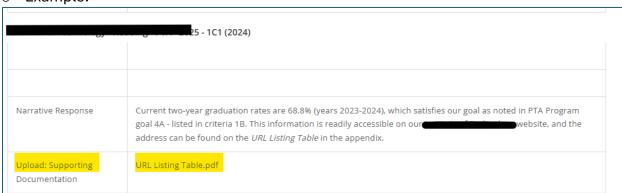# Portal Tips and Tricks:

Self-study Report and Application for Candidacy

- Narrative Response
  - There is a 25,000-character limit, check the character limit count at the bottom of the narrative textbox
  - There can't be any HTML coding in the narrative (Example: <p>)
  - URLs cannot be longer than 1 sentence, if they are longer than that, then add to the URL Listing Table
  - No hyperlinks can be entered into the narrative, or the report will not work properly when submitted
- Submit and Validate button
  - This does submit the report, consider it as the Save All button
  - You can come back at anytime to the section and continue to work on it

- Print Preview
  - Takes a while to populate, sometimes up to 5 minutes
  - Will show the SSR or AFC in its entirety except for the appendices; however, you can see the file name attached to the appendices under the narrative
  - Example:

- Faculty – fill out completely
- Program Courses

- o Every field must be filled out when editing a course record or else the course will not save
- o An Exam and Syllabi are required to be uploaded for each course record or it will not save
- Deleting Appendices
  - o You can remove any files which you upload to the report; however, if you try and upload the file again, then you will receive an error message
    - ▪ **If you need to delete a file from the report, please contact CAPTE staff**
- Graduation Rate
  - o All fields in a graduation rate record must be filled out to save
  - o You can add a graduation rate record if needed, but you cannot remove a graduation rate record
    - ▪ Please contact staff if a graduation rate record needs to be removed
- Entering #'s into fields in the report
  - o If the field will not save, try adding a decimal and/or "O"
  - o Example, you are trying to enter 5 for FTE but the field will not save
    - ▪ Instead type in 5.00
- What does the report look like for the program reviewers and commission?
  - o Once the SSR or AFC is submitted, the program reviewers receive a WinZip file with all the appendices you uploaded and the finalized report
  - o The finalized report is the complete self-study or application for candidacy report
  - o The reviewers do not know what document is attached to what standard and required element, so naming conventions are key
    - ▪ Make it easy for the reviewers to locate files using the correct naming conventions