![dese — MASSACHUSETTS Department of Elementary and Secondary Education]

CAP Online Platform User Guide

Teacher Candidate (TC)

Updated August 2025

Contents

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.

Purpose of the User Guide

This document is designed to support teacher candidates (TCs) to use the CAP Online Platform. It focuses on the technical aspects of the system.

Additional Guidance and Support

The CAP Online Platform FAQs are updated regularly based on user questions.

The CAP Handbook distills requirements into user-oriented language and offers recommendations and resources for each stage of the CAP process.

> Blue text boxes like this indicate common user issues. Please take note of the tips in these boxes. If these materials do not address your questions, please contact your educator preparation program's CAP manager (CM) or your assigned program supervisor (PS).

Important: The CAP Online Platform <u>does not</u> automatically save. Use the "save" button periodically as you work or draft responses in a separate document and paste them into the platform when ready.
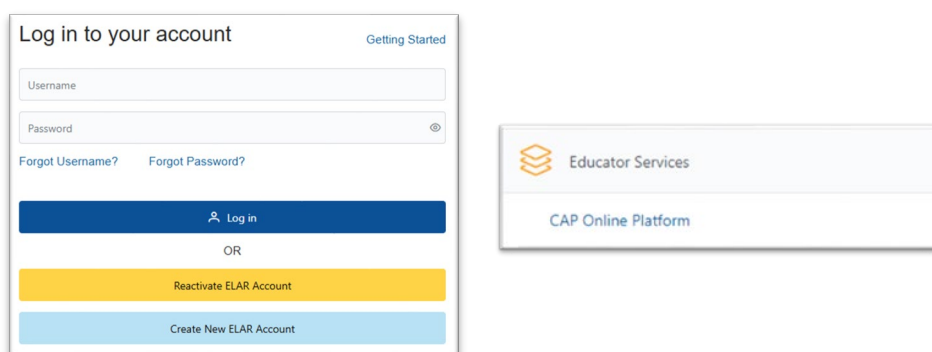
Getting Started

Logging In

As a teacher candidate (TC), you will get access to the platform once your program's CAP manager (CM) or your program supervisor (PS) starts your CAP cycle.

Once added to the system, you will be able to access the CAP Online Platform from the list of applications on the home page of the Education Security Portal (ESP).

- **If you have not yet created an ELAR profile**, you must to access the platform.
- **When logging into ESP for the first time**, use the "Forgot Password" feature to enter your username and the email associated with your account to set up a password. Additional resources can be found here.
- **You may need to click into ELAR** to see the CAP Online Platform.
- **If the platform is not listed** as shown below, please contact your PS.

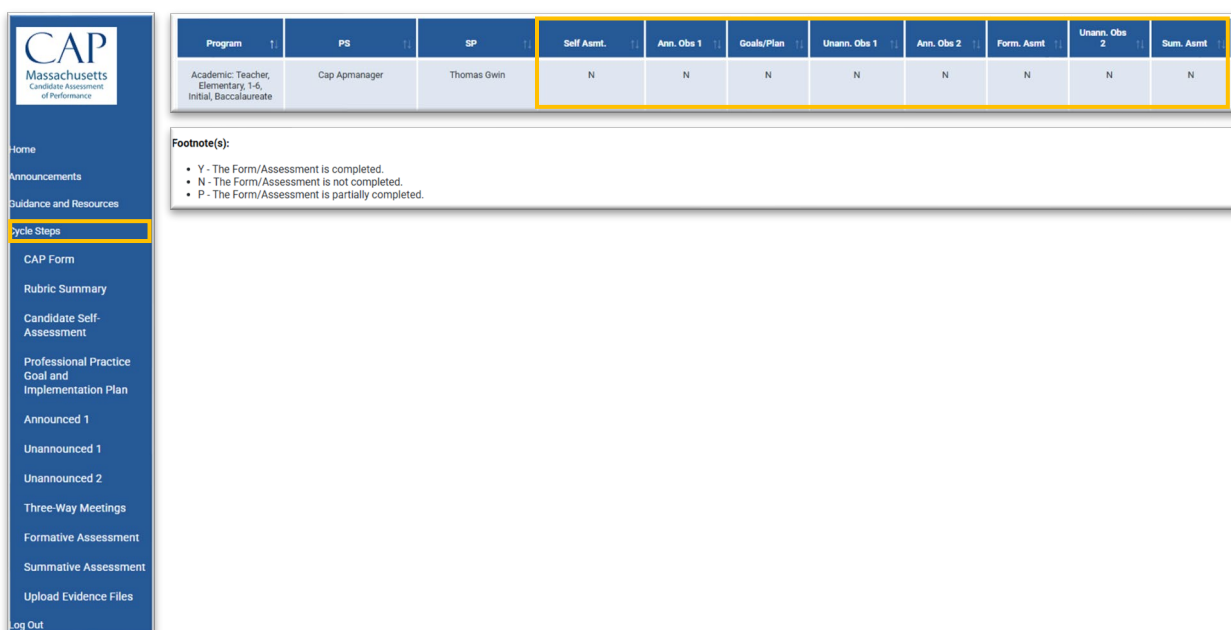## Teacher Candidate Role

The TC has the ability to:

- Complete the Rubric Summary and Self-Assessment;
- Contribute to the Professional Practice Goal and Implementation Form;
- Upload and tag evidence;
- View completed Observation Forms and Assessments; and
- Communicate with the program supervisor and supervising practitioner.

Navigating the System

Home Page

Once you have logged in, you will be brought to a home page with an overview of your progress through the CAP cycle.

You will also see a navigation bar, which can be used to access each form as you move through each step in the cycle, on the left-hand side.

Messages

You can communicate with the PS and SP via a built-in messaging system. Click on the envelope at the top right of the screen to draft or view messages. You will receive an email notification if you receive a message from one of your supervisors.
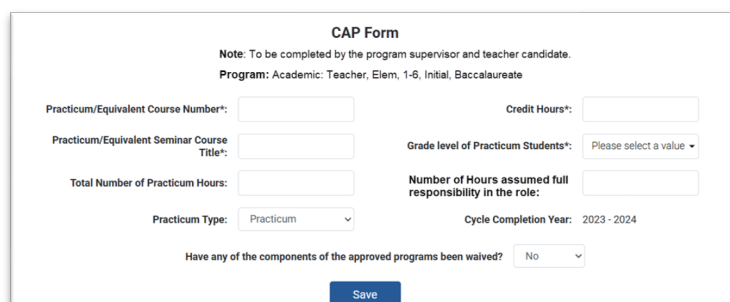
Cycle Steps

Filling out the CAP Form

The PS and TC are primarily responsible for completing the CAP Form. This includes entering information about assigned supervisors, the practicum setting, and completed practicum hours.

Use numerical values as applicable for this form and select "Save" as you go and once complete. If you have a split practicum, select the grade levels for both placements.
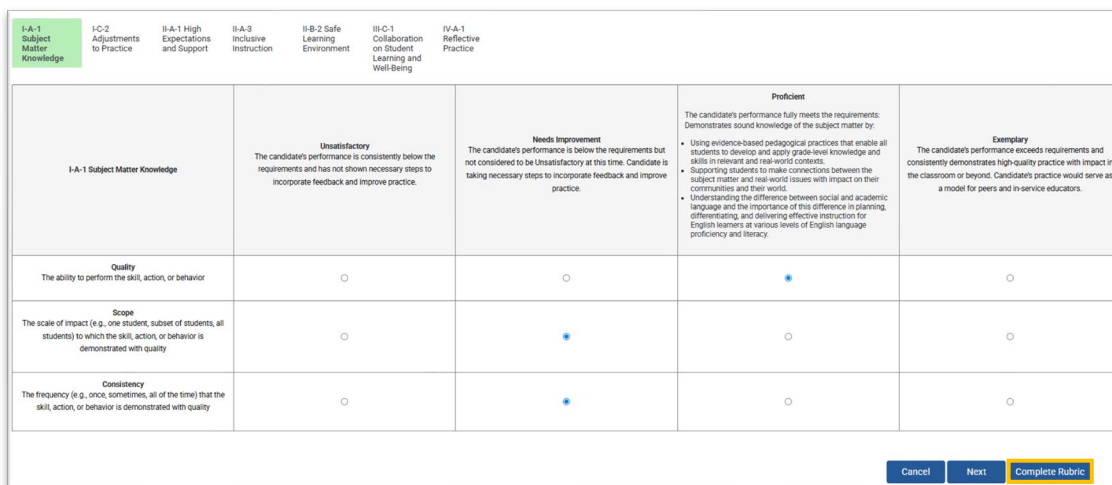
Completing the Rubric Summary

Before the first three-way meeting, you will be responsible for completing both the Rubric Summary and the Self-Assessment Form.

