

USING CAPS

CONCORD ASSESSMENT PORTAL SYSTEM

INTRODUCTION

The **Concord Assessment Portal System**, or **CAPS**, was designed to streamline routine assessment processes with enhanced collaboration and better access to data. The originating purpose of **CAPS** is to facilitate annual and 5-year program reviews by providing academic program owners access to program performance metrics, tools for submitting reports, and access to feedback received by program reviewers and the Director of Assessment.

PORTAL ACCESS

- Visitors are any user that has an @concord.edu e-mail address (faculty/staff)
- Visitors may use the Academic Programs link in the menu to view Program Review data
- Visitors aren't permitted to see program review content, unless they were the owner or reviewer for that program in the past
- Visitors aren't permitted to manage user accounts

PROGRAM OWNER

Role assigned by Portal Admins to individuals responsible for delivering required reports, documents, and program data as part of each program review. Each program review can have one or more individuals assigned with this role.

The screenshot displays an Outlook inbox for the account 'webmaster@concord.edu'. The left sidebar shows folders like 'Inbox', 'Drafts', 'Sent Items', and 'Deleted Items'. The main pane shows a list of messages, with the most recent one highlighted in blue. The right pane shows the details of this message, which is an 'Important Message' from 'CAPS <webmaster@concord.edu>' dated 4/26/2019 11:03 AM. The message content includes a red header bar with a small icon, the word 'CAPS' in large font, and a greeting 'Dear Amanda,'. The body text explains that the recipient is listed as a 'Program Owner' for the 'Recreation/Tourism Management' program and is being notified of a '2018-19 Academic Year Program Review (1-YEAR)'. It provides instructions on how to access the 'Concord Assessment Portal System (CAPS)' and includes a red button labeled 'Access CAPS'. At the bottom, it offers a link for users who are having trouble accessing the system.

webmaster@concord.edu

Results All folders

- CAPS Your Program Review Assignment 11/18/2019 You have an Assessment Portal assi
- CAPS Your Program Review Assignment 11/18/2019 You have an Assessment Portal assi
- CAPS Your Program Review Assignment 11/4/2019 You have an Assessment Portal assi
- CAPS Your Program Review Assignment 11/4/2019 You have an Assessment Portal assi
- CAPS Ready For Final Review 11/1/2019 You have an Assessment Portal assi
- CAPS Important Message 4/26/2019 You have an Assessment Portal assi
- CAPS Important Message 4/26/2019 You have an Assessment Portal assi
- Webmaster Fortune 500 Company 8/14/2017 This is a message from Cassidy Shini
- webmaster@concord.edu An administrator created an account 3/20/2017 asauchuck, A site administrator at D

Don't see what you're looking for? Try using different keywords

Reply Reply all Forward Archive Delete

Important Message

CAPS <webmaster@concord.edu> 4/26/2019 11:03 AM

To: Amanda S. Sauchuck

CAPS

Dear Amanda,

You are receiving this e-mail because you are listed as a **Program Owner** for the **Recreation/Tourism Management** program.

A **2018-19 Academic Year Program Review (1-YEAR)** has been initiated for this program and requires your attention.

Use the link below to access the *Concord Assessment Portal System (CAPS)* to submit your deliverables towards completion of this program review.

Access CAPS

If that doesn't work, copy and paste the following link in your browser:

Dashboard

Home/Dashboard

Your Program Reviews

Listed below are your program reviews. Refer to the "Your Role" column for more information.

