



How to Perform Degree Evaluations using Curriculum Advising and Program Planning

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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Questions? Visit the CAPP [help](#) page, or contact our [CAPP Specialist](#).

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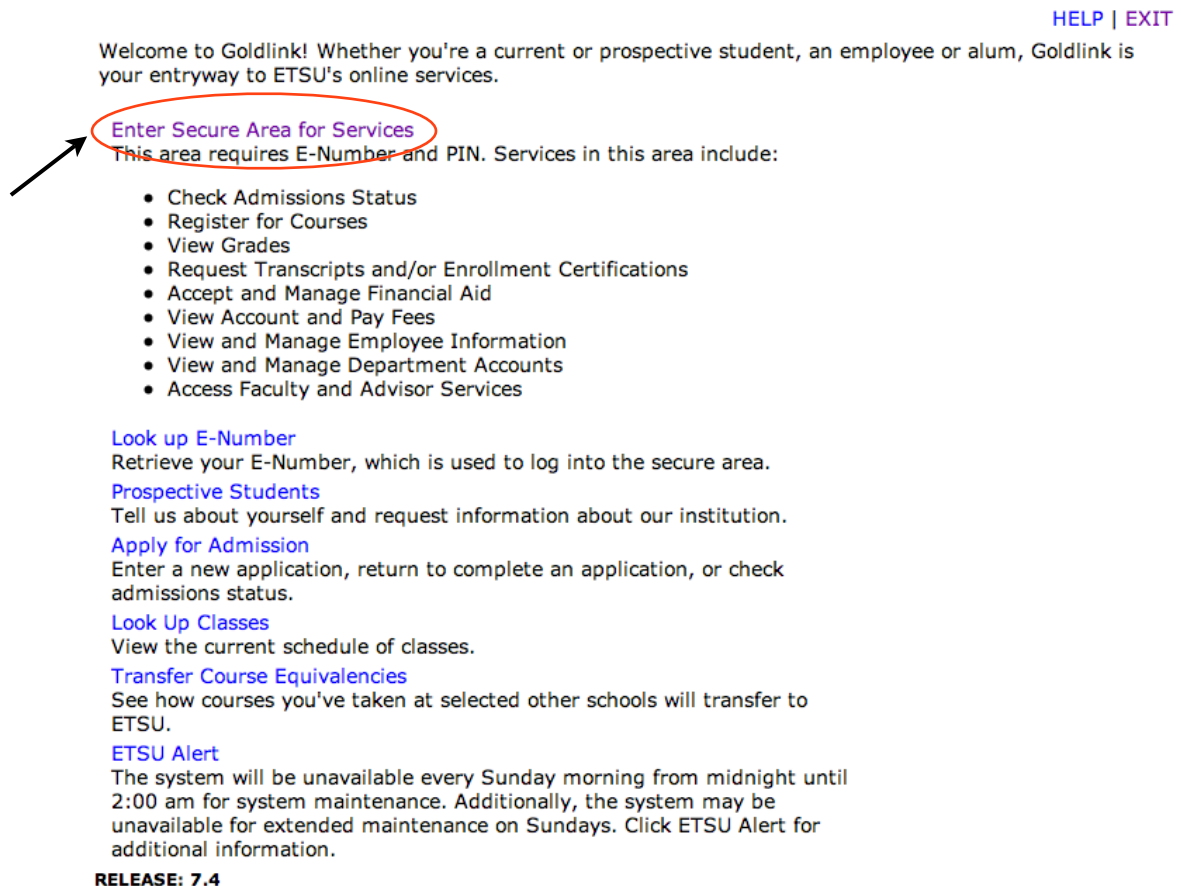
I. Getting Started in CAPP [Return to Table of Contents](#)

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

[HELP](#) | [EXIT](#)

Please enter your E-Number (e.g. E10111111) and Personal Identification Number (PIN). When finished, select Login. To protect your privacy, please Exit and close your browser when you are finished.

 Look up E-Number [Click here](#)
Your PIN is initially set to your birthday in MMDDYY format (e.g. February 7, 1971 is 020771).

User ID: ←

PIN: *max 6 characters

←

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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

Personal Information **Student** **Faculty Services** **Employee** **Financial Aid** **Administrative Staff**

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, LaDonna A. Hutchins, to Banner Self-Service! Last web access on Jul 31, 2009 at 01:01 pm

[Personal Information](#)
View addresses and phones; update mailing and contact addresses and phones; review name and social security number change information; change your PIN; set security question.

[Student](#)
Apply for Admission, Register, View your academic records.

