DocPak 3.0 Web Guide

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Introduction

The new Web-based version of DocPak provides greater access and ease of use, allowing faculty to submit or view evaluations and outcomes via the web. The application can be used at any time and place where Internet access is available.

Several changes have been implemented: Learning Contracts (LCs) are no longer processed; Evaluations are now narrative only with the exception of individualized electives; and a web-based Personal Mentor CE (Contract Evaluation) Library is now available for individualized electives.

There will be two types of CE processing.
- For electives and final projects, you will enter the entire CE.
- For standard courses, you will only enter the student specific portion of the CE. Standard course have generics that must be provided to the Graduate Program.

Please be aware of the following new processes:

Learning Contracts (LCs) are no longer processed
- Only CEs will be processed in DocPak 3.
- Generics will be created and merged with narrative evaluations.

Narrative Evaluations Only (Exception: “Individualized Electives”)
- For most courses, you will only enter the narrative evaluation portion of the CE. The body/description (generic) portion of the CE will be created one time per term for each standard course.
- The Graduate Program staff will administer the generic creation and merge process.
- For “individualized electives”, you will enter both the generic portion and the narrative evaluation portion.

Contract Evaluations (CEs) Without Attachments
- You will copy and paste or type the narrative evaluations into the student documents.
- You will use a rich text editor to format your documents on the web.
- Attachments will not be used in the new DocPak.

Personal Mentor CE Library for “Individualized Elective” Generics
- You will create and edit a library of individualized elective generic documents.
- You will import from your library into the student documents.
- You will print out a generic library document for the student to use as a course description.
**Accessing DocPak via the Internet**

This outline was designed to help the staff of Empire State College access and utilize the DocPak system. You will find step-by-step instructions for a variety of specific tasks, including logging on to the system, setting up your profile and processing course evaluations.

**How to access the program**

1. Type [http://www.esc.edu/dpakgrad](http://www.esc.edu/dpakgrad) into the address bar of your web-browser and press “Enter” on your keyboard.

2. Login using your ESCNet login (user name) and password.

   ![Login Form](image)

   Please enter your login (user name) and password and click LOGIN

   ![Login Form](image)

   

   Login (user name): [esc user]
   

   Password: [Password]

   Login

3. To enter the M.A. Program click once on the “DocPak3 for the M.A. Program” link.

   **M.A. Program**: (Click the link below to display a list of your students)

   - [DocPak3 for the M.A. Program](http://www.esc.edu/dpakgrad)
Before You Start

Prior to using the system you must complete the following tasks.

* For proper viewing the recommended settings for screen resolution are 1024 x 768.

Setting Up Your Profile

Before using DocPak, you must first customize the program with your name as it is stored in Datatel.

When you log into the system for the first time you will be prompted to set up your user profile.

1. Select your name from the Datatel Mentor Identify dropdown menu

   ![Dropdown Menu]

   * Note: names are listed by last name, then first name.

2. Click once on the Save and Exit button

   ![Save and Exit Button]

Download and Install Spell Check Utility

To assist you in your efforts a spell check utility is available. This utility should be installed on your computer or on any other computer that you will be using to complete evaluation documentation.

To install the spell check utility:

1. Type [http://www.iespell.com](http://www.iespell.com) into the address bar of your web-browser and press Enter on your keyboard.

   ![Address Bar]

2. Click once on the Download link in the left-hand frame of the screen

   ![Download Link]
3. To download, click on any one of the download icons in the table.

You will be directed to the host site.

4. Choose "Open this file from its current location" and click on the "Open" button when prompted.

5. You will be prompted to agree to an End User License Agreement. Click “I Agree”

6. You will be prompted to select a destination directory. Click “Install”.
7. You will be prompted to get the latest updates. Click “Yes”.

8. When the installation has completed, click “OK”.

9. When the installation has completed, restart your browser (if it’s open).

You should find a new menu item called "ieSpell" under the "Tools" menu, as well as a new icon on your toolbar. Note that the toolbar icon will only appear if you have not customized your toolbar before. If you have customized your toolbar before, you will have to manually select the icon in the "Customize Toolbar" dialog.
Access, Edit and Process Your Student’s DocPak Documents

There are three ways to access student information:

- **[Current Term] Enrollments**: Process CEs and outcomes for the current term
- **All Records**: View and print clean copies of student documents (editing not available)
  - By Student Name
  - By Instructor
- **Missing Outcomes**: Process CEs and outcomes from previous terms (2005SU term and beyond)

Accessing Current Term Enrollments

1. Click once on the “[Current Term] Enrollments” link.

   ![2005SU enrollments](image)

   Each course will be listed by course number and name, and is sorted by student name. To the right of each student’s name you will see a status description.

