

UNIVERSITY
OF TWENTE.



CAREER COMPASS

USER DOCUMENTATION

THE
BMS
LAB
Tech4People

Table of Contents

WELCOME TO THE CAREER COMPASS USER DOCUMENTATION!	2
1. GENERAL OVERVIEW	3
1.1 PROJECT OVERVIEW	3
1.2 TOOL OVERVIEW	3
2. DIRECTIONS AND ADVICE	4
2.1. Using Career Compass for first-time user:	4
2.2 Using Career Compass for existing user and after approval	4
2.2.1 Step 1: Creating a New Study	4
2.2.2 Step 2: (Optional) Creating an Informative Page	6
2.2.3 Step 3: Creating a Module	8
2.2.4 Step 4: Creating Items within a Module	9
2.2.5 Step 5: Creating Calculated Variables	10
2.2.6 Step 6: Creating an intervention	11
2.2.7 Step 7: Communicating the Results with Participants	13

Welcome to the Career Compass user documentation!

This documentation aims to help you as a researcher, teacher, and student navigate better through the Career Compass (CC) by looking at the general overview of the project as well as the tool and the directions and advice when creating a Career Compass study. The aim of this documentation is to provide you with all the information you need to use and get the most out of TIIM. Based on this, the documentation is segmented into 2 main parts: (1) introduction and (2) directions and advice. The second part consists of 2 sections which are numbered in a logical order. So, please make sure to follow the modules in their numbered order.

At the end of this documentation, you should be able to:

1. Understand the objectives and content of the CC project and tool
2. Create a CC study

If you have any questions, you can reach us via bmslab@utwente.nl.

1. General Overview

In this chapter, we will introduce you to the project overview and Career Compass tool overview.

1.1 Project overview

'Bridge the Gap!' is a project where the development of professional identity of Science, Technology, Math, and Engineering (STEM) among students and professionals is investigated to understand career exploration and choices among STEM students during their transition from study to work. To provide further insights into this matter, the Career Compass tool can be considered.


1.2 Tool overview

Career Compass (CC) is a software created by The BMS Lab. Researchers at the University of Twente can use the dashboard's web application to create a study and collect information from STEM students and professionals on IOS and Android devices. Its purpose is to determine a participant's (future) professional identity based on questions that are structured in five categories. These categories consist of the participant's goals, values, personality, competencies, and interests. When the participant answers these questions, they can receive personalized feedback about their profile (i.e., individualist, team player, all-rounder, innovator, and analyst) and each category which might help them understand how and why they align with a technical profession.

2. Directions and Advice

In this chapter, we will look into the directions and advice of using the Career Compass tool for both first-time users and existing users after approval.

2.1. Using Career Compass for first-time user:

1. Go to <https://bmslab.utwente.nl/get-started/>
2. Sign-up for a new project or reserve an existing one.
 -  *You need ethical approval before using Career Compass.*
3. Fill in the form.
4. Go to the reservation page to reserve the Career Compass tool.
5. In the menu on the left side, click on “Software”.
6. Add “CareerCompass” to your cart.
7. Go to <https://dashboard.tech4people-apps.bms.utwente.nl>
8. Using your UT account, register an account on the “BMS lab dashboard” (back-end/management of the software).
9. Wait for the BMS Lab approval. This takes place during the first opportunity (Tuesday or Thursday).

2.2 Using Career Compass for existing user and after approval

2.2.1. Step 1: Creating a New Study

1. Go to <https://dashboard.tech4people-apps.bms.utwente.nl>
2. Create your Dashboard account and login.
3. Creating a new study.
 1. On the right side of the dashboard page, click “Start a new study”.
 2. Click on the button “Career Compass survey”.
 3. Click on “Create new study”.
4. Filling in study details.
 1. Fill in the study title and description.
 2. Optional: add more languages to your study (e.g., Dutch and German).


 *English is the default language.*

3. Edit the start and end date and time of your study.
4. Choose email required or no email required.

i. Email required

The participant will be asked for their email (mandatory field) and their response will be recorded at the end of the intervention.


