MASSACHUSETTS
dese Department of Elementary
and Secondary Education

Candidate Assessment of Performance

CAP Online Platform 2.0 User Guide – Revised September 2023

Updated September 2023

Contents

Overview

This User Guide is designed to support all CAP participants (CAP Manager, Program Supervisor, Supervising Practitioner, and Teacher Candidate) as they access the Online Platform.

The CAP Online Platform is designed to embed the CAP process and content as outlined in the CAP Guidelines and Implementation Handbook through a virtual, paperless option for participants to complete forms and communicate in real time.

The CAP Online Platform was piloted in the spring of 2016 and was fully implemented beginning in August 2016. Following feedback from users, the Department revised the online platform and embedded it within the Security Portal and ELAR platforms in the summer of 2018. This transition allows for more functionality and coherence across systems. Based on feedback, the Department made updates to the Online Platform throughout 2018-19 and 2019-20, and additionally added the Seventh Essential Element to the Online Platform in 2020-21. All Sponsoring Organizations (SOs) are **required** to use the CAP Online Platform to report formative and summative ratings, and are **encouraged** to use the Online Platform in its entirety for all aspects of a candidate's CAP cycle. The options for use are:

1. Reporting formative and summative ratings (required) every July 15th, and/or
2. Full use of the system, with all CAP participants using the system[1]

SOs may also choose to use a hybrid of both options, with some programs using the Online Platform and others continuing to use a paper-based system.
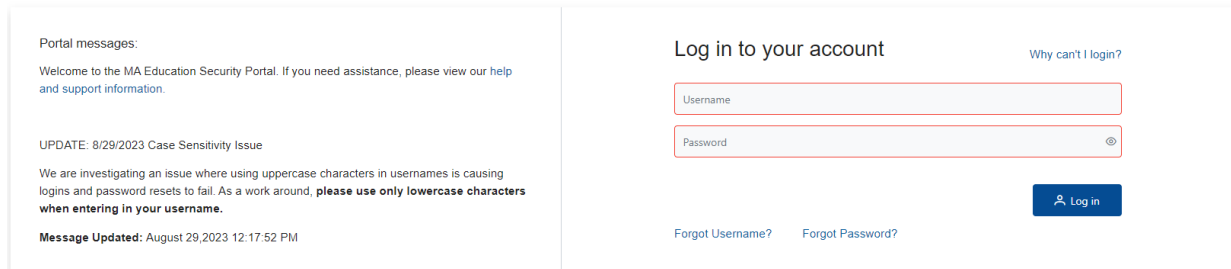
This User Guide provides instructions on navigating the CAP Online Platform. Additional guidance on CAP data collection and submission is released annually.

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[1] Reference page 5 for special cases.

User Guide A: Cap Manager (CM)

Getting Started

The CAP Online Platform is embedded within the Education Security Portal. The log-in page appears below:

On the bottom of the log-in page there are links if you have forgotten your username or password. To begin using the system:

1. Log on via the Education Security Portal.
2. Select the CAP Online Platform from the list of applications.
3. If a user does not already have CM permissions, please send a request to your SO's Directory Administrator (DA).
4. If you do not know who your DA is, please contact educatorpreparation@mass.gov.

Once users have been added to the system, the CM should be able to access CAP from the home page of the Education Security Portal (see example below). If the application is not listed, please contact your DA or educatorpreparation@mass.gov.
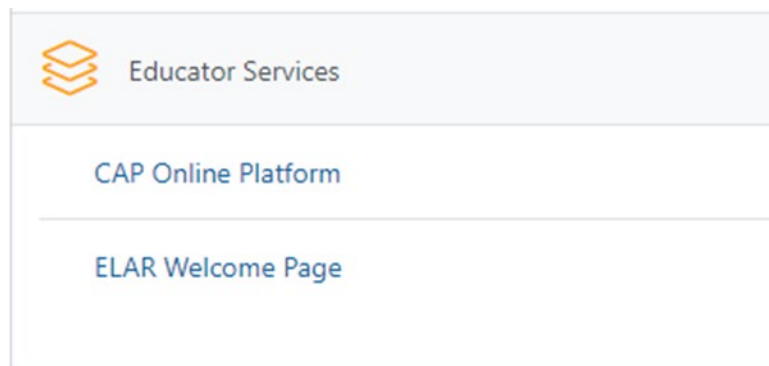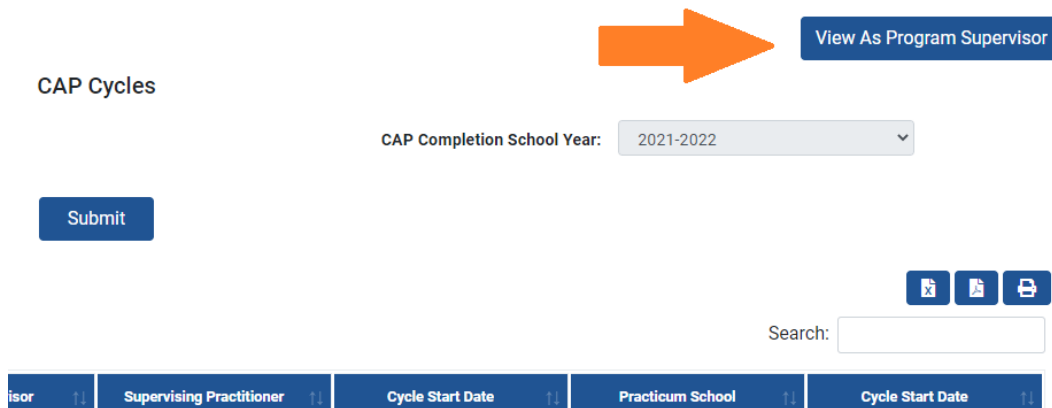

Role of the CM

Every SO should appoint one person to be a CM. 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 trouble-shooting for all users in the system. The CM has the ability to:

- Start CAP Cycles

- [Transfer or add Program Supervisor or Supervising Practitioner assignments](#)
- [View progress and manage completion of CAP cycles](#)
- [Complete the CAP Form](#)
- [View each candidate's Rubric Summary, Self-Assessment, Finalized Goal and Implementation Plan, Observation forms, and Formative and Summative Assessments (read only)](#)
- [Edit the Candidate's program](#)
- [Unlock forms](#)
- [Upload evidence](#)
- [End CAP cycles](#)
- [Import (if applicable) and/or download CAP data reports](#)
- [May also serve as a Program Supervisor](#)

You can toggle between the Program Supervisor (PS) and CM accounts by clicking on the link to "*View as Program Supervisor*" on the home page on the top right. You can return to the CM view by clicking on the "*Home*" link on the left hand side.