| Program | Review Type | Review Period | Status | Your Role | Initialization Date | Last Activity |
|---|-------------------|---------------|--------------------------------|------------------|-----------------------|---|
| > Business Administration Bachelor of Science (BS) | 5-YEAR Review | 2014-2019 | Complete | Program Reviewer | 2019-09-09 at 03:27PM | Amanda Sauchuck 2020-03-16 at 03:17PM |
| > History Bachelor of Arts (BA) | Annual Assessment | 2018-2019 | Owner Submission (in progress) | Portal Admin | 2019-08-30 at 10:07AM | Michelle Gompf 2020-08-05 at 02:38PM |
| > Advertising/Graphic Design Bachelor of Arts (BA) | 5-YEAR Review | 2014-2019 | Finalizing (not started) | Program Reviewer | 2019-08-23 at 08:39AM | Anthony Patricia 2020-04-27 at 03:05PM |
| > English Bachelor of Arts (BA) | 5-YEAR Review | 2014-2019 | Complete | Portal Admin | 2019-08-23 at 08:37AM | Amanda Sauchuck 2020-03-16 at 03:17PM |
| > Studio Art Bachelor of Arts (BA) | 5-YEAR Review | 2014-2019 | Complete | Portal Admin | 2019-08-23 at 08:35AM | Amanda Sauchuck 2020-03-16 at 03:18PM |

CAPSTEST v1.0 dashboard_steps.gif dashboard_steps.gif

https://apps.concord.edu/capstest/assets/images/help/dashboard_steps.gif

Your Program Reviews

Listed below are your program reviews. Refer to the "Your Role" column for more information.

| Program | Review Type | Review Period | Status | Your Role | Initialization Date | Last Activity |
|--|-------------|---------------|-----------------------------------|--------------|-----------------------|---------------------------------------|
| > Political Science Bachelor of Arts (BA) | 1-YEAR | 2017 - 2018 | Under Review (not started) | Portal Admin | 2018-11-11 at 06:09PM | John Smith 2018-11-12 at 05:07PM |
| History Bachelor of Arts (BA) | 5-YEAR | 2017 - 2018 | Owner Submission (in progress) | Portal Admin | 2018-11-11 at 06:07PM | Mickey Mouse 2018-11-13 at 02:00PM |

Step 1: Owner Submission

Owner(s): Jane Doe, John Smith

- 5-Year Review Report
- Letter of Specialized Accreditation

Complete Step *


* Requires all required items to be completed and locked

Step 2: Under Review

Reviewer(s): Mickey Mouse

Assessment committee review will begin once all owner submissions have been received and locked from Step 1.

Step 3: Completion/Finalization


 Due: November 01, 2019

✗ Not Started
✔ Complete & Locked
🔄 In Progress

An academic program review moves through three stages or steps, each requiring specific documents be submitted or uploaded by users of specific roles.

The screenshot displays a three-step process for program review. Step 1, 'Owner Submission', is highlighted in green and shows the owner(s) as Jane Doe and John Smith. It lists two required documents: '5-Year Review Report' (marked with a blue checkmark) and 'Letter of Specialized Accreditation' (marked with a red X). A green 'Complete Step' button is visible, with a note that it requires all items to be completed and locked. Step 2, 'Under Review', is in a dark grey box and shows reviewer(s) as Nancy Moore, with a note that the assessment committee review begins once all submissions are received and locked. Step 3, 'Completion/Finalization', is also in a dark grey box and features a blue button with a calendar icon and the text 'Due: November 01, 2019'. At the bottom, a legend indicates: 'X Not Started', '✓ Complete & Locked', and '🔄 In Progress'.

Step 1: Owner Submission

Requires one or more **Program Owners** (as defined by the **Portal Admin**) to complete the required documents listed on the **CAPS Dashboard**. Only a single **Program Owner** can be working on an individual document at any given time. This prevents a user from overwriting the work of another.

Each document required by this step of the program review will be listed under **Step 1: Owner Submission**. Incomplete documents are designated with an **X**, in progress with **🔄**, and completed documents with a **✓**.

Once all documents have been completed and/or uploaded **✓**, then one of the **Program Owner(s)** must finalize the step by using the **Complete Step** button under the program item on the **CAPS Dashboard**

The **Complete Step** button will trigger e-mails to all **Program Reviewers**, indicating that all documents have been submitted and locked and are ready for Assessment Committee review and feedback.

REVIEW CONTENT

Both the 5-year and Annual Assessment Review Reports use the same templates as in previous years.