1. If the participant puts their email, the response will be recorded with their email.
2. If the participant does not put their email, a question and concerns page will appear addressing the anonymity of the participant's response. The participant is also asked again if they would like to fill in their email address.


 *Once you tick "email required", it is not possible to untick this option.*

ii. No email required

The participant will be asked for their email (optional field) and their response will be recorded at the end of the intervention.

1. If a participant provides an e-mail their answers will be recorded under the specific user.
2. In case the participant does not provide an e-mail, answers will be recorded as anonymous. Because of their anonymity, they will not be able to participate in follow-up studies.

a.  *If the participant is anonymous, they will not be able to participate in follow-up studies.*

b.  *Researcher can see both anonymous and email participants in the metrics and when exporting the data. Yet participants*

*cannot be followed in different interventions
because of different generated ID's.*


5. Choose feedback template site OR feedback email for sending reporting results.
 - i. **Feedback template site:** After intervention is done, participants that provided their email will receive an email with a link to the feedback page to see results either immediately or after a set time (see under create intervention part).
 - ii. **Feedback email:** After the intervention is done, participants that provided their email will immediately receive an email with the results written.
6. Click on the "Create study" button.

You have now created a study.

2.2.2. Step 2: (Optional) Creating an Informative Page

An informative page is a page that informs your participants. For example, introductions, ethical disclosure statements or special instructions to your participants.

1. On the left menu of your study, click on the tab named "Informative Pages".
2. **If no email required (unticked in your study details).**
 - i. If in the study details the email required is unticked, you will notice that there are no pages yet. You will have to create an informative page.

 *All the informative pages are created by the researcher. So, all the informative pages can be removed.*

1. Click on "create the first page".
2. Enter the title of your informative page.
3. Then, enter the text for your informative page.
4. Here, you can make the text bold and/or italic.
5. Hyperlinks can also be inserted/edited.

- a. First, click where you would like to add the hyperlink.
 - b. Then, click the reference link symbol.
 - c. Paste the URL within the “URL” field.
 - d. The link will appear in the “URL” field and the “Text to display” field.
 - e. The “Text to display” field can be changed to another text. For example, “click here”.
 - f. You can add a “title” field. This will only be visible to you.
 - g. Then, you can decide for the link to open either in the current window or a new window.
 - h. Click on the “Save page” button.
6. Pre-set images can also be included
- a. First, click “career compass image”.
 - b. Then, click on the field under “select an image to add to your text”.
 - c. A drop-down list will appear:
 - i. “Compass categoriëen” shows all the categories
 - ii. “Compass categoriëen – competenties” shows all the categories but with the competences highlighted
 - iii. “Compass completed” shows all the categories highlighted
7. Select the image you would like to add from the drop-down list.
8. Click on the “ok” button.
9. You can now see that the image has been included, indicated by the brackets.


10. Once you finish editing your informative page, click on the button “Save page”.

3. If email required (ticked in the study details).

- ii. If in the study details the email required is ticked, you will see one existing informative page titled “edit title for email page”.
 - 1. This informative page is an email page. It will ask your participants for their email.
 - 2. Once you finish editing the page, click on the “Save page” button.
 - 3. This informative page can be later added in your intervention.

4. For both no email required and email required.

- i. Other informative pages can be created by pressing the + sign on the right corner.
 - 1. Once you finish editing the page, click on the “Save page” button.
 - 2. When added in your intervention later, it will provide your participants with any information you want to include. Examples include introduction, conclusion, contact information etc.






 *The email page cannot be removed. Only the informative pages that are created by the researcher can be removed.*

You have now created an informative page.

2.2.3. Step 3: Creating a Module

A Module is a collection of questions within your research.

- 1. On the left menu of your study, click on the tab named “Modules”.
- 2. Fill in module details.
- 3. Click on the “Save module” button.


