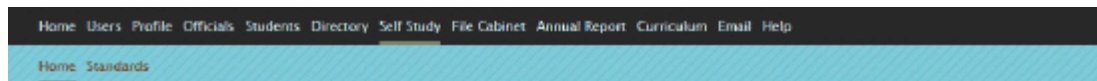


# CAATE Self Study Submission

## 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**.

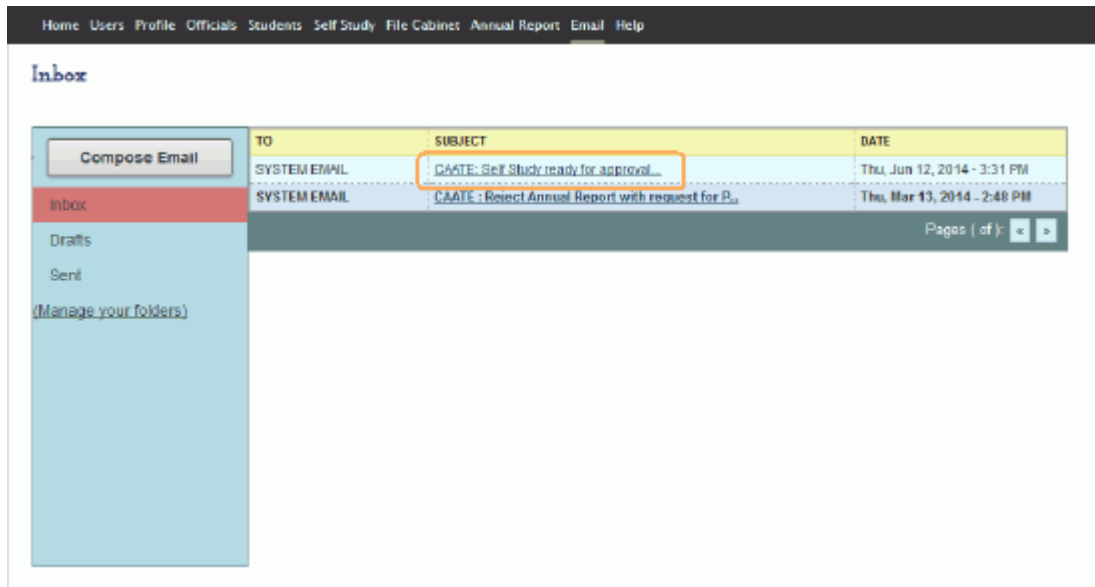
### Self Study Summary

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

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

To view program  
responses to CAATE  
standards, click the  
standard name.

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

### Self Study Summary

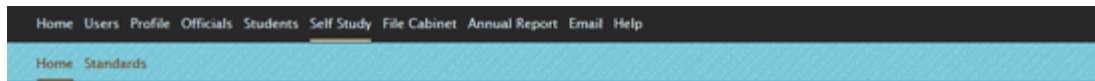
STATUS	
Not Started	
In Progress	0/100
Ready for Submission	0/100
Ready for Program Director Review	0/100
Need Additional Information	0/100

**Click check box to open comment box & submit buttons.**

The Self Study Review for Signatures is complete.

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.



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.

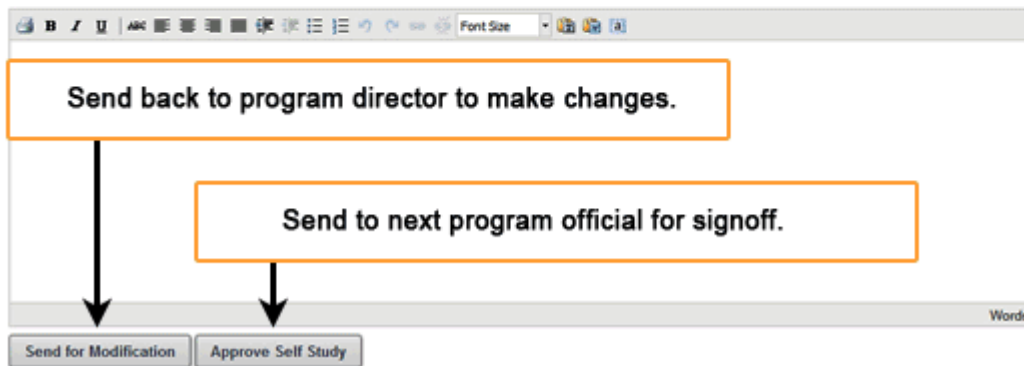
Click **Approve Self Study** button to send forward for approval.

### Self Study Summary

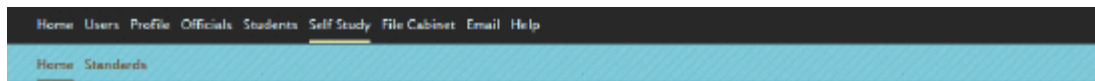
STATUS	NUMBER OF STANDARDS
Not Started	0/109
In Progress	0/109
Ready for Submission	109/109
Ready for Program Director Review	0/109
Need Additional Information	0/109

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.



The provost and CEO will see a button to approve.



PROVOST & CEO

A text box will open where you can enter comments.

Click **Approve Self Study** button to send forward for approval.

### Self Study Summary

STATUS	NUMBER OF STANDARDS
Not Started	0/109
In Progress	0/109
Ready for Submission	100/109
Ready for Program Director Review	0/109
Need Additional Information	0/109

The Self Study Review for Signature is complete.

Please review the Self Study thoroughly and sign off.

A screenshot of a rich text editor interface. At the top is a toolbar with various icons and a 'Font Size' dropdown. Below the toolbar is a large text area. An orange-bordered callout box with the text 'Provost and CEO will have option to approve only.' is positioned above the text area. A black arrow points from the bottom of this callout box down to a button labeled 'Approve Self Study' located at the bottom left of the text area. The word 'Words:' is visible at the bottom right of the text area.

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, there is a sub-navigation bar with 'Home' and 'Standards'. The main heading is 'Self Study Summary'. A table displays the status of standards:

STATUS	NUMBER OF STANDARDS
Not Started	0/100
In Progress	
Ready for Submission	
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 note: '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.