



Education and Culture DG

Lifelong Learning Programme

# CPS + 45

[www.cpsplus.eu](http://www.cpsplus.eu)

## USER MANUAL Trainee

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**Project Partners:** the partner institutions are as follows:

1. **France**
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  - IEKEP
5. **Portugal**
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### **REQUIREMENTS:**

In order to use the CPS+45 system, you will need the followings:

- 1- A valid username and password supplied by your career counselor,
- 2- A standard internet web browser (Firefox, IE 8.0/above, Google Chrome, Safari, or Opera) with JavaScript enabled on a laptop or desktop computer, (You can use iPad and Android touchpad devices, but there may be some inconsistencies on some pages. –not fully tested)
- 3- An Office suite such as Microsoft Office (2003 or later), OpenOffice.org (3.0 or later),
- 4- Adobe Acrobat PDF Viewer (7.0 or above),
- 5- Internet connection (Broadband connection is recommended for faster use)

## 1. What's CPS+45?

CPS +45 aims at responding to the aging of the European workforce and the ever increasing number of older workers. It is common for + 45 workers to decide to change one's field of activity or jobs. This situation can be chosen (new professional aspirations) or imposed (closing of a business). CPS+45 offers online tools and career counseling to senior citizens who need to make a new career start in their life.

### CPS+45 Web Site

It is accessible at <http://www.cpsplus.eu>. The web site contains information about CPS+45 project, current status of the project with latest news, dissemination and exploitation events. Web site is also a gateway for the online CPS+45 tools.

**TIP: Use a standard web browser (Google Chrome, Mozilla Firefox, Internet Explorer, Opera ...) and make sure that JavaScript is enabled.**

Note that **cpsplus.eu** uses pop-up windows. Please pay attention to your browser messages and warnings while you are using cpsplus.eu. Your browser may block pop-up windows. You can add an exception for pop-up blockings when you first noticed that a window blocked.

**TIP: You can also add a pop-up blocking exception for [www.cpsplus.eu](http://www.cpsplus.eu) site using your browser's preferences.**

**TIP: CPS+45 system is optimized for desktop computers. However, it is usable from tablets (iPad, Nexus, Galaxy Tab etc.), as well. Full functionality for tablet use has not fully tested. You may encounter incompatibilities on the tablet systems.**

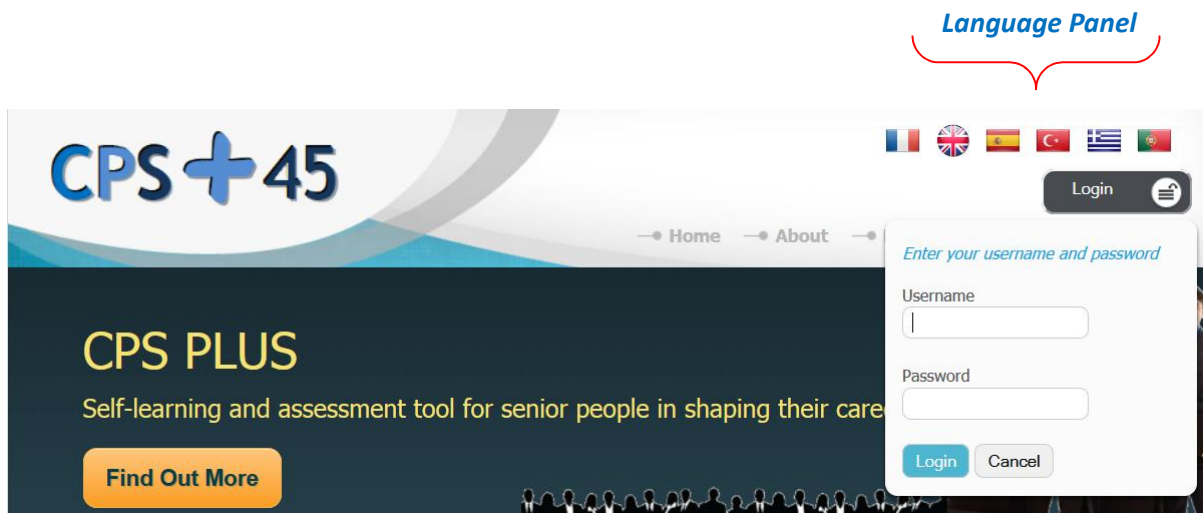
In the following pages, you'll find information about how to use CPS+45 Web Tool as a trainee.

If you need assistance, you can contact your country administrator who is (as of May 2014): **<your country admin's e-mail address and name/surname comes here>**

### LOGIN

You need to have a valid username and password in order to use the system. You need a trainee account. Please contact your country representative. They are listed in [www.cpsplus.eu](http://www.cpsplus.eu) in "Contact" page. From the main page of CPS+45 Web site ([www.cpsplus.eu](http://www.cpsplus.eu)), click on the login link under language panel as shown below. You can change interface language by clicking on the associative flag. CPS system supports the following languages: English, French, Turkish, Greek, Spanish and Portugese.

