



CAP Online Platform User Guide

CAP Manager (CM)

Updated August 2025

[Massachusetts Department of Elementary and Secondary Education](#)

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Overview

CAP Online Platform

The CAP Online Platform is aligned with the expectations outlined in the 2024 [Guidelines for the Candidate Assessment of Performance](#). It is a virtual option for participants to complete the required CAP forms.

Sponsoring organizations (SOs) may use the platform to:

1. Complete all aspects of the CAP cycle, and/or
2. Report formative and summative ratings every July 15th (required)

SOs may also choose to use a hybrid of both options, with some programs using the CAP Online Platform and others using an alternate system.

Purpose of the User Guide

This document is designed to support CAP managers (CMs) as they access and help program supervisors (PSs), supervising practitioners (SPs), and teacher candidates (TCs) to use the CAP Online Platform. It focuses on the technical aspects of the CAP Online Platform.

Additional Guidance and Support

The [CAP Online Platform FAQs](#) are updated regularly based on common questions that DESE receives from users.

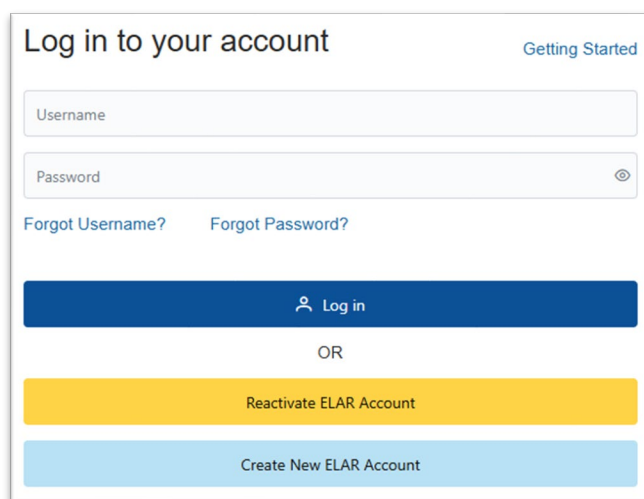
If you are looking for information about the CAP process, please reference the [CAP Guidelines, CAP Handbook, and aligned implementation resources](#).

If these materials do not address your questions, please contact EducatorPreparation@mass.gov for clarification or technical support.

Getting Started

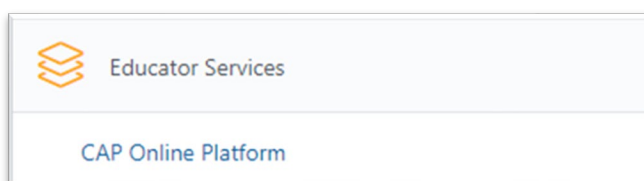
Logging In

You can log into the CAP Online Platform via the [Education Security Portal](#). If you have forgotten your username or password, you may reset them using the provided links.



The login form is titled "Log in to your account" and includes a "Getting Started" link in the top right. It features two input fields: "Username" and "Password" (with a toggle icon). Below the password field are links for "Forgot Username?" and "Forgot Password?". The form contains three main buttons: a blue "Log in" button with a user icon, a yellow "Reactivate ELAR Account" button, and a light blue "Create New ELAR Account" button. An "OR" separator is placed between the "Log in" and "Reactivate" buttons.

Once logged in, you should be able to access the CAP Online Platform from the home page of the Education Security Portal as shown below. If the application is not listed, please contact your [Directory Administrator](#) (DA) or EducatorPreparation@mass.gov.



The Educator Services menu is shown with the "CAP Online Platform" link highlighted in blue. The menu header includes the "Educator Services" logo and text.

CAP Manager Permissions

If you do not already have CM permissions, please send a request to your DA. If you do not know who this is, contact EducatorPreparation@mass.gov.

The SO's DA or DESE can assign CM permissions to up to three individuals within the same organization. Please note, this should only be done in cases where candidate numbers or program structures make it difficult for one person to manage all cycles. DESE strongly advises that each CM own a subset of candidates rather than portions of the same cycles to ensure work is not overwritten.

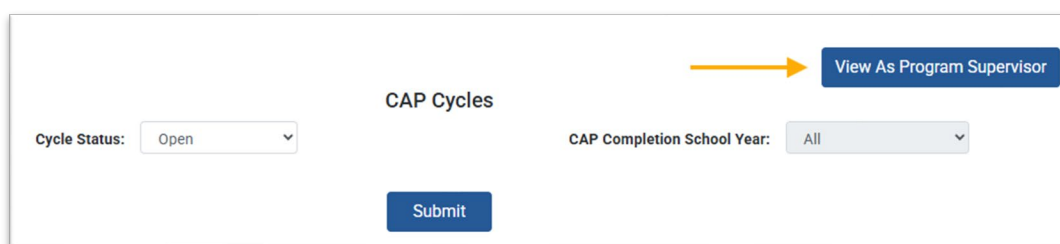
CAP Manager Role

The role of a CM is to coordinate and oversee the CAP Online Platform at the organizational level. The CM is responsible for training, supporting, and troubleshooting for all users in the system from their organization.