   - **620595 15.....Final Project - Social Policy 6 cr.**
     - Student: Esc
     - CE entry due 07/22/2005
   - **620630 01.....Women, Crime & Crim.Just.Syst 3 cr.**
     - Student: Esc
     - CE entry due 07/22/2005
   - **630502 01.....Labor and Public Policy 4 cr.**
     - Student: Esc
     - CE entry due 07/22/2005
   - **640584 01.....Elective - Liberal Studies 1 cr.**
     - Student: Esc
     - CE entry due 07/22/2005

2. To access the student’s CE click once on the student name.

   ![Student Esc](image)

   This will open the CE Form.
Creating “Individualized Elective” Course Academic Documents

To process “individualized electives”, you will enter both the generic portion and the narrative evaluation portion.

There are two ways to create individualized course documents:

- **Creating a customized document**: typically for a student in a course that will not be repeated
- **Using your “Personal Mentor Library”**: for most “individualized electives” that may be repeated

Creating a customized document

1. Once you have accessed the CE form, click on the “Select Outcome” drop-down menu and chose the appropriate outcome.

2. Type in the course name in the “Topic” free text box.

   Topic: Elective - Liberal Studies

3. If the course is an individualized elective you will enter the ENTIRE CE in the free text area of the form. This information should include **Learning Activities, Methods and Criteria for Evaluation, and Evaluation**.

   * It is recommended that the narrative evaluation portions be created in another word processing program and saved to your computer hard drive. You may then copy and paste the text directly into the web form.

4. If desired, click on the “Optional Letter Grade” drop-down menu and chose the appropriate outcome.
5. When you have completed the CE, click once on the “Submit Outcome/Evaluation” button.

Your document will now be flagged as “pending” grad office review.

Using your “Personal Mentor Library”

1. Once you have accessed the CE Form, click on the “Select Outcome” drop-down menu and chose the appropriate outcome.

2. Click on the “Select Library Document” drop-down menu and chose the appropriate CE.

3. Click once on the “Import Library CE” button.

Your CE will automatically be entered in the free text area of the form.

* For more details on creating your personal library see section titled “Personal Mentor Library”
4. If desired, click on the “Optional Letter Grade” drop-down menu and choose the appropriate outcome.

![Dropdown menu with letter grades]

5. When you have completed the CE, click once on the “Submit Outcome/Evaluation” button.

Your document will now be flagged as “pending” grad office review.

![List of courses with pending FC]

Formatting
The CE can be formatted within the web form using the edit toolbar.

- Highlight the text you want to modify before you click on the smart icons
- When pasting text into the web form, use the Rich Text Editor SmartIcon
- Be sure to set the font to Arial 10pt

Spell Check
In addition, the CE can be checked for spelling within the web form using the spell check icon that you installed on your Internet browser.
Creating Standard Course Academic Documents  
*
Please note: Enter ONLY the student specific portion.

To create standard courses, you will follow the basic steps above for creating individualized electives. **Do not enter the Learning Activities, and Methods and Criteria for Evaluation “generic portion”**.

* You can view the generic for the course by clicking the “View Generic” button.
* The course description can then be printed.

The basic steps are reiterated below:

1. **Enter the student specific portion ONLY in the free text area of the form.**
   - Format and spell check
2. If desired, click on the “Optional Letter Grade” drop-down menu and chose grade.
3. When you have completed the CE, click once on the “Submit Outcome/Evaluation” button.

Processing Course Outcomes

1. Click on the “Select Outcome” drop-down menu and chose the appropriate outcome.

   * Select Outcome
     - FC - Evaluation below
     - MP - Marginal Pass
     - IN - Incomplete
     - NC - No Credit
     - DR - Drop

   If you select IN (Incomplete) you must:
   - Enter the expected completion date for incomplete
   - Delineate the remaining work (readings, assignments, etc) to be completed

   * Select Outcome
     - IN - Incomplete
     - Expected completion date for incomplete: 1/11/2005 (MM/DD/YYYY)
     - Please delineate the remaining work (readings, assignments, etc.) to be completed: [ ]
If you select NC (No Credit) you must
• Enter the reason for a NoCredit

2. When you have completed the CE, click once on the “Submit for Outcome/Evaluation” button.

Updating/Revising CEs and Outcomes

* Please note that this will only be available in the “Current Term” areas

1. To update the student CE click once on the student name.

   620595-15.....Final Project - Social Policy 6 cr.
   .......... Student Esc.............. CE Grad office review  FC pending

   This will open the CE Form.

   2. Click once on the “Retrieve for Edit” button.

   3. Modify the CE or outcome as required.

   4. When you have completed the CE, click once on the “Submit Outcome/Evaluation” button.
Viewing All Enrollments

Viewing All Enrollments By Student Name
Here you will find a complete copy of the student document (generic and narrative merged) that you can view and print.