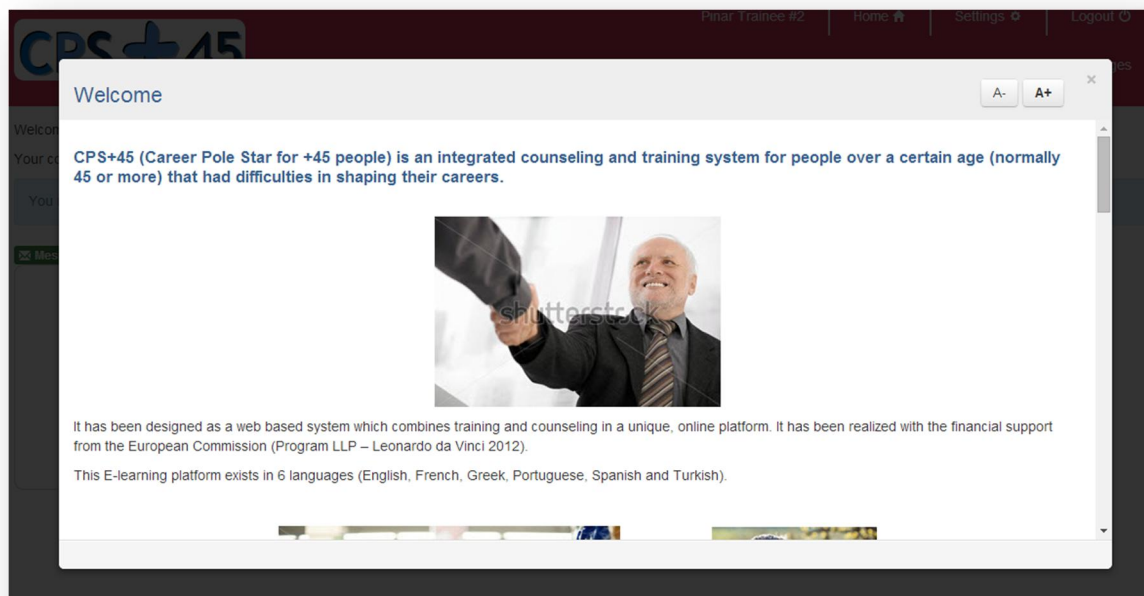
Enter your username and password in the **Login window**. Login window will appear in the language of your choice.



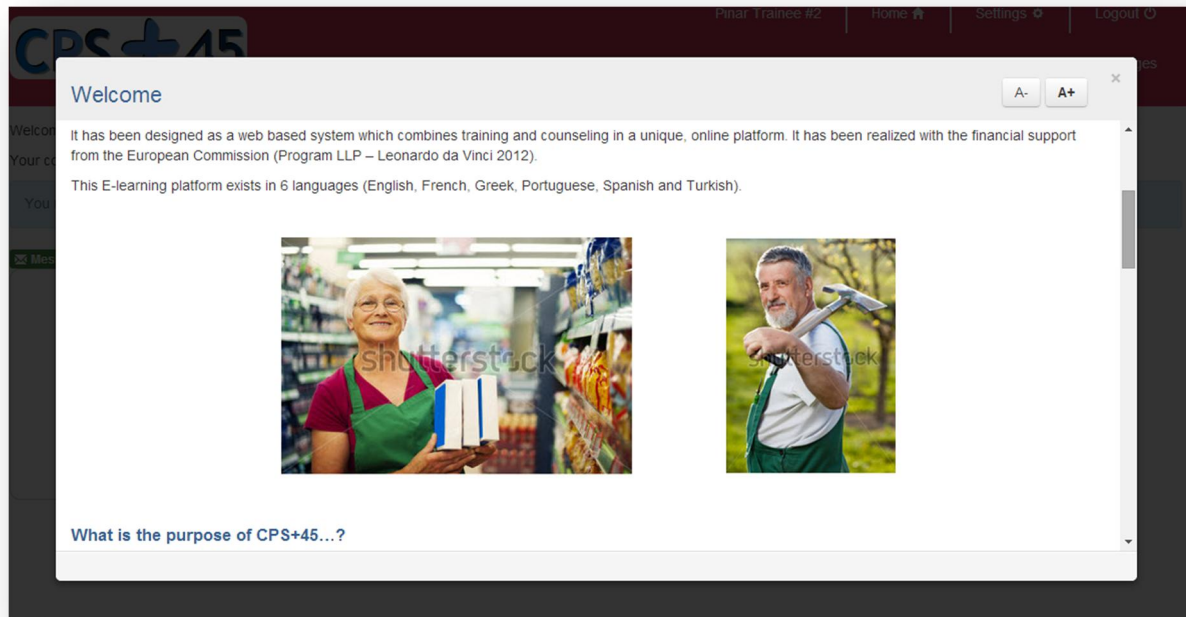
*Login screen*

## 2. Introductory Screen

When a user is logging into the system for the first time, the system welcomes the user with the following page. In this screen, the user is expected to read the page which includes the purpose and the instructions of the system. You are asked to give some brief information about yourself (optional) to the counselor and upload your CV (optional).



When scrolled down the page, it can be seen the purpose and the details of the platform.

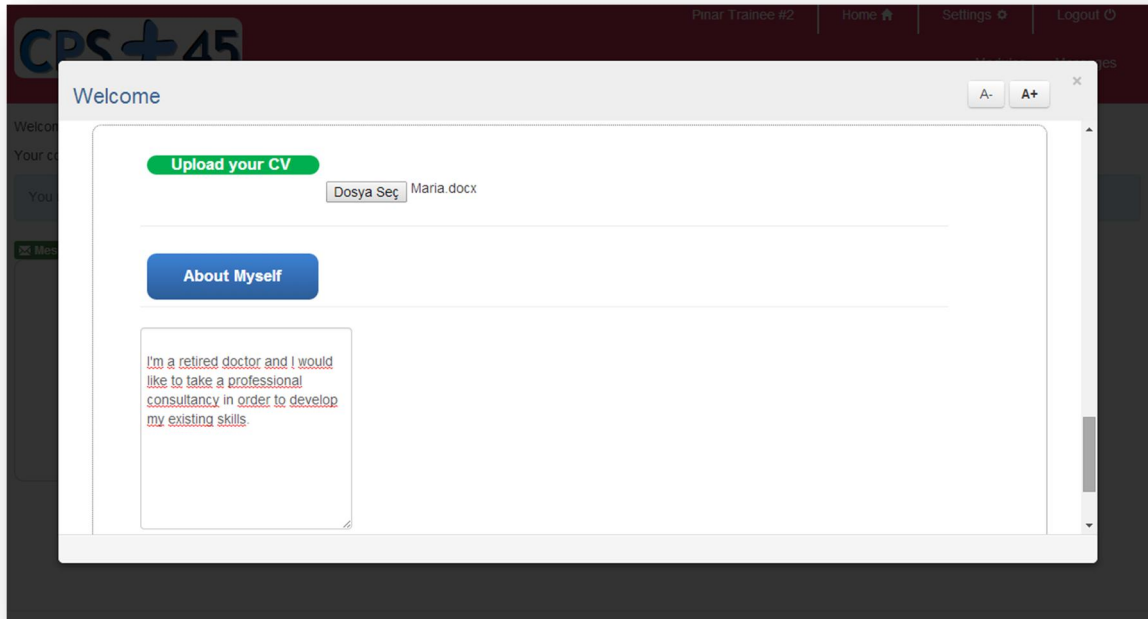


### ***Details of welcome page***

The user is advised to read the purpose in order to understand how the system actually works.

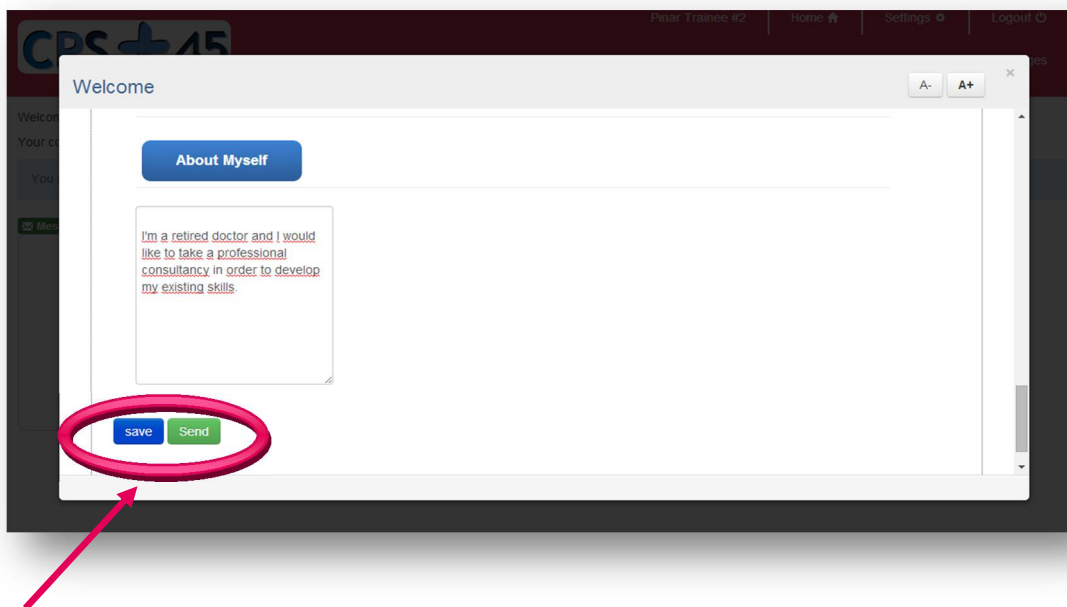
At the end of the page, you will see a button named as “Upload your CV”. By clicking the button, the users can upload their CV’s to the system, and then the counselor may see the corresponding uploaded CV. In this part, you can update your CV, fill in your personal information, update your photo and change your password. Additionally, you can learn your career counselor.

In addition, the users may fill the text area named as “About Myself” in order to provide more information about yourself. This section is optional.



*Upload CV screen at the end of Welcome Page.*

After filling the text area, the users have two different options: Save & Send. “**SAVE**” button serves for keeping the information that the user provide, however “**SEND**” button is used to send the users information to their counselors.



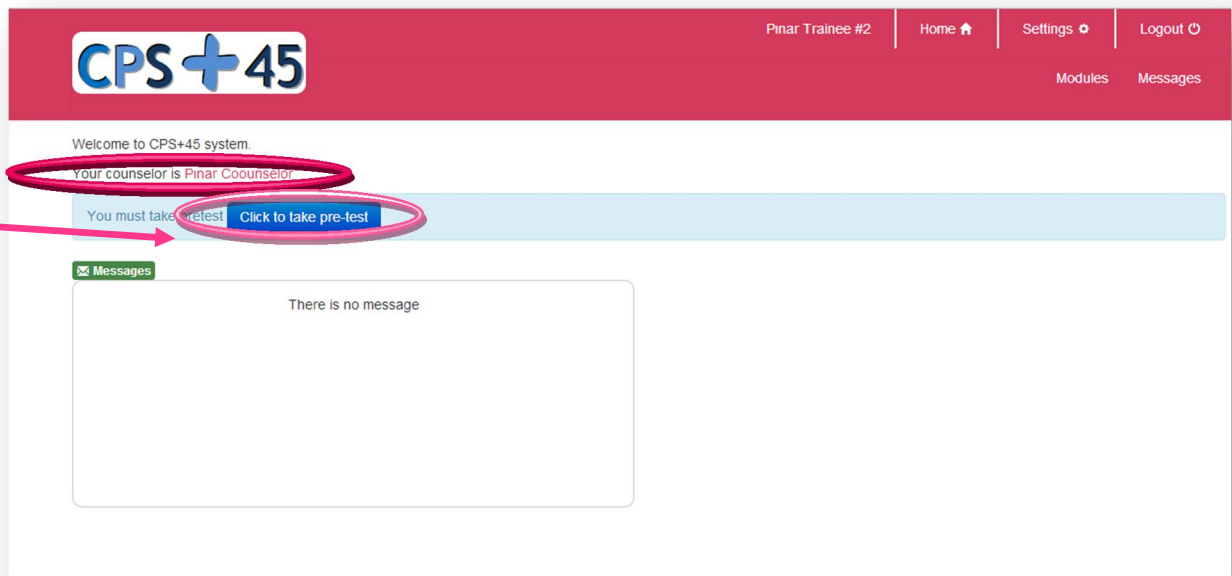
**Fig. 1.6.** Save or Send information.

### 3. Home

After completing the introductory part, the users will be able to see their counselors' name on the upper left side of the page. Under the name of the counselor, there exists a button named as “Click to take pre-test”.