The CM has the ability to:

- Start CAP Cycles;
- Edit candidates' program;
- Assign and change program supervisors and supervising practitioners;
- View progress across all CAP cycles;
- View individual candidate forms and assessments (read only);
- Upload evidence;
- Unlock forms;
- Complete CAP Forms;
- Close CAP Cycles; and
- Import (if applicable) and/or download CAP data reports.

CMs may also serve as PSs. CMs can toggle between these account types by clicking on the link to “View as Program Supervisor” at the top right of the home page.



The screenshot shows a web interface for managing CAP Cycles. At the top center is the heading "CAP Cycles". Below it, on the left, is a label "Cycle Status:" followed by a dropdown menu currently showing "Open". On the right, there is a label "CAP Completion School Year:" followed by a dropdown menu currently showing "All". Below these filters is a blue "Submit" button. In the top right corner, there is a blue button labeled "View As Program Supervisor", with a yellow arrow pointing to it from the left.

Refer to the Program Supervisor Guide for more information on the roles and capabilities of the PS account in the CAP Online Platform.

Starting a New CAP Cycle

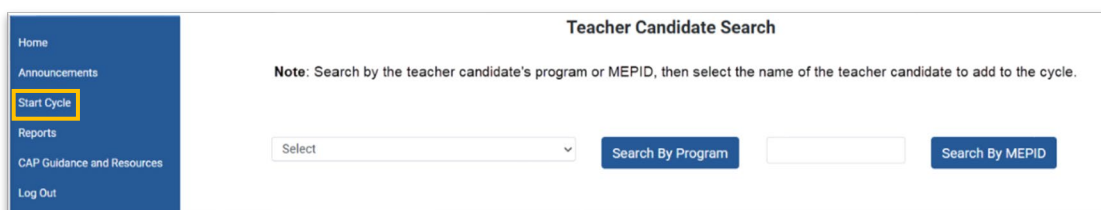
Both the CM and PS can start CAP cycles. To begin, select “Start Cycle” from the home menu. You can then search by a teacher candidate’s (TC) program or MEPID number.

- Candidates must be enrolled in Early ID to start a cycle.
- If a candidate does not appear, they may not yet be enrolled in Early ID.

Registering a Candidate

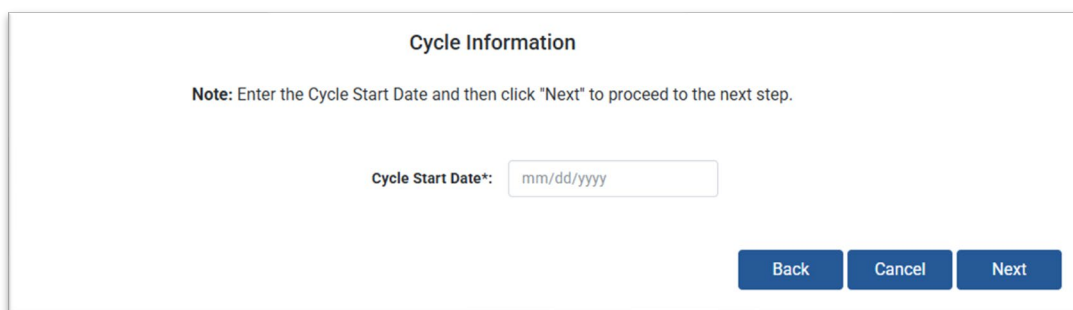
You will only be able to create one cycle for each candidate enrolled in a program.

- If a candidate is enrolled in one program with a split practicum, create one cycle.
- If a candidate is enrolled in two programs, you may create two cycles.



The screenshot shows the 'Teacher Candidate Search' interface. On the left is a blue sidebar menu with options: Home, Announcements, Start Cycle (highlighted with a yellow box), Reports, CAP Guidance and Resources, and Log Out. The main content area has a title 'Teacher Candidate Search' and a note: 'Note: Search by the teacher candidate's program or MEPID, then select the name of the teacher candidate to add to the cycle.' Below the note is a search form with a dropdown menu labeled 'Select', a 'Search By Program' button, an empty text input field, and a 'Search By MEPID' button.

Once you have selected the correct TC, you will see a screen with information generated from Early ID. Enter the Cycle Start Date and then select “Next”.



The screenshot shows the 'Cycle Information' interface. It has a title 'Cycle Information' and a note: 'Note: Enter the Cycle Start Date and then click "Next" to proceed to the next step.' Below the note is a form with the label 'Cycle Start Date*:' followed by a text input field with a placeholder 'mm/dd/yyyy'. At the bottom right are three buttons: 'Back', 'Cancel', and 'Next'.

Assigning a Program Supervisor

The PS automatically defaults to the person creating the cycle, but you may assign a different PS by using the “Change” button. Click on the PS name you wish to select, then click “Assign.”

