

Tip Sheet: Entering Capstone Courses into PAW

Capstone Course: A capstone course is a course designed to be offered at the end of a training program and evaluates a student on the key learning objectives of the training program.

Some grantees may choose to include a capstone course as part of their grant-funded training program to evaluate a participant's performance prior to successful completion. If your program includes a capstone course (or multiple capstone courses), you are able to enter this service into PAW. How you enter this activity into PAW will vary depending on your individual program, which differs and is unique to each grantee.

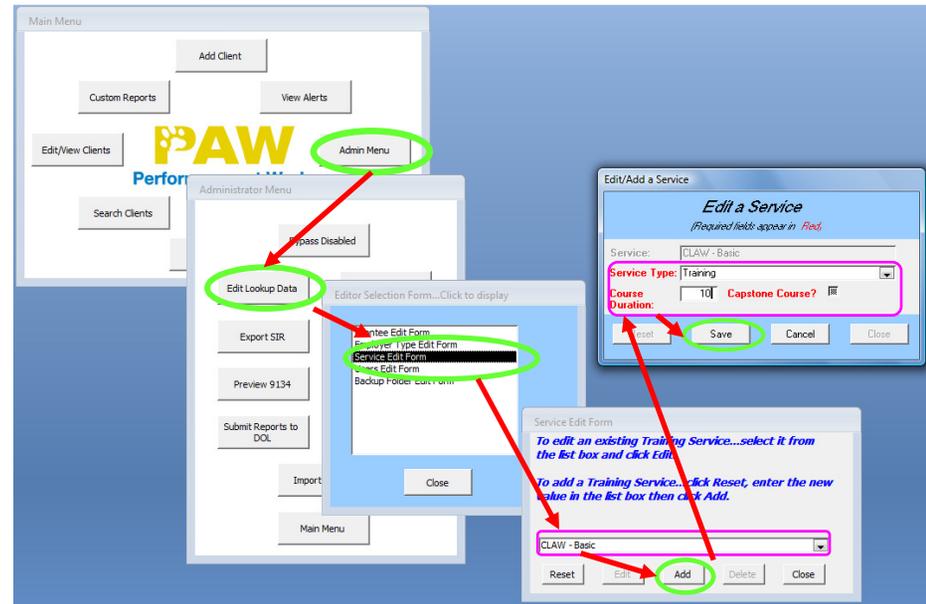
This tip sheet helps explain different scenarios and how they might be handled by the PAW database. Again, because each program differs, each grantee will need to determine what works best for them. These scenarios are offered just as a guide and should not be interpreted as hard and fast rules that must be followed.

To review, included below are the steps to enter a service in PAW:

Entering a Service

1. Click 'Admin Menu'
2. Click 'Edit Lookup Data'
 - a. Click 'Service Edit Form'
 - b. Enter the course name and then click 'Add'
 - c. In the 'Edit/Add a Service':
 - Select 'Training' from the drop down,
 - Enter the Course duration (days)
 - Click Capstone Course checkbox to "activate" it and check or uncheck to indicate whether or not it's a capstone
 - Click 'Save'

"Record Saved" and "Service Added Successfully" will appear returning the user to the 'Service Edit Form' so that another course may be entered.



Scenario 1: Entering an Individual Capstone Course into PAW:

Navarro Technical School (NTS) – Program with only ONE capstone course

NTS has a program that teaches a specific type of software called CLAW. There is a Basic CLAW Course and then an Advanced CLAW course. Participants can MUST take the Basic course first and then they are permitted to take the Advanced course. Upon completion of both courses, they receive the CLAW Certification.

