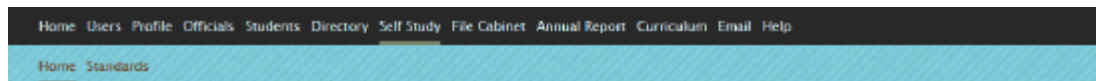


CAATE Self Study Submission

Screenshots for submission

The program director and program officials will make all submission decisions on the self study **Home** page. Depending on their roles, users will have slightly different views.



PROGRAM DIRECTOR

Go to **Self Study>Home** page, where a submit button appears when all standards are marked **Ready for Submission**.

Click **Submit Self Study for Signoff**.

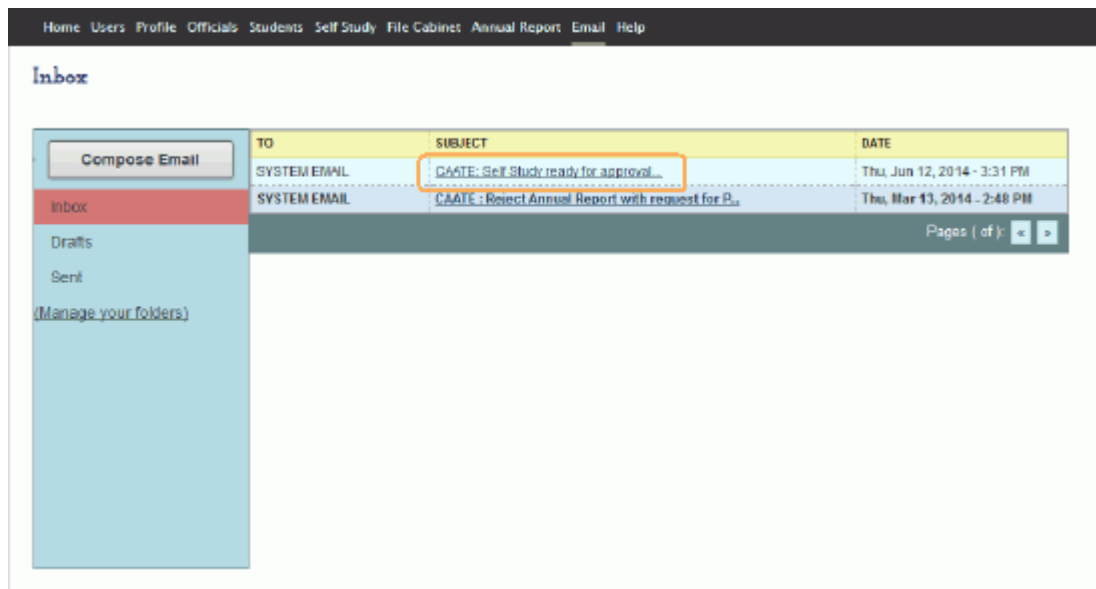
Self Study Summary

STATUS	NUMBER OF STANDARDS
Not Started	0/109
In Progress	0/109
Ready for Submission	109/109
Ready for Program Director Review	0/109
Need Additional Information	0/109

All the standards are in 'Ready for Submission' status. Click on the button to submit Self Study for Signoff.



All reviewers receive a system email telling them that the self study is ready for approval.



CHAIR/DEPARTMENT
HEAD, DEAN, PROVOST &
PRESIDENT/CEO

Receive system email
**CAATE: Self Study
ready for approval.** Go
to **Self Study**.

To view program
responses to CAATE
standards, on Self
Study>Standards page,
click the standard
number.

On the **Standard** detail
page, read responses
to all standards.

All reviewers see a check box to indicate that the review is complete.

CHAIR/DEPARTMENT
HEAD, DEAN, PROVOST AND
PRESIDENT/CEO

Self Study Summary

STATUS	
Not Started	
In Progress	0/100
Ready for Submission	0/100
Ready for Program Director Review	0/100
Need Additional Information	0/100

The Self Study Review for Signatures is complete.

Click check box to open comment box & submit buttons.

On **Self Study>Home** page, click check box saying review is complete.

Only the chair and the dean can send the self study back for review. After clicking the check box (above), they will see a **Send for Modification** button.

Home Users Profile Officials Students Directory Self Study Assessment File Cabinet Annual Rpt Email Help

Home Standards

Self Study Summary

Status	Number of standards
Not Started	0/110
In Progress	0/110
Ready for Submission	110/110
Ready for Program Director Review	0/110

The Self Study Review for Signature is complete.

Please click **Send for Modification** button in case of any discrepancy to send the Self Study back to the Director for changes after you have completed your review.

Send back to Program Director to make changes

Approve Self Study with your electronic signature

Words: 1 Words, 0 Characters. Limit: undefined

CHAIR/DEPARTMENT HEAD
OR DEAN

A text box will open where you can enter comments. Select one of two options.

Click **Send for Modification** button to return to program director, who can make any suggested changes.

Click **Approve Self Study** button to approve with electronic signature.

The Provost and President/CEO will see a button to approve.

Home Users Profile Officials Students Directory Self Study File Cabinet Annual Rpt Email Help

Home Standards

Self Study Summary

Status	Number of standards
Not Started	0/110
In Progress	0/110
Ready for Submission	110/110
Ready for Program Director Review	0/110

The Self Study Review for Signature is complete.

Please review the Self Study thoroughly and sign off.

Provost and President/CEO will have an option to approve only.

Words: 1 Words, 0 Characters, Limit: undefined

Approve Self Study

PROVOST &
PRESIDENT/CEO

A text box will open where you can enter comments.

Click **Approve Self Study** button to approve with electronic signature.

The last step, submitting to CAATE, belongs to the program director.

The screenshot shows a web interface with a navigation bar at the top containing links: Home, Users, Profile, Officials, Students, Directory, Self Study, File Cabinet, Annual Report, Curriculum, Email, Help. Below the navigation bar is a sub-header with 'Home' and 'Standards'. The main content area is titled 'Self Study Summary' and contains a table with the following data:

STATUS	NUMBER OF STANDARDS
Not Started	0/100
In Progress	0/100
Ready for Submission	0/100
Ready for Program Director Review	0/100
Need Additional Information	0/100

An orange box highlights the text 'Program director submits to CAATE.' with an arrow pointing to a grey button labeled 'SUBMIT TO CAATE'. Below the table, there is a small instruction: 'Click on the "Submit to CAATE" button to submit the Self Study to the Agency.'

PROGRAM DIRECTOR

Receive system email
CAATE: Self Study ready for approval.

Go to **Self Study>Home** page.

Click **Submit to CAATE** button.