- If a PS has a profile, you will be able to search for them by name or user ID.
- If you do not see a PS listed as an option, they will need to be registered. To do so, please contact your [Directory Administrator](#) or email EducatorPreparation@mass.gov.

Teacher Candidate Information

Teacher Candidate:

Teacher Candidate MEPID:

Program: Academic: Teacher, Chemistry, 8-12, Initial,
Baccalaureate

Program Supervisor:

Cycle Start Date: 10/05/2025

Assign Program Supervisor

Note: To confirm the Program Supervisor listed above, click "Assign" and proceed to the next step. To assign a different Program Supervisor, click "Change" next to the Program Supervisor name. All of the Program Supervisors in your Organization will be listed below. Select the correct Program Supervisor and click "Assign" to proceed to the next step. If a Program Supervisor is not listed, see the FAQs page for instructions on assigning this permission.

Assigning a Supervising Practitioner

After assigning the PS, you will be asked to select the SP. To do this, you will first need to select the SP's Organization Type from the list below:

- Charter District
- Collaborative
- Public School District
- Private Schools
- Out-of-State School¹

If selecting a Charter District, Collaborative, or Public School District, you will select the SP's district/school/collaborative from the Practicum District drop down menu, select the school from the Practicum School drop down menu, and enter the SP's MEPID number. Once you enter that information, you will be able to "Search" for the SP. Click on the SP name to select them and then enter their email if one is not provided. Once ready, click "Assign."

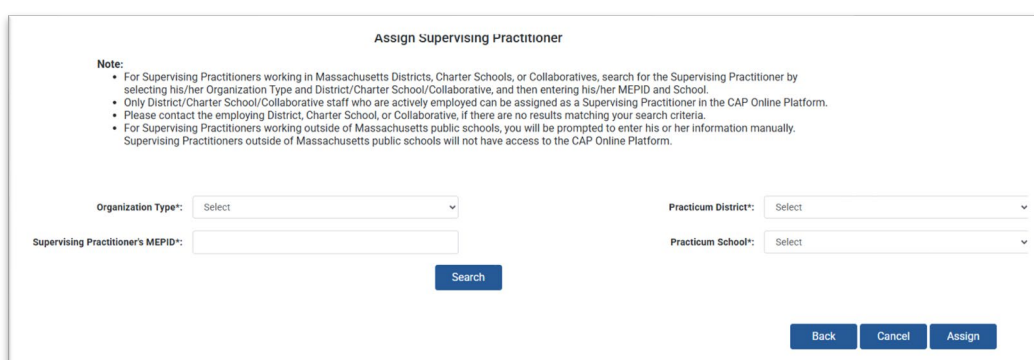
- **If you cannot find an SP**, it is likely that educator has been coded as "On Leave," "Exited," or reported by a different district in EPIMS. If this appears to be the case, you may follow the instructions below for adding an out-of-state or private school educator, then update the cycle once the SP is reported in EPIMS. Please check with the district to confirm they have reported the educator in their EPIMs data. If they have, contact EducatorPreparation@mass.gov for further assistance.

¹ Note that out-of-state placements require a waiver.

- **Adding an SP to a cycle will generate a new CAP-specific account for them, separate from their personal ELAR account.** They will receive an email notifying them of how to sign into the new account. A copy of this email will be saved in the Correspondence History of the cycle.

If selecting a Private or Out-of-State School placement, you will need to manually enter the SP's first name, last name, and practicum state, district, and school.

- **Private school and out-of-state SPs will not be able to fill out the forms on their own due to access and security concerns.** The CM and/or PS will need to complete forms on their behalf.



Assign Supervising Practitioner

Note:

- For Supervising Practitioners working in Massachusetts Districts, Charter Schools, or Collaboratives, search for the Supervising Practitioner by selecting his/her Organization Type and District/Charter School/Collaborative, and then entering his/her MEPID and School.
- Only District/Charter School/Collaborative staff who are actively employed can be assigned as a Supervising Practitioner in the CAP Online Platform.
- Please contact the employing District, Charter School, or Collaborative, if there are no results matching your search criteria.
- For Supervising Practitioners working outside of Massachusetts public schools, you will be prompted to enter his or her information manually. Supervising Practitioners outside of Massachusetts public schools will not have access to the CAP Online Platform.

