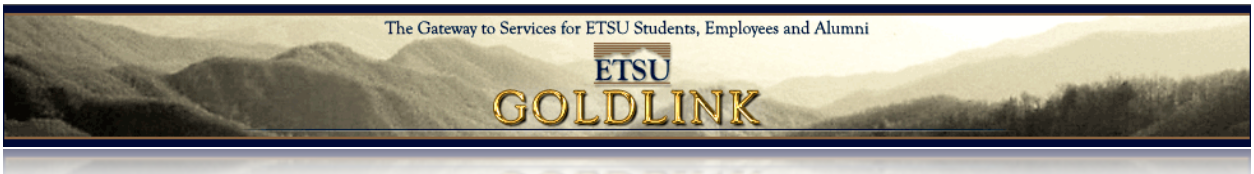

How to Perform Degree Evaluations using **C**urriculum **A**dvising and **P**rogram **P**lanning

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*Before you begin, it is important to remember that CAPP Degree Evaluation is **NOT** an official evaluation. Final approval for graduation is required by the student's department and the Office of Graduation. Furthermore, CAPP Degree Evaluation does **NOT** replace regular academic advising.*

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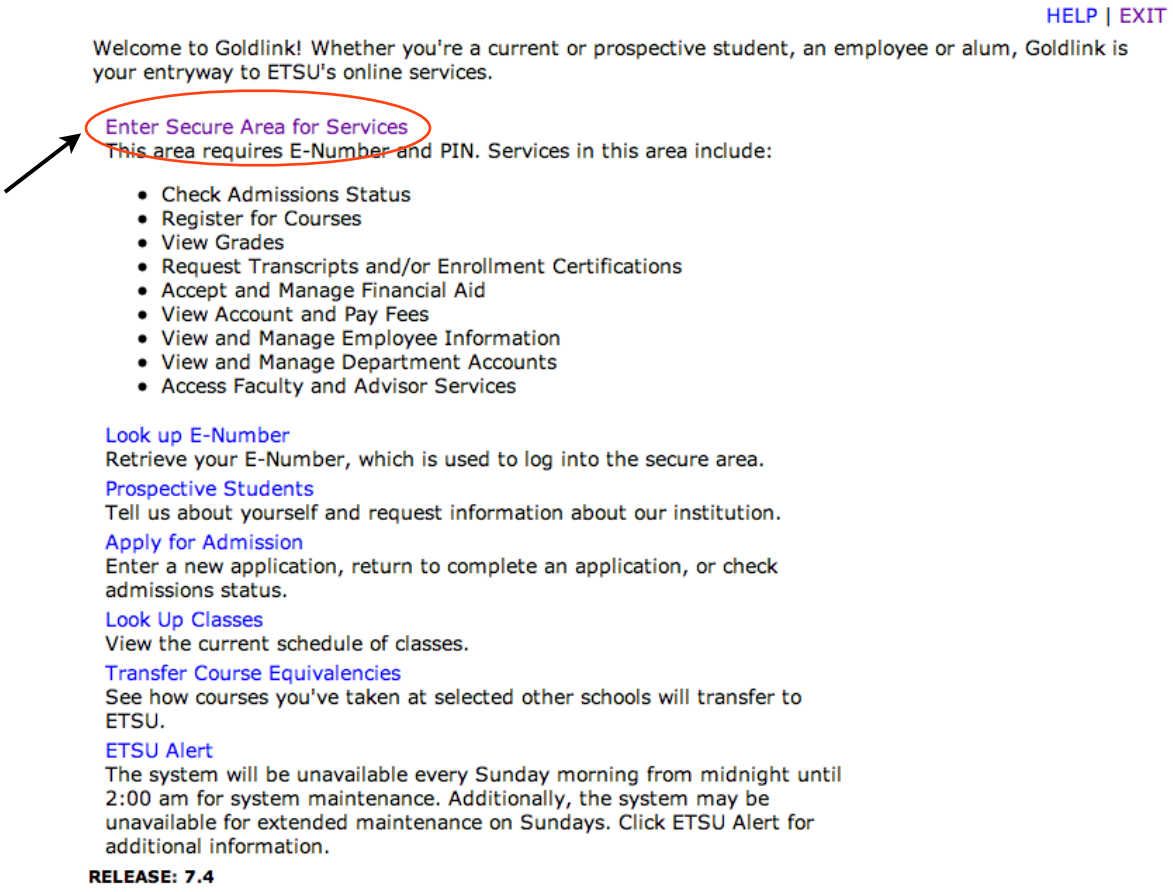
I. Getting Started in CAPP Return to Table of Contents

A. Logging into GoldLink

1. *Enter Secure Area for Services*

a) The first step in completing a degree evaluation in CAPP is to login to your GoldLink account. Click 'Enter Secure Area for Services'. (See **Figure 1.1** below)

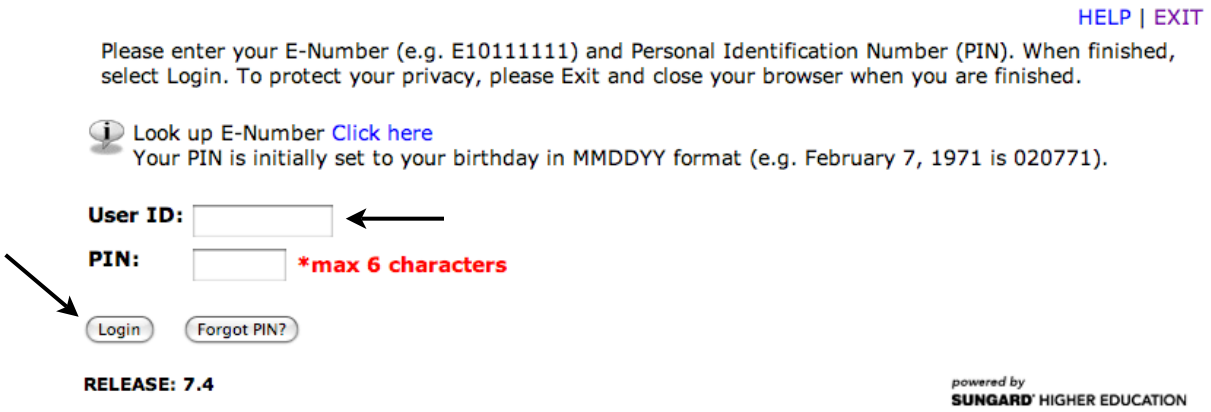
Figure 1.1. GoldLink Homepage



2. *Enter User ID and PIN* Return to Table of Contents

a) On the following screen, you will be prompted to enter your unique E-Number and PIN. Once you have entered your information correctly, click '**Login**' to go to the GoldLink Main Menu page. (See **Figure 1.2** below)

