THE MECA SYSTEM®
(Microcomputer Evaluation of Careers and Academics)

Name: _______________________________________________________________________

Date: _______________________________________________________________________

TRAINING WORKBOOK
SHORT VERSION

The training software and workbook are available online at www.conovercompany.com/training.

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Unmanaged

The MECA System can be run two ways – unmanaged or managed. When the programs are used in an unmanaged mode, no results will be saved. The advantage to this mode of operation is that all you have to do is launch the program. This means that a user can access the Interest Indicator or the Career Areas without being entered into the MECA Management System. The MECA User Login, when used in the unmanaged mode, will only allow access to the Career Areas that you have purchased and that are currently installed through the MECA Management System.

To access the unmanaged activities, from the Start Menu choose Programs, then choose MECA Management System and then choose MECA User Login.

Once the software is launched, the MECA Student Login screen will appear.
Enter the user’s first name then press Enter.

Enter the user’s last name then press Enter.

When asked for the User ID, click the Unmanaged button.
Once the Unmanaged button is clicked, users will be notified that they are using the unmanaged version of the career areas and that the program will not save any information. If users want to save their results, they will need to print out all of the reports available as they complete each activity.

After the OK button is clicked, the Unmanaged menu appears. Users must select the career area they wish to access in the unmanaged mode and click the corresponding button to launch the career area. Any areas that are grayed out indicate that these programs are not installed.
Users must select the Work Sample, Learning Assessment Program or the Career Planner button.
Managed Mode

The management system is important because it is the administrative report writing and accountability tool for the entire MECA system. Through the Program Administrator Login, you can enter users, create assignments for users, generate reports and configure the system.

Keep in mind that the MECA software system is designed to be used either unmanaged or managed. In the unmanaged mode of operation, all results and records can be printed out at the completion of the unit, but no results will be saved. In the managed mode, all user results will be saved. The results stored in the manager can be accessed and printed out at any time.

The management system is broken into three options: the User Options, the Report Options and the Configuration Options.
Administrator Login

To launch the Administrator Login Program, follow these steps:

From the Programs Menu, choose MECA Management System and then choose Administration Program.

When prompted, you will need to enter the Administrator password. The default password is "conover". For security purposes, you will not be able to see the password that you type in.
Once the administrator password has been correctly entered, the Main Menu will appear as shown here:

The options are:

User options: From here you can control all of the users in the system. It includes features such as adding users, deleting users and making assignments

Report options: Use this option to generate reports on the users in your system

Configuration options: Use this to customize your MECA Management System

You must select one of these options. Let’s begin with User Options.

Selecting User Options from the Main Menu brings up the User Options menu.
The Add User function is designed to allow you to enter new user information. Selecting the Add User button brings up the Enter User Information screen.

First, enter the user's first name and then press Enter. Next, enter the user's last name and press Enter.

You then need to assign each user a unique User ID. This ID can be up to sixteen characters long, and is limited to letters or numbers. Non-alphanumeric characters are not allowed.

Click the “View current users in system” button at the bottom of the screen to view a list of all the users that are currently entered into the system. The system can handle over 10,000 users.
After the user ID has been entered, the program will add the user to the system. If there are any errors when the user is being entered into the system, you will be notified.

After the user has been added to the system, the program will ask if you would like the Interest Indicator to make the assignments for this user. The Interest Indicator is used to assess a user’s interests. If you say yes, the first time the user logs on to the system, the Interest Indicator will be given. The results of the Interest Indicator will be scored automatically and then the top two interest areas will be assigned. Once the highest areas of interest have been assigned, users can logon at any time and work on the assigned activities. If too many areas of interest were identified and assigned, you can modify the assignments by using the Modify Assignments option.
If you say no to the question of having the Interest Indicator make the assignments, you will have to make the assignments yourself. If you select no, you will go to the Assignment Options screen. You can select which Work Samples, Learning Assessment Programs (LAPs) or Career Planners to assign. You can also assign or remove The Interest Indicator.

The Interest Indicator can be administered up to ten times for each learner enrolled in the system. Each time the Interest Indicator is administered it will be scored and new assignments will be made.

Once all assignments are completed and the Save Changes button is clicked, the following screen will display confirming that the assignments have been made.
User Login

Once assignments have been made, users can begin to use the system. The MECA User Login will control access to the purchased Career Areas based on the assignments for each user. To launch the MECA User Login program, choose Programs from the Start Menu, then choose MECA Management System and then choose User Login.

Once the software is launched, the MECA Student Login screen will appear.

Enter the user’s first name then press Enter.

Enter the user’s last name then press Enter.

Enter the user’s ID. This was assigned by the program administrator when the user was first entered into the MECA System.
If an incorrect user name and ID combination is entered, the user is prompted to try again. Click OK to try again. Click Cancel to exit this program.

If The Interest Indicator has been assigned, that program will launch.

If The Interest Indicator has not been assigned, or if the user has completed The Interest Indicator, the assigned activities will be shown. Assigned activities will be active buttons, while unassigned activities will be inactive or grayed out.
Once a Career Area is selected, users will be prompted to select the Work Sample, the Learning Assessment Program or the Career Planner if more than one career area has been assigned. If only one Career Area has been assigned, the program will automatically launch without seeing this prompt.

If the selected activity requires the CD-ROM, the user will be prompted to insert the CD-ROM into the CD-ROM drive, or given the option to cancel. If your program is loaded on a hard drive or on a file server, this prompt will not appear and the program will automatically run.