Refer to **[User Guide B: Program Supervisor](#)** for more information on the roles and capabilities of the PS account in the Online Platform. To register a new PS, please contact your [Directory Administrator](#).

Registering a New Candidate CAP Cycle

Both the PS and the CM can start cycles. To start a cycle, select "*Start Cycle*" from the home menu. You can then search by a Teacher Candidate's (TC) program or MEPID number. If the candidate does not appear, they may not yet be enrolled in Early ID. Candidates must be enrolled in Early ID in order to start a cycle. Please note that you will only be able to create one cycle for each candidate enrolled in a program. If a candidate is enrolled in two programs, you will be able to create two cycles. If a candidate is enrolled in one program and doing a split practicum, you will only be able to create one cycle.

Click on the TC name you wish to select. Once you have selected the TC, you will see a screen with their information that will be generated from Early ID. Enter the Cycle Start Date and then select "*Next*".

The PS automatically defaults to the person creating the cycle. After selecting "*Next*," you will be able to assign a different PS on the next page by using the "*Change*" button. Click on the PS name you wish to select. Once you have selected the PS, select "*Assign.*" As long as 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 register a new PS, please contact your Directory Administrator or email educatorpreparation@mass.gov.

After assigning the PS, you will be asked to select the TC's Supervising Practitioner (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 School[2]

If selecting a Charter District, Collaborative, or Public School District, next select the SP's district/school/collaborative from the Practicum District drop down menu, enter the SP's MEPID number, and then select the school from the Practicum School drop down menu. Once you enter that information, you will be able to search for the SP and "*Assign*" them to the TC. Click on the SP name to select them and then enter their email if one is not provided. 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 each candidate's cycle. For Private and Out-of-State School placements, you will be able to enter information. Placements in schools other than Massachusetts public schools will require you to manually enter the SP's first name, last name, practicum state, practicum district and practicum school. Additionally, private school and out-of-state SPs will **not** be able to fill out the forms on their own; the CM and/or the PS will need to complete the forms on their behalf due to access and security concerns. The process to change or add an SP will be described below. If the SP does not appear, they may not have been reported by their district. Please check with the district if they have reported the educator in their EPIMs data. If they have, please have the CAP Manager contact educatorpreparation@mass.gov for support.

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[2] Note that out-of-state placements require a waiver.

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*:	Select	**Practicum District*:**	Select
Supervising Practitioner's MEPID*:		**Practicum School*:**	Select

[Search]

[Back] [Cancel] [Assign]

After assigning the SP, please review the TC information for accuracy and then select "*Start Cycle*." Once you have started the cycle, the TC's cycle 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, Elementary, 1-6, Initial, Post-Baccalaureate		
Program Supervisor:		**Supervising Practitioner:**	
Practicum District:	Boston	**Practicum School:**	Boston High School
Cycle Start Date:	10/11/2022		

[Back] [Cancel] [Start Cycle]

Once a cycle has been created, each member of the triad will receive a notification via the email address they provided to the CAP Manager that they have been added to a CAP Cycle.

Navigating the System

Once you have logged in, the CM home page will appear.

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

- View the overall cycle status of all candidates enrolled at your SO,
- Search for a candidate,
- View the progress of a specific candidate,
- Download a pdf, excel, or print this page,
- Sort by the main headers,

And link to:

- Start a cycle,
- Upload (for non-platform users) and view reports.

To view the all candidates enrolled at the SO, please select the "*Home*" link on the left-hand side navigation bar. 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*. To search for a candidate by name or program, you can use the "*Search*" bar on the home page as indicated below. To sort each column, use the up/down arrow symbols circled below.

Once you have selected a candidate to view, you can view the candidate's forms using the navigation bar on the left hand side of the webpage.

CAP Form

While the PS and TC are primarily responsible for completing the *CAP Form*, the CM is able to edit the *CAP Form* while a TC's CAP cycle is still open. This includes editing the information in the image below.

Please make sure to use numerical values for the fields as applicable and to use the *"Save"* buttons as you go.

CAP Form

Note: To be completed by the Program Supervisor and Teacher Candidate.

Program: Academic: Teacher, Elementary, 1-6, Initial, Baccalaureate

Practicum/Equivalent Course Number*:		Credit Hours*:	
Practicum/Equivalent Seminar Course Title*:		Grade level of Practicum Students*:	11 ▼
Total Number of Practicum Hours:		Number of Hours assumed full responsibility in the role:	
Practicum Type:	Practicum ∨	Cycle Completion Year:	

Have any of the components of the approved programs been waived? No ∨

Save

CMs are also able to view the detailed status of a TC's progress on the CAP cycle in the *CAP Form* under the Cycle Status section. Information on how to end the cycle will be provided below.

Cycle Status

Status: Open

Incomplete Assessments and/or Observations:

Self-Assessment
Announced Observation 1
Unannounced Observation 1
Announced Observation 2
Formative Assessment
Unannounced Observation 2
Summative Assessment

Do you want to end the cycle?

Cancel   Save

Changing the Program Supervisor

The CM is also able to change the PS and change or add SPs from the *CAP Form*. You will be able to 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: [redacted]   UserId: [redacted]   Change

Changing or adding a Supervising Practitioner

If a TC's SP changes during the CAP Cycle, you will need to assign them to a new SP using the "*Change*" button. Follow the directions for assigning a SP below. If a TC has a split practicum, select the "*Add Practitioner*" button, and then follow the directions for assigning a SP below. **It is important not to "*Change*" an SP if this is a split practicum; you must add them.**

Supervising Practitioner Information

Name	MEPID	Practicum School	Action
[redacted]	[redacted]	Boston:Boston High School	Change

Add Practitioner

Uploading Evidence

To upload evidence, navigate to "*Upload Evidence Files*" on the left-hand navigation bar. All evidence files **in total** must be under 100MB in size, and only the following formats are allowed: .doc(x), .xls(x), .ppt(x) .pdf, .jpg, .png, .bmp, .gif, .mp3, .wav. Evidence files should be tagged to align to one or more of the Essential Elements in order to appear on the *Formative* and *Summative Assessment Forms*. Once evidence has been uploaded, it is viewable under the "*Current Uploaded Evidence Files*".