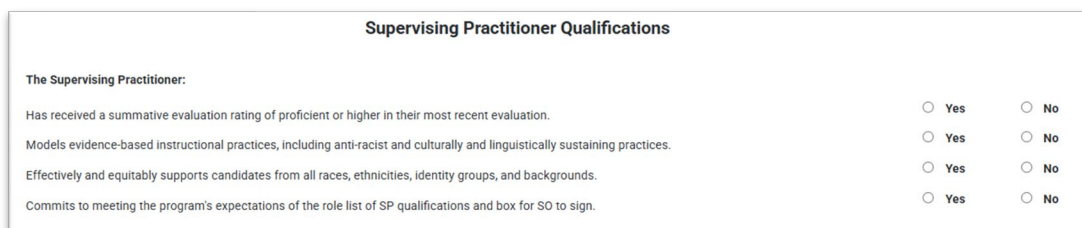
Organization Type*:

Practicum District*:

Supervising Practitioner's MEPID*:

Practicum School*:

After assigning the SP, you will be asked to verify whether this SP meets DESE's qualifications for the role. **This section of the form is not visible to the SP or TC.**



Supervising Practitioner Qualifications

The Supervising Practitioner:

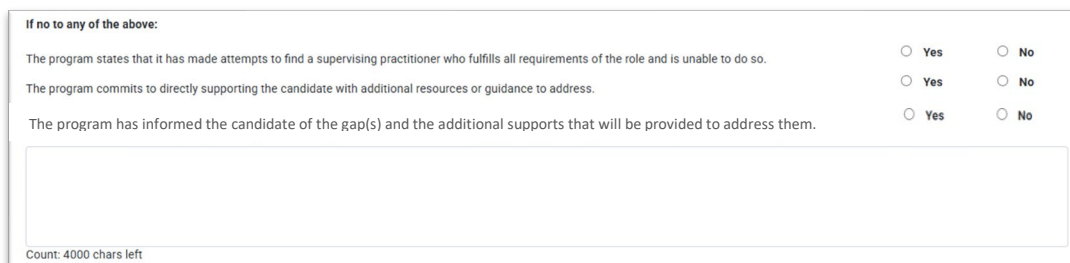
Has received a summative evaluation rating of proficient or higher in their most recent evaluation. ☐ Yes ☐ No

Models evidence-based instructional practices, including anti-racist and culturally and linguistically sustaining practices. ☐ Yes ☐ No

Effectively and equitably supports candidates from all races, ethnicities, identity groups, and backgrounds. ☐ Yes ☐ No

Commits to meeting the program's expectations of the role list of SP qualifications and box for SO to sign. ☐ Yes ☐ No

If "No" is selected for one or more qualifications, an additional set of attestations and an open response box will appear. **This section of the form is also not visible to the SP and TC.**



If no to any of the above:

The program states that it has made attempts to find a supervising practitioner who fulfills all requirements of the role and is unable to do so. ☐ Yes ☐ No

The program commits to directly supporting the candidate with additional resources or guidance to address. ☐ Yes ☐ No

The program has informed the candidate of the gap(s) and the additional supports that will be provided to address them. ☐ Yes ☐ No

Count: 4000 chars left

Finally, review the TC information for accuracy and then select “Start Cycle.” After you have started the cycle, it will show up as a row on the home page.

Teacher Candidate Information

Note: Review the Teacher Candidate and CAP cycle information below. To start the Cycle press 'Start Cycle'.

Teacher Candidate:

Teacher Candidate MEPID:

Program: Academic: Teacher, Chemistry, 8-12, Initial, Baccalaureate

Program Supervisor:

Supervising Practitioner:

Practicum District: Newton

Practicum School: Newton North High

Cycle Start Date: 10/05/2025

Back

Cancel

Start Cycle

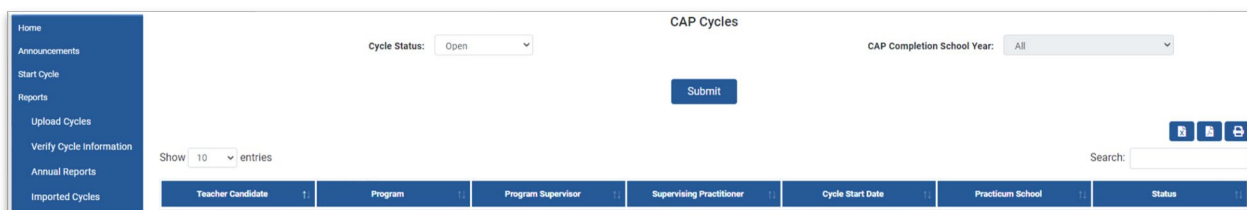
Once a cycle has been created, each member of the triad will receive a notification via the email address input into the system.

- If a PS or SP signal they have not received their CAP-specific username after you have added them to a CAP cycle, you can find it by looking at their profile with your organization in Directory Administrator.

Navigating the System

Home Page

When you log in, you will see the CM home page.



