

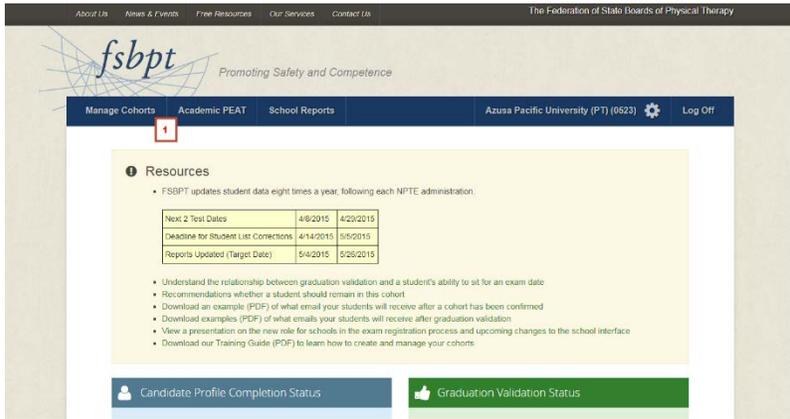


Training Manual
School Interface Functionality

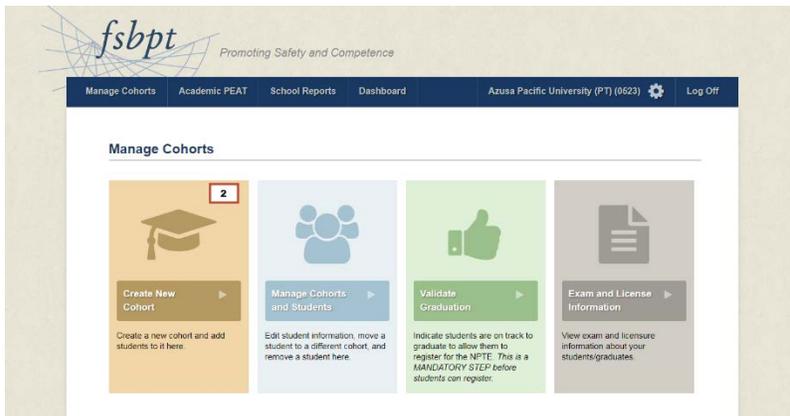
Updated on September 2018

Create a New Cohort

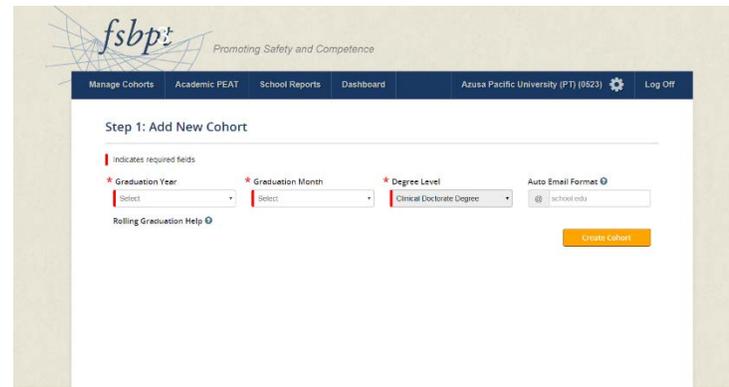
(Must be done before end of first year)



Step 1
Click on the “Manage Cohorts” Section in the Main Navigation



Step 2
Click on the “Create New Cohort” button on the “Manage Cohorts” page



Step 3
Enter “Graduation Year”, “Graduation Month”, “Degree Level” and “Auto Email Format”.