One item added to Annual Assessment:

General Education

- a) What courses in your program are part of and report data for General Education? Indicate which of the University's Learning Goals the courses report data. *(Not all program may contribute to the General Education Program)*
- b) How did your program analyze the general education assessment data collected? What are your findings/results? How do they compare to the findings/results from the previous academic year?
- c) Who was involved in the review of the findings from your analysis of general education assessment data? When did the review process take place? *(Every program should review collaboratively general education assessment data at least once a year)*

SUBMITTING FORM DATA

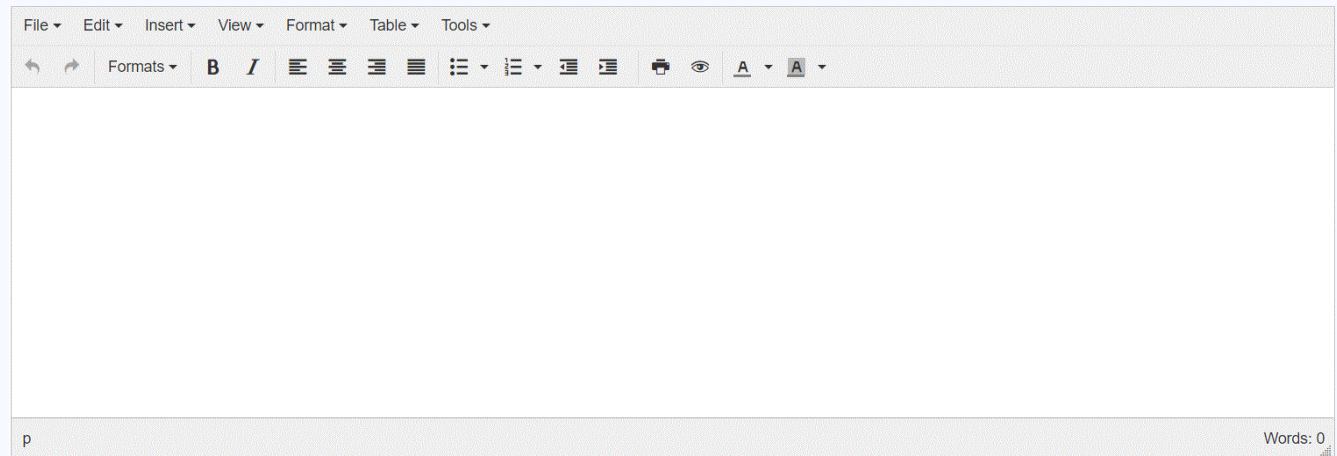
CAPS provides two methods for delivering data:

- 1) Using predefined online forms with rich text WYSIWYG editors, or
- 2) Using document uploads. Each required deliverable requires data be submitted in one of these two methods.

CAPS forms make use of easy-to-use rich text editors for each form question. The rich text editors allow you to format text and create tables using familiar tools found in desktop word processing applications.

You may prefer to use your favorite desktop editor to compile your reports. The built-in **CAPS** editors will allow you to copy from your preferred application and paste into the WYSIWYG editor. Your formatting should be retained.

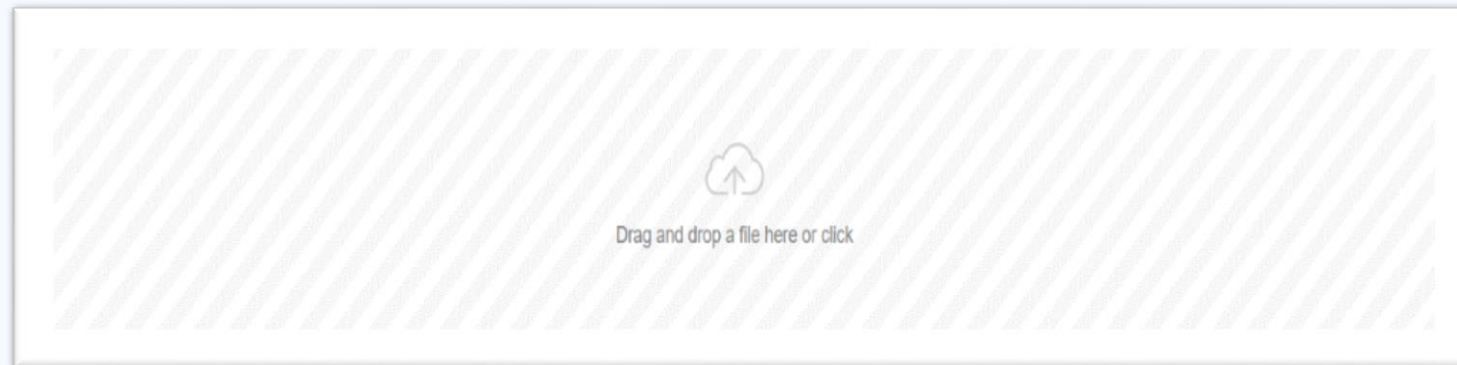
Important Note: Information is autosaved while working to prevent data loss