[Financial Aid](#)
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

← [Faculty and Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Employee](#)
Time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

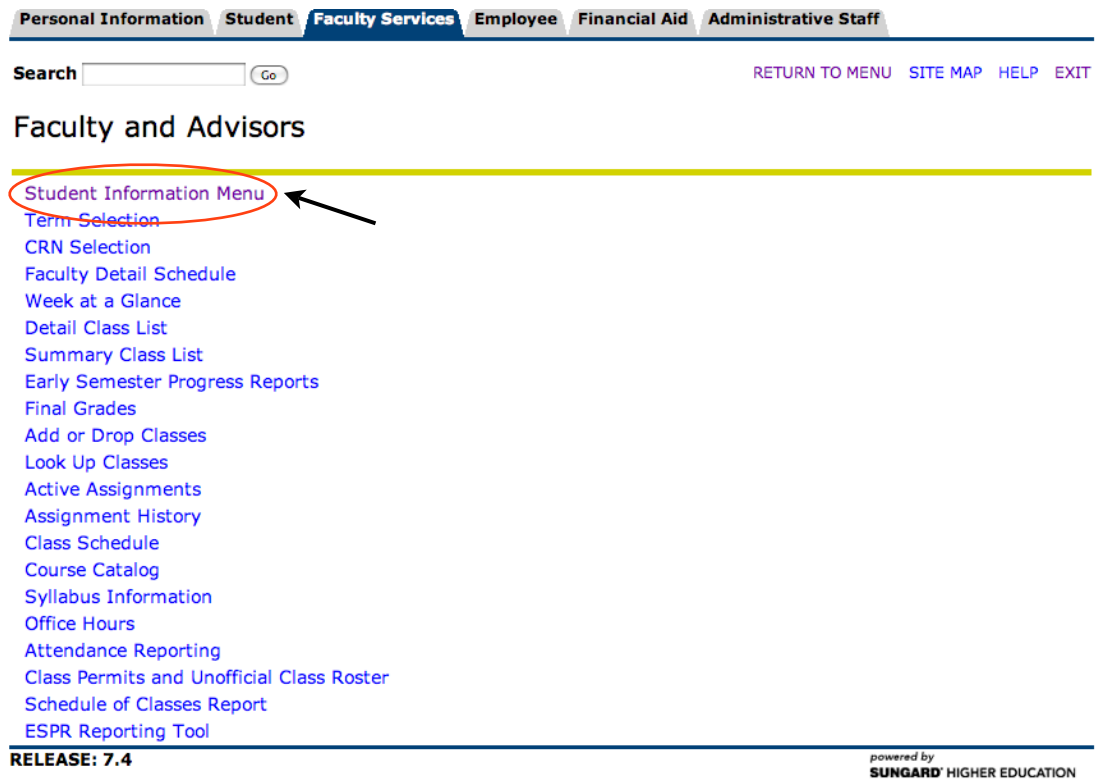
[Academic Calendar for Students](#)
Important Dates and Deadlines

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2. *Faculty and Advisors Main Menu* [Return to Table of Contents](#)

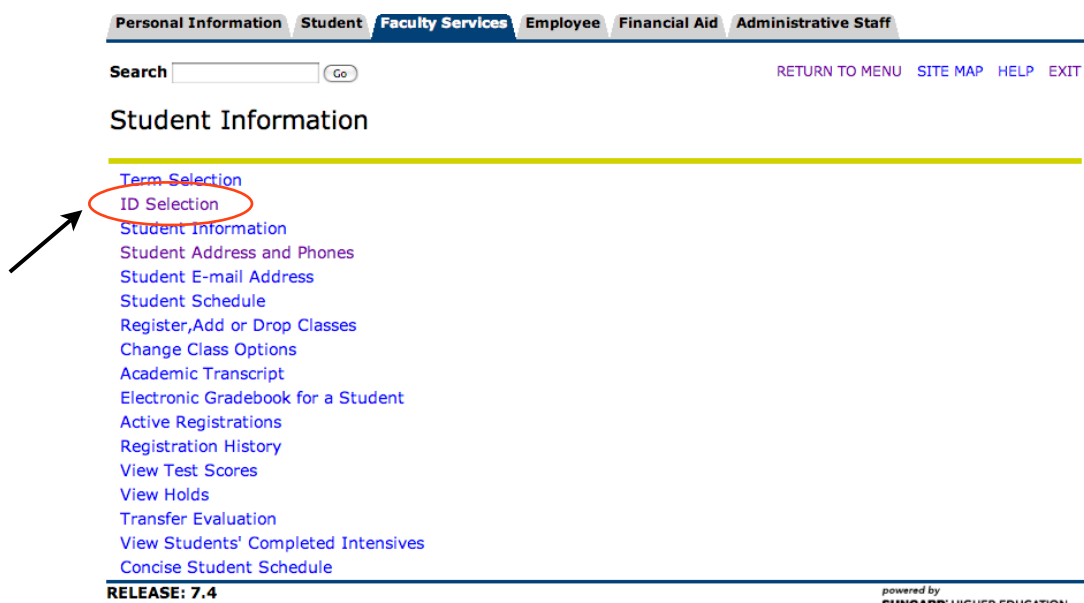
- a) Notice that the '**Faculty Services**' tab is now selected. To continue, click '**Student Information Menu**' at the top of the list. (See **Figure 1.4** below)

