



NEW for 2022-2023 CAP Enrollment Microsoft OneDrive/SharePoint Excel Spreadsheets

USI has a cloud-based, collaborative file-sharing platform through Microsoft called OneDrive/SharePoint. Just as with Google Drive, individual files or folders can be shared with users, specified by email, both in and outside the USI system, with varying levels of abilities to edit or comment.

This academic year, we will use Excel spreadsheets shared through OneDrive/SharePoint to communicate students' application statuses, whether forms have been received, to gather GPAs and lunch statuses, to gather test scores to meet prerequisites and to do initial roster checking.

1. When a member of the CAP Office first shares your high school's Microsoft OneDrive spreadsheet with you, you will receive an email from that person, which should arrive in your primary email folder, not promotions, social or junk. **Star or save this message to more easily find it again in the future, as the link will remain valid for the entire semester.** You also can bookmark the unique spreadsheet, once you are logged in.

Link to USI OneDrive File  Inbox x



Dumond, Jaclyn D
to me ▾

10:25 AM (1 minute ago)

Jaclyn,

Here is the link to the shared spreadsheet for your high school:

 [0_Template Fall 2022.xlsx](#)

Thank you,
Jaclyn

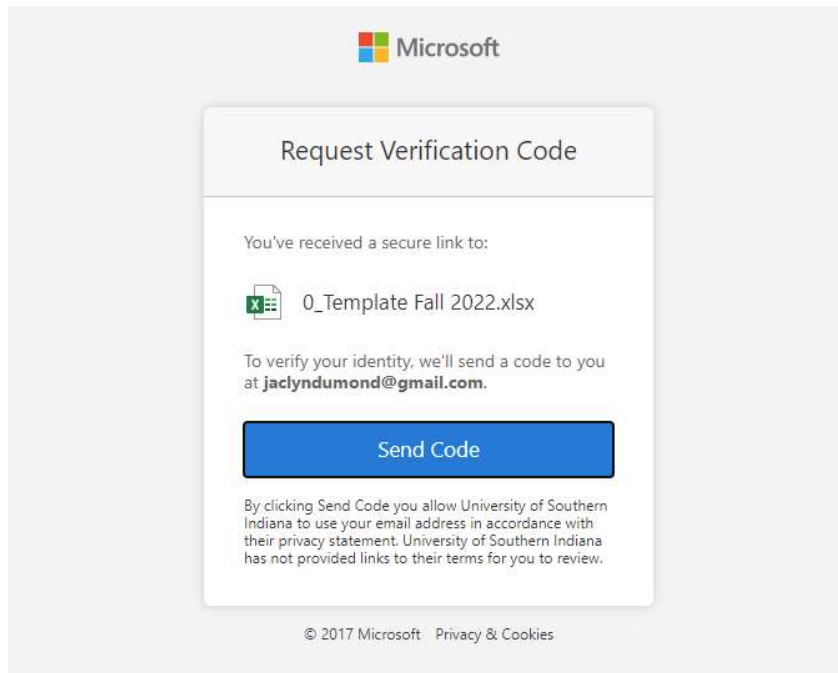
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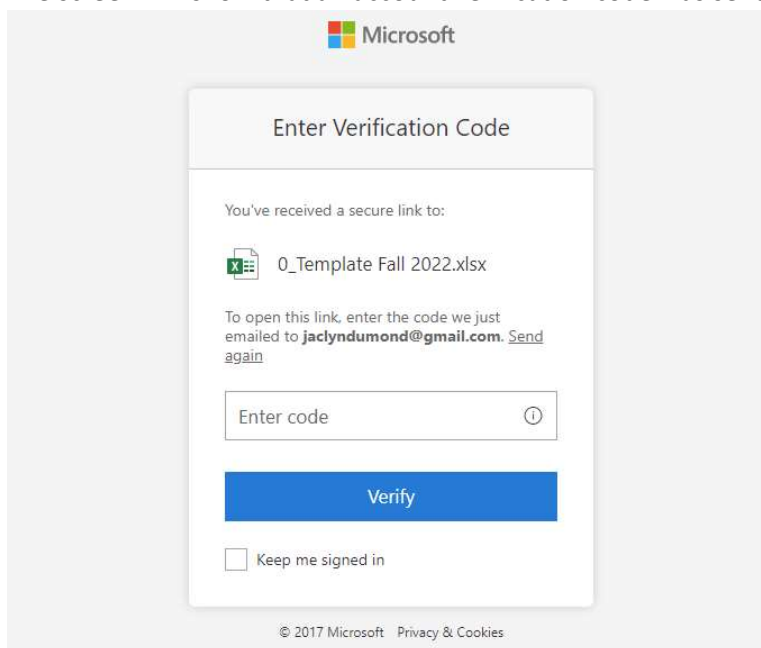


Ready to apply to CAP? Visit www.usi.edu/cap/apply to learn how!
USI's College Achievement Program (CAP) is proud to be one of 116 NACEP-accredited programs in the country!