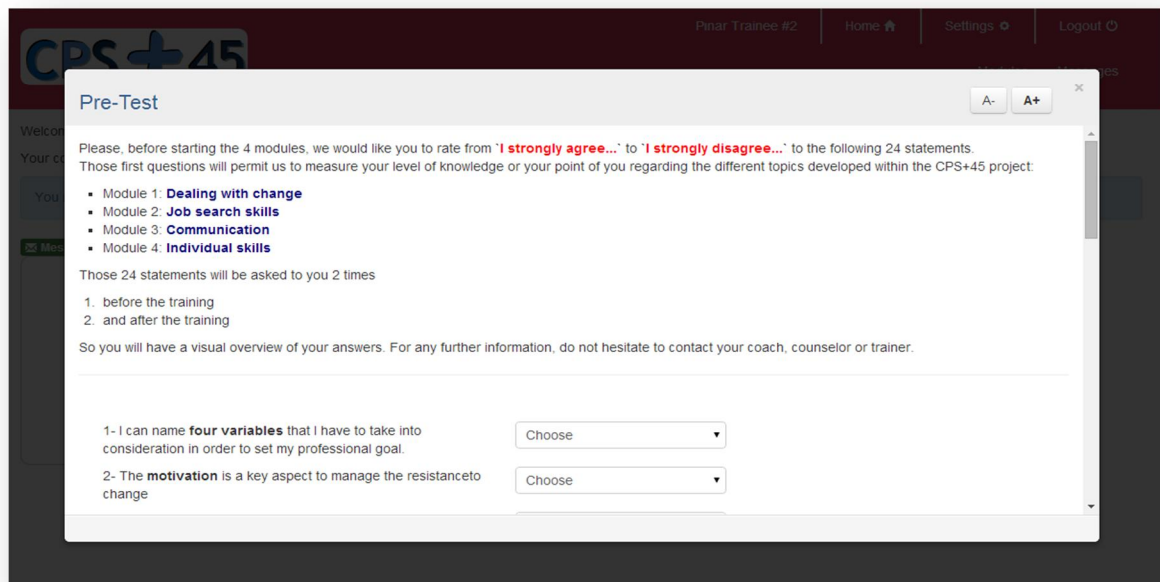
Counselor

Pre-Test



### Home Screen

When clicked on the link, pre-test activates. The users may see that there are some instructions and after that there are some questions. In total there are 24 questions to answer in pre-test.



### Pre-Test

These questions have dropdown type buttons having 5 options to choose between them. These options range from “Strongly Agree” to “Strongly Disagree”.



After completing the test, the users either click on **SAVE** or **SEND** depending on their preference.

The screenshot shows a web application interface for a 'Pre-Test'. The header bar is dark red with the 'CPS+45' logo on the left and navigation links 'Pinar Trainee #2', 'Home', 'Settings', and 'Logout' on the right. The main content area is a light gray modal window titled 'Pre-Test' with a close button (X) and font size controls (A-, A+). Inside the modal, there is a list of 8 statements, each followed by a dropdown menu for selecting a response. The statements and their selected values are:

| Statement  | Selected Value |
|--|----------------|
| 17- I know how to recognize motivated people                                 | Strongly Agree |
| 18- Determining values has something to do motivation and success            | Agree          |
| 19- I communicate easily with other people                                   | Strongly Agree |
| 20- I am aware of the non-verbal messages I transmit to others               | Neutral        |
| 21- I know a lot about Social Media and how to use them                      | Agree          |
| 22- When I make an important phone call I like to prepare what I have to say | Strongly Agree |
| 23- I have an update CV and I use to send it in potential employers          | Agree          |
| 24- I use mail for my professional communication                             | Strongly Agree |

At the bottom of the modal, there are two buttons: 'save' (blue) and 'Send' (green).

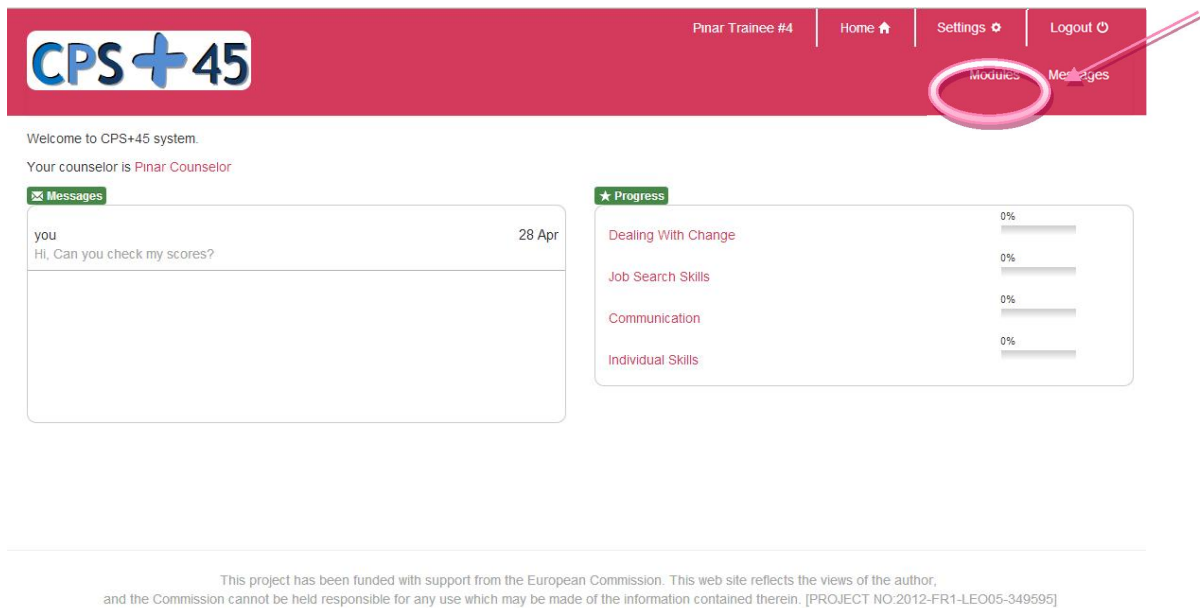
Pre-Test end.

When clicked on SAVE, there appears a text at the bottom of the test informing that the saving action is successful.

Taking pre-test is a must before you start training modules.