Figure 1.4. Faculty and Advisors Main Menu



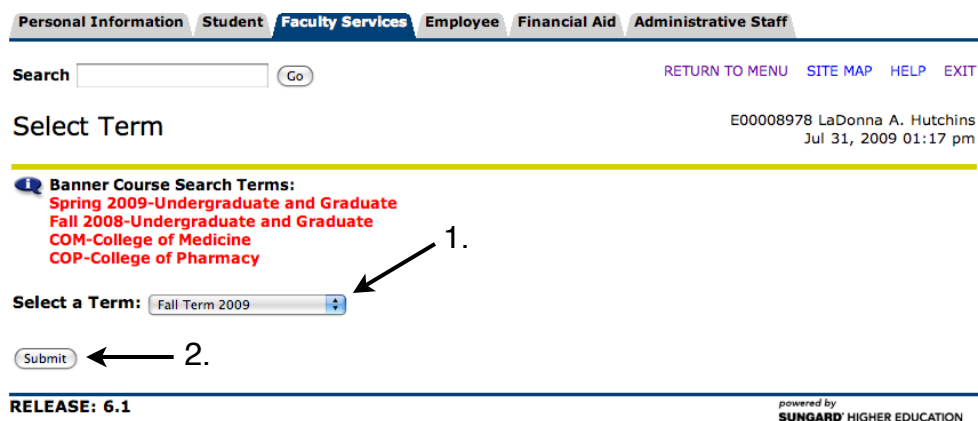
3. *Student Information Menu* [Return to Table of Contents](#)
 - a) Selecting a Student to Evaluate.
 - (1) Click '**ID Selection**' from the menu options under '**Student Information**'. (See **Figure 1.5** below)

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

Personal Information Student **Faculty Services** Employee Financial Aid Administrative Staff

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student and Advisee ID Selection E00008978 LaDonna A. Hutchins
Fall Term 2009
Jul 31, 2009 01:36 pm

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: ← 1.

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students
☐ Advisees
☐ Both
☒ All

2. Submit Reset

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

Figure 1.8. Student Verification

Personal Information Student **Faculty Services** Employee Financial Aid Administrative Staff

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Verification Aug 03, 2009 10:35 am

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Smith is the name of the student or advisee that you selected.

Submit ← [ID Selection]

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- (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

Personal Information Student **Faculty Services** Employee Financial Aid Administrative Staff

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student and Advisee ID Selection

E00008978 LaDonna A. Hutchins
Fall Term 2009
Jul 31, 2009 01:36 pm

i You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name: ← 1.

First Name:

Search Type: ☐ Students
☐ Advisees
☐ Both
☒ All

2.

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- 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

Personal Information Student **Faculty Services** Employee Financial Aid Administrative Staff

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student and Advisee ID Selection

E00008978 LaDonna A. Hutchins
Fall Term 2009
Jul 31, 2009 01:36 pm

Select the Student or Advisee that you wish to process and choose Submit Name.

