper left of the modal window. This image will represent the Counselor in the Chat Box.

#### Add a Prompt

1. Click the plus sign (+) at the upper right corner of the modal window.
2. A new prompt will be added to the list. Type in the ‘prompt’.
3. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

***Note:*** *A Prompt will be randomly selected and presented to a Student whenever they log into the system.*

#### Edit a Prompt

1. Locate the prompt you wish to edit and click the pencil under the ‘Actions’ column next to that prompt in the list. You will be able to edit the prompt.
2. After completing the necessary changes under the ‘Actions’ column click the check mark to save changes or click the X to cancel.

#### Delete a Prompt

1. Locate the prompt you wish to delete and click the trash-can under the ‘Actions’ column next to that keyword in the list.
2. When prompted for confirmation under the ‘Actions’ column click the check mark to delete the prompt or click the X to cancel.

#### Toggle Response Logging

1. Click the ‘Enable Logging’ checkbox at the top of the modal window to toggle whether Student responses to Counselor prompts are logged when no keyword matches are found in the response.

***Note:*** *Response logging can be enabled to help instructors tune Chat Counselor prompts and Career Cluster keywords. When a student response can not be matched with any keyword in the system it is logged if response logging is enabled. Instructors can use this information to help with development of new prompts or to add new keywords to the system. Response logs do not store the names or usernames of students, only their response.*

### Manage Chat Counselor Logs

After logging into CareerFind with admin credentials you can manage Chat Counselor Logs. Click ‘MANAGE COUNSELOR’ on the admin dashboard in the top right corner of the page. Click the ‘Logs’ button to open the ‘Logs’ modal window. You can close the ‘Logs’ modal window by clicking outside of it.

#### Read Response Logs

1. Scroll through the responses in the modal entries to review response logs.

#### Delete Response Log Entry

1. Locate the response you wish to delete and click the trash-can under the ‘Actions’ column next to that response in the list.
2. When prompted for confirmation under the ‘Actions’ column click the check mark to delete the response or click the X to cancel.

#### Delete All Response Log Entries

1. Click the ‘Delete All’ button.
2. When prompted for confirmation click the check mark to confirm deletion of all response log entries or X to cancel.