On the CM home page, you will be able to:

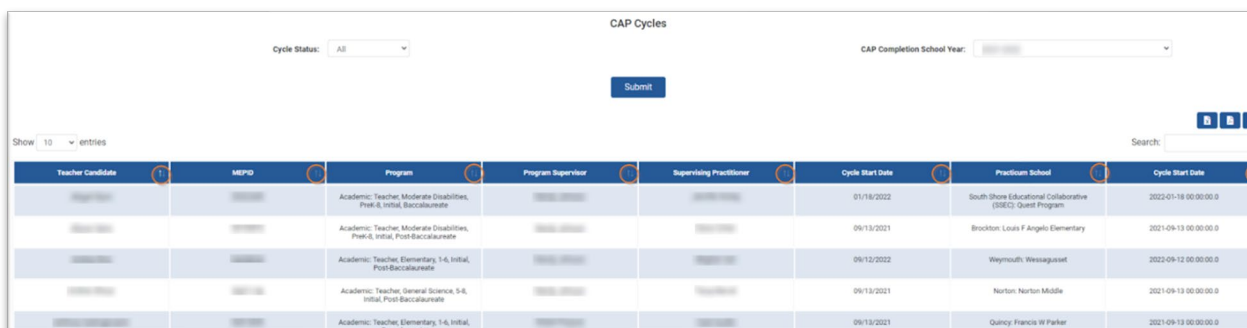
- View the CAP cycle status for all candidates enrolled at your SO
- Sort and filter by the header categories
- Search for specific candidates
- Download a pdf, excel, or print the contents of the page

You can use the left-hand navigation bar to:

- Start a cycle
- Upload reports (for non-platform users)
- View and download reports

To view all candidates enrolled at the SO, select the “Home” link on the left-hand side navigation bar.

- To sort each column, use the up/down arrow symbols circled below
- To search for a candidate by name or program, use the “Search” bar



Teacher Candidate	MIFD	Program	Program Supervisor	Supervising Practitioner	Cycle Start Date	Practicum School	Cycle Start Date
[Candidate Name]	[MIFD]	Academic Teacher, Moderate Disabilities, PreK-8, Initial, Baccalaureate	[Supervisor]	[Practitioner]	01/18/2022	South Shore Educational Collaborative (SSEC) Quest Program	2022-01-18 00:00:00
[Candidate Name]	[MIFD]	Academic Teacher, Moderate Disabilities, PreK-8, Initial, Post-Baccalaureate	[Supervisor]	[Practitioner]	09/13/2021	Brookton Louis F Angelo Elementary	2021-09-13 00:00:00
[Candidate Name]	[MIFD]	Academic Teacher, Elementary 1-4, Initial, Post-Baccalaureate	[Supervisor]	[Practitioner]	09/12/2022	Weymouth Wessagusset	2022-09-12 00:00:00
[Candidate Name]	[MIFD]	Academic Teacher, General Science, 5-8, Initial, Post-Baccalaureate	[Supervisor]	[Practitioner]	09/13/2021	Norton Norton Middle	2021-09-13 00:00:00
[Candidate Name]	[MIFD]	Academic Teacher, Elementary 1-4, Initial, Baccalaureate	[Supervisor]	[Practitioner]	09/13/2021	Quincy Francis W Parker	2021-09-13 00:00:00

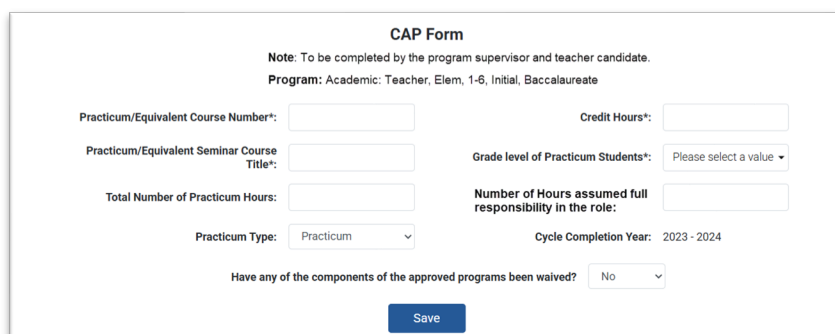
To view the progress of a specific candidate, click on the TC name on the home page and you will be taken to that candidate’s CAP Form.

- Once you have selected a candidate, you can view his or her other forms using the navigation bar on the left-hand side of the webpage.

CAP Form

Editing Practicum Information

While the PS and TC are primarily responsible for completing the CAP Form, the CM can edit it while the cycle is open. This includes editing any information in the image below. If doing so, make sure to use numerical values for the fields as applicable.



CAP Form
 Note: To be completed by the program supervisor and teacher candidate.
 Program: Academic: Teacher, Elem, 1-6, Initial, Baccalaureate

Practicum/Equivalent Course Number*: Credit Hours*:

Practicum/Equivalent Seminar Course Title*: Grade level of Practicum Students*:

Total Number of Practicum Hours: Number of Hours assumed full responsibility in the role:

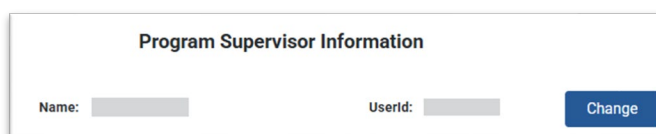
Practicum Type: Cycle Completion Year:

Have any of the components of the approved programs been waived?

[Save](#)

Changing the Program Supervisor

If a TC's PS changes during the CAP Cycle, you may assign a different PS by using the "Change" button. As long as a PS has a Security Portal account, you will be able to search for them by name or user ID.