NOTES

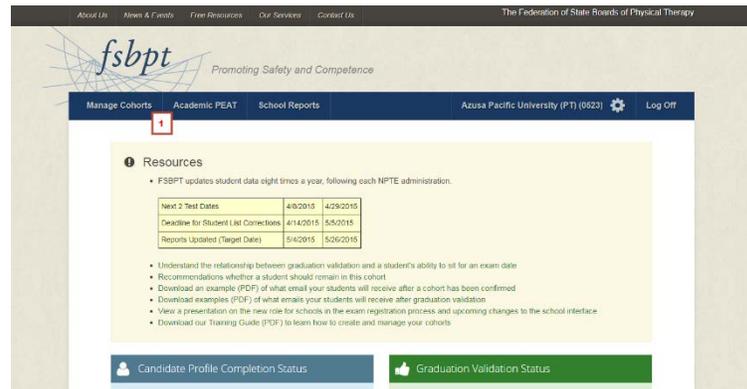
- » You can't create two cohorts with the same month and year combination.
- » The “Auto Email Format” will be prepopulated with the information provided with the last cohort created. If the standard email ending has changed, you can edit this information. Leave this field blank if you don't want to prepopulate the email extension.

Step 4
Once all form fields are entered, click on the “Create Cohort” button

Step 5
The system will process the information entered, and then take you to the “Manage Cohorts and Students” page, where you can add students to specific Cohorts.

Step 6
Once you've made the student selections, click the “Confirm” button. You will then be taken to a confirmation page.

Adding Students

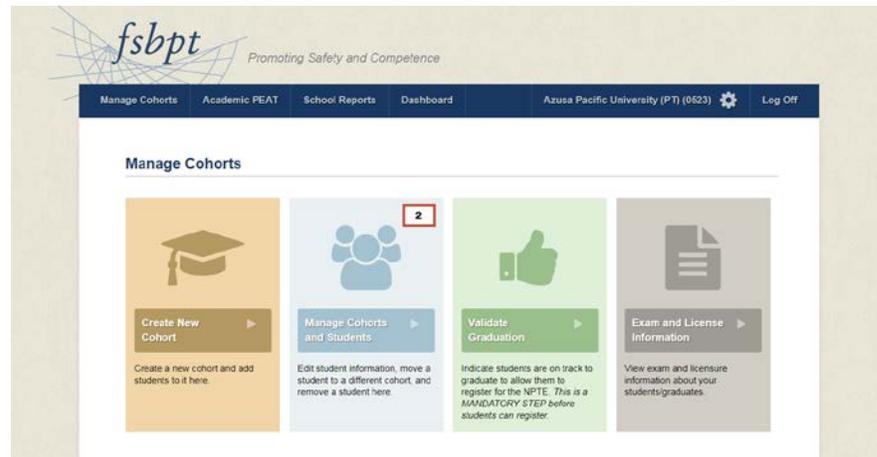


NOTE

Before adding a student to a cohort, confirm you have the correct Cohort Information in the Cohort Information section.

Step 1

Click on the "Manage Cohorts" Section in the Main Navigation

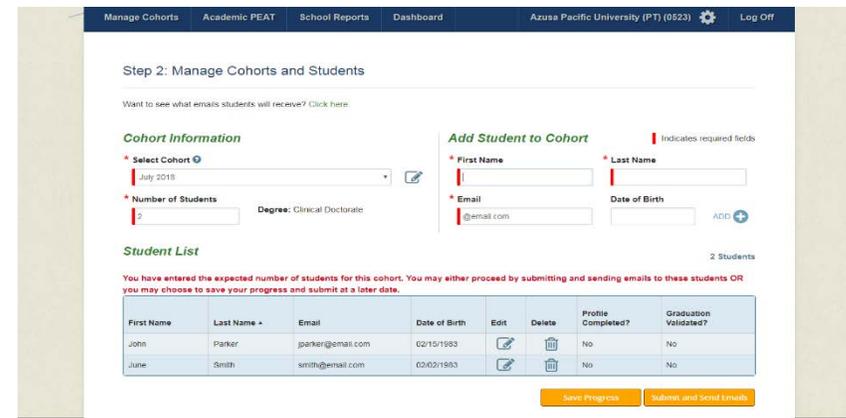


Step 2

Click on the "Manage Cohorts and Students" button on the "Manage Cohorts" page

Step 3

Enter the total number of students in the cohort in the Cohort Information section



Step 4

Enter "First Name", "Last Name", "Email" and "Date of Birth" in the "Add Student to Cohort" section of the "Manage Cohorts and Students" page. Entering Date of Birth is optional. When finished, click the "Add" button to save Student Information to the Selected Cohort.

