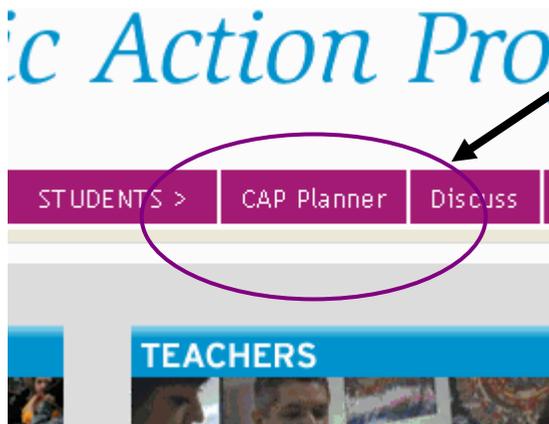


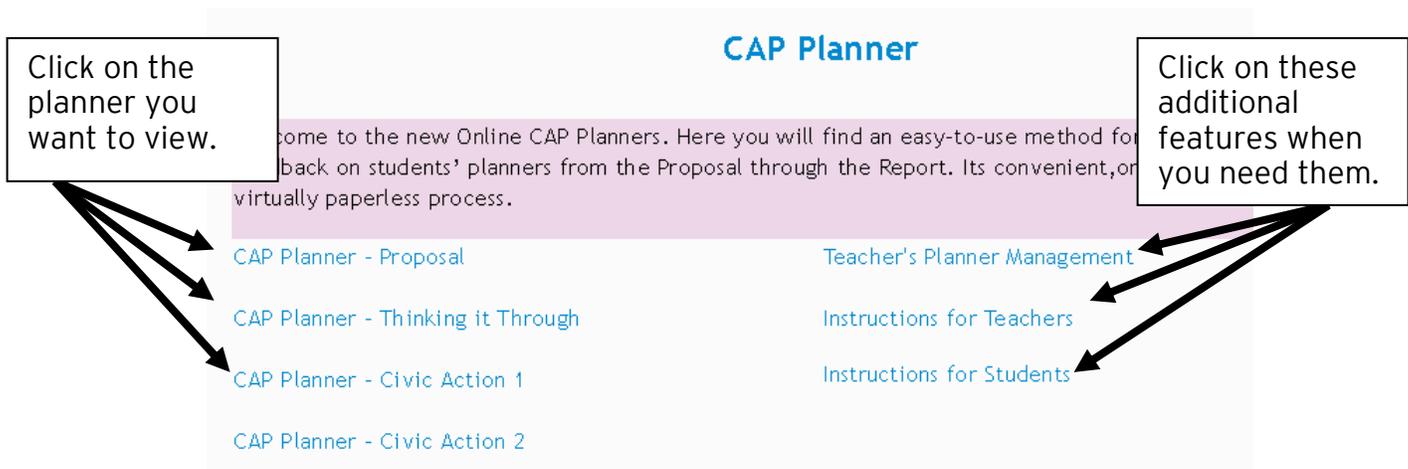
I. Evaluating Student Planners

A. To access CAP Planners:

1. Go to the CAP website at www.crfcap.org.
2. Log in on the top right corner.
3. On the homepage, click on the "CAP Planner" tab.



4. You are now on the **Planner Access** page:



B. To evaluate CAP Planners:

1. Click on the planner you would like to view, for example: CAP Planner - Proposal. (See figure above.)
2. Click on the "Results" tab. The list displays each student's name, a time stamp of when the planner was first attempted, when it was submitted, how long it took to complete, and an overall grade for the planner.
3. Click on a student's completed time stamp. (See figure at top of next page.)

Home ► Online CAP Planners ► Planner Management ► CAP Planner - Proposal

Info Results Preview

[Go to Student Checklist](#)

Separate groups: CRF High School

Attempts: 7 (4 from this group)

Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted.

First name / Surname	Started on	Completed	Time taken	Grade/5	Feedback
Andrew	27 November 2012, 09:57 AM	27 November 2012, 10:00 AM	3 mins 1 sec	1	

NOTE: The "Go to Student Checklist" link under the Results tab takes you to the whole class's checklist (See section III below.)

- Click on the **"Grade or Make Comments"** link just below each response on the planner and a pop-up box will appear.

1 What problem, issue, or policy do you...

TIP: Choose something that there is a chance down big issues.