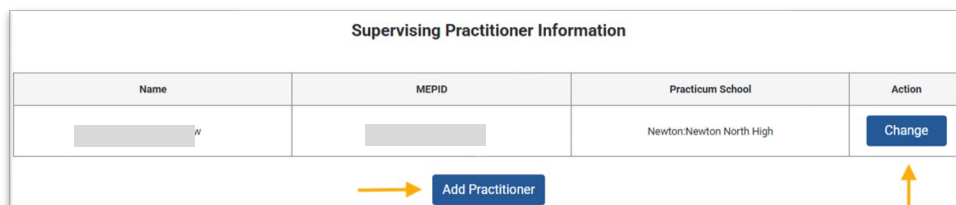
Program Supervisor Information

Name: Userid: [Change](#)

Changing or Adding a Supervising Practitioner

If a TC's SP changes, you may assign them to a new SP using the "Change" button.

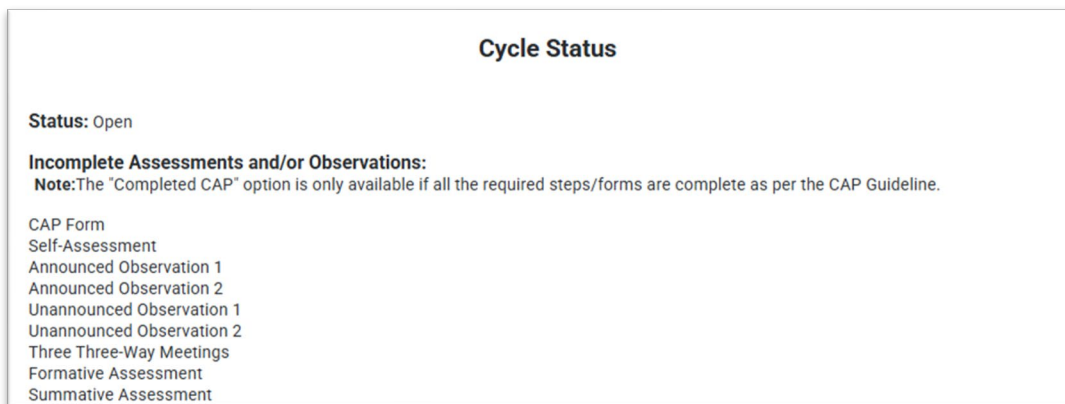
If a TC has a split practicum, select the "Add Practitioner" button. It is important to "Add" rather than "Change" an SP if this is a split practicum. Adding an SP will not provide you with extra forms. You may choose to split up the existing forms in advance to know which SP is conducting each observation or upload more forms as evidence.



Supervising Practitioner Information			
Name	MEPID	Practicum School	Action
<input type="text" value="N"/>	<input type="text"/>	Newton/Newton North High	Change
Add Practitioner			

Checking the Cycle Status

CMs are also able to view the status of a TC's progress through the CAP cycle in the CAP Form under the Cycle Status section.



Cycle Status

Status: Open

Incomplete Assessments and/or Observations:
Note:The "Completed CAP" option is only available if all the required steps/forms are complete as per the CAP Guideline.

CAP Form
Self-Assessment
Announced Observation 1
Announced Observation 2
Unannounced Observation 1
Unannounced Observation 2
Three Three-Way Meetings
Formative Assessment
Summative Assessment

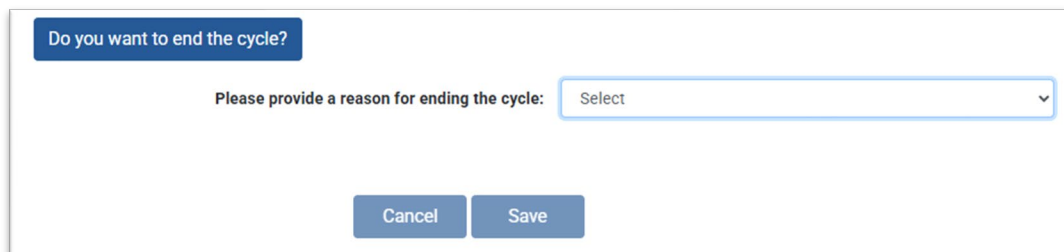
Ending a CAP Cycle

To end a cycle, scroll to the bottom of the CAP Form. Click on "Do you want to end the cycle?" and select the reason for ending the cycle from the dropdown menu. You will be able to select between three options:

- Exited the program
- Cycle created in error
- Completed CAP

"Completed CAP" will only appear if all elements of the cycle are complete. Do not close a cycle if you believe it is complete, but the "Complete CAP" option does not appear. Instead, review all components to see what might be incomplete or missing.

Once you have ended a cycle, you will not be able to reopen it yourself. If needed, email EducatorPreparation@mass.gov to have the cycle reopened.



Do you want to end the cycle?