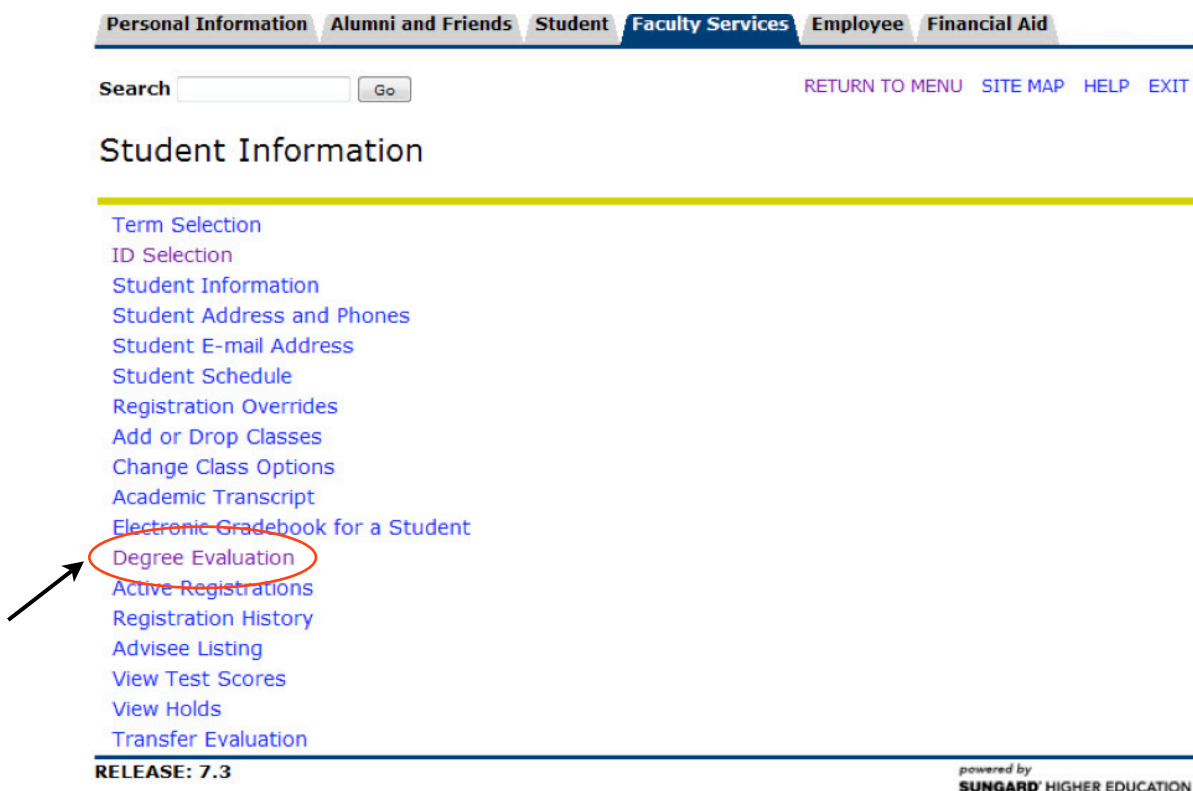
Student or Advisee: ← 1.

← 2.

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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


[Personal Information](#) [Student](#) [Faculty Services](#) [Employee](#) [Financial Aid](#) [Administrative Staff](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Degree Evaluation

Jul 31, 2009 01:37 pm

Information for [Smith](#)

 Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

Curriculum Information

Primary Curriculum	
Program:	Inter Studies-Elem Ed-BS Ed.
Catalog Term:	Fall Term 2008
Level:	Undergraduate
Campus:	ETSU, Main
College:	Education
Degree:	B.S. in Educ.
First Major:	Interdisciplinary Studies
Department:	Curriculum & Instruction

E-mail [Smith](#)

[[Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#)]

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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

The screenshot shows the 'Generate New Evaluation' page. At the top, there is a navigation bar with tabs: Personal Information, Student, Faculty Services, Employee, Financial Aid, and Administrative Staff. Below the navigation bar is a search bar with a 'Go' button and links for SITE MAP, HELP, and EXIT. The main heading is 'Generate New Evaluation' with a timestamp 'Jul 31, 2009 01:37 pm'. A yellow horizontal line separates the header from the content area. The content area starts with 'Information for [redacted] Smith'. Below this is an information icon and a message: 'To generate a new evaluation, select a program, degree, major and anticipated graduation term and then select Generate Request.' The form fields are: Program: Inter Studies-Elem Ed-BS Ed. (selected with a radio button), Degree: B.S. in Educ., Major: Interdisciplinary Studies, and Term: Fall Term 2008 (dropdown menu). There is a checked checkbox for 'Use In-Progress Courses'. At the bottom of the form is a 'Generate Request' button. An arrow labeled '1.' points to the radio button for the Program field. Another arrow labeled '2.' points to the 'Generate Request' button. Below the form is a navigation bar with links: [Current Enrollment | Current Enrollment | Previous Evaluations | What-If Analysis]. At the bottom, it says 'RELEASE: 7.3.3' and 'powered by SUNGARD HIGHER EDUCATION'.