Early Literacy Observation Form

All Elementary 1-6, Early Childhood PK-2, and Moderate Disabilities PK-8 programs are required to begin implementing the Early Literacy Observation Form with a subset of candidates (at least 10 per relevant program). By 2024-25, all teacher candidates in relevant programs will be observed and receive feedback using the form. The form should be used during Announced Observation 2. Please see the following resources for additional support:

- Quick Reference Guide: The Early Literacy Observation Form and CAP qrg.docx (live.com)
- CAP Guidelines - Educator Preparation (mass.edu)
- CAP Resources - Educator Preparation (mass.edu)
- Early Literacy in Educator Preparation - Educator Preparation (mass.edu)

Unlocking a Form

CMs and PSs have the ability to unlock a form that has been completed by a PS or SP. An "*Edit Observation*" button will appear at the bottom of the form as shown below after the form has been completed. Select "*Edit Observation*" to unlock an *Observation Form*.

Similarly, the *Assessment Forms* can be edited after they are completed by selecting the "*Edit*" button at the bottom of the form, as shown below.

End a CAP Cycle

To end a cycle, return to a TC's *CAP Form*. At the bottom of the *CAP Form* page, you will see the Cycle Status. Select "*Do you want to end the cycle?*" The "Completed CAP" option will only appear if all elements of the cycle are complete. Do not close the cycle if you believe the cycle to be complete and

the "Complete CAP" option does not appear. Please review the elements of CAP to see what might be incomplete or missing. You will be prompted to provide a reason for ending the cycle from the three selections shown below, then use the "*Save*" button. Once you have ended a CAP Cycle you will need to submit a request to educatorpreparation@mass.gov to have the cycle reopened. You will not be able to reopen the cycle yourself.

CAP Cycle Reports

If you are using the CAP Online Platform 2.0 to manage CAP cycles, you do not need to generate a CAP Cycle Report to submit for DESE's annual reporting purposes. However, you can generate a CAP Cycle Report at any time by navigating to the "*Reports"* page and selecting a school year and choosing "*Submit*."

If your organization is not using the CAP Online Platform 2.0, SOs are required to upload their annual CAP Cycle reports using the provided template, which will be linked to within the CAP Online Platform. To upload the CAP Cycle Report, navigate to "*Upload Cycles*", and then, using the template, browse to upload the file, then select "*Upload*." Please ensure that the information entered is accurate using the drop-down menus, and for the correct and current Cycle Year. Candidates need to be in Early ID in order for reported cycles to be consumed by the system.

Upload Cycles

Note:
- Please use the Verify Cycle Information tool to validate information for a cycle.
- Please download the template for uploading CAP Cycle Rating.
- Please ensure that the information entered is identical to the information shown in the Inquiry tool search results.
- Please only enter MEPIDs for SPs working in Pubic, Public Charter and Collaborative school districts. Please do not enter MEPIDs for SPs working in Private or Special Ed Schools.
- 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.
- Users must use the downloaded template (.csv format) to upload cycle records, due to the required upload format.

Download Template

Please select the checkbox if this cycle(s) was impacted by State of Emergency: Ready to Teach

Choose file | Browse | Upload

Massachusetts Candidate Assessment of Performance

Home
Announcements
Start Cycle
Reports
  Upload Cycles
  Verify Cycle Information
  Annual Reports
  Imported Cycles
FAQ
Log Out

Once reports have been imported, they can be viewed by navigating to the "*Imported Cycles*" link.

Announcements
Start Cycle
Reports
  Upload Cycles
  Verify Cycle Information
  Annual Reports
  Imported Cycles

CAP Completion School Year: All   Cycle Status: All

Show 10 entries   Search:

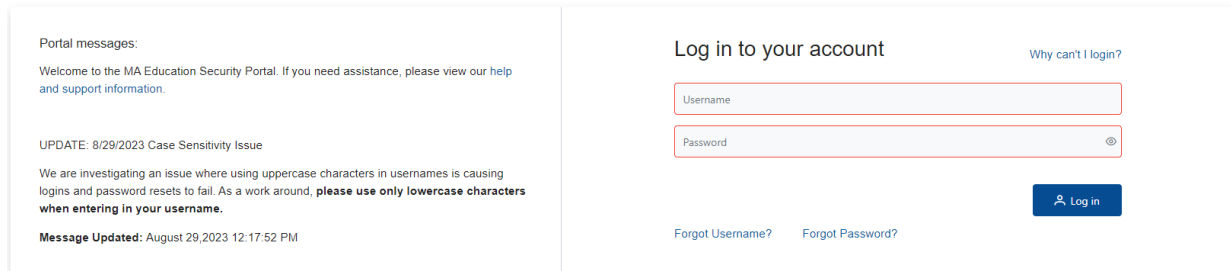| Teacher Candidate	MEPID	Program	Program Supervisor	Supervising Practitioner	Cycle Import Date	Status

Showing 0 to 0 of 0 entries   Previous Next

# User Guide B: Program Supervisor (PS)

Getting Started

The CAP Online Platform is embedded within the Education Security Portal. The log-in page appears below:

On the bottom of the log-in page there are links if you have forgotten your username or password. To begin using the system:

1. If you do not already have an account, contact the CM to request an account.
2. Log on via the Education Security Portal.
3. Select the CAP Online Platform from the list of applications.

Once users have been added to the system, the PS should be able to access CAP from the home page of the Education Security Portal (see example below). If the application is not listed, please contact your organization's CAP Manager.
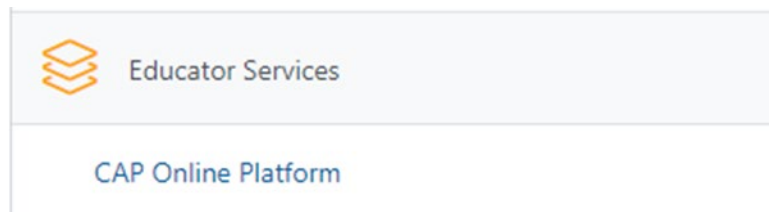
Role of the PS

The PS has primary responsibility for managing CAP cycles in the Online Platform. The PS has the ability to:

- Start CAP Cycles
- View candidate progress
- Edit candidate and cycle information
- View and complete forms
- Unlock forms
- Upload evidence
- End CAP cycles in communication with the CM
- Communicate with the triad

If you are also serving as the CM, you can toggle between the PS and CM accounts by clicking on the link to "*View as Program Supervisor*" on the home page on the top right.