Please provide a reason for ending the cycle:

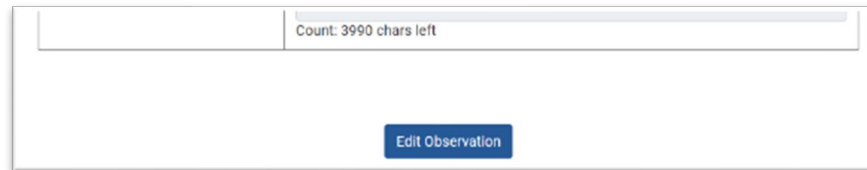
Cancel Save

Observation and Assessment Forms

Unlocking Forms

CMs are not responsible for completing the observation or assessment forms, but they do have the ability to unlock a form that has been completed by a PS or SP. The PS also has the capability.

After each Observation or Assessment Form has been completed, an “Edit” button will appear at the bottom as shown below. Simply select “Edit” to unlock.



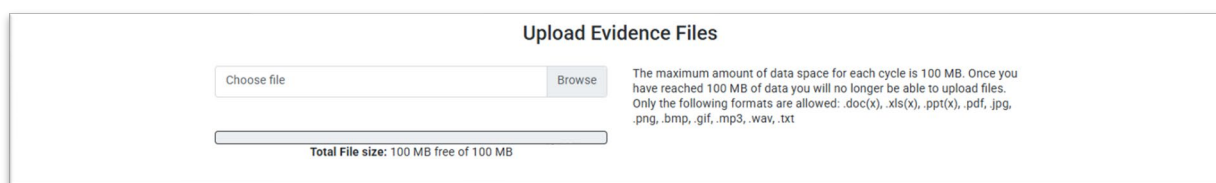
The screenshot shows a web form interface. At the top, there is a text input field with a character count that reads "Count: 3990 chars left". Below this field is a large, empty rectangular box, likely for a description or notes. At the bottom center of the form, there is a blue button with the text "Edit Observation" in white.

Evidence Uploads

CMs, PSs, SPs, and TCs all have the ability to upload evidence. To do so, navigate to “Upload Evidence Files” in the left-hand navigation bar.

File Sizes and Formats

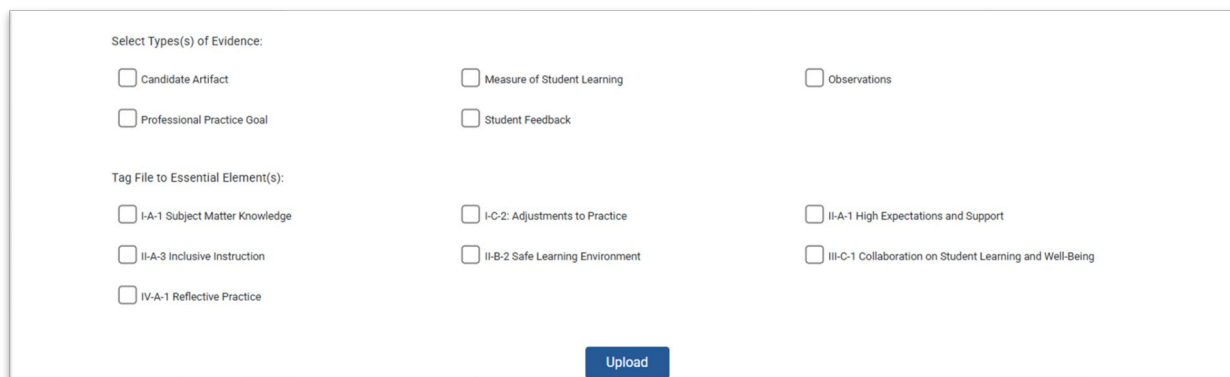
The maximum amount of data space for each cycle is 100 MB. Once you have reached 100 MB you will no longer be able to upload files. Formats allowed: .doc(x), .xls(x), .ppt(x) .pdf, .jpg, .png, .bmp, .gif, .mp3, .wav.



File Tags

To appear on the **Formative Assessment** and **Summative Assessment** each file must be tagged to:

- One or more categories of evidence
- One or more Essential Elements



Once evidence has been uploaded, it will be viewable under the “Current Uploaded Evidence Files” and tagged elements in the Formative and Summative Assessments.

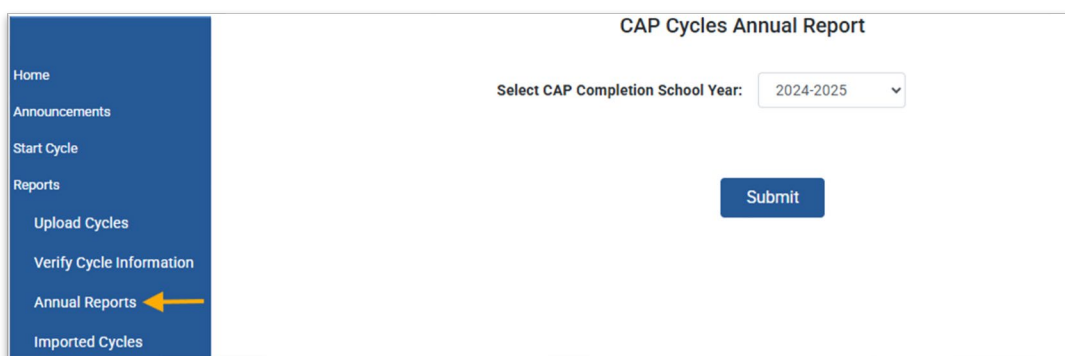


CAP Cycle Reports

Uploading Cycles

If your organization uses the **CAP Online Platform** to manage CAP cycles from start to finish, you do not need to generate a CAP Cycle Report to submit for DESE's annual reporting purposes.