1. →

2. ←

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

The screenshot shows the 'Degree Evaluation Options' page. At the top, there is a navigation bar with tabs: Personal Information, Student, Faculty Services, Employee, Financial Aid, and Administrative Staff. Below the navigation bar is a search bar with a 'Go' button and links for SITE MAP, HELP, and EXIT. The main heading is 'Degree Evaluation Options' with a timestamp 'Jul 31, 2009 01:37 pm'. A yellow horizontal line separates the header from the content area. The content area starts with 'Information for [redacted] Smith'. Below this is an information icon and a message: 'Please select the desired display.' The form fields are: General Requirements (radio button), Detail Requirements (radio button, selected), and Additional Information (radio button). At the bottom of the form is a 'Submit' button. An arrow labeled '1.' points to the radio button for the Detail Requirements field. Another arrow labeled '2.' points to the 'Submit' button. Below the form is a navigation bar with links: [Current Enrollment | Current Enrollment | Previous Evaluations | Generate New Evaluation | What-If Analysis]. At the bottom, it says 'RELEASE: 7.3.3' and 'powered by SUNGARD HIGHER EDUCATION'.

1. ←

2. ←

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

The screenshot displays the 'What-if Analysis' web interface. At the top, there is a navigation bar with tabs: 'Personal Information', 'Student', 'Faculty Services', 'Employee', 'Financial Aid', and 'Administrative Staff'. Below this is a search bar with a 'Go' button and links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'What-if Analysis' with a timestamp 'Jul 31, 2009 04:20 pm'. Below the heading, it says 'Information for [Smith](#)'. A message icon indicates 'Step 1 : Select a term.' The 'Entry Term' is set to 'Fall Term 2009' in a dropdown menu, with an arrow pointing to it labeled '1.'. Below the dropdown is a 'Continue' button, with an arrow pointing to it labeled '2.'. At the bottom, there are links: '[[Current Enrollment](#) | [Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#)]'. The footer includes 'RELEASE: 7.3.3' and 'powered by SUNGARD HIGHER EDUCATION'.

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](#)

Personal Information Student Faculty Services Employee Financial Aid Administrative Staff

Search Go SITE MAP HELP EXIT

What-if Analysis

Information for **Smith**

Step 2 : Please select the program you would like to evaluate.

Entry Term: Fall Term 2009

Program: ← 1.

← 2.

[[Current Enrollment](#) | [Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#)]

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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

Personal Information Student Faculty Services Employee Financial Aid Administrative Staff

Search [Return to Table of Contents](#) SITE MAP HELP EXIT

What-if Analysis

Information for **Smith**

Step 3 : Select a major.

Entry Term: Fall Term 2009

Program: Psychology-BS

Level: Undergraduate

Degree: Bachelor of Science

College: Arts & Sciences

Campus: ETSU, Main

First Major*: ← 1.

2. →

[[Current Enrollment](#) | [Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#)]

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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

Personal Information **Student** **Faculty Services** **Employee** **Financial Aid** **Administrative Staff**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

What-if Analysis

Information for **Smith**

Step 4: Select up to three concentrations.

Entry Term: Fall Term 2009
Program: Psychology-BS
Level: Undergraduate
Degree: Bachelor of Science
College: Arts & Sciences
Campus: ETSU, Main

First Major: Psychology
First Department: Psychology
Concentration 1: ← 1.

← 2.

[[Current Enrollment](#) | [Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#)]

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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

Personal Information Student Faculty Services Employee Financial Aid Administrative Staff

Search Go SITE MAP HELP EXIT

What-if Analysis

Information for **Smith**

Step 5: Select up to two minors.

Entry Term: Fall Term 2009
Program: Psychology-BS
Level: Undergraduate
Degree: Bachelor of Science
College: Arts & Sciences
Campus: ETSU, Main

First Major: Psychology
First Department: Psychology
Concentration 1: Child Psychology

First Minor: ← 1.

← 2.

[[Current Enrollment](#) | [Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#)]

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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

[Personal Information](#) [Student](#) [Faculty Services](#) [Employee](#) [Financial Aid](#) [Administrative Staff](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

What-if Analysis

Jul 31, 2009 04:25 pm

Information for **Smith**

Step 6 : Select an evaluation term.

Please note, processing may take a few minutes.

Entry Term: Fall Term 2009
Program: Psychology-BS
Level: Undergraduate
Degree: Bachelor of Science
College: Arts & Sciences
Campus: ETSU, Main

First Major: Psychology
First Department: Psychology
Concentration 1: Child Psychology

First Minor: Early Childhood Development

Evaluation Term:

☒ **Use In-Progress Courses**

[[Current Enrollment](#) | [Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#)]

RELEASE: 7.3.3

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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](#))