USING CAPS

CONCORD ASSESSMENT PORTAL SYSTEM
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.

Dear Amanda,

You are receiving this email 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.

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

Access CAPS
### Your Program Reviews

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Review Type</th>
<th>Review Period</th>
<th>Status</th>
<th>Your Role</th>
<th>Initialization Date</th>
<th>Last Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration Bachelor of Science (BS)</td>
<td>5-YEAR Review</td>
<td>2014-2019</td>
<td>Complete</td>
<td>Program Reviewer</td>
<td>2019-09-09 at 03:27PM</td>
<td>Amanda Sauchuck 2020-03-16 at 03:17PM</td>
</tr>
<tr>
<td>History Bachelor of Arts (BA)</td>
<td>Annual Assessment</td>
<td>2018-2019</td>
<td>Owner Submission (to progress)</td>
<td>Portal Admin</td>
<td>2019-08-30 at 10:07AM</td>
<td>Michelle Gompf 2020-08-05 at 02:38PM</td>
</tr>
<tr>
<td>Advertising/Graphic Design Bachelor of Arts (BA)</td>
<td>5-YEAR Review</td>
<td>2014-2019</td>
<td>Finalising (in progress)</td>
<td>Program Reviewer</td>
<td>2019-08-23 at 08:39AM</td>
<td>Anthony Patricia 2020-04-27 at 03:05PM</td>
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<tr>
<td>English Bachelor of Arts (BA)</td>
<td>5-YEAR Review</td>
<td>2014-2019</td>
<td>Complete</td>
<td>Portal Admin</td>
<td>2019-08-23 at 08:37AM</td>
<td>Amanda Sauchuck 2020-03-16 at 03:17PM</td>
</tr>
<tr>
<td>Studio Art Bachelor of Arts (BA)</td>
<td>5-YEAR Review</td>
<td>2014-2019</td>
<td>Complete</td>
<td>Portal Admin</td>
<td>2019-08-23 at 08:35AM</td>
<td>Amanda Sauchuck 2020-03-16 at 03:18PM</td>
</tr>
</tbody>
</table>
An academic program review moves through three stages or steps, each requiring specific documents be submitted or uploaded by users of specific roles.
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 ×, 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

Program Dashboard: 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.
[B]sunset - An academic program that is no longer active this program but may have relevant historical enrollment/graduation data.

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<tbody>
<tr>
<td>Active Declared Majors</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>71</td>
<td>80</td>
<td>83</td>
<td>87</td>
<td>89</td>
</tr>
</tbody>
</table>
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