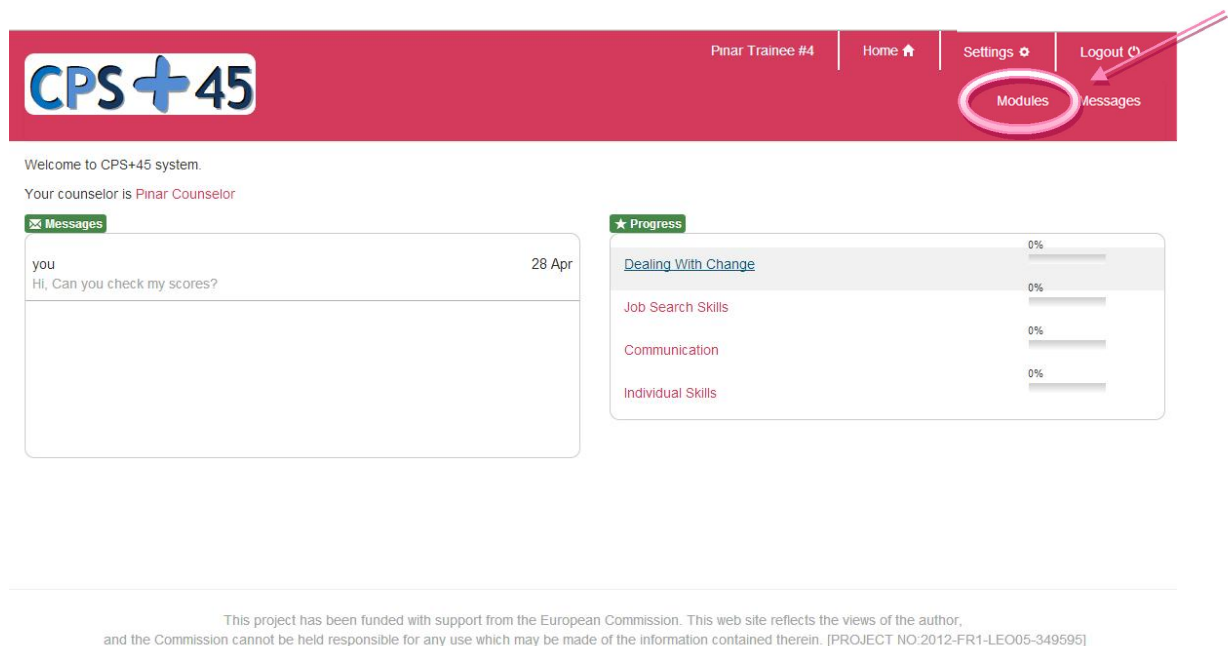
## 4. Modules

When clicked on Modules tab, there may be seen the Training Sets that are assigned to the user. CPS+45 trainings are organized under four modules as seen in the figure. Under each module there are subjects and a number of activities for each subject.



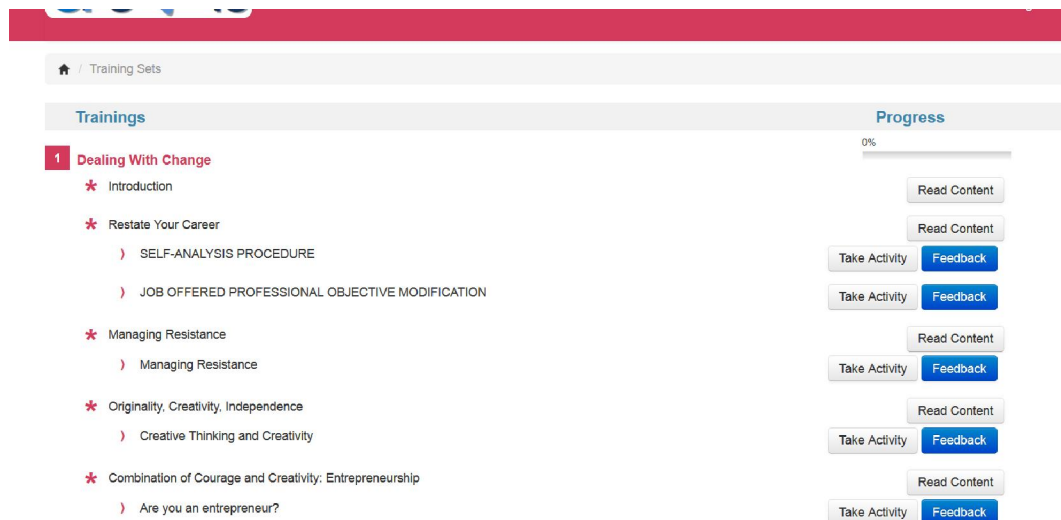
### Modules Screen

At the right side of the page, “Progress” part can be easily identified. In this part, there exists some test which helps trainer to gain more information about the trainees. For that reason, users are highly recommended to complete these tests.