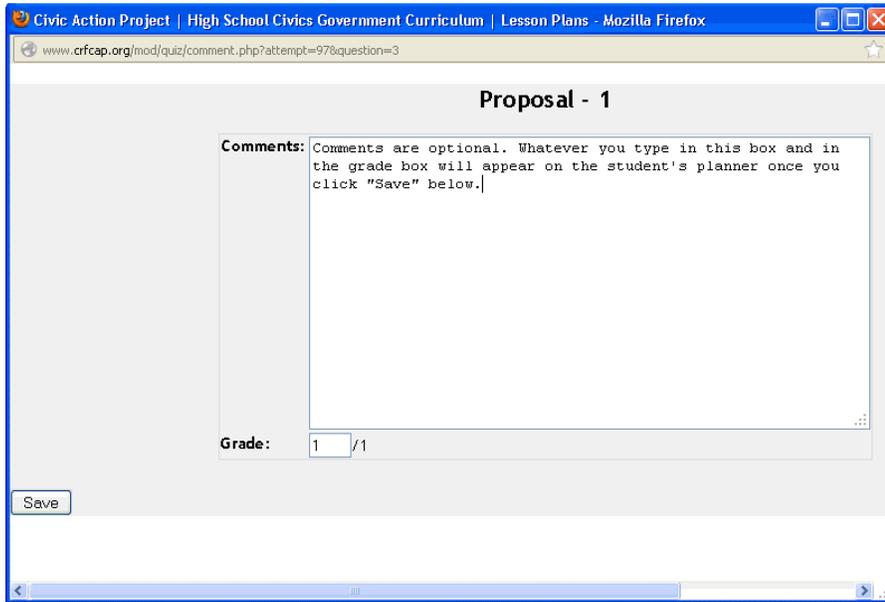
[More Help](#)

Response: Homelessness in my neighborhood

[Grade or Make Comments](#)

- You may add your comments about the response in the comments section here (optional) and grade the response in the grade box:

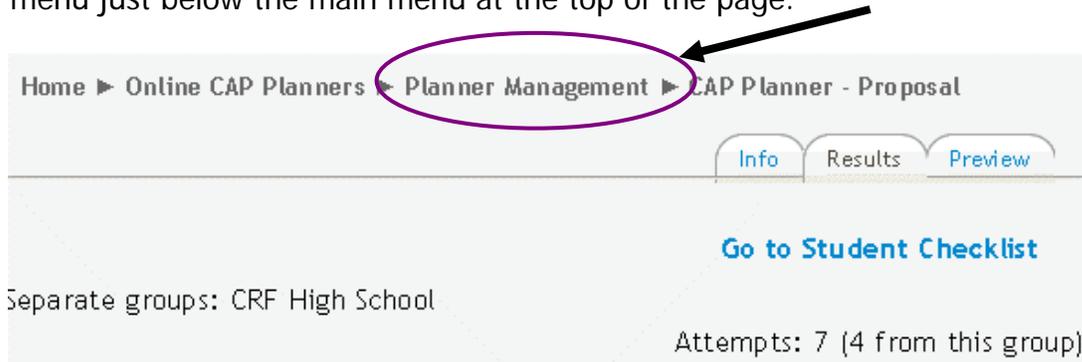
- Enter **1** for CREDIT (a complete and adequate response).
- Enter **0** for NO CREDIT (an incomplete or inadequate response).



6. Click the **"Save"** button and then the **"Close Window"** button to complete your evaluation of the response.
7. Repeat this process for each student response to each numbered item or question. After you have completed the evaluation, the student will be able to view your comments along with their overall grade. A grade of less than 70% will send a notice to the student to come see you.

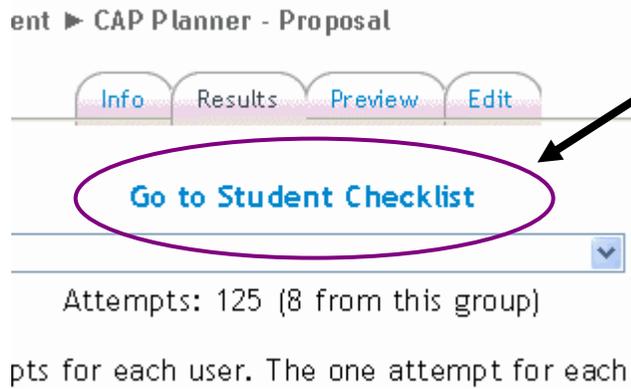
NOTE: Once a planner has been submitted, the student is no longer able to edit or revise it. If you require a student to submit a revised planner, the student will need to complete and resubmit a new planner. Each submission of a planner is an *"Attempt"*.

8. To view other CAP Planners, click on **"Planner Management"** in the breadcrumb menu just below the main menu at the top of the page.