THE NTS PAW Administrator enters the Basic CLAW course as follows, after completing Step 1 and Step 2a noted above:

- Step 2b. Enter the course name "CLAW – Basic" and then click 'Add'
- Step 2c. In the 'Edit/Add a Service':

- Select 'Training' from the drop down,
- Enter the Course duration (days)
- Click Capstone Course checkbox to "activate" it and then **UNCHECK** it to indicate that it is **NOT** a capstone class.
- Click 'Save'

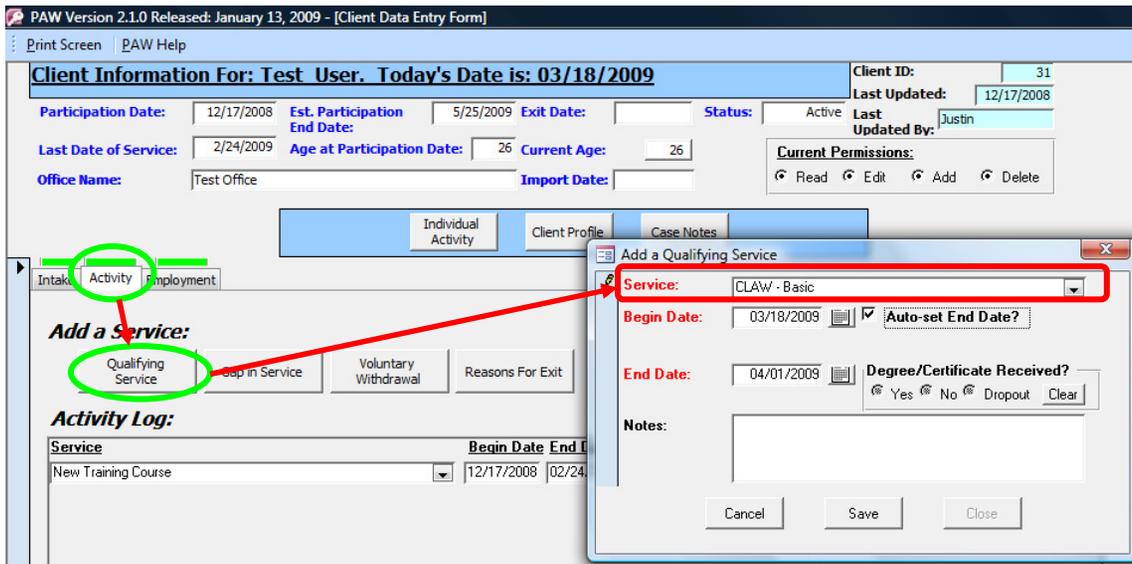
The screenshot shows a dialog box titled "Edit/Add a Service" with the subtitle "Edit a Service". Below the subtitle, it says "(Required fields appear in Red)". The "Service:" field contains "CLAW - Basic". The "Course Duration:" field contains "10". The "Capstone Course?" checkbox is unchecked and is highlighted with a red box. At the bottom, there are four buttons: "Reset", "Save", "Cancel", and "Close".

Entering the Advanced Course follows the same steps until the step involved in selecting the Capstone Course step in which the Administrator does the following:

- Click Capstone Course checkbox to "activate" it and then **CHECK** it to indicate that it **IS** a capstone class.
- Click 'Save'

The screenshot shows a dialog box titled "Edit/Add a Service" with the subtitle "Edit a Service". Below the subtitle, it says "(Required fields appear in Red)". The "Service:" field contains "CLAW - Advanced". The "Course Duration:" field contains "10". The "Capstone Course?" checkbox is checked and is highlighted with a red box. At the bottom, there are four buttons: "Reset", "Save", "Cancel", and "Close".

At this point, when it is time to add activities for a participant, these two courses will appear in the Qualifying Service drop down.



Scenario 2: Entering Multiple Capstone Courses into PAW:

Baird Community College (BCC) – Program with MULTIPLE capstone courses

This school has a program in which they have three courses in their Skilled Trades program. This program consists of the following:

- Electrician Basics,
- Carpentry Basics, and
- Plumber Basics.

Participants can take these courses in any order that fits their schedule but they are required to complete all three in order to get the Skilled Trades Certificate.

The BCC PAW Administrator will need to enter these courses into PAW as follows:

- Basic Electrician
- Basic Carpenter

- Basic Plumber
- Capstone Electrician
- Capstone Carpenter
- Capstone Plumber

The reason each course will have to be entered twice as both Basic and Capstone is to account for the possibility that a participant may complete the Skilled Trades program in any given order and so may end with either the Electrician course, the Carpenter course, or Plumber course as their final and thus 'capstone' course indicating completion of the program.

Thus, when the case manager wants to add a qualifying service for a participant, all the possible options will appear as follows:

