hyperSuite©

Educational Productivity Software Suite

Career Day

Usage Guide

Revision 2.5

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1. <u>Features</u>

hyperSuite$^©$ is a software platform that allows grouping educational software program modules. Each module is designed to simplify a specific task in the classroom while adding capabilities that may not have existed before. The programs in hyperSuite$^©$ are designed to seamlessly work together so relevant information from one program can be used in another. The system is both expandable and selectable, meaning we can introduce new modules to the suite based on customer needs. The customer can choose to lease only those modules that are useful to them, with the ability to add or reduce the number of modules at a later time. This way, your software can grow as your needs grow!

The Career Day program is a tool that eases scheduling for a Career Day Event. We envision a Career Day Event following these steps:

- Educators ask students what types of professions they want to see, and the students respond with a list of their top choices.
- The educators then find local business people (speakers) who want to come speak with the kids. The speakers will provide their availability.
- A general schedule will be created, listing the times of the event, the number of sessions, and the length of the sessions.
- Finally, the educators will need to take all of that information and create a schedule that takes into account the speakers' availability, the students' top choices of speaker, and the size of each session.

We developed our Career Day program as a result of teachers spending countless hours trying to match the students with their top choices while maintaining a reasonable class size and accommodating the speakers' availability. After adding the student and speaker information, our system generates the schedule within seconds with printable student schedules, teacher reports, and speaker reports. We also allow schedule forcing so special circumstances per student can be accommodated.

2. <u>Defining a Career Day Event</u>

To understand how the Career Day software can help ease the planning for your event, we must first define the type of career day event that our system creates.

hyperSuite© Career Day schedules a multi-session event where speakers remain in a classroom and students travel to a new classroom for each session. Students will not necessarily travel to the same sessions as other students in their class. Sessions may contain students from any grade level.

We believe this style of Career Day Event gives the student a better chance of seeing the speakers they want. In the past, this type of event created a great deal of scheduling complexity, but that is no longer an issue with hyperSuite© - Career Day module.

3. Getting Started

Getting started is as simple as ordering the software and getting a log in. You can find our contact information at www.hypertechnologies.net. We're happy to discuss your ordering options with you. We can work with an individual school or entire district at a volume discount.

After ordering the software, the user will receive a User ID and password. The user can log in by going to www.hypertechnologies.net and selecting 'Log In to hyperSuite©'. That's it! Since we're internet based, there's nothing for you to install on your computer. We work with any internet browser.

When logging in for the first time, you will be directed to our software licensing agreement. You must accept the agreement to gain access to the software. If you are not willing to accept the agreement, please contact us to make arrangements for a refund.

Upon a successful log in, you will be directed to the main screen.
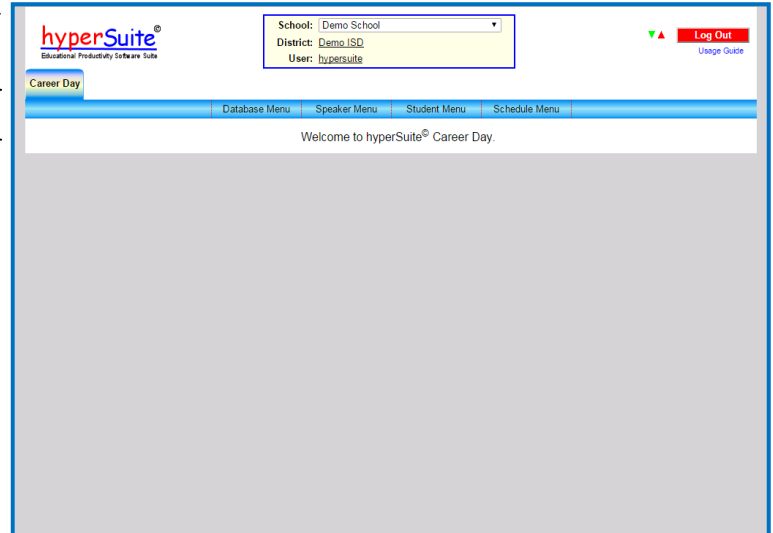
4. Main Screen

The main screen is shown below as you would see it right after logging in. An understanding of the screen format will help navigate the system.