To complete the Rubric Summary:

1. Select Rubric Summary from the navigation bar
2. Use the radio buttons to rate Quality, Scope, and Consistency for first element
3. Click "Next" and repeat the process for all seven elements
4. Check off "Complete Rubric" on the final page

Make sure to check off the "Complete Rubric" box at the end of the Rubric Summary. This box will appear once you have entered ratings for all seven Essential Elements. If you do not see the box, hit "Back" to check that you have completed all ratings for each element.

You will not be able to work on your Self-Assessment Form until you have checked off "Complete Rubric" box.

Completing the Self-Assessment

To complete the Self-Assessment:

1. Choose "Self-Assessment" from the left-hand navigation bar on your home page.
2. Your rubric ratings will automatically populate into a summary table at the top of the page as shown below. It may be helpful to reference this table as you complete the rest of the form.

Self-Assessment Rubric Summary			
Element	Quality	Scope	Consistency
I-A-1 Subject Matter Knowledge	Needs Improvement	Proficient	Proficient
I-C-2 Adjustments to Practice	Proficient	Needs Improvement	Needs Improvement
II-A-1 High Expectations and Support	Needs Improvement	Needs Improvement	Needs Improvement
II-A-3 Inclusive Instruction	Needs Improvement	Needs Improvement	Needs Improvement
II-B-2 Safe Learning Environment	Proficient	Needs Improvement	Needs Improvement
III-C-1 Collaboration on Student Learning and Well-Being	Needs Improvement	Needs Improvement	Needs Improvement
IV-A-1 Reflective Practice	Proficient	Proficient	Proficient

3. Complete the form by summarizing your areas of strength and areas for growth, drafting a preliminary goal to improve your practice, and outlining actions and supports needed to achieve the goal. **The platform does not automatically save, so make sure to click the "Save" button periodically as you work.**
4. Once you have completed all portions and are ready to share this document with your PS and SP, click "Save" and then "Complete" at the bottom of the screen. **All fields must contain text in order for the "Complete" box to appear.**
5. Your PS and SP will then have the opportunity to review the document and accept it or return it to you with feedback for revisions.
6. **If the document is returned to you for revisions,** your Rubric Summary will be unlocked. You must once again select "Complete Rubric" in order to be able to make edits to the Self-Assessment Form. Once finished applying edits, click "Complete" to submit the form.

Completing the Professional Practice Goal and Implementation Plan

After the PS and the SP approve the Self-Assessment Form, you will work together to complete the Professional Practice Goal and Implementation Plan Form. This form is unique, as it is the only one for which all three users share responsibility.

You will complete the Professional Practice Goal. The preliminary goal you drafted in the Self-Assessment Form will be automatically entered into this box. You will now refine it and identify the aligned Essential Element(s). You will have the opportunity to finalize this goal based on any input provided by your PS and SP during the first Three-Way Meeting. As with all other forms, make sure to use the "Save" button as you go.

Your PS and SP will complete the Implementation Plan based on your goal.

Your SP will complete the Measure of Student Learning and Student Feedback sections with input from you and your PS**.** These sections of the form determine how this evidence will be collected and analyzed. The actual results and your reflections will be uploaded as evidence later in the CAP process.

Once all members of the triad have saved their sections, the PS must select the "Complete" button that will appear at the bottom of the form. After it is "Complete", the form can no longer be edited.

Three-Way Meetings

To complete the information for Three-Way Meetings, navigate to "Three-Way Meetings" in the left-hand navigation bar. The PS, SP, or TC may edit this form. You will be required to enter a date for each meeting by the end of the CAP cycle. The notes sections are optional.

Uploading Evidence

The CM, PS, SP, and TC 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 in Formative and Summative Assessment each file must be tagged to:

- One or more categories of evidence

- One or more Essential Elements

Once evidence is uploaded, it will be viewable under "Current Uploaded Evidence."

Viewing Observation Forms
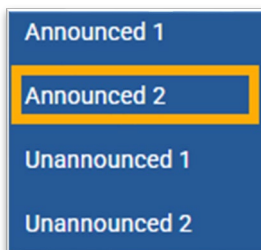
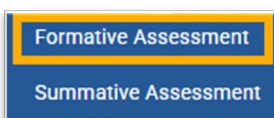During each Announced and Unannounced Observation, your PS and/or SP will document synthesized evidence and feedback on your strengths and areas for improvement.

Each form will become visible in the navigation bar when complete. You may click on the form's title to view its contents.

Viewing Formative and Summative Assessments

For both the Formative Assessment and Summative Assessment, your PS and SP will review all available evidence and determine ratings for Quality, Scope, and Consistency for each of the seven Essential Elements.

Each form will become visible to you once your PS and SP have calibrated and released it to you. You may click on the form's title to view its contents.