Program Pathways Mapper
Onboarding Process

An Overview

Welcome to Program Pathways Mapper (PPM). This document is designed to guide your team through onboarding, where you'll add your curriculum into Program Pathways Mapper.

Onboarding Process

Identify Team Members

Your Team

Project Lead
The Project Lead is your primary point of contact, managing the onboarding process day to day, scheduling and facilitating meetings and ensuring clear communication between all team members.

Curriculum Expert
The Curriculum Expert is your school's curriculum subject matter expert. This person works closely with Concentric Sky during the data clean-up effort, as well as with your Project Lead to create your curriculum maps. This may be your Curriculum Committee Chair or someone in a similar role.

Data Analyst
The Data Analyst works directly with your Curriculum Expert to gather and organize needed program and course data.

Concentric Sky

Project Manager
The Concentric Sky project manager facilitates your onboarding process day to day. This role is responsible for arranging and documenting meetings, assisting communication between key team members and keeping the project on schedule.
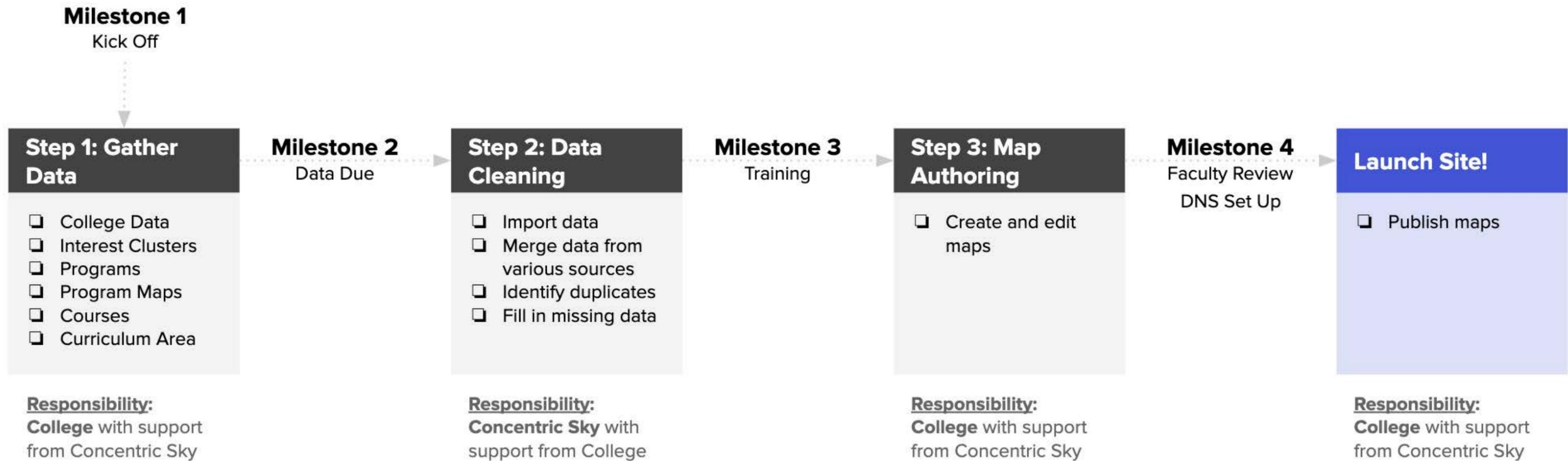
Data Conversion Specialist
Working with your Curriculum Expert and Data Analyst throughout the onboarding process, the Data Conversion Specialist ensures that the data you provide to Concentric Sky is complete and formatted properly for import into Program Pathways Mapper. The Data Conversion specialist communicates any questions that arise while combining data from various sources.

Software Architect
Our Software Architect supports the onboarding process on the software side, assisting the team if there are any questions or challenges with Program Pathways Mapper use.

Four Steps to Site Launch

This Onboarding Process diagram illustrates what's involved at each step and who is primarily responsible.

Milestone 1
Kick Off

Step 1: Gather Data

- ❏ College Data
- ❏ Interest Clusters
- ❏ Programs
- ❏ Program Maps
- ❏ Courses
- ❏ Curriculum Area

Responsibility:
College with support from Concentric Sky

Milestone 2
Data Due

Step 2: Data Cleaning

- ❏ Import data
- ❏ Merge data from various sources
- ❏ Identify duplicates
- ❏ Fill in missing data

Responsibility:
Concentric Sky with support from College

Milestone 3
Training

Step 3: Map Authoring

- ❏ Create and edit maps

Responsibility:
College with support from Concentric Sky

Milestone 4
Faculty Review
DNS Set Up

Launch Site!

- ❏ Publish maps

Responsibility:
College with support from Concentric Sky

Step 1: Gather Your Data

The first step in bringing your programs into Program Pathways Mapper is to assemble all necessary information and content. This includes information about your college and its programs and courses, which comprises the Program Pathways Mapper experience for the end user.

PPM Data Dictionary

Refer to the PPM Data Dictionary for details and requirements of template fields, including required formatting.