The header section contains information about the district, school, and user. The Log Out button will also always be available in this section.

The toolbar section allows you to choose the function to use. On top are the tabs, which open the program choices. As a tab level is chosen, toolbar choices will appear in the light blue bar right below. The toolbar will grow as additional options become available.

The chosen toolbar items will be highlighted so you can always track where you are.

The functional section contains the forms where you will enter information.

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Educational Productivity Software Suite

School: Demo School
District: Demo ISD
User: hypersuite

Log Out
Usage Guide

Career Day

Database Menu | Speaker Menu | Student Menu | Schedule Menu

Welcome to hyperSuite© Career Day.

5. <u>Database Menu</u>

The first thing you must do to create a Career Day Event is define the event itself. You do this in the Database Menu. A database is the Career Day Event itself, with all information about the sessions, speakers, and students. Each database represents a different event. Notice you have a section for 'Active Database'. This lists the database (event) where you are viewing/editing the information.

<u>Why?</u>
Defining the event allows you to determine information about the sessions, including the times, names, and number of sessions.

<u>How?</u>
After selecting the Career Day tab, you will see four options in the toolbar. Choose Database Menu. The toolbar will grow, and you will see a new purple toolbar with more choices:

- New – use this choice to define a new database.
- Open – this choice allows you to open a database you already created.
- View/Edit Details – use this choice to view or change some parameters of the database.
- Close – this choice allows you to close the open database.
- Delete – delete a database in the system

<u>New</u>
When creating a new database, there are four general steps: Name the Event, Define the Event, Confirm, and Complete. We'll take each step separately.

Step 1 - Name the Event. This is the name the system will use to store the information. The name must be 4 – 16 characters long, and you can use letters, numbers, and the underscore. The system will make sure the name is unique. If the name already exists, you will be alerted to select a new name.

Tip – use a name that describes the event, like Career_Day_Demo.
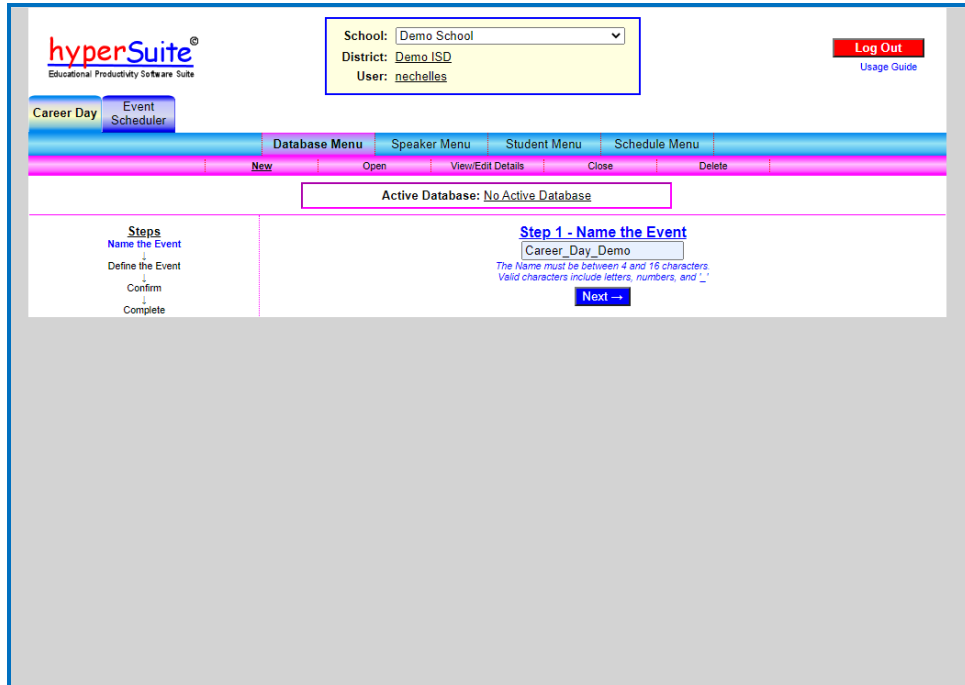
Step 2 – Define the Event. Here you will define the sessions for your event. There are two types of sessions – Schedule and Other. A Scheduled session is a session that will schedule speakers. Other is used for sessions that will not schedule in speakers, such as lunch, breaks, an initial assembly, etc. Even though 'Other' sessions are not part of the scheduling process, they will be printed on the students' schedules, so they are important to show the full scope of the event. You can choose the number of sessions, from 1 – 15. The title is simply the name you want shown on the schedule. It may be 'Period 1' for a scheduled session, or 'lunch' or 'break' for an 'Other' session. The start and end times will be displayed on the final schedules. The system ensures that the time format is accurate. Click 'Next' once you are happy with your event description.