2. After clicking the spreadsheet link in the body of the email, a new browser window will open:

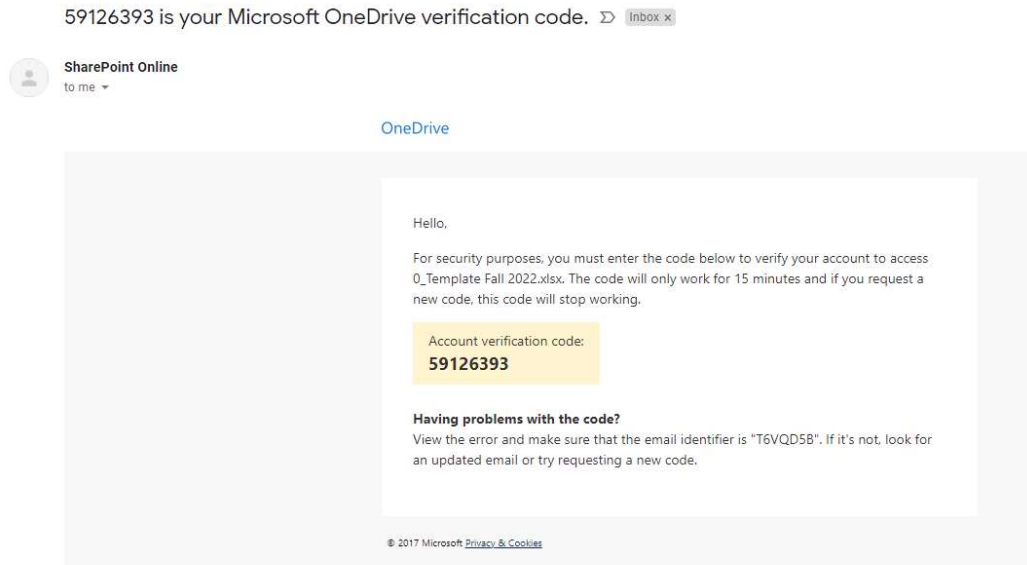


3. Click the blue 'Send Code' button.
4. The screen will show that an account verification code was sent to the indicated email.

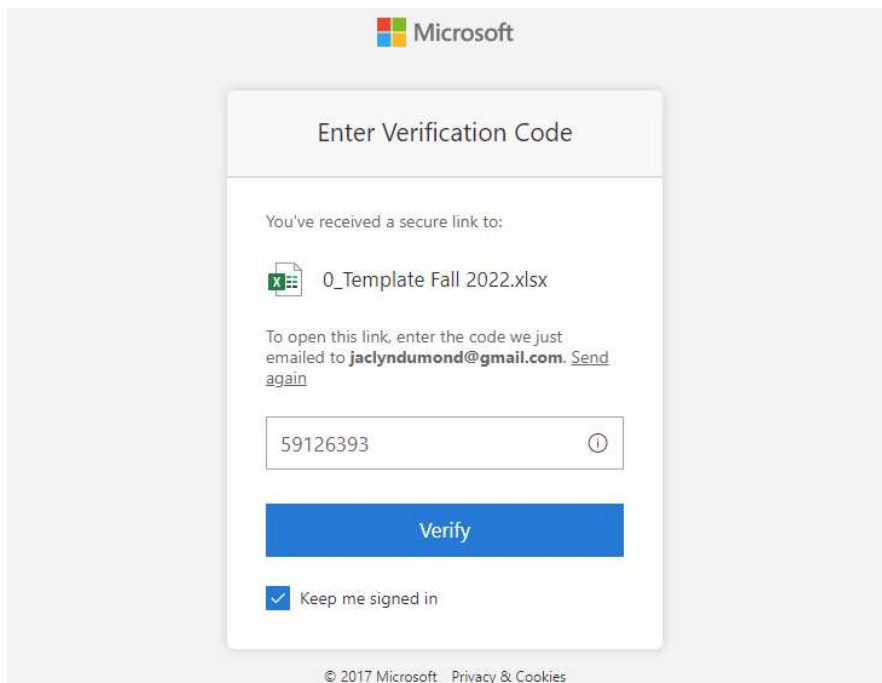


5. Check your email to retrieve the Microsoft OneDrive account verification code. The message should arrive in your inbox, not promotions, social or junk, and the sender is SharePoint Online or no-reply@sharepointonline.com

IMPORTANT: The code will only work for 15 minutes, and if you request a new code, the original code will stop working.