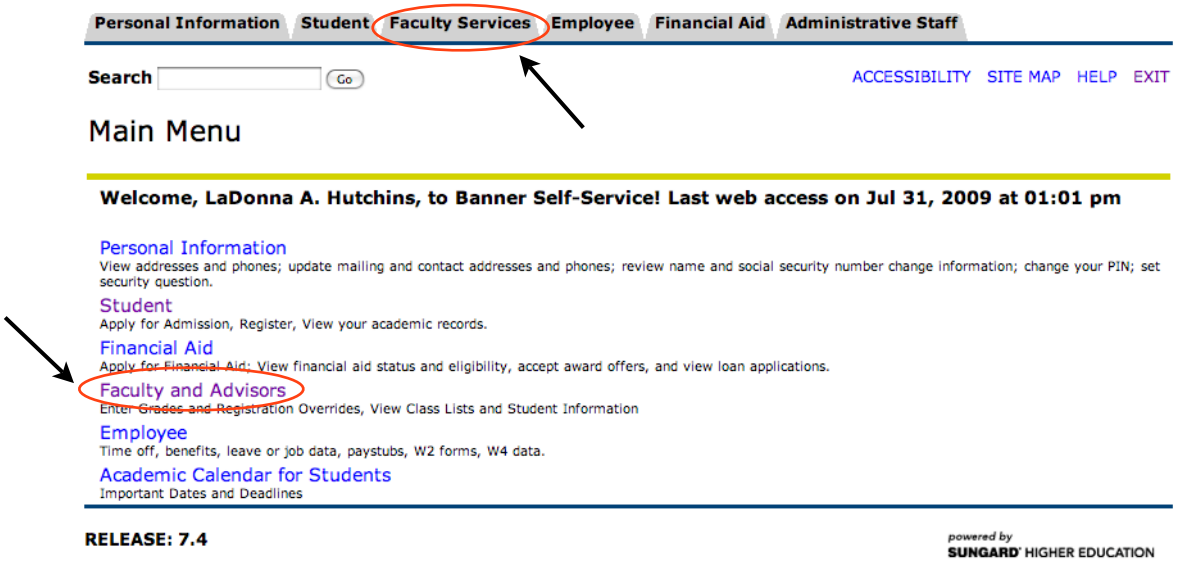
Figure 1.2. Logging into GoldLink



B. Locating the Degree Evaluation Page Return to Table of Contents

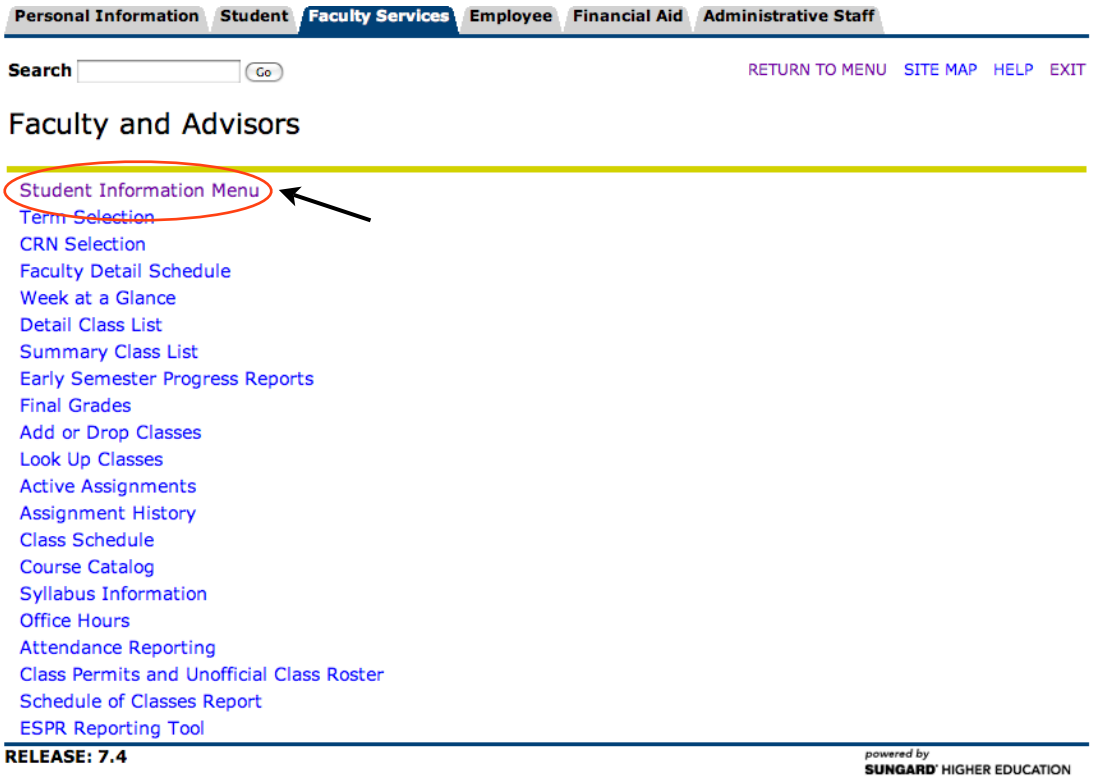
1. *Main Menu*
   a) After logging into GoldLink, you will be taken to the '**Main Menu**'. Continue to the '**Faculty and Advisors**' main menu page by selecting the '**Faculty Services**' tab, or clicking '**Faculty and Advisors**' under '**Main Menu**'. (See **Figure 1.3** below)

Figure 1.3. Main Menu



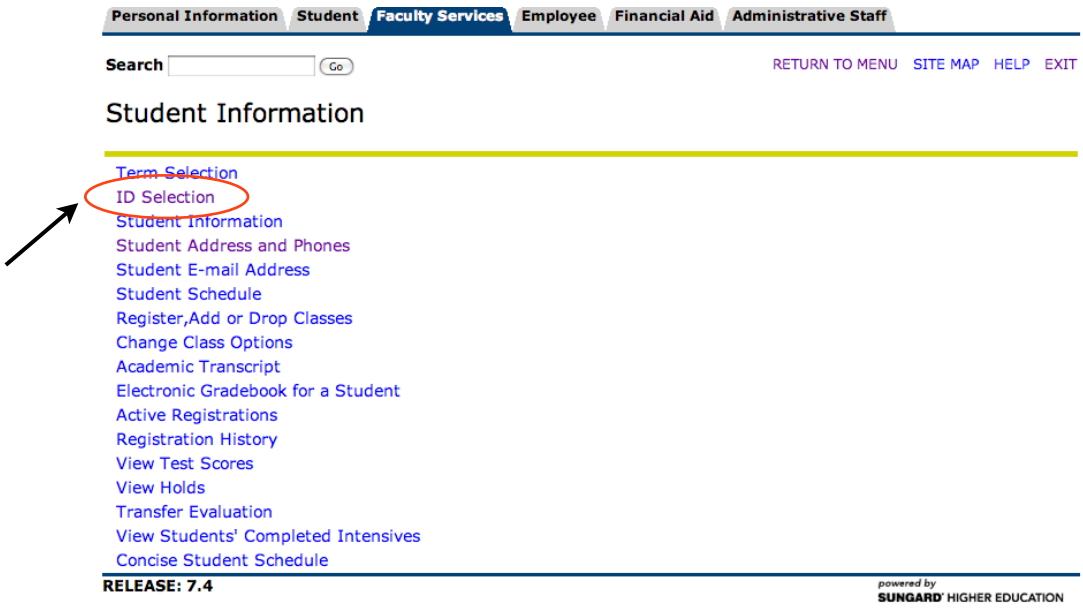
2. *Faculty and Advisors Main Menu* Return to Table of Contents
   a) Notice that the '**Faculty Services**' tab is now selected. To continue, click '**Student Information Menu**' at the top of the list. (See **Figure 1.4** below)

Figure 1.4. Faculty and Advisors Main Menu



3. *Student Information Menu* Return to Table of Contents
   a) Selecting a Student to Evaluate.
      (1) Click '**ID Selection**' from the menu options under '**Student Information**'. (See **Figure 1.5** below)

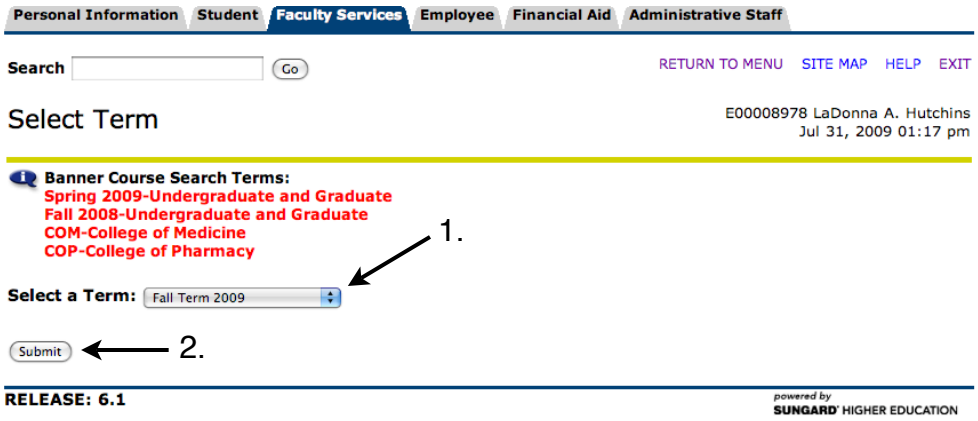
Figure 1.5. Student Information Menu



(2) *Term Selection* Return to Table of Contents

(a) Upon clicking '**ID Selection**', you will be directed to the '**Select Term**' page. Select the appropriate term from the drop down menu, and click '**Submit**' to continue to the '**ID Selection**' page. (See **Figure 1.6** below)

Figure 1.6. Select Term

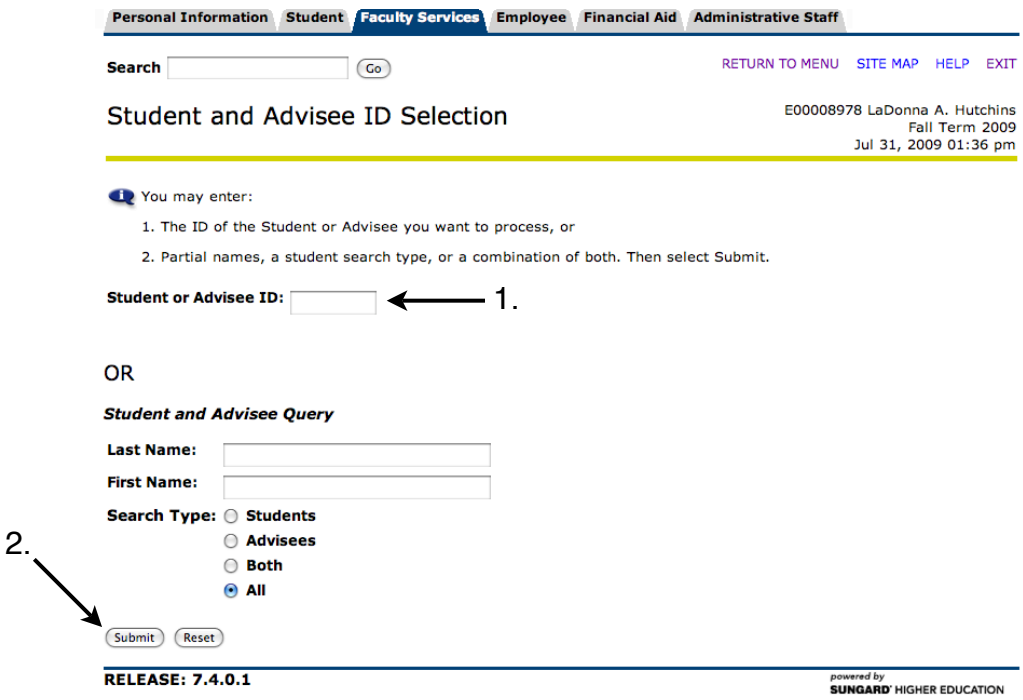


(3) *Student Selection* Return to Table of Contents

(a) Enter Student ID

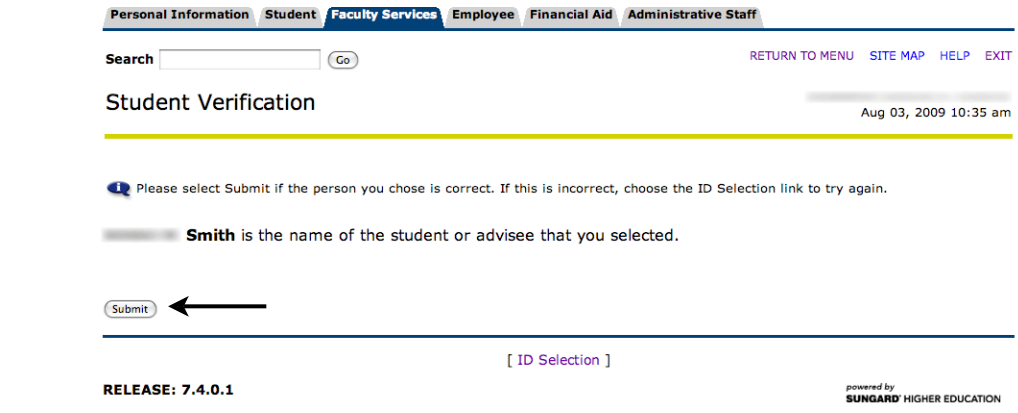
i) If you know the student ID number of whom you wish to evaluate, enter it here. Then click '**Submit**'. (See **Figure 1.7** below)

Figure 1.7. Enter Student ID



(b) Verify that the student you have chosen is correct, and click '**Submit**'. (See **Figure 1.8** below)

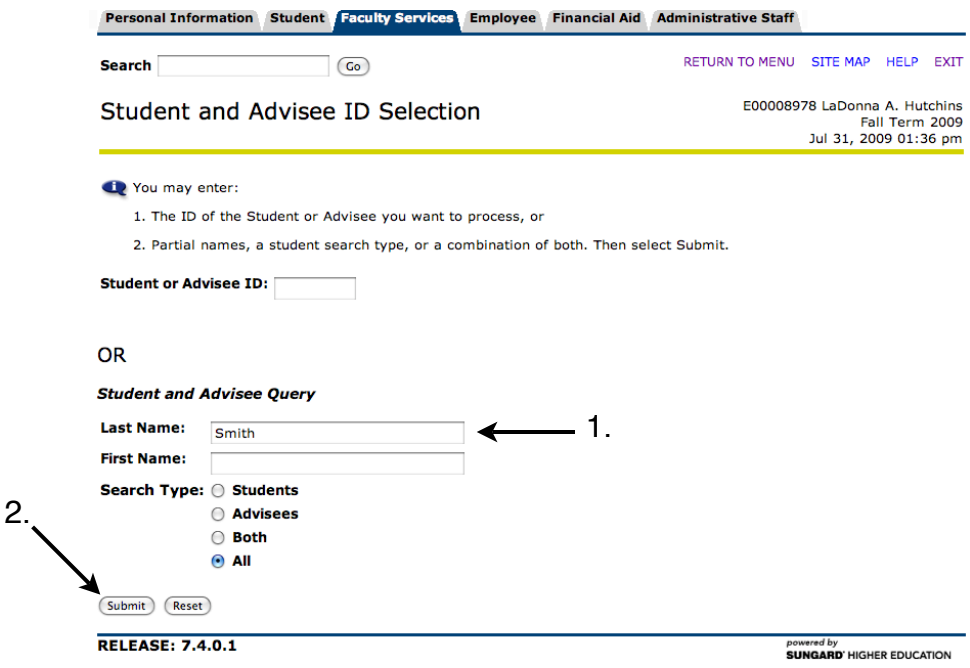
Figure 1.8. Student Verification



(c) Search by Name

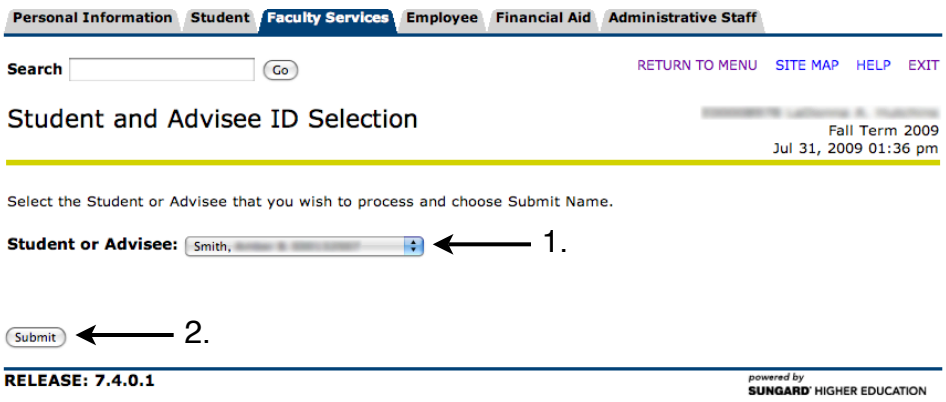
i) If you do not know the student ID number of whom you wish to evaluate, you may search for students by name. (See **Figure 1.9** below)

Figure 1.9. ID Selection



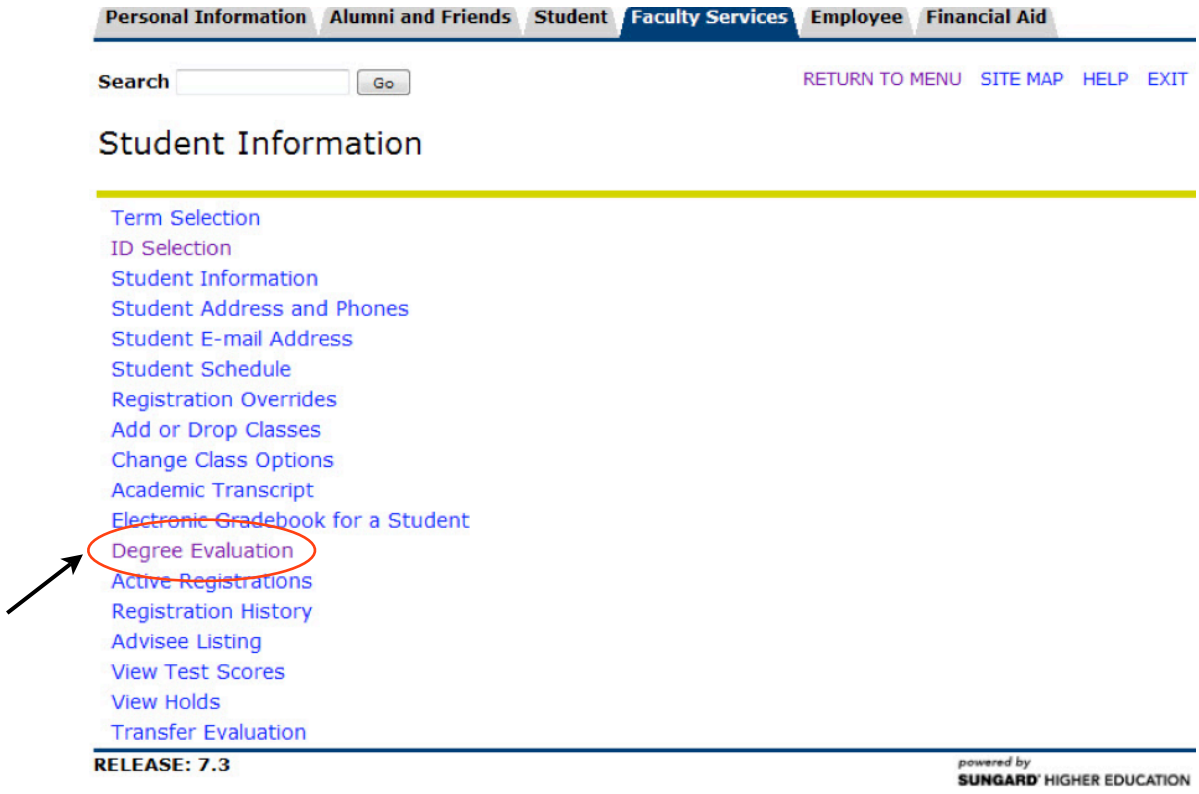
ii) Select a student from the list of names, and then click '**Submit**' to return to the '**Student Information Menu**'. (See **Figure 1.10** below)