UPLOADING A DOCUMENT

Some required deliverables will need to be uploaded to satisfy the checklist item. These required documents must be uploaded as Adobe PDF documents.

You may need to export your document from an editor in this format or, for scanned documents, ensure that your scanner is configured to save using the PDF format and not as an image (e.g. tif).



IMPORTANT TO REMEMBER

- Only a single program owner can work on an individual document at any given time.
- Information is autosaved (every 2 minutes), but it is still good practice to Save Current Progress before exiting. 
- DO NOT Lock Document unless you are fully complete with that entire area and do not wish to make further changes. 

Step 2: Under Review

Becomes available after **Step 1: Owner Submission** was marked **Complete**.

Program Reviewers will access **CAPS** at this stage to review the uploaded documents. Each section of each submitted document will have a yellow comment box for the reviewer to provide relevant input.

Each individual **Program Reviewer** will need to visit uploaded documents, enter/save comments, and lock documents from further edits. Comments are not required for every section of every document, but each document must be visited and locked by every **Program Reviewer** in order the the step to be marked **Completed**.

E-mails are triggered to the **Portal Admin**, notifying them that all documents have been submitted and reviewed and are ready for the final step (Step 3).


Important Note: Only the last **Program Reviewer** to submit their comments will be required to use the **Complete Step** button on the **CAPS Dashboard** to finalize Step 2. That reviewer must complete this step before Step 3 is initiated.

Step 3: Completion/Finalization

This step is only available to the Portal Admin. The program review will require an Executive Summary and Signature Document be submitted here to finalize the review.

After all required documents are submitted and locked, the program review can be marked **Complete**. This will make the [Extract Final Report \(pdf\)](#) button available to all assigned Program Owners, Program Reviewers, and Portal Admins. Each will get a notification e-mail informing them of the completion of the program review.

PROGRAM DASHBOARD

 **CONCORD ASSESSMENT PORTAL SYSTEM** Logged in (CUTEST):
Amanda Sauchuck (Portal Admin)

[Dashboard](#) [Academic Programs](#) [User Management](#) [Help](#)

Program Dashboard: BS Business Administration

Home/Dashboard > Manage Programs > BS Business Administration

Data as of: 09/03/2020 01:24 PM

10-Year Summary

| | | | |
|---|---|-------------------------------------|---|
| 1963 Total Distinct Enrolled in Program View Individuals | 633 Total Graduates (Majors + Minors) View Individuals | 21.09 Average Overall ACT | 57.92% Program Retention Rate** |
|---|---|-------------------------------------|---|

5-Year Summary

| | | | |
|---|---|-------------------------------------|---|
| 1041 Total Distinct Enrolled in Program View Individuals | 313 Total Graduates (Majors + Minors) View Individuals | 21.08 Average Overall ACT | 60.61% Program Retention Rate** |
|---|---|-------------------------------------|---|

Breakdown with included Sub-Programs, Emphasis, and/or Concentrations

Program Missing? Let us know.
[S]unset - An academic program that is no longer active this program but may have relevant historical enrollment/graduation data.

| Program | 2019 | 2018 | 2017 | 2016 | 2015 |
|-------------------------------|------|------|------|------|------|
| Active Declared Majors | | | | | |
| Accounting | 71 | 80 | 83 | 87 | 89 |

QUESTIONS?

If you encounter Technical issues, contact Technology Services or Jamie Boggs
boggs@concord.edu

If you have Assessment related issues, contact Amanda Sauchuck
asauchuck@concord.edu