Registering a New Candidate CAP Cycle

Both the PS and the CMs can start cycles. To start a cycle, select "*Start Cycle*" from the home page. You can then search by a TC's program or MEPID number. If the candidate does not appear, they may not yet be enrolled in Early ID. Candidates must be enrolled in Early ID in order to start a cycle. Please note that you will only be able to create one cycle for each candidate enrolled in a program. If a candidate is enrolled in two programs, you will be able to create two cycles. If a candidate is enrolled in one program and doing a split practicum, you will only be able to create one cycle.

Click on the TC name you wish to select. Once you have selected the TC, you will see a screen with their information that will be generated from Early ID. Enter the "*Cycle Start Date"* and then select "*Next*".

Cycle Information

Note: Enter the Cycle Start Date and anticipated CAP Completion Year in which the Candidate will complete CAP, then click "Next" to proceed to the next step.

Cycle Start Date*: mm/dd/yyyy

[Back] [Cancel] [Next]

Footnote:

- The assigned Program Supervisor defaults to the person creating the Cycle. You will be able to confirm or change this information on the next page.

The PS automatically defaults to the person creating the cycle. After selecting "*Next*", you will be able to assign a different PS on the next page by using the "*Change*" button. Click on the PS name you wish to select. As long as a PS has a profile, you will be able to search for them by name or user ID. Once you have selected the PS, click "*Assign*." If you cannot find a PS, please notify the CM.

Teacher Candidate Information

Teacher Candidate:		**Teacher Candidate MEPID:**	
Program:	Academic: Teacher, Elementary, 1-6, Initial, Post-Baccalaureate	**Program Supervisor:**	
			[Change]
Cycle Start Date:	10/11/2022		

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.

[Back] [Cancel] [Assign]

After assigning the PS, you will be asked to select the TC's 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 (Non-Public, Non-Special Ed) Schools
- Out-of-State School[3]

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[3] Note that out-of-state placements require a waiver.

If selecting a Charter District, Collaborative, or Public School District, next select the SP's district/school/collaborative from the Practicum District drop down menu, enter the SP's MEPID number, and then select the school from the Practicum School drop down menu. Once you enter that information, you will be able to search for the SP and "*Assign*" them to the TC. Click on the SP name to select them and then enter their email if one is not provided. 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. For Private and Out-of-State School placements, you will be able to enter information. Placements in schools other than Massachusetts public schools will require you to manually enter the SP's first name, last name, practicum state, practicum district and practicum school. Additionally, private school and out-of-state SPs will not be able to fill out the forms on their own; the CM and/or the PS will need to complete the forms on their behalf due to access and security concerns. The process to change or add an SP will be described below. If the SP does not appear, please submit a ticket to Service Now directed to the CAP Online Platform Tool with the situation and SP MEPID.

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*: | Select | | Practicum District*: | Select |
| Supervising Practitioner's MEPID*: | | | Practicum School*: | Select |

[Search]

[Back] [Cancel] [Assign]

After assigning the SP, please review the TC information for accuracy and then select "*Start Cycle.*" Once you have started the cycle, the TC will show up with their own 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, Elementary, 1-6, Initial, Post-Baccalaureate		
Program Supervisor:		Supervising Practitioner:	
Practicum District:	Boston	Practicum School:	Boston High School
Cycle Start Date:	10/11/2022		

[Back] [Cancel] [Start Cycle]

Once a cycle has been created, each member of the triad will receive a notification that they have been added to a CAP Cycle.

Navigating the System

Once you have logged in, the PS home page will appear.

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

- View the progress of all of your candidates throughout their cycles,
- View the candidate's program,
- View the SP who is assigned to each candidate/cycle,
- View the practicum school, and
- Start a Cycle.

Each row in the table is one candidate's CAP cycle. The table above provides a snapshot of each candidate's progress through the components of CAP.

To view the overall cycle status of all candidates enrolled at the SO, please select the "*Home*" link on the left-hand side of the webpage. To sort each column, use the up/down arrow symbols circled below. To search for a candidate by name or program, you can use the "*Search*" bar on the home page as indicated below. 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 forms.
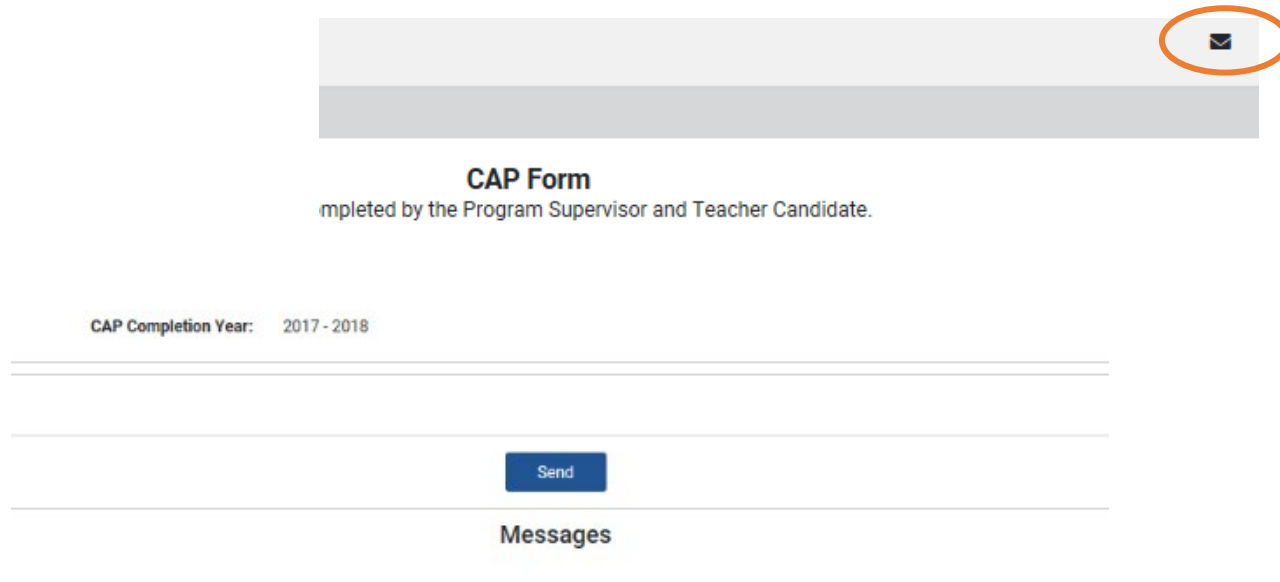
Once you have selected a candidate to view, you can view the candidate's forms using the navigation bar on the left hand side of the webpage.

You are able to communicate with the TC and SP via the messaging system once you have opened your cycle. You will receive an email notifying you if you have a message.