6. Enter your code into the box. Select 'Keep me signed in' if using an unshared device, and then click 'Verify.'



- The shared spreadsheet should immediately open in your browser. Bookmark this link!
Use the arrows in the lower left corner to navigate among the tabs.

	A	B	C	D	E	F	G	H	I
1	<u>The CAP Office Will</u>								
2	Populate the Total Student List tab with only the names of students who have taken some kin								
3	Check off the online application as completed.								
4	Note where students are stuck with the online application and date it was last checked.								
5	Check off the Student Permission Form as it is received in the CAP Office. Those receiving for								
6	Log student names on the unique course tabs. This is meant to indicate who has requested ea								
7	As GPAs and lunch statuses are copied to the CAP Office's internal spreadsheet, those fields w								
8	Communicate with schools via the prereqs course tab regarding a need for placement testing								
9	Will generate Accuplacer vouchers for placement testing.								
10									
11	<u>The Counselor or Building Coordinator Will</u>								
12	Share high school course rosters with the CAP Office so we can check whether a student need								
13	Schedule CAP staff to present in the school or assure that the CAP enrollment process is some								
14	Regularly send scans of collected permission forms to cap@usi.edu								
15	Use the Notes field to communicate back and forth with the CAP Office.								
16	Complete the cumulative GPA to two decimals (no rounding).								
17	Enter current free/reduced lunch status in Column E and then hide when done with data entr								
18	Enter standardized test scores on course prereq tabs to help CAP Office determine who meet								
19	Retain hard copies of permission forms for your future reference.								
20	Assist with Accuplacer testing if needed.								
21									
22	<u>The Instructor Will</u>								
23	Have view-only rights to see what steps students have or have not completed to officially enr								
24	Use this as a temporary tool until students are formally registered and appear in the myUSI c								
25	Communicate errors from the official myUSI roster to the CAP Office; help students with ID &								
26									
27	<u>Things to Watch For</u>								
28	Early graduates should not enroll in a yearlong CAP course.								
29	Sophomores.								
30	Students whose GPAs are not 2.5.								
31									
32									
33	Last Updated: March 21, 2022								
34									
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<div style="display: flex; justify-content: space-between; align-items: center;"> < > ☰ <div style="display: flex; gap: 10px;"> <div style="background-color: #f8d7da; padding: 5px 10px; border: 1px solid #f5c6cb;">HS User Guide</div> <div style="background-color: #d4edda; padding: 5px 10px; border: 1px solid #c3e6cb;">FALL Total Student List</div> <div style="background-color: #f8d7da; padding: 5px 10px; border: 1px solid #f5c6cb;">Paper Form Only</div> <div style="padding: 5px 10px;">Removals</div> </div> </div>									

- a. **NEW: The first tab is a HS User Guide with some general reminders about the various ways different parties will use this spreadsheet.**
 - b. The second tab is **FALL Total Student List**, and this will show every student from your home high school who has either applied to CAP, submitted a permission form, or both.
 - c. **Paper Form Only** shows students who already have a CAP online application on file from your school. These students only need to turn in the Student Permission Form.
 - d. **Removals & Denials** will come into play later in the enrollment process; once we know which students do not meet the enrollment criteria, those names will be moved to this tab.
 - e. **Finally, you will see the tabs for individual courses and prerequisites.** Instructors are asked to watch for any unfamiliar names or names of students who have already changed their schedules and no longer qualify to earn USI credit.
- 8. Depending on your role, you may or may not have the ability to make edits to the spreadsheet.**
- a. Building coordinators and counselors will be able to make edits.
 - b. Most instructors will have read-only access and the ability to make comments.
 - c. FREN/GERM/SPAN and CHEM instructors will be able to make edits because these courses require an additional step of instructor permission.
9. Once we are through the most intense period of enrollment, typically around mid-September in fall and around early February in spring, we will encourage instructors to utilize the **official USI course rosters in the myUSI system** (<https://my.usi.edu>) to verify that the students listed in their courses are correct.
10. After the initial verification process, you may occasionally have to repeat the steps above, but there also will be times you can simply click the spreadsheet link in the original
11. As always, reach out if you are having problems accessing the spreadsheet.

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