In this example, we have created 5 sessions. Three of the sessions (2, 4, 5) will be part of the scheduling process and two of the sessions (1, 3) are part of the event, but not part of the speaker scheduling. Notice for sessions 1 and 3, you can add additional information for location and speaker. This information will print on the student schedules.

Step 3 – Confirm. This step allows you to check your event to make sure it is set up how you want it.   You may go back if you want to make changes or click 'Next' to create the event.

Step 4 – Complete. When the event is created, you will receive a confirmation. Notice that your newly created event is now the active database. Now that you have an active database selected, you can add student and speaker information.

Open
You can open a saved database at a later time using this item. Simply choose the name of the event you want to open, and click 'Open It'. You will get a notification that it is now the Open Database.

Note – if you open a new database while already having a different database open, it will close the existing database and open the one you choose.

View/Edit Details
You can view the details of the database. If you want to change details of the event, click on 'edit' to the right of the details.

You can change titles, times, session types, and number of sessions in edit mode.

Note – if you already have your speakers loaded and you change the session type or number of sessions, the speaker availability will be reset to available for all speakers' sessions. Changing the session titles or session times will not change the speaker availability.

Close
You can close the active database using this item. You will get a confirmation message to confirm you want to close the active database. Select 'Close It', and it will confirm it has closed the active database.

Delete
Be sure you want to delete a database. You will lose all information in that database once it is deleted. Simply choose the database you wish to delete, and select 'Delete it'. An alert will appear asking you to confirm you wish to delete it. You may cancel to prevent the deletion, or click OK to delete the database. You will receive a confirmation that it has been deleted.

6. <u>Speaker Menu</u>

Note – You must first create or open an active database. See Chapter 5 for information on databases.

The Speaker Menu allows you to add, edit, view, delete, import, and export speaker information. This information includes identifying information and availability.

<u>Add</u>
Adding a speaker is as simple as entering some basic identifying information and selecting their availability. There are required fields (red font) and optional fields.

Last Name	– the last name of the speaker.
First Name	– the first name of the speaker.
Company	– company name of the speaker.
Profession	– profession of the speaker. – see the 'Note About Speaker Professions' below.
Class Limit	– this is the minimum and maximum number of students for the session.

Session Availability – here you can select the session availability of each speaker. The speaker must be available for at least one session.

Room – this is an optional field. The room you enter in this field will print on the student schedules so they know where to go. Being an optional field, you can always go back and add this information. You may add a virtual link instead of a room number. The virtual link must begin with https:// or http:// to work, and the student schedule will display the word 'link' as a clickable link.

After completing the form, click 'Add'. You will see a confirmation that the speaker has been added, and a new 'Add' form will appear so you can add your next speaker.

Note About Speaker Professions

The system triggers on the 'Profession' field to see if it is a match for a student choice and to make sure a student is not scheduled for different speakers of the same profession.

If you have two speakers with the same profession, it is very important that the professions are spelled EXACTLY the same way.

For example, if you have two lawyers, and you label one as 'Lawyer' and the other as 'Attorney', one student could end up seeing both the Lawyer and Attorney. However, if they are both spelled the same, such as 'Lawyer', it will ensure the student only gets one in the schedule.

Edit

After clicking 'Edit' on the toolbar, you will see a pull down list of all speakers. It lists name, company, and profession (these three fields uniquely identify a speaker). Select the speaker of choice and click 'Edit'.

Delete

After clicking 'Delete' on the toolbar, you will see a pull down list of all speakers. It lists name, company, and profession (these three fields uniquely identify a speaker). Select the speaker of choice and click 'Delete'.