Figure 1.10. Student Search Results



4. Degree Evaluation Page Return to Table of Contents
   a) Click '**Degree Evaluation**' from the list of menu options under '**Student Information**'. (See **Figure 1.11** below)

Figure 1.11. Locating the Degree Evaluation Page



II. Types of Degree Evaluations Return to Table of Contents

A. Generate New Evaluation

1. To perform a new evaluation for the declared program of study, click '**Generate New Evaluation**' located at the bottom of the '**Degree Evaluation**' page. (See **Figure 2.1** below)

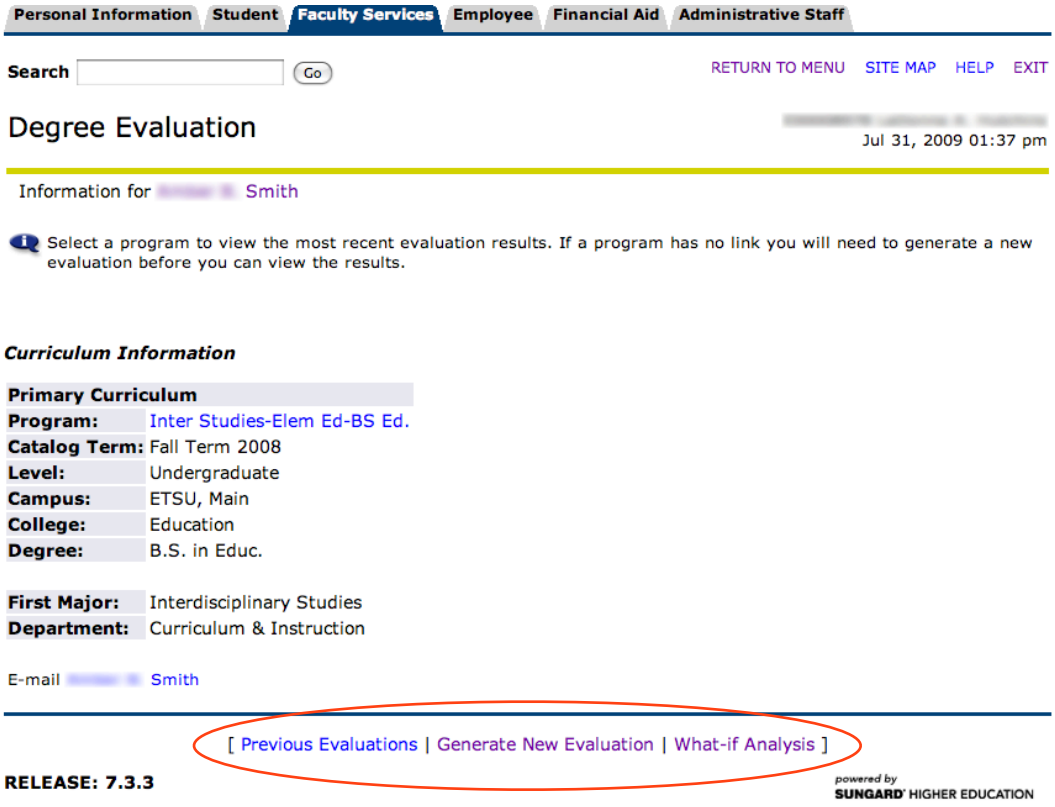
B. What-if Analysis

1. Click '**What-if Analysis**', also located at the bottom of the '**Degree Evaluation**' page, if you wish to perform an evaluation for an alternative program of study. (See **Figure 2.1** below)

C. Previous Evaluations

1. If you wish to view previously completed evaluations for the selected student, click '**Previous Evaluations**'. (See **Figure 2.1** below)

Figure 2.1. Types of Degree Evaluations



III. Generating a New Evaluation Return to Table of Contents

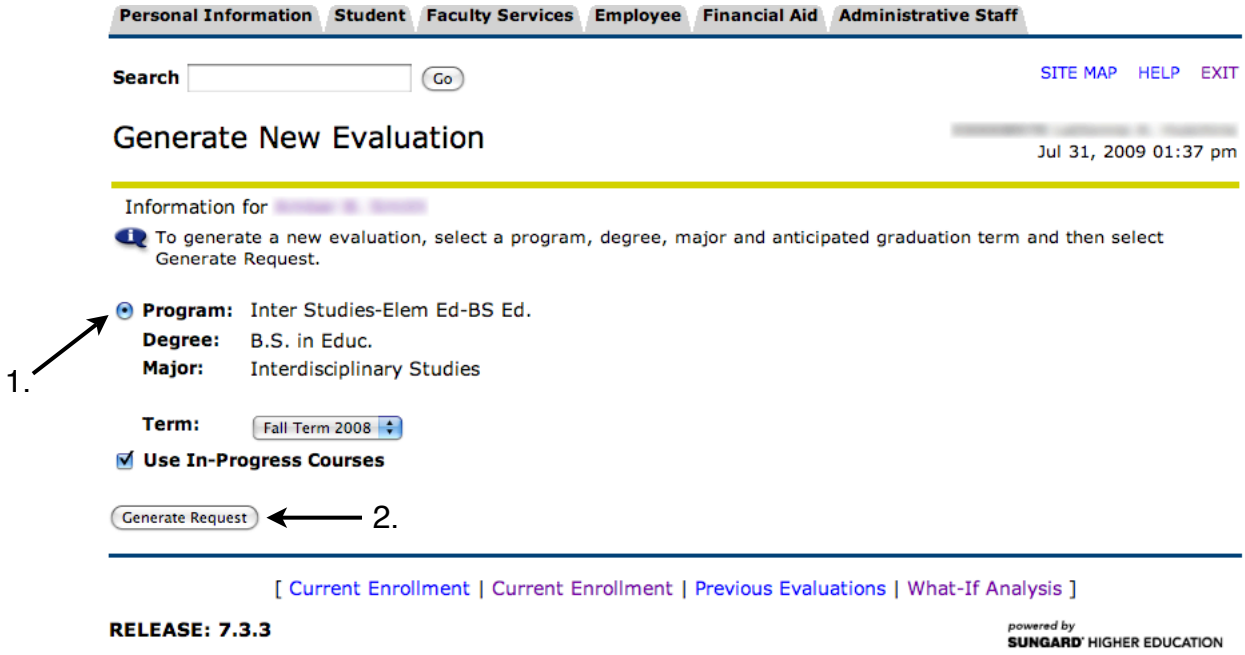
A. Select Program

1. Click the radio button to the left of '**Program**'. (See **Figure 3.1** below)
   a) ***NOTE:*** *If there is no radio button visible, you must perform a 'What-if Analysis'.*

B. Generate Request

1. Once you have chosen the program for which you wish to perform the evaluation, click '**Generate Request**'. (See **Figure 3.1** below)

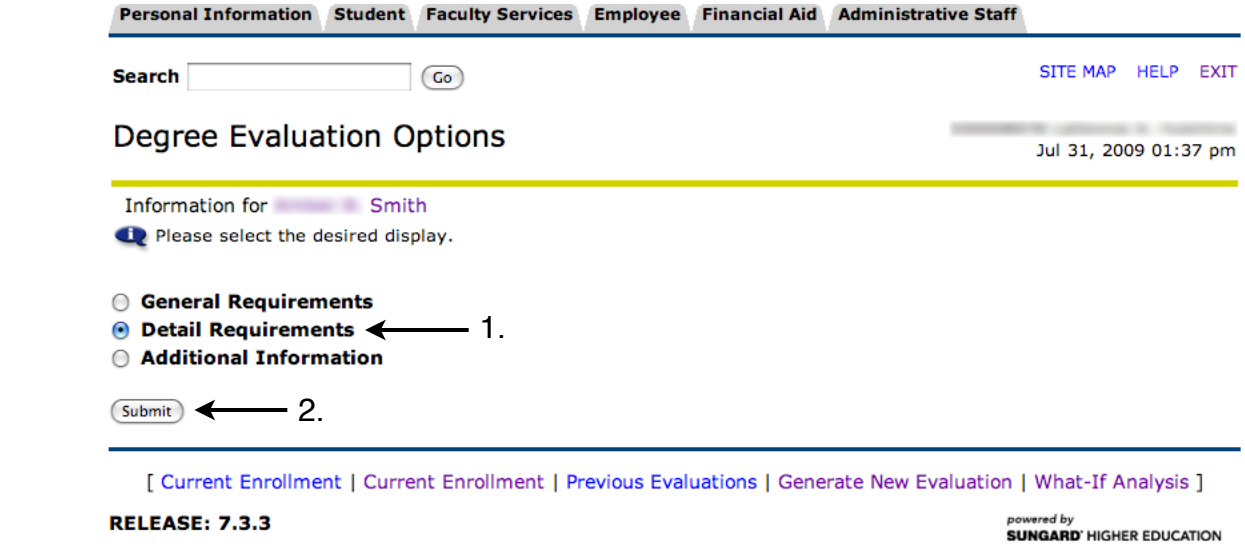
Figure 3.1. Generate Request



C. Degree Evaluation Options

1. Click the radio button to the left of '**Detail Requirements**', and then '**Submit**' the evaluation. (See **Figure 3.2** below)

Figure 3.2. Degree Evaluation Options



D. Viewing the Report

1. Now that you have submitted all the required information, you may view the unofficial program evaluation. From there you may view all the requirements of the chosen program of study, along with the student's progress toward satisfying those requirements.
   a) (*Example*: Smith)

IV. What-if Analysis Return to Table of Contents

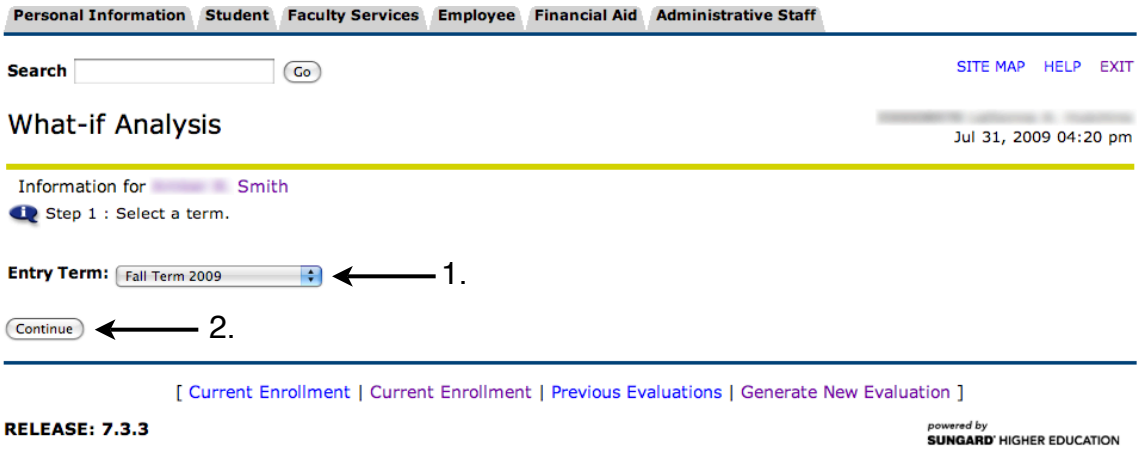
A. Beginning the Analysis

1. Following the steps explained in Section I, locate the '**Degree Evaluation**' page.
   a) Refer to **Figure 2.1** if necessary, and click '**What-if Analysis**' located at the bottom of the page.

B. Select Term

1. Select the appropriate term from the drop down menu. Then click '**Continue**'. (See **Figure 4.1** below)

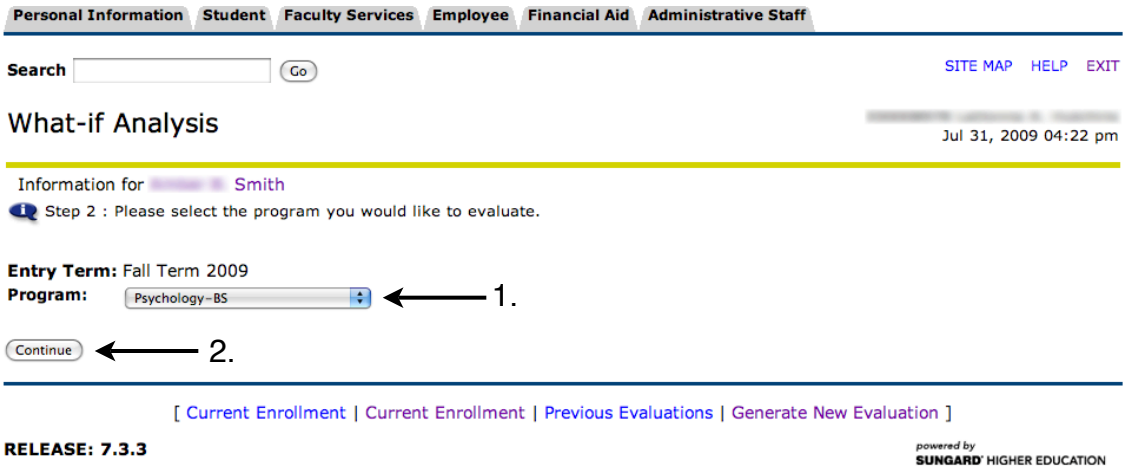
Figure 4.1. What-if Analysis - Select Term



C. Select Program of Study Return to Table of Contents

1. Once you have chosen the appropriate term, select the potential degree program, for which you wish to evaluate, from the drop down menu. Then click '**Continue**'. (See **Figure 4.2** below)

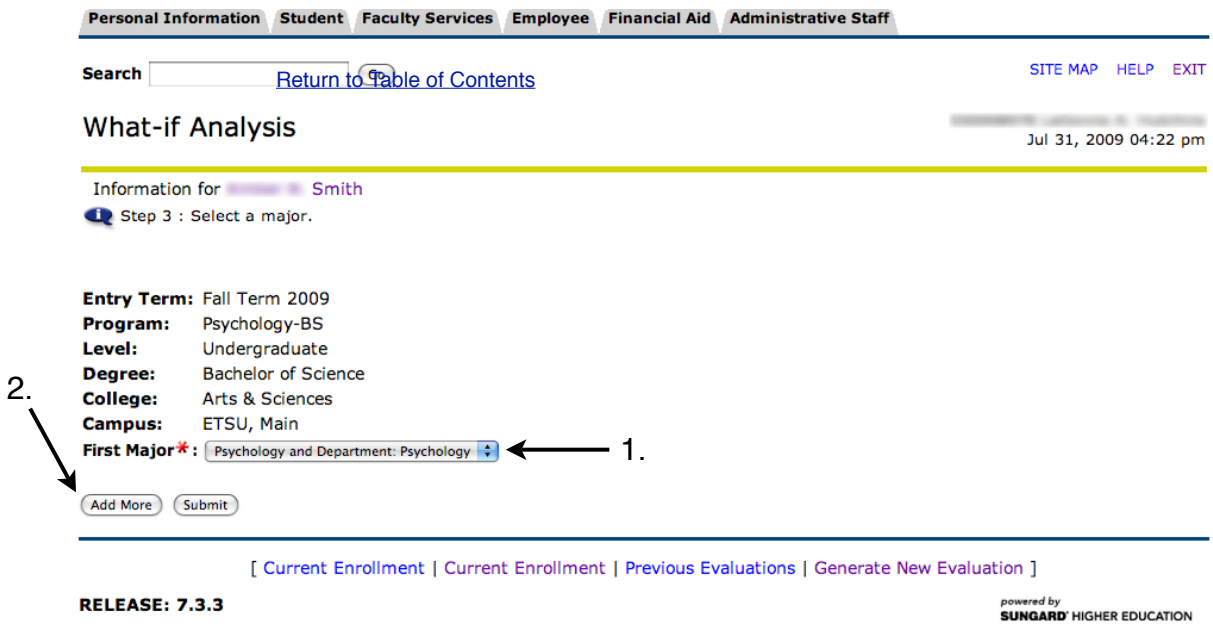
Figure 4.2. What-if Analysis - Select Program Return to Table of Contents



D. Selecting a Major Return to Table of Contents

1. Choose from one of the many majors offered at ETSU from the drop down menu next to '**First Major**'. Once you have chosen a major, click '**Add More**' to display a drop down menu containing a list of the available concentrations within that major. (See **Figure 4.3** below)

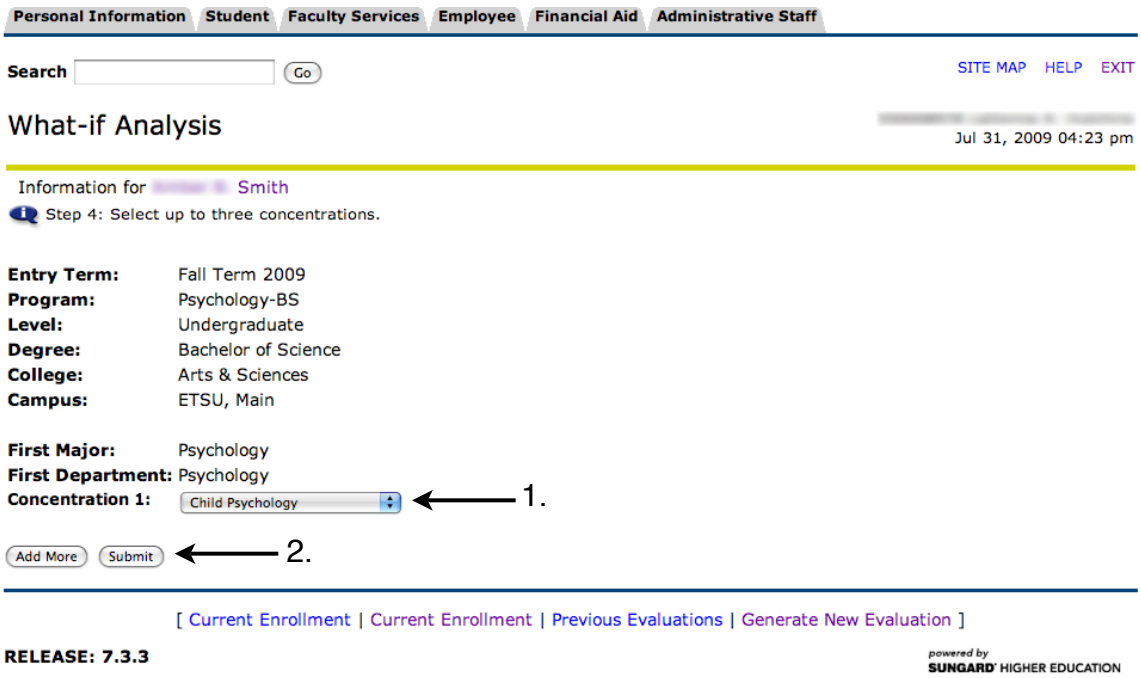
Figure 4.3. What-if Analysis - Select Major



E. Concentrations

1. Select a concentration from the drop down menu next to '**Concentration 1**'. If you would like to add a minor, continue with the following step. Otherwise, click '**Submit**'. (See **Figure 4.4** below)