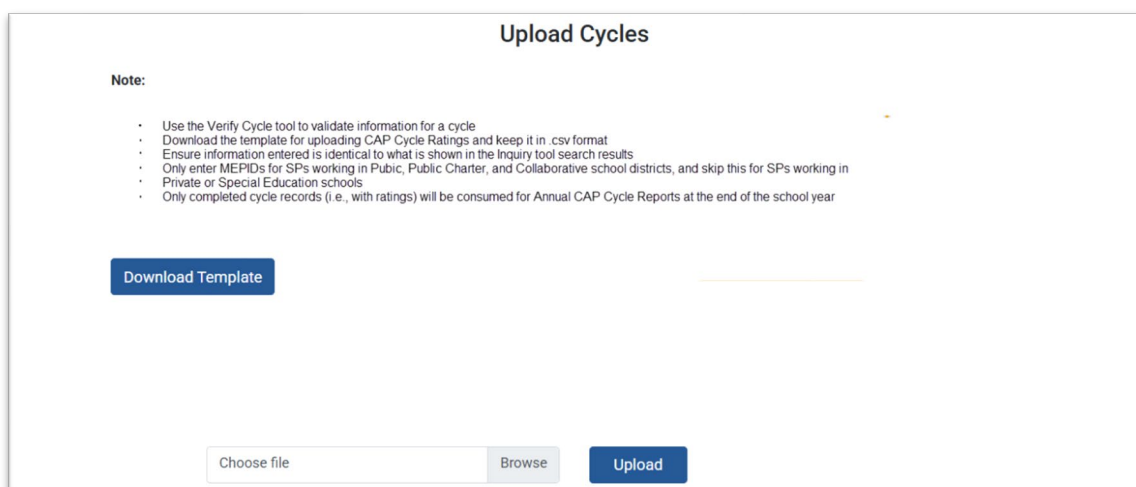
You may decide to generate a CAP Cycle Report at any time by navigating to the "Reports" page, then "Annual Reports," selecting a school year, and choosing "Submit."



If your organization does not use the **CAP Online Platform**, you are required to upload annual CAP Cycle Reports using DESE's provided template spreadsheet.

To upload the CAP Cycle Report, complete the template, navigate to "Upload Cycles," browse the file, then select "Upload."

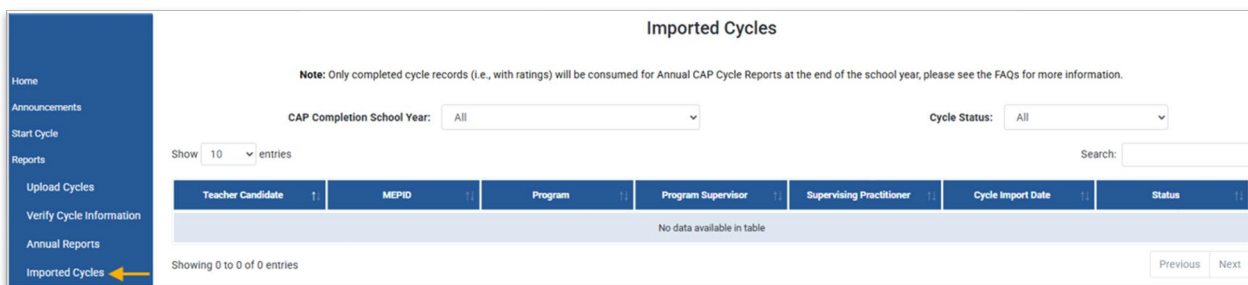
- Make sure information is accurate and for the correct and current cycle year.
- Candidates must be in Early ID for cycles to be consumed by the system.



For additional information, see [Quick Reference Guide - CAP Data Retention and Submission](#).

Viewing Imported Cycles

Once reports have been imported, they can be viewed by navigating to the “Imported Cycles” page.



Imported Cycles

Note: Only completed cycle records (i.e., with ratings) will be consumed for Annual CAP Cycle Reports at the end of the school year, please see the FAQs for more information.

CAP Completion School Year: Cycle Status:

Show entries Search:

Teacher Candidate	MEPID	Program	Program Supervisor	Supervising Practitioner	Cycle Import Date	Status
No data available in table						

Showing 0 to 0 of 0 entries Previous Next