A confirmation will appear after successfully deleting the speaker.

View All

After clicking 'View All' on the toolbar, you will see a full listing of all speakers.

Import

You may import all speakers at once from a spreadsheet instead of the manual entry method. Accepted formats include Excel (.xls and .xlsx).

Formatting requirements are listed on the page. Speaker availability is not imported – it is set to available for all sessions, all speakers. You may edit individual speakers after the import as needed.

Note – If you have already entered speaker information before the import, that information will be replaced with the imported information.

Export

You may export all speaker information by selecting the EXPORT button. The export file is in Excel (.xls) format. The export file lists the number of student choices for each profession.

7. <u>Student Menu</u>

Note – You must first create or open an active database. See Chapter 5 for information on databases.

The Student Menu allows you to add, edit, view, and delete student information. This information includes identifying information and speaker choices.
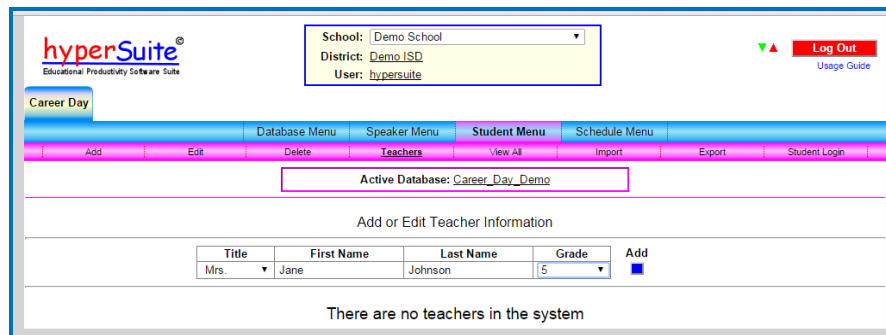
<u>Teachers</u>
Skip this step if doing a student import. Teacher information is automatically added when doing a student import.

Before adding any students, you need to add the teachers. These teachers will show up in the student 'Add' form as a pulldown list. This ensures consistent spelling of each teacher, which will make the reporting accurate. Click the 'Teacher' button on the toolbar.

There are two sections to this form. On top is an open field to add teacher information, including Title, First Name, Last Name, and Grade. On the bottom is a listing of teachers in the system (if any).

To add a teacher, add the information and click 'add'.

The system will add the teacher information. You should now see the information in the bottom section of the form.

You can use the Edit and Delete buttons to change information for a teacher or remove them from the system.

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<u>Add</u>
Adding a student is as simple as entering some basic identifying information and selecting their availability. There are required fields (red font) and optional fields.

Last Name   – the last name of the student.

First Name   – the first name of the student.

Student ID   – an optional ID field. This field is required if using a Student ID in the Student Login section. If no Student ID is entered here, then no Student ID will be entered in the Student Login section.

Email Address   – an optional field (for emailing the completed schedules).

Teacher   – list of teachers that were added from the 'Teachers' toolbar button.

A student is identified by First Name, Last Name, Grade, and Teacher. This can be the homeroom assigned teacher if the student changes teachers throughout the day.

Choice 1 – Choice 10 – This section enables students to enter their top choices for speakers. Each pulldown item has a listing of professions that were entered in the Speaker Menu. You may choose all 10 Choices, only the top few choices, or none at all. If all 10 choices are left 'RANDOM', the system will fill in each session with a random available speaker. If a choice is listed, the system will add that profession, based on availability, to the student schedule. After all choices are attempted, the system will fill in the rest of the slots with a random choice.

After completing the form, click 'Add'. You will see a confirmation and blank form so you can quickly add your next student.

Edit

After clicking 'Edit' on the toolbar, you will see a pull down list of all students. It lists grade, name, and teacher (these three fields uniquely identify a student). Select the student of choice and click 'Edit'.

You will now see a form similar to the 'Add' form, with information pre-populated. You may now change information as desired, and click 'Save Edits'.

A confirmation will appear after successfully changing the student.

Delete

After clicking 'Delete' on the toolbar, you will see a pull down list of all students. It lists grade, name, and teacher (these three fields uniquely identify a student). Select the student of choice and click 'Delete'.

A confirmation will appear after successfully deleting the student.