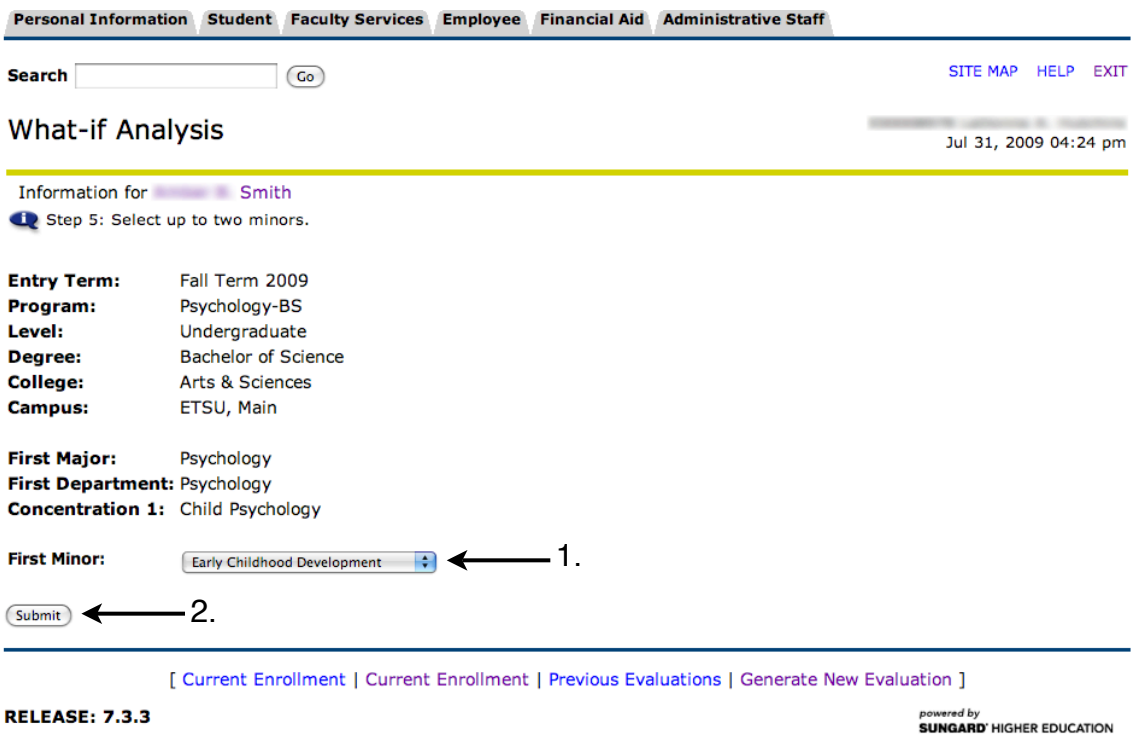
Figure 4.4. What-if Analysis - Select Concentration



F. Minors Return to Table of Contents

1. Evaluating for Minors
   a) If you would like to add a minor, click the '**Add More**' button again to display a drop down menu containing a list of available minors offered at ETSU.
2. Selecting a Minor
   a) Select a minor from the drop down menu. When you are finished, click '**Submit**'. (See **Figure 4.5** below)

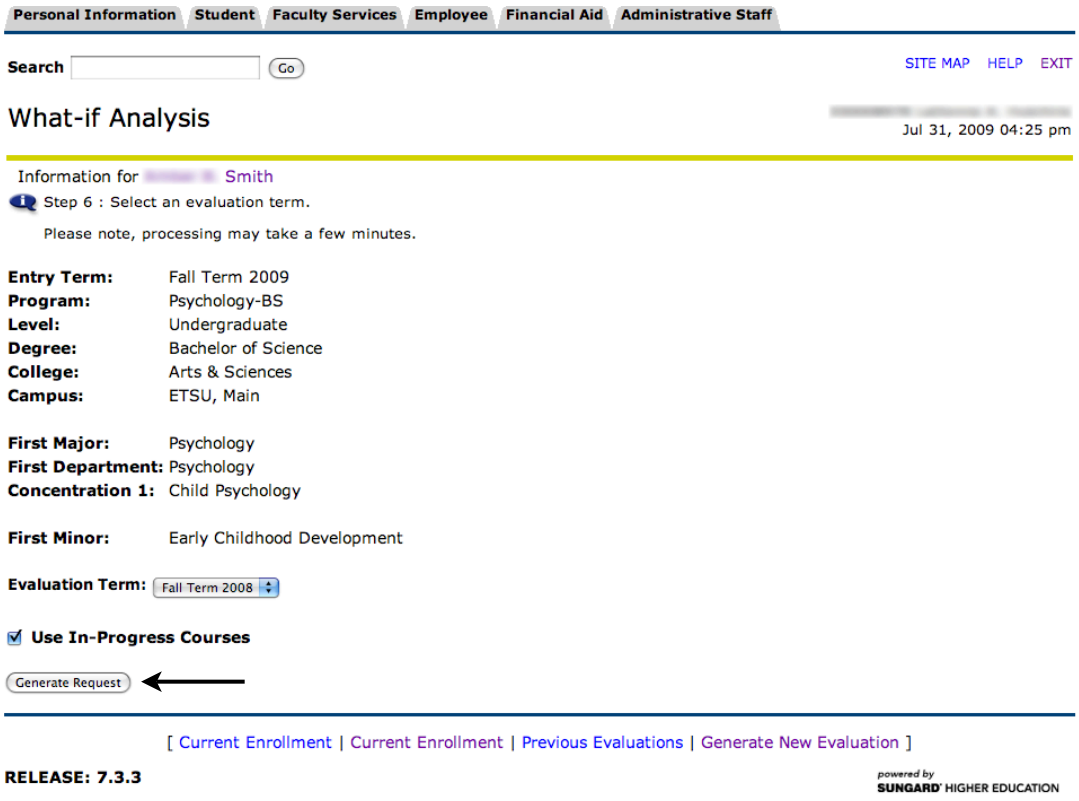
Figure 4.5. What-if Analysis - Add Minor



G. Review Return to Table of Contents

1. Once you have submitted the appropriate information, you will be directed to a review page where you can review the information you have entered. If you are satisfied with the information, click '**Generate Request**'. (See **Figure 4.6** below)

Figure 4.6. What-if Analysis - Review Page



H. Degree Evaluation Options

1. Once you have generated your request, you will be directed to the final page before you can view the report.
2. Click the radio button to the left of '**Detail Requirements**', and then '**Submit**' the evaluation. (Refer to **Figure 3.2** above)

I. Viewing the Report Return to Table of Contents

1. Now that you have submitted all the required information, you may view the unofficial program evaluation. From there you may view all the requirements of the chosen program of study, along with the student's progress toward satisfying those requirements.
   a) (Example: Smith)