- i.  You can create other new modules by following the same steps. Filling in the module details and clicking on the “save module” button.
 - ii.  After the third created module, the “create new module” button will be enabled. So, any new modules after this can be created by pressing this button.
4. If you open the module, for example, the personality module, you will see different additional options.
- i.  The “Import module items” is when you import module items within the module from a CSV format.
 - ii.  The “Sample files” is when you export examples of the type of data such as all the item types that can be included in the CC study (e.g., statements, Likert scale, etc.) and example questions (e.g., math, science and engineering, project-based working, etc.).
 - iii.  The “Export module items” is when you want to download your module into a CSV format. If you would like to use the same module items for another study, the exported file can be imported to another study.

You have now created a module.

2.2.4. Step 4: Creating Items within a Module

Inside the modules you can add items. Items are the questions you want to ask. They form the content of your module.

1. In the “Modules” tab, click on “Content items”.
2. Add a module item by selecting or dragging an item from the left panel into the white area next to it.

 In CC the module item ‘number choice’ is most used. But you can use other module items too.

3. Enter your question and optional description.
4. Click on the “Save” button.



You now have created items within your module.

2.2.5. Step 5: Creating Calculated Variables

A Calculated Variable enables you as a researcher to collect the participant's answers on specific module items and later show your participants feedback based on an equation linked to their previously filled in items.

1. When you have created your module items, open the item you would like to attach to a calculated variable.
 - i. ⓘ *Calculated variables will only work with all numerical module items such as the number input, number slider, number dropdown, number choice, and Likert scale.*
 - ii. ⓘ *Number choice has a minimum value of 1 and a maximum value of 7. This is applicable only if you use the calculated variable for dimensions.*
2. Once the preview of the module item opens, scroll down and click on "Used for numeric calculation".
3. Give your numeric calculation a name.
 - ⓘ *No whitespace is allowed.*
4. Click on the "Save" button.
5. On the left menu of your study, click on the tab named "Calculated Variables".
6. Click on the "Add calculated variable" button.
7. Enter a calculated variable name in ID and a description.
 1. ⓘ *Names of calculated variables must have at least one letter and can have an underscore, and numbers.*
 2. ⓘ *Calculated variables are unique so they cannot be repeated in the same study.*
8. Under functions, use the list of formulas to create calculated variables easier.
 - a. ⓘ See <https://bmslab.utwente.nl/calculated-variables-2/> for a complete overview and description of the functions.
 - b. ⓘ *Feedback template site: A calculated variable has to be created for each factor (i.e., interests, competencies, values,*


personality, and goals) within the template section (see Create template part).

- c.  Feedback email: A calculated variable has to be created for each factor (i.e., interests, competencies, values, personality, and goals).
- d.  Make sure there are at least 2 calculated variables in the study (items) that are placed within the formula. So, that it can be tested on the feedback.

9. Click on the “Save” button.

10. On the left menu of your study, click again on the tab named “Modules”.

- iii. Use a different module by creating a new or using an existing module (if a calculated variable is not present).
- iv. Click on “Content items”.
- v. Select a module item.
- vi. Within the preview screen of the selected item, click on “Dynamic text” either on the question/statement or description.
- vii. In the pop-up screen, click on “Select calculated variable”
- viii. In the dropdown list, select your calculated variable
- ix. Click “Ok”

 A code will now appear on the preview screen. This code will show a number result once the items used for the calculated variable are filled in by the participant.


You now have created a calculated variable in your study.

2.2.6. Step 6: Creating an intervention

Interventions are the conditions within your research. For example, a control condition with only questionnaires and an experimental condition with footage and questionnaires.

1. On the left menu of your study, click on the tab named “Interventions”.
2. Fill in intervention details.

- x. For feedback template site only: Set time to send the Career Compass report after participant has finished with the intervention.

 *When setting the time, it considers the moment the participant finished answering the questions in the intervention.*


*** Technical note: this is dependent on the recurrence of the Chron Jobs in the Server. There can be a 0 to 20 min delay in the sending of the E-mail. ***


3. Click on "Save intervention".


4. On the right side of the screen, click on "Content".


5. Select a module in the dropdown list.

6. Click on "+ ADD".

a.  *The modules can be reordered by drag and dropping them in the order you would like them to appear. Also, if you would like a specific module to show first, click the CC symbol next to the module.*

b.  *Always make sure that the module that you attach your calculated variables goes after the questions are answered. I.e., the module that has the items with 'Used for numeric Calculation' ticked.*

c.  *The added modules can be removed from the intervention by clicking the bin symbol next to the module.*

d.  *Only duplicated modules that are connected to different interventions can be answered multiple times. This data will be shown in the downloaded data metrics.*

7. Optional: add informative page.

1. If in the study details the email required is ticked, you can select an informative page, click on the email page and then click on "+ADD". This can be ordered any way that you like.