Download Templates

Important Note: Please follow the template format exactly. Do not modify column headers, and format the text as shown in the PPM Data Dictionary.

Templates

Template 1: College Information

Use this template to specify general information about your school's Program Pathways Mapper. This information will be displayed in PPM as shown here.

- **Preferred URL.** This is the address you want to use for your school's PPM. It should be a subdomain of a URL you own, such as https://programmapper.yourcollege.edu.
- **Theme color hex value.** This is the accent color used throughout PPM.
- **Home page title and text.** This is the introductory text on the home page of your school's PPM.
- **Logo.**

Template 2: Program Group Names and Descriptions

This template holds the descriptions of the program groups — also known as interest clusters or meta-majors — used to organize your school curriculum. You can see an example of this information here.

Template 3: Program Group Lists

This template documents which programs are included in each program group the award associated with each one. You can see an example of this information here.

Template 4: Programs

This template includes specific data associated with each school program, drawn from your curriculum data and other sources. This data includes program title, award type, TOP6 code (for career mapping), program description and Program Learning Outcomes, as well as links to any program videos. You can see [an example of this information here](#). The PLO information [is displayed like this](#).

- You can use your own videos or choose from [this list of videos](#) from California Community Colleges Chancellor's Office.

Template 5: Courses

This template holds course data, including course subject, course number, course title, description, min/max units, lab and lecture hours and prerequisite information.

Template 6: Sample Program Map

A program map (or pathway) shows a potential student one possible course sequence toward earning the program award. You can map more than one pathway per program, if relevant. Each pathway has a destination, such as "Pathway To: CSU" or "Pathway To: UC" or "Pathway To: Career" (in case a different course sequence is appropriate, based on student's desired destination). This template shows one sample map for your school, developed by Concentric Sky. [Here is a sample map](#).

Template 7: Course Lists and GE Curriculum Areas

Course lists are groups of courses presented together to allow the student to choose one (or more) — for example, "Journalism List A." GE Curriculum Areas contain data regarding how certain courses are grouped if the student is able to choose one class from several to meet a general education requirement — for example, "CSU General Breadth Pattern" areas or "IGETC Transfer Pattern" groups. Use a separate tab for each Course List. If you need more than four tabs, duplicate a tab and rename it. You can see how this information is displayed here.

Step 2: Data Cleaning

Upon receipt of your data and information, Concentric Sky will begin the data clean-up process, preparing your data for import into the Program Pathways Mapper system. This ensures that all data from the various import locations is consolidated into a clean curriculum, that required fields are filled in and that there are no duplicate entries or junk characters.

Step 3: Map Authoring

After the data has been cleaned and imported into PPM, Concentric Sky will conduct a training session to teach your team how to use PPM authoring tools to create program maps. Upon completion of the training, your team will be able to create and maintain the program maps for your school. Using the Program Pathways Mapper Authoring Tool, your team will create program groups (meta-majors or interest clusters), add programs to each program group and begin to author maps within each program.
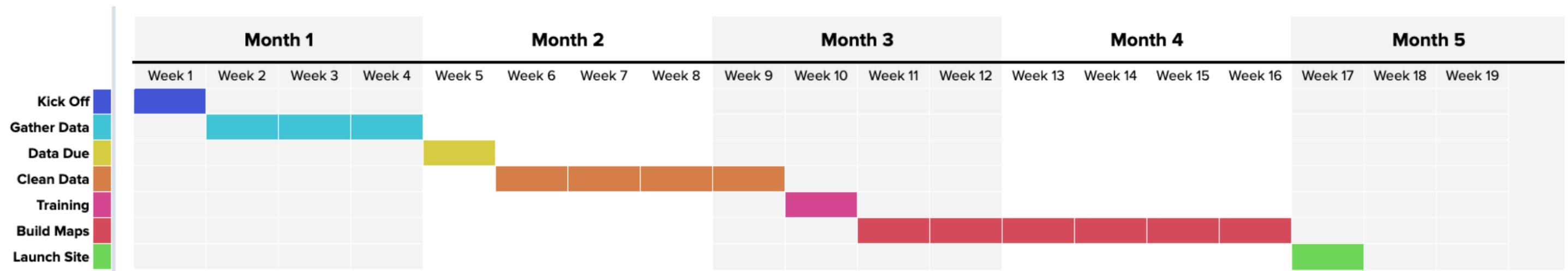
DNS Setup
Concentric Sky will work with your IT department to set up the URL for your school's program pathways maps. Here is what you can expect:

• CSky creates an SSL certificate request for "<subdomain>.<school_domain>.edu."
• School IT staff creates and maintains a TXT record provided by Concentric Sky (within 72 hours of Step 1).
• Concentric Sky installs generated SSL certificate on Program Pathways Mapper SaaS infrastructure.
• School IT staff creates a CNAME record for "<subdomain>.<school_domain>.edu" pointing at "programmapper.ws."

Schedule

Program Pathways Mapper Onboarding

This timeline illustrates the week-by-week progress you can expect as we move toward site launch.

Thank You

We look forward to collaborating with you to bring your pathways to life on your website. Please contact me if you have any questions along the way.

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