View All

After clicking 'View All' on the toolbar, you will see a full listing of all students.

Import

You may import all students at once from a spreadsheet instead of the manual entry method. Accepted formats include Excel (.xls and .xlsx).

Formatting requirements are listed on the page. Student choices are not imported – it is defaulted to RANDOM for all sessions. You may edit individual students after the import as needed.

Note – If you have already entered student information before the import, that information will be replaced with the imported information.

Export

You may export all student information by selecting the EXPORT button. The export file is in Excel (.xls) format. The export file lists all student choices by profession.

Student Login

The Student Login allows the students to enter their own preferences in the system. By utilizing the imports and Student Log in, the amount of data entry required is drastically reduced. It works in two parts, Log in Enable and the Student Login Page.

Log In Enable

Student Login is only active when enabled. You have full control of when and how the system is available to the students. From the Student Login page, you can enable the Student Login by creating an Event ID and a Pass Code and clicking 'Enable Student Login. This information will allow the student to log into the event to enter their choices. The system will ensure the Event ID and Pass Code are unique for each Career Day event.

Enter an Event ID and Pass Code for your event.

The Student Login is now enabled.

Once the event is enabled, a Position Description file can be uploaded. This file will be a clickable link when the student logs in, and can provide information the students may find helpful as they choose the professions they are interested in, such as a brief description of each profession. Click 'add file', choose the file, and click 'Add Position Description File'. The system accepts Word, Excel, PDF, and Text documents.

Student Login Page
The student will go to the Student Login page. They must enter the Event ID and Pass Code exactly as they are listed on the Login Enable screen. This grants them access to the event.
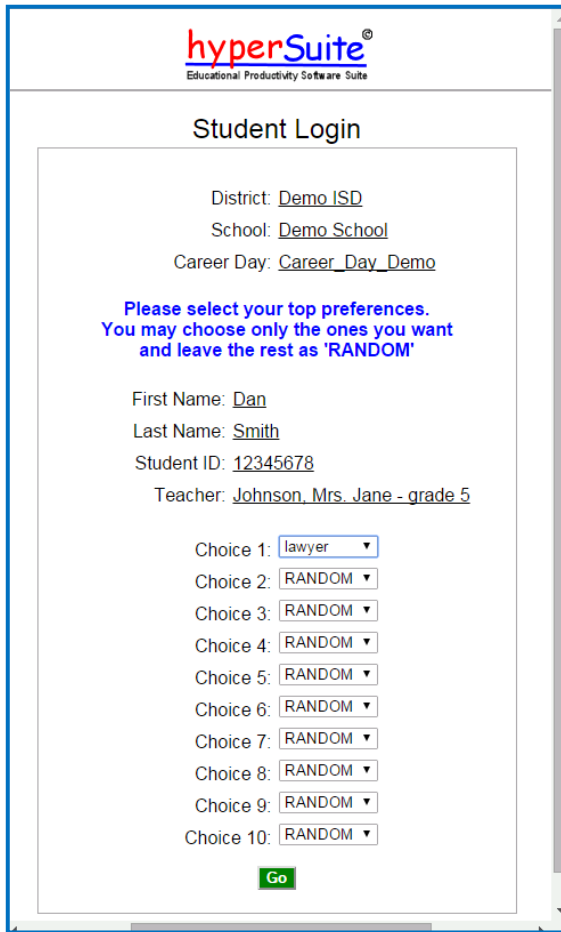
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Student Login

Event ID: CareerDay2015
Pass Code: GoTigers

Go

From the Event Page, they will enter their First Name, Last Name, Student ID (if listed in Student Menu), and Teacher. This will log them into their choices for the Career Day event.

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Student Login

District: Demo ISD
School: Demo School
Career Day: Career_Day_Demo

Please provide student login information to access Career Day options.