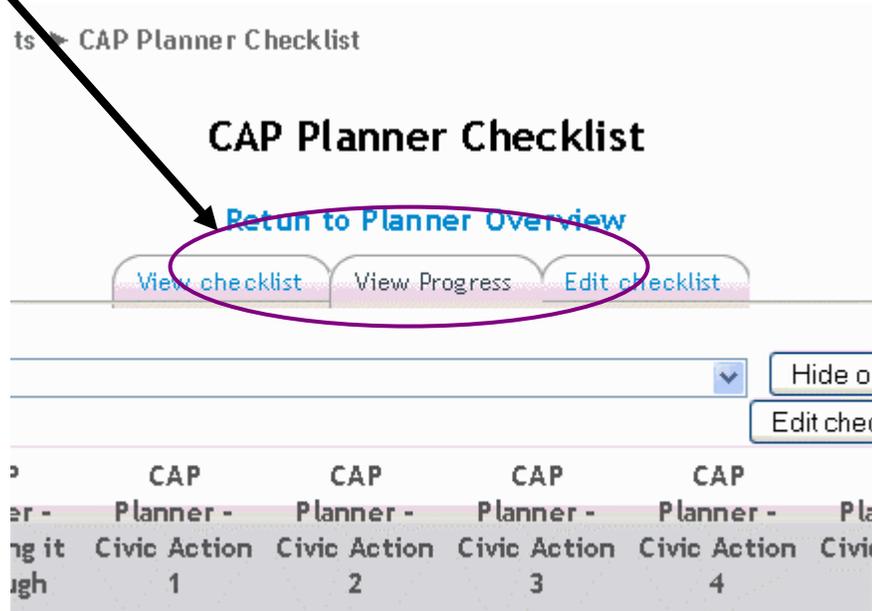


II. Tracking Student Progress with the CAP Planner Checklist

- A. To see a summary of all your students' progress:
 1. While you are logged in, return to the **Planner Access** page.
 2. Click on **Go to Student Checklist** in the center of the page. (See below.)

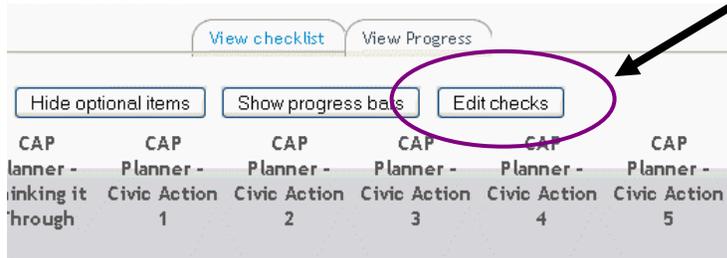


3. Click on the **“View Progress”** tab. You will see a list of all your students and columns for the different planners.

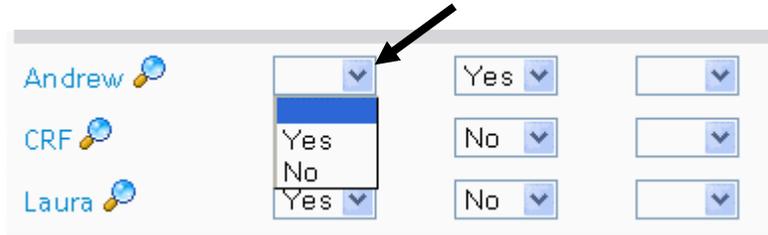


B. To track your students' progress on the “View Progress” page:

1. Click the **“Edit checks”** button. This will enable you to click on each individual planner for each student.



2. For each planner, select “Yes” if the student completed it or “No” if not.



3. At any point while you are updating or when you are done, click the “**Save**” button. You will be able to continue editing until you leave the page.

4. After leaving the page, return to it and you will see a green checkmark wherever a student has a completed planner or a red x wherever a student has not.

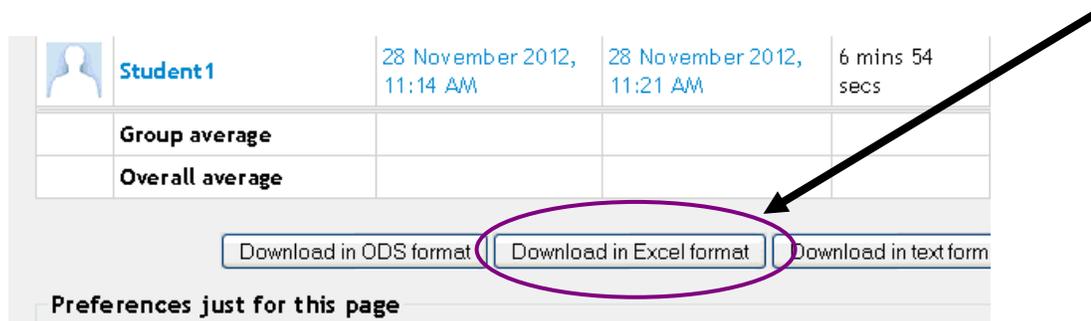
Andrew	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CRF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laura	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE: The “Return to Planner Overview” link just above the View Progress tab takes you back to the specific planner page you are working from. For ease of tracking, you can toggle back and forth between the two pages.

III. Creating a Spreadsheet for Each Planner

To download and print an Excel spreadsheet for each planner:

1. On the Planner Overview page for each planner (e.g., Proposal), scroll down to the “**Download in Excel format**” button located at the bottom of your class list.



2. Click the button to access the spreadsheet and adjust the column widths to your liking.

3. You now have an ***alphabetized spreadsheet*** of your entire class’s “grades” and feedback for that particular planner. You can save and print the spreadsheet.