CAP Form

The PS and TC are primarily responsible for completing the *CAP Form*. This includes entering/editing the information in the image below. Please use numerical values as applicable for this form and select "*Save*" when it is complete.

Changing or adding a Supervising Practitioner

If a TC's SP changes during the CAP Cycle, you will need to assign them to a new SP using the "*Change*" button. Follow the directions for assigning an SP above. If a TC has a split practicum, select the "*Add Practitioner*" button, and then follow the directions for assigning an SP. **It is important not to "*Change*" an SP if this is a split practicum; you must add them.**

Supervising Practitioner Information

Name	MEPID	Practicum School	Action
		Boston:Boston High School	Change

Add Practitioner

Uploading Evidence

To upload evidence, navigate to "*Upload Evidence Files*" on the left-hand navigation bar. All evidence files **in total** must be under 100MB in size, and only the following formats are allowed: .doc(x), .xls(x), .ppt(x) .pdf, .jpg, .png, .bmp, .gif, .mp3, .wav. Evidence files should be tagged to align to one or more of the Essential Elements in order to appear on the *Formative* and *Summative Assessment Forms*. Once you have tagged the files, select "*Upload*." Once evidence has been uploaded, it is viewable under the "*Current Uploaded Evidence Files*."

Three-Way Meetings

To complete the information for Three-Way Meetings, navigate to the "*Three-Way Meetings*" link in the left hand navigation bar. The PS, SP, or TC are able to fill out the dates of these meetings. Often, if a cycle cannot be closed it is because one of the three-way meetings has not been completed.

Completing the Observation Forms

Please complete these forms per the CAP Guidelines. You will be able to navigate to the two announced and two unannounced observations via the left hand navigation bar once you are in an individual candidate's cycle. Please indicate who completed the form, per the screenshot below. The SP will have a different view of the form which is asks "Who is/are conducting the Observation"? Their view also lists the SP as an option instead of the PS.

You will be able to enter information in the "*Program Supervisor Feedback*" box and the "*Calibrated Feedback*" box. Only the Calibrated Evidence box needs to be complete in order to finalize the form. If only the PS is filling out the form, only one field per element will be shown. Please make sure that you use the "*Save*" buttons to save your work prior to completing the forms.

Focused Feedback

Element	Role	Feedback
Reinforcement Area/Action*	Supervising Practitioner Feedback	Count: 4000 chars left
	Program Supervisor Feedback	Count: 4000 chars left
	Calibrated Feedback*	Count: 4000 chars left
Refinement Area/Action*	Supervising Practitioner Feedback	Count: 4000 chars left
	Program Supervisor Feedback	Count: 4000 chars left
	Calibrated Feedback*	Count: 4000 chars left

If both the PS and SP are completing the form, then both the PS and SP need to select "*Complete"* in order to finalize the form and make it available to the TC. If a PS Completes the form and can no longer edit it, and the CM cannot unlock it for editing, it means that the SP has not yet Completed the form.

☐ **Complete**

Note: Please check this box if this Observation Form is complete. This will give the Teacher Candidate access to view this Form. When both supervisors complete an observation, both must mark the form "Complete" in order to share it with the Teacher Candidate.

> **Important Note:** Toggling back and forth between who completes the form may result in the deletion of work. You must decide ahead of time who will complete the forms and communicate with the SP. If the SP attempts to fill out a form that has been completed by a PS, it will override the original observation. In addition, if both the PS and SP are completing an observation, the calibrated evidence will reflect whoever saved last. In order to avoid the deletion of work, please communicate well with the SP about who will enter the calibrated evidence.
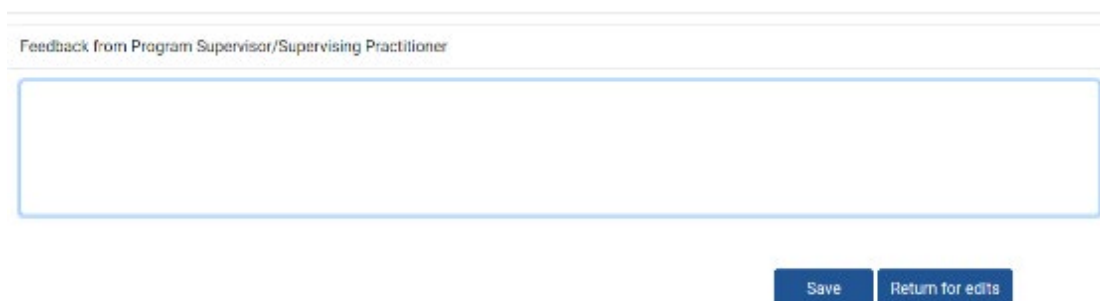
Unlocking a Form

CMs and PSs have the ability to unlock a form that has been completed by a PS or SP. An "*Edit Observation*" button will appear at the bottom of the form as shown below after the form has been completed. Select "*Edit Observation*" to unlock an *Observation Form*.

Refinement Area/Action*	
	Count: 3990 chars left

Edit Observation

Viewing the Candidate's Rubric Summary and Self-Assessment

After selecting a candidate to view, you can use the left hand navigation bar to select to view the *Rubric Summary* or the *Self-Assessment Form*. The candidate will not be able to access their self-assessment until they have completed the *Rubric Summary*. You will be able to provide feedback for the *Self-Assessment Form* at the bottom of the form as shown below. You can then either "*Save*" the form, or return the form to the candidate for edits using "*Return for edits*." **Once the candidate's form has returned to them for edits, they will need to check the "*Complete*" box on the *Rubric Summary* again prior to making edits in the *Self-Assessment Form.***

Feedback from Program Supervisor/Supervising Practitioner

[text box]

Save   Return for edits

Completing the Finalized Goal and Implementation Plan

Please complete these forms per the CAP Guidelines. After the PS and the SP approve the *Self-Assessment and Goal-Setting Form*, you will work as a triad to complete the *Finalized Goal and Implementation Plan Form*. This form is unique, because it is the only form in the system in which all three users share responsibility for completion.

To complete this form:

1. The SP, in coordination with the PS, will complete the Measure of Student Learning section.
2. The PS and the SP will complete the Implementation Plan section.
3. The TC will complete the Professional Practice Goal section, based on the *Self-Assessment and Goal-Setting Form*.