First Name: Dan
Last Name: Smith
Student ID: 12345678
Teacher: Johnson, Mrs. Jane - grade 5 ▾

Go

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Student Login

District: Demo ISD
School: Demo School
Career Day: Career_Day_Demo

Please select your top preferences. You may choose only the ones you want and leave the rest as 'RANDOM'

First Name: Dan
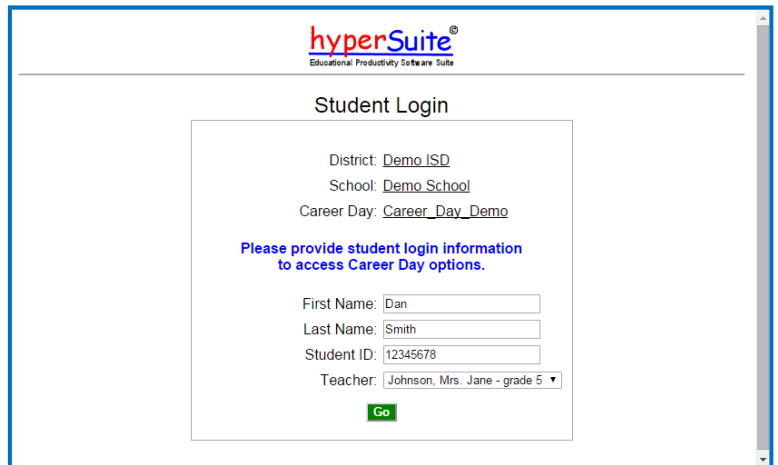Last Name: Smith
Student ID: 12345678
Teacher: Johnson, Mrs. Jane - grade 5

Choice 1: lawyer ▾
Choice 2: RANDOM ▾
Choice 3: RANDOM ▾
Choice 4: RANDOM ▾
Choice 5: RANDOM ▾
Choice 6: RANDOM ▾
Choice 7: RANDOM ▾
Choice 8: RANDOM ▾
Choice 9: RANDOM ▾
Choice 10: RANDOM ▾

Go

Upon a successful Log in, the student will see their information with their preferred professions. This feature is only available to the student when all choices are RANDOM. Once choices are made, they will no longer have access to the Student Login. For the student to regain access to the Student Login, the student must be reset to all 'RANDOM' choices using the Student Menu – Edit feature in the main system.

8. Schedule Menu

Note – You must first create or open an active database. See Chapter 5 for information on databases.

The schedule menu allows you to create the schedule and print various reports that can be useful for the Career Day Event.

Schedule Forcing
After entering all of your speakers and all of your students, it's time to generate the schedule.   You must first decide if there are any special requests you must accommodate.

For example, let's say our student Dan Smith must have John Smith from ABC Lawyers in Session 1.

Select the 'Schedule Force' button on the toolbar and a form appears. There are two sections to this form. On top is an open field to add schedule forcing information. On the bottom is a listing of schedule forces (if any).

Choose a student on the left side of the form, and for each session, you can choose either a speaker, 'Do Not Schedule' (in case the student is unavailable for a given session), or the default of 'No Change', meaning they will be automatically scheduled for that session.

Add the information and click 'Add'.

The system will add the schedule forcing information. You should now see the information in the bottom section of the form.

Note - you may Force a student, all students in a specific class, or an entire grade.

Schedule Blocking

If you do not want a student to attend a specific profession, choose 'Schedule Block'.

Select the 'Schedule Block' button on the toolbar and a form appears. There are two sections to this form. On top is an open field to add schedule blocking information. On the bottom is a listing of schedule blocks (if any).

Choose a student on the left side of the form, and choose a profession on the right. Schedule blocking works for all sessions and all speakers with the same profession, so you can not set the blocks per session or per speaker.

Note - you may Block a student, all students in a specific class, or an entire grade.

Global Choices

If there is a specific profession you wish a student to attend with no session preference, choose 'Global Choices'.

Select the 'Global Choices' button on the toolbar and a form appears. There are two sections to this form. On top is an open field to add global choices information. On the bottom is a listing of global choices (if any).

Choose a student on the left side of the form, and choose a profession on the right. The system will automatically schedule Global Choices before student choices and after forces by choosing whichever session has availability. Global Choices work for all sessions and all speakers with the same profession, so you can not set the global choices per session or per speaker.

Note - Global Choices may be done by a student, all students in a specific class, or an entire grade.

Student Schedule, Speaker Report, Teacher Report

There are three main types of reports – for the student, for the speaker, and for the teacher. But they all have one thing in common. When selecting a report, the system must first check to see if the schedule has been created.