2. If the email required is unticked in the study details, you cannot select the email page as an informative page as this will be added automatically in the system for you. But you can select any other informative page that you created and then click on "+ADD". This can also be ordered any way that you like.

You now have created an intervention.

2.2.7. Step 7: Communicating the Results with Participants

2.2.7.1. *Creating an E-mail*

❗ Only if feedback template site is NOT chosen in study details.

The participants that provided their email will receive a customized email with their results through their email.

1. Click on the tab called "E-mail".
2. Type a subject for the email.
3. Include an intro text for the email.
 - xi. If feedback template site was selected in study details: This text will appear before the feedback template link.
 - xii. If feedback email was selected in study details: This text will appear before the feedback text and images.
4. Include an outro text for the email.
 - i. If feedback template site was selected in study details: This text will appear after the feedback template link.
 - ii. If feedback email was selected in study details: This text will appear after the feedback text and images.
5. Click on the "Save" button.

You now have created an email.

2.2.7.2. *Step 7: Creating a template*

❗ Only if feedback template site is chosen in study details.


Individuals that participated in your study will see their results through a webpage (i.e., template) that you have created.

1. On the left menu of your study, click on the tab named “Templates”.

 *One template per intervention.*

2. Create template


1. Import an existing template in a JavaScript Object Notation (JSON) format.
2. **OR** create a new template.
3. Enter the template title.
4. Select an existing intervention.
5. Optional: include an image.

 *Height should be minimum 360px and width should be minimum 640px. For higher resolution, it is recommended to be minimum 1500px.*

6. Optional: add a new language or remove a language.

a.  *English is the default language.*

b.  *If there is at least one language selected.*

c.  *If you select more than one language you need to provide a translation for every item you add to the feedback template.*

7. Click “Save template”.

3. Create section(s)

To add information to the Feedback website you can add sections. These sections will appear as tabs/menus below the titles of the main page (e.g., introduction, profiles, etc.).


8. Click on “Sections”.
9. Click on “Add section”.
10. Insert a name for your section.
11. Choose a section type.

1. Description

The description section type enables you to only add a text section to your feedback website to inform your participants. For example, an

introduction page and a thank you page. This section type can be added multiple times.

- a. Fill in the details of your section
- b. Optional: add image and caption

 *Height should be minimum 360px and width should be minimum 640px. For higher resolution, it is recommended to be minimum 1500px.*


- c. Choose either a hyperlink button or section button

- i. Hyperlink button: When the participant clicks the button, it will send them to an external website.
- ii. Section button: When the participant clicks the button, it will send them to a specific section that you have created.

2. Generic Graph


The generic graph section type enables you to add a graph section which shows a graph with the score of the participant on each of the profiles of technical professionals.

- a. Fill in the details of your section.
- b. Add an image for your graph.

 *Height should be minimum 360px and width should be minimum 640px. For higher resolution, it is recommended to be minimum 1500px.*

- c. Add an icon that provides an explanation of your graph.
 - i. Type a name for your icon.

ii. Add an image for your graph.

 *Height should be minimum 360px and width should be minimum 640px. For higher resolution, it is recommended to be minimum 1500px.*

iii. Click "add item".


d. Click on the circle next to the item you want to edit.

- a. Type a short description.
- b. To add a subpage leading to more information, Tick the box next to "details page".
 - i. Fill in all the details.
 - ii. Click on "save generic graph item".
 - iii. When all items are added, click on "save section".

3. Dimension

The dimension section type lets you add a dimension section which shows the score of the respondent on each of the four dimensions of the Career Compass (personality, values, interests and competencies).