The preliminary goal that was drafted during the Self-Assessment will be automatically entered into this box. The TC will have the opportunity to revise this goal based on any input provided by the PS and SP. Please make sure to use the "*Save*" buttons to save your work. Once all members of the triad have completed and saved their sections, the PS must select the "*Complete*" button that will appear on the PS form. **Once the form is Complete, it cannot be edited.**

Completing Formative and Summative Assessments

Please complete these forms per the CAP Guidelines. The option to complete the *Formative and Summative Assessment Forms* will only become available when all required components of the form are completed. Please use the "*Save*" buttons to save your work as you go. If you do not yet see the "*Complete*" check box, look back for an incomplete section. The PS will then need to also check "*Complete*" on the form before it becomes available to the candidate. These forms are able to be edited until both the PS and SP have selected "*Complete.*" Once "*Complete*" is selected, the forms are final and become visible to the TC.

Require additional (Fifth) observation?   No ⌄

☐ **Complete**

Note: Please check this box if this Formative Assessment is complete. This will give the Teacher Candidate access to this Form.

Cancel   Save

Note: The option to complete this Form and share it with the Teacher Candidate will only become available when all required components of the Form are completed. Please use the Progress statuses above to identify and revisit any incomplete sections.

The *Assessment Forms* can be edited after they are completed by selecting the "*Edit*" button at the bottom of the form, as shown below.

Count: 35 chars left

Require additional (Fifth) observation?   No

Cancel   Edit

End a CAP Cycle

To end a cycle, return to a TC's *CAP Form*. At the bottom of the *CAP Form* page, you will see the Cycle Status. You will then select "*Do you want to end the cycle?*" The "Completed CAP" option **will only appear if all elements of the cycle are complete**. Do not close the cycle if you believe the cycle to be complete and the "Complete CAP" option does not appear. Please review the elements of CAP to see what might be incomplete or missing. You will be prompted to provide a reason for ending the cycle from the three selections shown below, then select "*Save*." Once you have ended a CAP Cycle, you must contact your organization's CAP Manager if you need to reopen it.

User Guide C: Supervising Practitioner (SP)

Getting Started

The CAP Online Platform is embedded within the [Education Security Portal](). Your CAP username and password will be new. Your personal ELAR username and password will not enable you to see the cycle assigned to you in the system. The log-in page appears below:

On the bottom of the log-in page there are links if you have forgotten your username or password. To begin using the system:

1. Access to the CAP Online Platform will be granted as the CM and PS create CAP cycles and assign SPs to TCs. When you are added to a cycle, a new CAP-specific account will be created for you, separate from your personal ELAR account. You will receive an email notifying you of how to sign into the new account. If you are able to see CAP, but not the candidate cycle assigned to you, you have likely logged in through your personal ELAR account and not your CAP account that was generated when the cycle was started. Please check your email or reach out to the PS or CM for information about your username and password.
2. If you log in with the correct username and are still having issues, please log out and try clearing your web browser's cache, opening an incognito browser, or use another browser.
3. Log on via the [Education Security Portal]().
4. Select the CAP Online Platform from the list of applications.

Once users have been added to the system, the SP should be able to access CAP from the home page of the Education Security Portal (see example below). If the application is not listed, please contact your organization's CAP Manager.
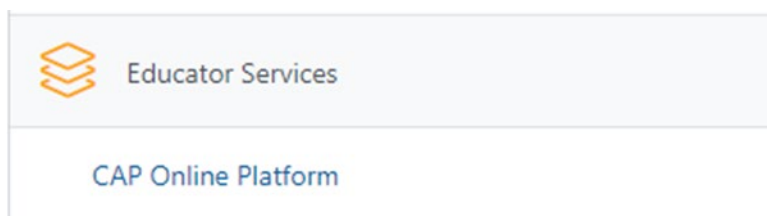
Role of the SP

The SP has the ability to:

- View candidate progress
- View and complete Forms
- Upload evidence
- Communicate with the triad

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

Navigating the System

Once you have logged in, the SP home page will appear.

CAP Cycles

| Cycle Status: | Open | | | | | | CAP Completion Year: | All | | |

Submit

Show 10 entries   Search:

Teacher Candidate	Program	Program Supervisor	Self Asmt.	Ann. Obs 1	Goals/Plan	Uann. Obs 1	Ann. Obs 2	Form. Asmt	Uann. Obs 2	Sum. Asmt
Jones, Smith	Academic: Teacher, Biology, 5-8, Initial, Baccalaureate	Mark, Peggy	Y	N	N	N	Y	Y	N	N

Showing 1 to 1 of 1 entries   Previous 1 Next

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

- View the progress of your candidate throughout their CAP cycle, and
- View the PS assigned to the candidate.

Each row in the table is one candidate's CAP cycle. The table above provides a snapshot of each candidate's progress through the components of CAP.

To view the overall cycle status of all candidates enrolled at the SO, please select the "*Home*" link on the left-hand side of the webpage. To sort each column, use the up/down arrow symbols circled below. To search for a candidate by name or program, you can use the "*Search*" bar on the home page as indicated

below. 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 to view, you can view the candidate's forms using the navigation bar on the left hand side of the webpage.
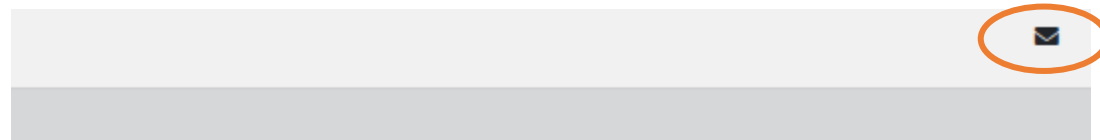

You are able to communicate with the PS and TC via the messaging system once you have opened your cycle. You will receive an email notifying you if you have a message.

CAP Form

mpleted by the Program Supervisor and Teacher Candidate.

Uploading Evidence

To upload evidence, navigate to "*Upload Evidence Files*" on the left-hand navigation bar. All evidence files **in total** must be under 100MB in size, and only the following formats are allowed: .doc(x), .xls(x), .ppt(x) .pdf, .jpg, .png, .bmp, .gif, .mp3, .wav. Evidence files should be tagged to align to one or more Essential Elements in order to appear on the *Formative* and *Summative Assessment Forms*. Once evidence has been uploaded, it is viewable under the Current Uploaded Evidence Files.

Three-Way Meetings

To complete the information for Three-Way Meetings, navigate to the link to Three-Way Meetings in the left hand navigation bar. The PS, SP, or TC are able to fill out the dates of these meetings.

Completing the Observation Forms

Please complete these forms per the CAP Guidelines. You will be able to navigate to the two announced and two unannounced observations via the left hand navigation bar once you are in an individual candidate's cycle. Please indicate who completed the form, per the screenshot below.