As the schedule is generated, the system is looking for a couple of potential issues. First, it checks to make sure no speakers have less than the minimum students set for the speakers in each session. Small classes for some speakers can be due to too many speakers or class sizes that are too large for the number of students in your event. Second, it checks that every student has a full schedule (no empty spots). Empty spots can be a result of too few speakers or class sizes that are too small for the number of students in your event. If there are any issues, it will list the speakers and/or students.

The reports are generated in PDF format. They can be printed or saved for later. Also, sorting options are available.

For each report, there are a few options:

Student Schedule

Blank Schedule – this looks like the schedule, but without the information. This is useful as a template for the day of the event, just in case you need to write in a last minute schedule.

All Students – This option will print schedules for every student in the system. Note – this can generate a lot of printing at once! You can sort the reports by student, teacher, or grade.

One Student – This option will print only a schedule for one student. You will be prompted to choose a student.

By Teacher – This option will print only schedules for one teacher. You will be prompted to choose a teacher.

By Grade – This option will print only schedules by grade. You will be prompted to choose a grade.

Email Schedules – You can email schedules with this option. Every email listed in the system will receive an individual schedule.

Note: For this feature to work, you **MUST** first add hypersuite@hypertechnologies.net to your organization's spam filter whitelist. Contact your IT department for details.

PDF Options – All reports automatically generate a pdf file. You can print two schedules per page, one schedule per page, or a separate pdf file for each schedule inside of one zip file.

Export Options – All reports automatically generate an excel file. If you do not want to see speaker details on the export choose 'Do not display speaker info in export file (only room #)'.

Speaker Report

This is useful as a roll call for the speaker sessions. You can print the reports for all speakers, or reports for one speaker at a time. The pdf file lists names of students. The excel files lists the number of students in each session without their names.

Teacher Report

This is useful for teachers to keep track of their students throughout the day. You can print the reports for all teachers, or reports for one teacher at a time.

Delete Schedule

The system automatically deletes the schedule any time a student, teacher, speaker, or schedule force is added, removed, or changed. However, if you want to force a new schedule, you can delete the existing schedule.

Simply click the 'Delete Schedule' button on the toolbar, and click the 'Delete' button when prompted. You will see a confirmation when the schedule is deleted.

9. <u>Tips and Tricks</u>

In our experience with Career Day Events, we have found a few things to consider that can help you along the way.

Career Day Schedule Preparation

- Start Early! - The major problem that occurs is last minute entry of the information.

- You can enter in your teacher and student information even before you find your speakers. Just leave the choices as 'RANDOM' for now and add their choices after you find your speakers.

- Use the import features to drastically speed up your scheduling time. In addition, use the student login feature for more time savings.

- Find your speakers early. The sooner you can get commitments from your speakers, the easier it is to complete your event scheduling.

- Understand the size of your event. If you have 500 students with a maximum class size of 20, 10 speakers aren't enough. You'll have a lot of students with blank spots in their schedules. Start with 500 students / 20 per session = 25 speakers. That's for every class having maximum students and doesn't take into account student choices, etc., but it does tell you 50 speakers may leave you with small session sizes.

- Don't print too much at once! The system can print two schedules per page, so if you have an event with 500 students, that's 250 pages. It may be a lot for your printer to handle at once. Consider printing by grade or by teacher to reduce the load on your printers or emailing the schedules. You may also save the PDF file and later print only sections at a time. Note: For the email feature to work, you **MUST** first add hypersuite@hypertechnologies.net to your organization's spam filter whitelist. Contact your IT department for details.

- Don't print too far before the event. Last minute cancellations are common and are not a problem when using hyperSuite© Career Day because you can simply remove the speaker and re-schedule within seconds, but you'll have to re-print or re-email all of the schedules.

The Day of the Event

- Print a few blank schedule templates ahead of time. If a student accidentally wasn't added into the system and you find out on the day of the event, the fastest solution is to write in a schedule for them. You can copy an existing schedule for another student or customize the schedule with their choices.

10. Contact Information

We want hyperSuite© to make your Career Day scheduling easy and fun. Please contact us with any questions or concerns, and we'll get back to you as soon as possible.

nechelles@schoolcareerday.com