MAP Group Portfolio Access

MAP: My Academic Plan

Welcome to MAP
Learn about planning with MAP.

My Self
Analyze my interests, skills and values.

My Career Options
Identify possible careers

My Programs of Study and Training
Find majors suiting my skills and occupations of interest

My Academic Plan
Develop a plan for the years to come.

Prepared by Heidi Edwards
Coordinator, Student Systems Support

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MAP is an online tool to help students “map” out career and academic plans. MAP is a customized version of the Oregon Career Information System which was the first state-based computerized career information system in the nation. The site has 95% of labor market occupations listed, every postsecondary program of study in Oregon, and scholarship and financial aid databases. Additionally, students can access a personal Career Planning Portfolio, PCC academic program information, degree worksheets, and worksheets that assist them through the following four MAP components.

- **My Self:** Most students begin with My Self where they can explore interests, skills, and values through three interactive assessments. Students can define what they are looking for in career and academic endeavors, as well as, narrow down interests to a few career clusters or occupations.

- **My Career Options:** This is where students can research occupations. This section links into a wide range of occupations available and specific details for each, including skills, wages, employment outlook, and preparation for the job. Here students can narrow their career focus by connecting occupational facts to personal interests and needs.

- **My Programs of Study and Training:** Students can research various programs of study and training as they relate to personal career interests. Worksheets assist students to narrow their selection of programs of study or majors to pursue. They can research colleges and universities that have programs of study they are interested in, as well as, PCC training, certificate, degree, or university transfer options.

- **My Academic Plan:** The final step is My Academic Plan where students develop an academic plan and map out coursework at PCC and beyond.

The following document walks PCC faculty/staff through the steps to create a class or group portfolio account using the Oregon CIS Administration Tools. Through the group portfolio feature, faculty/staff can access student MAP portfolio files and assist students in “mapping” their future.

The first step is to have an administrative account created on your behalf. If you are interested in using a MAP class portfolio account please contact:

Heidi Edwards
Coordinator, Student Systems Support
Downtown Center, 4th Floor
hedwards@pcc.edu
971.722.7196
Step 1: Login to MAP

MAP is easily accessible from your MyPCC My Courses tab.

When logging into MAP for the first time you will be asked a series of simple questions in an effort to authenticate MAP to your MyPCC account. These questions will not display after you have gone through the initial set-up.

IMPORTANT: Students need to select the option to allow permission for others to view their portfolio contents. If they click “No”, you will not be able to view their portfolio.
Step 2: Click on Site Resources

Click on Site Resources to access the Administrative Tools for your class.

Step 3: Click on Administration Tools

Welcome to CIS Site Resources

CIS develops Site Resources for those who teach, advise, and counsel with CIS products. These resources help you use CIS more effectively in your classrooms and counseling settings. The resources include the CIS Reference Guide, links to important tools for CIS Site Coordinators, CIS curriculum, materials for other staff at licensed sites, and materials for the end users that you might want to copy and use.

- To navigate to the materials you need, use the menu on the left side of the page.
- To return to CIS for Internet homepage, click on the CIS globe in the upper left of the screen.

CIS Tutorials

With CIS tutorials, you can learn about CIS any time of day, anywhere you have Internet access.
Step 4: Login to Portfolio Administration

IMPORTANT: An administrative account needs to be created on your behalf before you can access Portfolio Administration. To have an account created, please contact Heidi Edwards (hedwards@pcc.edu).

Step 5: Change Password & Access Your Class/Group

Data Maintenance

<table>
<thead>
<tr>
<th>My Account</th>
<th>Change your login password from the My Account link.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups</td>
<td>Use the Groups link to access your class/group and edit it.</td>
</tr>
<tr>
<td>Portfolios</td>
<td>Create, edit, or delete portfolios. Transfer portfolios to another site or exclude portfolios from your site reports.</td>
</tr>
<tr>
<td>Messages</td>
<td>Send and manage messages.</td>
</tr>
<tr>
<td>Upload Portfolios</td>
<td>Upload portfolio accounts using an Excel template.</td>
</tr>
</tbody>
</table>
Step 6: Add New Group

When creating a new group, please name it using the course, term, and your last name.

Step 7: Add Students to the Group

You can add students to your group from the Members link.

Note: Only students that have accessed MAP can be added.
When adding accounts (or students) to a group it is easiest to search by last name.

**Step 8: View Portfolios**

If the student has given permission for faculty/staff to view their MAP portfolio, you will be able to access it from the View link.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Password</th>
<th>Last Use</th>
<th>Grad Year</th>
<th>Edit Command</th>
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<td>02/07/2011</td>
<td>Edit</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>
Combined Report for Sorts, Assessments, and Favorites
(Select Assessment or Sort results and display occupations that appear on multiple lists.)

Print these portfolio items:

- My Favorites
- Financial Aid
- Occupations
- Oregon Schools
- My Assessments and Sorts
  - IDEAS Assessment
  - Reality Check
  - SKILLS Assessment
  - Work Importance Locator
- My Personal Information
- Education History
- Work History
- My Files and Links

Choose the portfolio items you are interested in seeing.