You will be able to enter information in the "*Supervising Practitioner Feedback*" box and the "*Calibrated Feedback*" box. Only the Calibrated Evidence box needs to be complete in order to finalize the form. If only the SP is filling out the form, only one field per element will be shown.

Focused Feedback

Element	Role	Feedback
Reinforcement Area/Action*	Supervising Practitioner Feedback	
	Program Supervisor Feedback	
	Calibrated Feedback*	
Refinement Area/Action*	Supervising Practitioner Feedback	
	Program Supervisor Feedback	
	Calibrated Feedback*	

Both the PS and SP need to select *"Complete"* in order to finalize the form and make it available to the TC. **Note: Once you have selected "*Complete*" either the CM or PS must unlock the form for you to be able to make edits.**

☐ **Complete**

Note: Please check this box if this Observation Form is complete. This will give the Teacher Candidate access to view this Form. When both supervisors complete an observation, both must mark the form "Complete" in order to share it with the Teacher Candidate.

Important Note: Toggling back and forth between who completes the form may result in the deletion of work. You must decide ahead of time who will complete the forms and communicate with the PS. If the PS attempts to fill out a form that has been completed by an SP, it will override the original observation. In addition, if both the PS and SP are completing an observation, the calibrated evidence will reflect whoever saved last. In order to avoid the deletion of work, please communicate well with the PS about who will enter the calibrated evidence.

Viewing the Candidate's Self-Assessment Form

After selecting a candidate to view, you can use the left hand navigation bar to select to view the *Self-Assessment Form*. You will be able to provide feedback for the *Self-Assessment Form* at the bottom of the form as shown below. You can then either "*Save*" the form, or return the form to the candidate for edits using "*Return for edits*." Once the candidate's form has returned to them for edits, they will need to check the "*Complete*" box on the *Rubric Summary* again prior to making edits in the *Self-Assessment Form.*

Feedback from Program Supervisor/Supervising Practitioner

Save   Return for edits

Completing the Finalized Goal and Implementation Plan

Please complete these forms per the [CAP Guidelines](). After the PS and the SP approve the *Self-Assessment and Goal-Setting Form*, you will work as a triad to complete the *Finalized Goal and Implementation Plan Form*. This form is unique, because it is the only form in the system in which all three users share responsibility for completion.

To complete this form:

1. The SP, in coordination with the PS, will complete the Measure of Student Learning section.
2. The PS and the SP will complete the Implementation Plan section.
3. The TC will complete the Professional Practice Goal section, based on the *Self-Assessment and Goal-Setting Form*.

The preliminary goal that was drafted during the Self-Assessment will be automatically entered into this box. The TC will have the opportunity to revise this goal based on any input provided by the PS and SP. Once all members of the triad have completed and saved their sections, the PS must select the "*Complete*" button that will appear on the PS form. **Once the form is Complete, it cannot be edited.**

Completing Formative and Summative Assessments

Please complete these forms per the CAP Guidelines. The option to complete the *Formative* and *Summative Assessment Forms* will only become available when all required components of the form are completed. If you do not yet see the "*Complete"* check box, look back for an incomplete section. Please use the "*Save*" buttons to save as you work. The PS will then need to also check "*Complete"* on the form before it becomes available to the candidate. These forms are able to be edited until both the PS and SP have selected "*Complete."* Once *"Complete"* is selected, **the forms are final and become visible to the TC**. **In order to make edits once the form is complete, you must contact the CM or PS to unlock the form.**

Require additional (Fifth) observation?   No ⌄

☐ **Complete**

Note: Please check this box if this Formative Assessment is complete. This will give the Teacher Candidate access to this Form.

Cancel   Save

Note: The option to complete this Form and share it with the Teacher Candidate will only become available when all required components of the Form are completed. Please use the Progress statuses above to identify and revisit any incomplete sections.

User Guide D: Teacher Candidate (TC)

Getting Started

The CAP Online Platform for Teacher Candidates is embedded within the Education Security Portal. The log-in page appears below:

1. If you do not already have access to the CAP Online Platform, contact the CAP Manager to request that they start a CAP cycle to provide you with access.
2. Log on to Education Security Portal.
3. Select the CAP Online Platform from the list of applications. You may need to click into ELAR to see the CAP Online Platform.

Once users have been added to the system, the TC should be able to access CAP via the Education Security Portal.
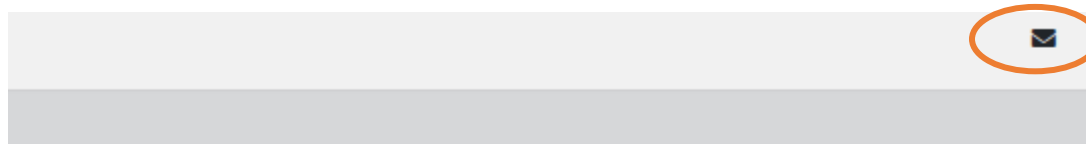
Role of the TC

The TC has the ability to:

- Complete the Rubric Summary and Self-Assessment
- View completed Observation Forms and Formative and Summative Assessments
- Contribute to Finalized Goal and Implementation Form
- Upload evidence
- Communicate with the triad

Navigating the System

Once you have logged into the CAP Online Platform, you will see your home page which will include a navigation bar on the left hand side and the CAP cycle that you are enrolled in (please see screenshots

below). You will have the option to navigate between the Cycle Steps via the navigation bar, and to view your status in the CAP cycle on the home page.

You are able to communicate with the PS and SP via the messaging system once you have opened your cycle. You will receive an email notifying you if you have a message.

CAP Form

The PS and TC are primarily responsible for completing the *CAP Form*. This includes entering/editing the information in the image below. Please use numerical values as applicable for this form and select "*Save*" when it is complete.

Program Supervisor Information

Name: ⬛⬛⬛⬛⬛   **UserId:** ⬛⬛⬛⬛⬛   [Change]

Supervising Practitioner Information

Name	MEPID	Practicum School	Action
⬛⬛⬛⬛	⬛⬛⬛	Boston:Boston High School	[Change]

[Add Practitioner]

Completing the Rubric Summary and Self-Assessment

Before the first three-way meeting, you will be responsible for completing the *Rubric Summary* and *Self-Assessment and preliminary Goal-Setting Form*. For each of the Seven Essential Elements, select ratings for yourself for Quality, Scope, and Consistency and complete a series of reflective questions. See the CAP Guidelines and the Quick Reference Guide: CAP Rubric for more information.