1. Click once on the All Enrollments “By Student Name” link.

2. Click once on the “Last Name” radio button specific to the student’s last name
3. Select the student name from the “Select” drop down menu (last name first).
4. Click the “Go” button.

Each course will be listed by term, course name and number.
To the right of each student’s name you will see a status description.

5. To access the student CE click once on the student name.

This will open the CE Form in a new window.
Viewing All Enrollments By Instructor/Course

Here you will find a complete copy of the student document (generic and narrative merged) that you can view and print.

1. Click once on the All Enrollments “By Instructor/Course” link.

   ![By Instructor/course link]

   Each course will be listed by term, course name and number.

   To the right of each student’s name you will see a status description.

   ![Course list]

2. To access the student CE click once on the student name.

   ![Student CE link]

   This will open the CE Form in a new window.
Missing Outcomes (2005 summer and beyond)

This is where you will view and process CEs and Outcomes that are not yet complete and are not in the current term(s). This will include Incompletes.

1. Click once on the “Missing Outcomes” link.

Each course will be listed by term, course name and number.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Crs</th>
<th>CE entry due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005SU</td>
<td>Elective - Liberal Studies</td>
<td>1 cr.</td>
<td>07/22/2005</td>
</tr>
<tr>
<td></td>
<td>Student, Ese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005SU</td>
<td>Labor and Public Policy</td>
<td>4 cr.</td>
<td>07/22/2005</td>
</tr>
<tr>
<td></td>
<td>Student, Ese</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student, Ese</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To the right of each student’s name you will see a status description.

2. To access the student CE click once on the student name.

This will open the CE Form.

3. Complete the document processing as described in previous sections.
Generic CE Library
This is where you will view and print generic documents used in standard courses.

1. Click once on the “Generic CE Library” link.

   Each CE document will be listed by course number and name.

<table>
<thead>
<tr>
<th>Course #</th>
<th>CE Generic Name (Alpha)</th>
<th>Ce Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>61052</td>
<td>Corporate Strategy</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61053</td>
<td>Women in the Workplace</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61055</td>
<td>Global Perspectives for Business, Management and Economics</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61058</td>
<td>Foundations of Research Design</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61066</td>
<td>Terrorism, Business and Society</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61067</td>
<td>The Worker as Learner</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61077</td>
<td>Contemporary Economics Issues</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61077</td>
<td>Economics of Poverty and Discrimination</td>
<td>07/26/2005 09:14 AM</td>
</tr>
<tr>
<td>61074</td>
<td>Managing Non-Profits Organizations</td>
<td>07/26/2005 09:14 AM</td>
</tr>
</tbody>
</table>

To the right of each course name you will see a last modified date.

2. To access the generic document click once on the course number.

   This will open the generic document.

3. To print the generic document click once on the print icon on your browser.

* If you need to make any changes to these documents, contact the Graduate Program staff.
Personal Mentor Library

Adding, Editing and Printing “Individualized Elective” Generics

1. Click once on the “Personal Mentor Lib” link.
   - Personal Mentor Lib

2. Click once on the “Create New Library Document” link.
   - Create New Library Document

   This will open the new document form.

3. Enter the following information:
   - Title
   - Course Number
   - Credits
   - Comment (this is optional and will not be seen in the printed version)
   - Entire generic in free text area

   Please remember:
   - Enter the ENTIRE generic in the free text area of the form. This information should include Learning Activities, and Methods and Criteria for Evaluation.
   - When pasting text into the web form, use the Rich Text Editor SmartIcon.
   - Be sure to set the font to Arial 10pt.
   - It is recommended that the narrative evaluation portions be created in another word processing program and saved to your computer hard drive. You may then copy and paste the text directly into the web form.

4. Click the save button.

5. To edit, open the document and click on the “EDIT Document” link.

6. To print the document click once on the print icon on your browser.
Documentation

Electronic copy of this documentation will be posted on the web site in the Profile screen.

Exiting DocPak

Logging Off

1. Click once on the “Exit to Grad Menu” link in the upper right corner.
   [Exit to Grad Menu]

2. Exit your web-browser by clicking on the “X” in the upper right corner.

Help Desk Contact Information

Below is contact information for technical questions:

- **Web:** ONLINE QUESTION SUBMISSION FORM: http://www.esc.edu/tech911 (recommended for quicker response)
- **Phone:** 800 847-3000 ext. 2420 or (local call) 518 587-2100 ext. 2420
- **E-mail:** onlinehelp@esc.edu (include your name and a full description of the problem in all correspondence)
- **Hours of Operation:** Monday - Friday, 9 a.m. - 5 p.m. (E.S.T.)
- Please use the online question submission form whenever you can. Include as much detail describing the problem to get a speedier and more accurate reply.

General CLT contact information for nontechnical questions

Center for Learning and Technology
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Local Telephone: 518 587-2100 ext. 2289
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