NOTE

Graduation date should be the specific date within the cohort graduation month that the majority of students complete the program.

Step 5

Review the Student List and click the checkbox in the Validate Graduation table column for each student for whom you want to validate graduation

Step 6

Once you've made the student selections, click the "Confirm" button. You will then be taken to a confirmation page.

Step 7

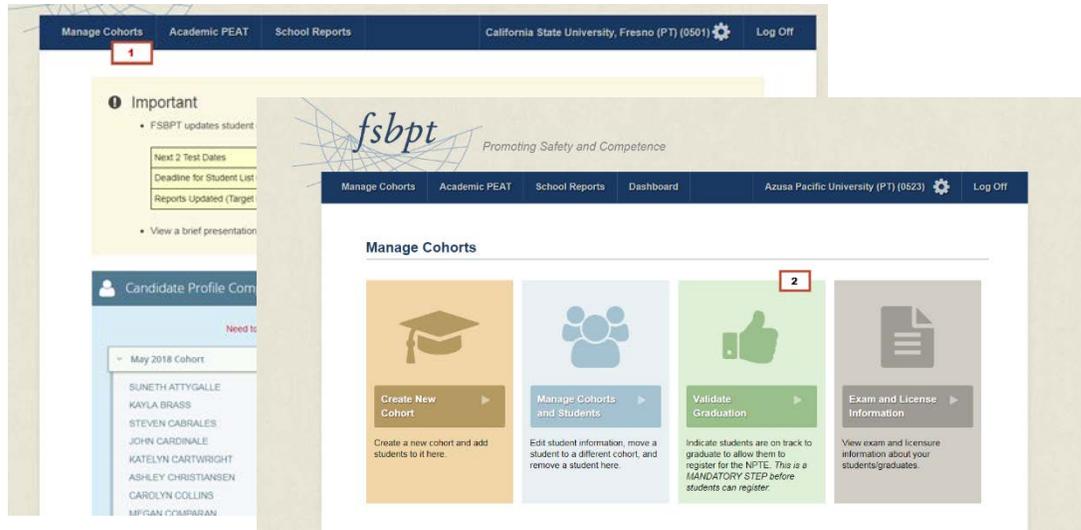
Review the student list and click "Validate Students" to finalize

System Notes

- You can download examples of the email your students will receive after you complete Step 6 using the link towards the top of the page.
- Must confirm the graduation date when validating the first student in the cohort.
- Graduation date can't be updated after the first student has been validated.
- Cohorts Graduation Date must be within 150 days of current date in order to validate the graduation date of students.

Validating Graduation

(Can be completed 150 days prior to the graduation date)

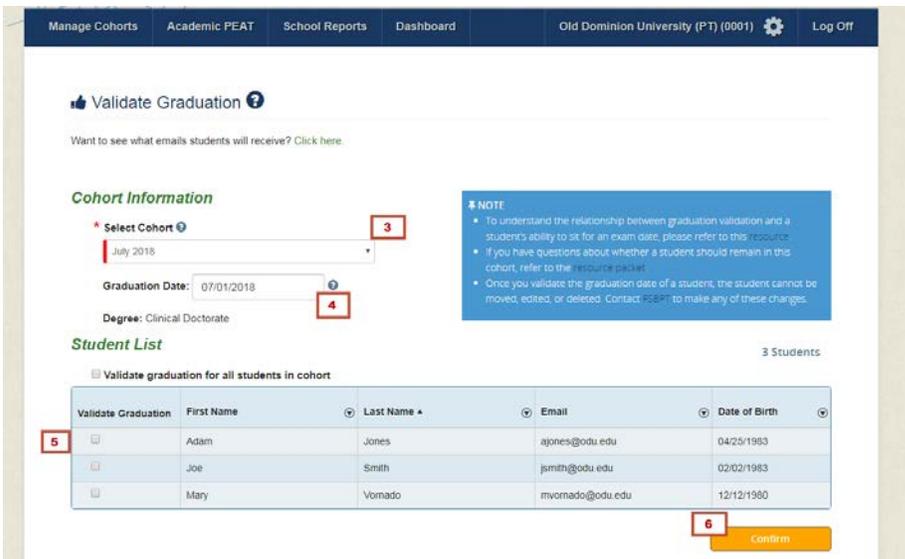


Step 1

Click on the “Manage Cohorts” Section in the Main Navigation

Step 2

Click on the “Validate Graduation” button on the “Manage Cohorts” page



Step 3

Select the cohort for which you are validating graduation

Step 4

Update Graduation Date

NOTE

Graduation date should be the specific date within the cohort graduation month that the majority of students complete the program.

Step 5

Review the Student List and click the checkbox in the Validate Graduation table column for each student for whom you want to validate graduation

NOTE

If validating ALL students in cohort, click the checkbox above the entire Student List table to select ALL students in the cohort

Step 6

Once you've made the student selections, click the “Confirm” button. You will then be taken to a confirmation page.

Step 7

Review the student list and click “Validate Students” to finalize

System Notes

- » Cohort’s graduation date must be within 150 days of current date in order to validate the graduation date of students
- » Must confirm the graduation date when validating the first student in the cohort
- » Graduation date can’t be updated after the first student has been validated

Enhancements to School Interface

1. The school name was moved into the menu bar and from here the cog can be selected to update the school profile. We have also added functionality to allow you to add additional people to receive the system generated email notifications.
2. The “Candidate Profile Completion Status Widget” shows any cohort that has a student in it who has not completed their profile yet. Those areas can be expanded to show the name of the student that still needs to complete their profile along with a link to re-send the profile completion emails to any students shown on the list.
3. The “Graduation Validation Status Widget” shows cohorts that have students associated to them who have not had their graduation date validated. These expand in the same manner as the profile widget. This is helpful to the user as it’s a quick at a glance area to see the remaining students left to validate (these students can’t register for their exam until they’re validated). In addition, you can click on the “Validate” link to complete the validation process for these students.

Manage Cohorts Academic PEAT School Reports California State University, Fresno (PT) (0501) Log Off

1

Important

- FSBPT updates student data eight times a year, following each NPTE administration.

Next 2 Test Dates	4/8/2015	4/29/2015
Deadline for Student List Corrections	4/14/2015	5/5/2015
Reports Updated (Target Date)	5/4/2015	5/26/2015

- View a brief presentation about the website and reports.

Candidate Profile Completion Status

Need to Complete Profile | Total Students

May 2018 Cohort 30 | 31

- SUNETH ATTYGALLE
- KAYLA BRASS
- STEVEN CABRALES
- JOHN CARDINALE
- KATELYN CARTWRIGHT
- ASHLEY CHRISTIANSEN
- CAROLYN COLLINS
- MFGAN COMPARAN

CONTACT INFORMATION

Phone Number: 626-815-6020

Fax Number: 626-815-5017

Email Notifications

Please add your points of contact and select the notifications to be received by each.

Email Address	Role	Cohort Creation Email	Validation Alert	Validation Reminder	Delete
sshore@apu.edu	Program Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

+ Add Email Recipient **1**

Save Changes

School Reports

Report Type	Year Range
★ Free Basic Pass Rate Report	2015 - 2017
Free Basic Pass Rate Report	2014 - 2016

Enhancements to School Interface

- 4. Information indicating if the student completed their profile was added to the "Manage Cohorts and Students" page.
- 5. You can now see the cohort details for the past five years on the "Validate Graduation" page.

Step 2: Manage Cohorts and Students

Want to see what emails students will receive? [Click here.](#)

Cohort Information

* Select Cohort 
 

* Number of Students Degree: Clinical Doctorate

Add Student to Cohort

Indicates required fields

* First Name

* Last Name

* Email

Date of Birth ADD 

Student List

1 Student

First Name	Last Name ▲	Email	Date of Birth	Edit	Delete	Profile Completed?	Graduation Validated?
June	Smith	smith@email.com	02/02/1983			No	No

4

Save Progress Submit and Send Emails