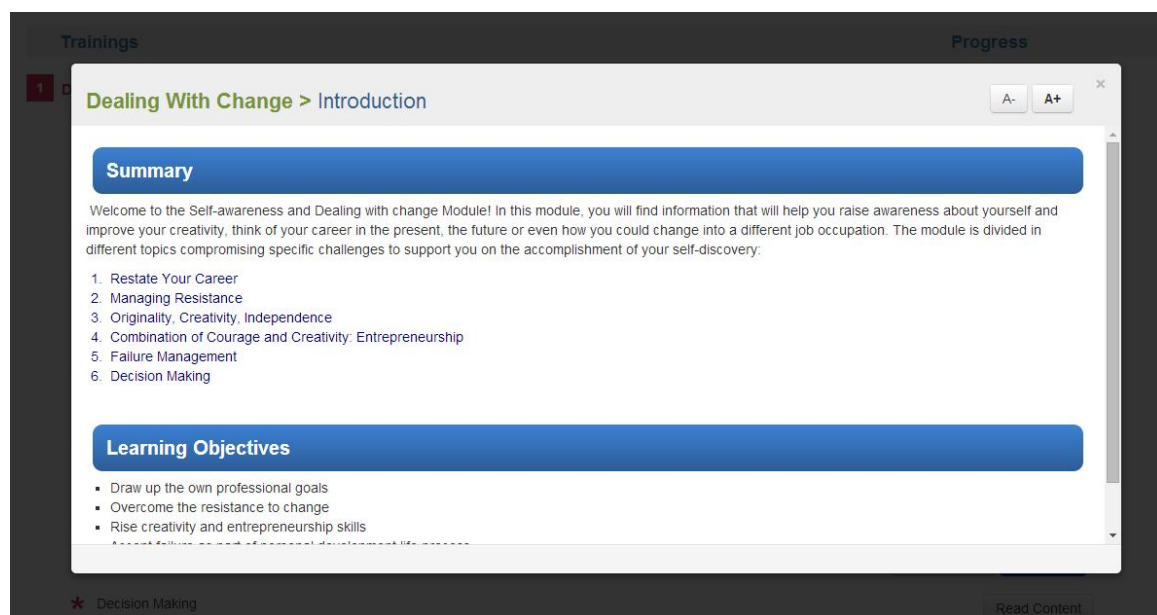


### Messages (left side), Progress (right side)

By simply clicking on these links, for example “**Dealing with Changes**”, users can reach the related page.



As content, there are some sub contents. At the most right side of the page, users can click on “**Read Content**” button. With the help of “**Read Content**” button, users can read the related topic’s details.



*“Dealing with Change” Page details*

In this part of the activity, users are expected to fill the three-columned sheet according to the titles assigned upper side of the sheet, as shown in the figure. Activities can be taken directly inside the content or from the Module details page.

Contents are rich texts where you will find text, picture, hyper links, editable regions and multi media.

Activities are, on the other hand, part of each content and can be one or more of the following types:

- Multiple choice
- Fill in the blank(s)
- Preparing a word file
- Writing an essay
- Questionnaire

Some of the activities may contain more than one type in it. Activities are easy to follow and contains clear directives about how to do them. Below, you see sample activity screen shots from different types.

Dealing With Change > Introduction

Read Content ✓

Dealing With Change > JOB OFFERED PROFESSIONAL OBJECTIVE MODIFICATION

JOB OFFERED PROFESSIONAL OBJECTIVE MODIFICATION

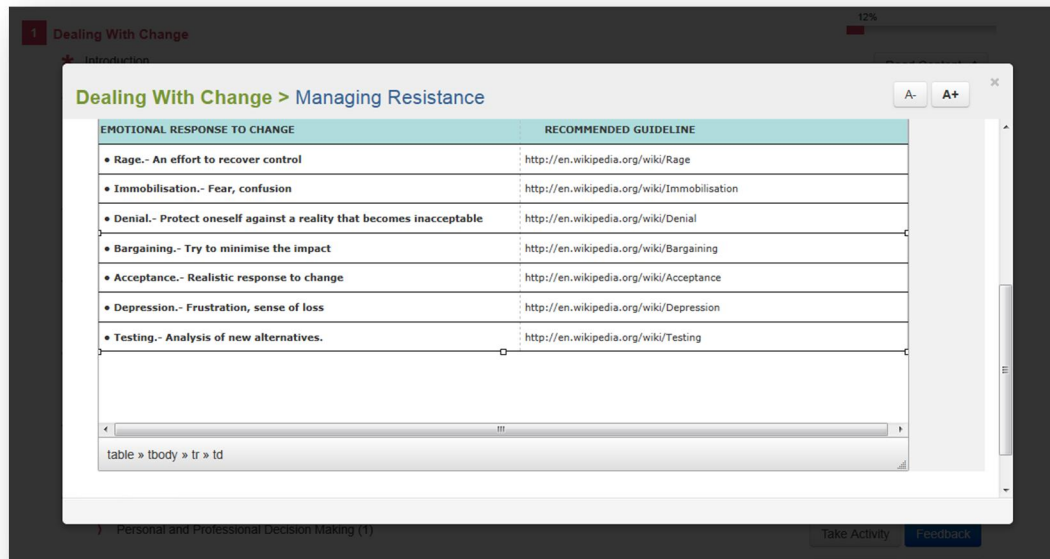
| MY OBJECTIVE /PROFILE                        | JOB OFFERED   | COINCIDENCES |
|--|---|--------------|
| <b>Training:</b><br>Doctorate                | <b>Training:</b><br>Doctorate                         |              |
| <b>Skills:</b><br>Good terminology           | <b>Required Skills:</b><br>High terminology knowledge |              |
| <b>Professional Experience:</b><br>Neurology | <b>Professional Experience (Years):</b><br>20         |              |
| <b>Personal Style:</b>                       | <b>Attitudes Needed:</b>                              |              |

Personal and Professional Decision Making (2)

Take Activity Feedback

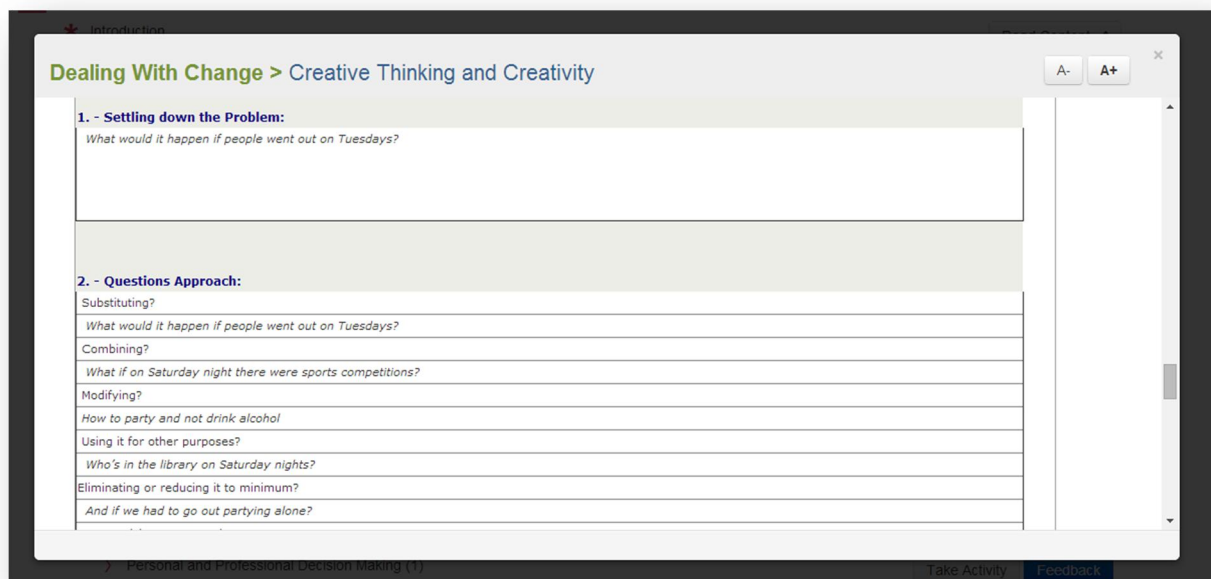
***Job Offered Professional Objective Modification activity.***

For this one, users are expected to fill “*Recommended Guideline*” column with the corresponding “*Emotional Response Change*” column. A table structure is observed. Users are required to fill the blanks in the table.



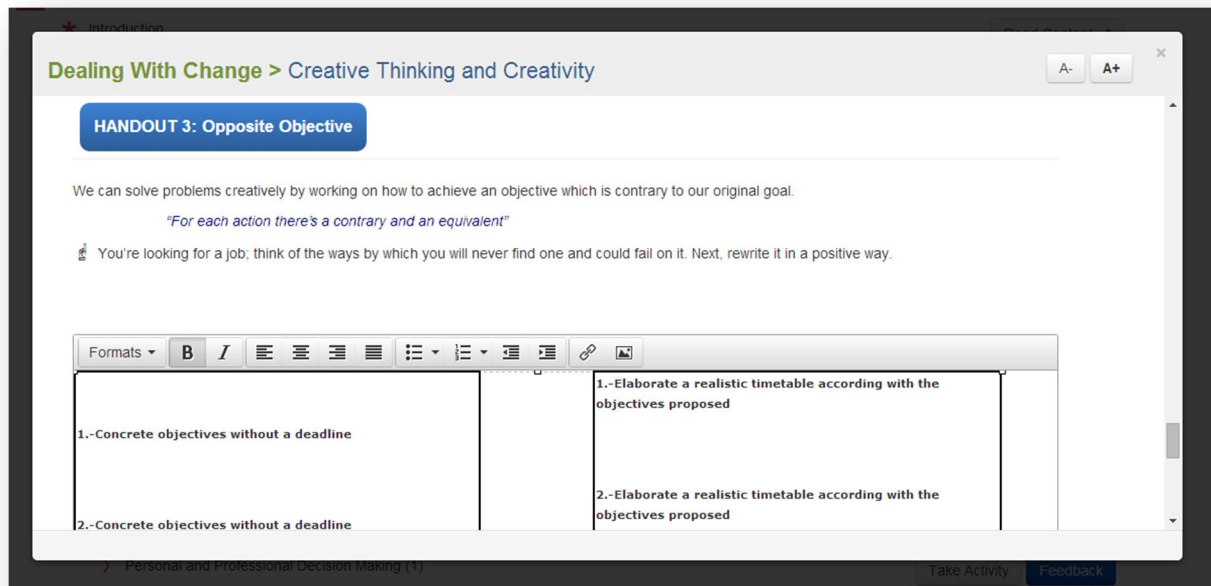
### *Managing Resistance, activity page.*

The activity is based on filling in the text boxes that are under the bolded questions with the required information explained under **Handout 2: Brainstorming**. The bolded questions can be seen when scrolled down.



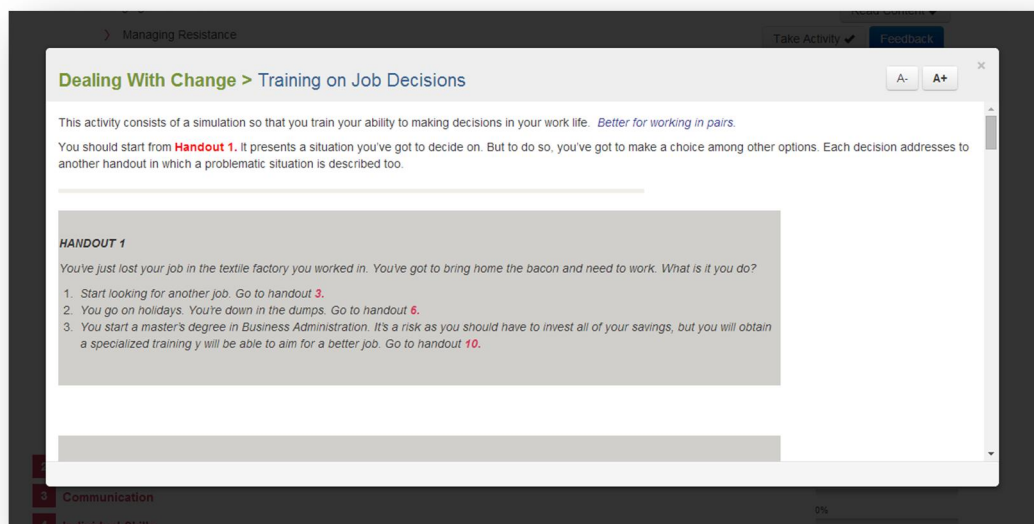
### *Creative Thinking and Creativity, "Handout 2: Brainstorming".*

This activity is for "Creativity Thinking and Creativity" is under the part "**Handout 3: Opposite Objective**". This activity's structure is based on 2 separate columns that are located next to each other. Firstly, users are expected to list the objectives in the left column and then list the opposite objectives that are in the right column.