- a. Fill in the details of your section.
- b. Enter a dimension name.
- c. Choose a dimension color.
- d. Select an image for your dimensions.

 *Height should be minimum 360px and width should be minimum 640px. For higher resolution, it is*

*recommended to be minimum
1500px.*

- e. Click on "Add dimension".
- f. Click on the circle next to the dimension you want to edit.
 - a. Type a short description.
 - b. Include a title and description for the bar.
 - c. Click on "Add bar".
 - d. Click on "Configuration".
 - e. Select the bar you created.
 - f. Select the calculated variable from the first dropdown menu.
 - g. Give it a minimum and maximum value (the total size of the bar) and range (the middle section of the bar).






- h. Click on "Add factor".
- i. Click on "Save configuration".
- j. When all factors are added, click on "Save section".

i *Each bar must be configured separately to avoid sending issues.*

4. Profile

The section type lets you create profiles (e.g., analyst, individualist, team-player, allrounder, and innovator.)



- a. Fill in the details of your section.

- b. Enter profile name.
- c. Add an image for your profile.
 - i.  *For the profile icons you can best use round icons with a transparent background .svg.*
 - ii.  *Height should be minimum 360px and width should be minimum 640px. For higher resolution, it is recommended to be minimum 1500px.*
- d. Click on “Add profile”.
- e. Click on the circle next to the profile you want to edit.
- f. Type a short description.
- g. Click on “Save profile”.
- h. Click on “Configuration”.
- i. Select the calculated variable from the first dropdown menu.
- j. Give it a label and a value as a base line of the group. Contact Bridge the gap for the values.
- k. Click on “Add factor”.
- l. Click on “Save configuration”.
- m. When all factors are added, click on “Save section”.
 -  *You need a minimum of at least 2 profiles. Each profile must be configured separately to avoid sending issues.*
- n. Reorder the sequence of the sections
 1. In the “Templates” tab, open your template.
 2. Drag and drop the sections in the order you would like them to appear in the feedback template site.

4. Preview template


Under the template, click on the preview link.

5. Set template as ready


- i. Tick the box next to “Set template as ready to start sending feedback emails”.
 1.  *After the participants finish the intervention, they will receive the feedback template that you created. This also depends on if you set a time in the intervention to send the Career Compass (see create intervention part).*
 2.  *If any new changes are made to the feedback page, only new participants who answer after the change happened will receive the updated version.*


You now have created a feedback template for your study.

2.2.8. Sharing subscription URL with participants

1. On the left menu of your study, click on the tab named “Study Home”.
2. Copy the subscription link under “Url to...”
 1.  *Always preview your study first by clicking on the link under “Preview URL”.*
3. Share this URL with participants.

2.2.9. Monitoring participants

1. On the left menu of your study, click on the tab named “Participants”.
2. If email required was ticked in the study details, the participant is shown as an email in the “Participant” column.
 1.  *An email means that the participant provided the indicated email study.*
3. If the email required was not ticked in the study details the participant is shown as anonymous or an email in the “Participant” column.

 *“Anonymous” means that the participant did not provide an email during the study.*

4. If there are more interventions within your study, they will appear next to each other.

5. In the intervention column, an “x” can be present.

 *An “x” indicates which intervention the participant completed.*

6. These participants can also be removed from your study by clicking the bin symbol.

2.2.10. **Exporting data metrics**

1. On the left menu of your study, click on the tab named “Metrics”

2. Each participant will receive a unique ID number.

3. There are different overview options:

xiii. Click on the intervention dropdown field to filter your participants by Intervention.


xiv. Similarly, you can click on the Module dropdown field to filter your participants by Module.

xv. When the “Show Timings” checkbox is ticked, you can see the length of time it took each participant to answer in the grey box next to the item.

xvi. The questions that were unanswered in the module are visible when the toggle is activated.

4. On the right side of the screen, click on “download”

5. Download data of each intervention by clicking the “download” button next to the intervention.

 *The data of each intervention is always downloaded as a CSV file. To import the data in Excel or SPSS check:*

<https://bmslab.utwente.nl/metrics-and-export-data-2/>.

You now have exported the data metrics of your study.