To complete the *Self-Assessment Rubric (Rubric Summary):*

1. Select *Rubric Summary* from the navigation bar.
2. Select a rating of your performance for Quality, Scope, and Consistency for each element,
3. Click "*Next*" at the bottom of the screen to continue to the next element, and
4. Continue to complete ratings for all Seven Essential Elements. **Once you complete all of the elements, select "*Save.*"**

5. Select "*Complete Rubric*" at the bottom of the final screen once you have completed the self-assessment in the rubric, which will appear once all Seven Essential Elements ratings are completed. **You will not be able to work on your *Self-Assessment and preliminary Goal-Setting Form* until you have checked the "*Complete Rubric*" box that will appear once you**

> **have completed the rubric.** You are able to edit the rubric until you have completed the *Self-Assessment Form.*

Once you complete the *Rubric Summary*, you will move on to the *Self-Assessment Form* (Self-Assessment).

To complete the *Self-Assessment Form*:

1. Choose "*Self-Assessment*" from the left hand navigation bar on your home page. (If you have not completed the *Rubric Summary*, you will be unable to complete the *Self-Assessment Form*.) Your rubric selections will have been automatically extracted and inputted into the table at the top of the page for your reference, as seen here:

Self-Assessment Rubric Summary			
Element	Quality	Scope	Consistency
1.A.4: Well-Structured Lessons	Needs Improvement	Proficient	Proficient
1.B.2: Adjustments to Practice	Proficient	Proficient	Proficient
2.A.3: Meeting Diverse Needs	Needs Improvement	Exemplary	Proficient
2.B.1: Safe Learning Environment	Exemplary	Exemplary	Proficient
2.D.2: High Expectations	Proficient	Needs Improvement	Needs Improvement
4.A.1: Reflective Practice	Needs Improvement	Needs Improvement	Proficient

2. Complete the rest of the form, responding to each prompt and creating a preliminary professional practice SMART goal. You will need to save on each page as you work.
3. Once you have completed all portions of the form and are ready to share this document, click "*Complete*" at the bottom of the screen as well as "*Save.*" **NOTE: all entries must be completed in order for the *"Complete"* box to appear.** This will make the form available to the PS and SP.
4. Your PS and SP will then have the opportunity to review this document and accept it, or return it to you with feedback to continue working**. If the document is returned to you, your *Rubric Summary* will be unlocked and you will save your edits, after which you must once again select "*Complete Rubric.*"** You are then able to edit your Self-Assessment page. Once you are finished applying any edits, you will need to once again click "*Complete*" to submit the form.

Three-Way Meetings

To complete the information for Three-Way Meetings, navigate to the link to Three-Way Meetings in the left hand navigation bar. The PS, SP, or TC are able to fill out the dates of these meetings.

Viewing Observation Forms

All observation forms require the same information and evidence as the forms found in Appendix D of the CAP Guidelines. You can find the observation forms in the left hand navigation bar.

NOTE: This form will only become viewable to you once the PS and/or SP have completed and saved it. Once they do so, it will appear in the left hand navigation bar and be accessible for viewing.

Completing the Finalized Goal and Implementation Plan

After the PS and the SP approve the *Self-Assessment and Goal-Setting Form*, you will work as a triad to complete the *Finalized Goal and Implementation Plan Form*. This form is unique, because it is the only form in the system in which all three users share responsibility for completion.

To complete this form:

1. The SP, in coordination with the PS, will complete the Measure of Student Learning section.
2. The PS and the SP will complete the Implementation Plan section.
3. The TC will complete the Professional Practice Goal section, based on the *Self-Assessment and Goal-Setting Form*, as seen here:

Finalized Goal and Implementation Plan

CAP Professional Practice Goal: Based on the Candidate's Self-Assessment and feedback from the Program Supervisor and Supervising Practitioner, the Candidate has set the following S.M.A.R.T Professional Practice Goal. During the first Three-Way Meeting, the Triad will meet to finalize this Goal.

Identify the Essential Element(s) that are the focus of this Goal:

☐ 1.A.4: Well-Structured Lessons   ☐ 1.B.2: Adjustments to Practice   ☐ 2.A.3: Meeting Diverse Needs

☐ 2.B.1: Safe Learning Environment   ☐ 2.D.2: High Expectations   ☐ 4.A.1: Reflective Practice

The preliminary goal that you drafted during your Self-Assessment will be automatically entered into this box. You will have the opportunity to revise this goal based on any input provided by your PS and SP during the first Three-Way Meeting.

Once all members of the triad have completed and saved their sections, the PS must select the "*Complete*" button that will appear on the PS form. **Once the form is Complete, it cannot be edited.**

Uploading and Viewing Evidence Files

To upload evidence, navigate to "*Upload Evidence Files*" on the left-hand navigation bar. All evidence files **in total** must be under 100MB in size, and only the following formats are allowed: .doc(x), .xls(x), .ppt(x) .pdf, .jpg, .png, .bmp, .gif, .mp3, .wav. Evidence files should be tagged to align to one or more Essential Elements in order to appear on the *Formative* and *Summative Assessment Forms.* Once evidence has been uploaded, it is viewable under the "*Current Uploaded Evidence Files*."

Viewing Formative and Summative Assessments

For the Formative and Summative Assessments, the PS and SP will determine ratings of Quality, Scope, and Consistency for each of the Seven Essential Elements based on your performance thus far, and supply evidence for each rating. See the CAP Guidelines and Quick Reference Guide: CAP Rubric for more information.

Once ratings has been determined and calibrated, the option to select the *Formative* or *Summative Assessment Form* from the left hand navigation bar will be shared with you, as seen here:
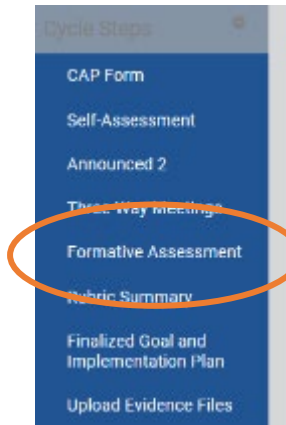
NOTE: You will not be able to view *Formative* and *Summative Assessments Forms* until the SP and PS have completed and calibrated their feedback, and have released the form to be shared with you.

Trouble-shooting & Feedback

If you have questions about the CAP Online Platform, please check out the FAQs. If you have a question that is not on the list, or need assistance with the platform, please contact your organization's CAP Manager. We will make updates to this document from time to time as needed.