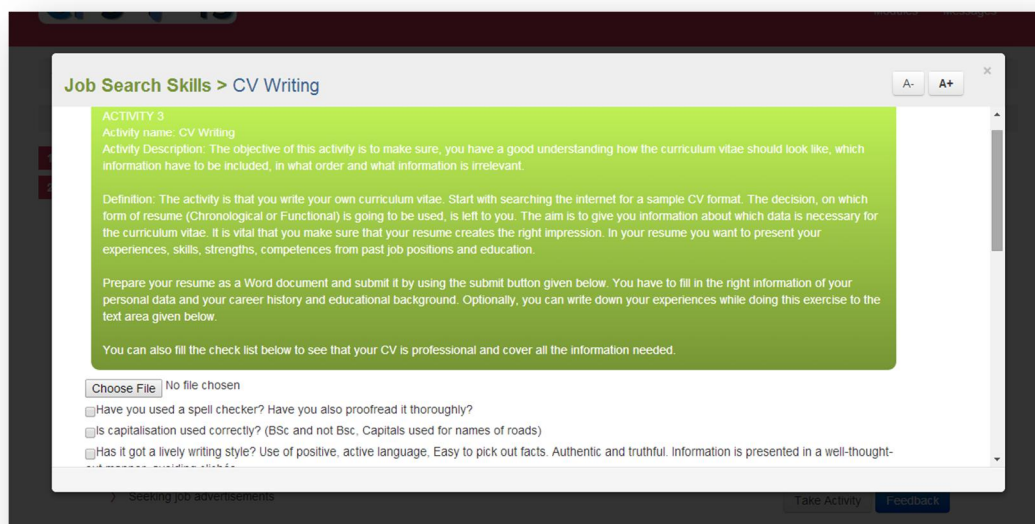
***Creative Thinking and Creativity, "Handout 3: Opposite Objective".***

A different type of activity can be practiced under **Dealing With Change > Training on Job Decisions**. In this activity, users are advised to work with a group and finish the activity by scrolling down the page.



***Group work activity.***

In such an activity, users are expected to choose a file and upload it, and additionally may check on the following criterias.



***Choose file and fill check boxes activity.***

## 5. Getting Counselor's Feedback

In CPS+45 system, each trainee has a counselor. Your counselor is able to track your progress in doing modules and activities. You can send messages to your counselor and your counselor can send messages to you. In the meantime, counselors give feedback to your achievements for each activity. You can see the feedbacks of your counselor by clicking on the "Feedback" button for each activity in the "Modules" page as shown below:

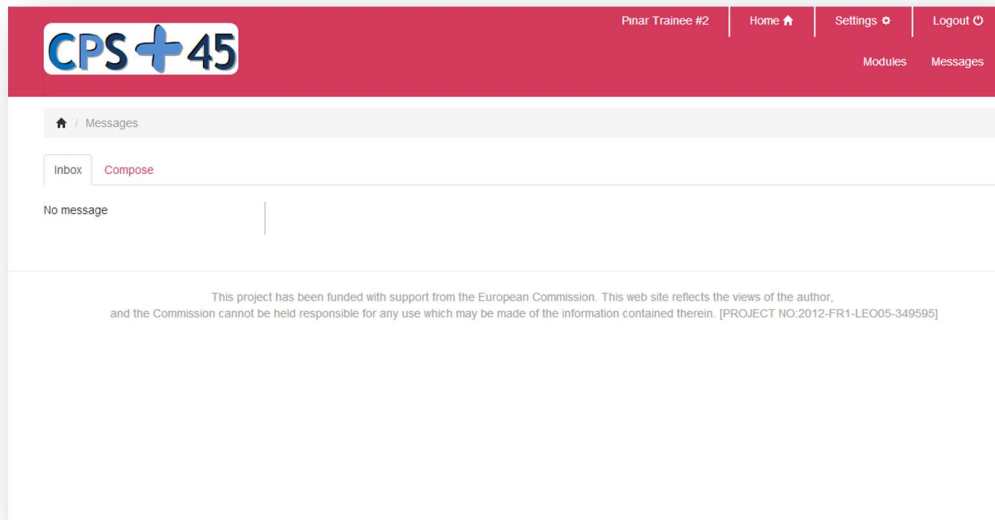


## 6. Messages

Messages system lets you to communicate with your career counselor/advisor. Under "Messages" tab, there are two parts: "Inbox", and "Compose".

Messages serves for displaying Inbox and Composing Messages. In the **INBOX** tab, user can display the messages that are sent to themselves. Also, Inbox stores all of the users' incoming messages from their counselors.

Unread messages are highlighted and to read a message, you must click on its subject. While reading a message you can also send a reply or delete the message.



### ***Messages Screen.***

In the **COMPOSE** tab, the users may send messages to their counselors by clicking the dropdown button that locates under **To:** part. After choosing who to send the mail, users can fill the text area. Lastly, by clicking **SEND** button, users send their messages successfully.



### ***Compose Screen.***

Users are expected to fill the **Message** textbox in order to send a message to their counselor.



CPS+45

Pinar Trainee #2 | Home | Settings | Logout

Modules Messages

Messages

Inbox Compose

New Message

To  
pinarc |

Message

Hi.  
Could you please check my pre-test?  
Regards.

Send

*New Message Screen*

## 7. Settings

In the **Settings** tab, the users have the ability to change their personal settings with the help of this page. Simply, by typing into the corresponding fields and clicking on the **UPDATE** button, the freshly made changes can be saved. The fields that the user may can are First Name (Text), Last Name (Text), E-mail (Text), Avatar (click on the button below and choose your avatar), Current Password (Text, Numbers & Symbols), New Password (Text, Numbers & Symbols), and lastly Confirm New Password (Text, Numbers & Symbols).

**Update Info:** You can update your personal information (name, surname, email etc.) from here. Please update your personal info after your first login to the CPS system. Your name will appear on top of each screen.

**Update Photo:** You can update your photo. It is also important because your counselor will see it. Your photo will be seen on top of each screen in the main page, as well. Photographs can be in .jpg, .png or .gif format. Please limit the file size to less than 200 kilobytes.

**Change Password:** You can change your password here.

CPS+45

Pinar Trainee #2 | Home | Settings | Logout

Modules | Messages

/ Settings

First Name

Pinar

Last Name

Trainee #2

E mail

pinars1

Avatar

Dosya Seç p13.JPG

Current Password

\*\*\*\*\*

New Password

your new password

Confirm New Password

your new password again

Update

***Settings Screen.***