CAPS Reference Guide  
(Class Automated Proposal System)

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SPIRE Training & Support  
sis-train@oit.umass.edu

http://www.oit.umass.edu/spire/

CAPS Help  
capshelp@oit.umass.edu

last updated: 09/12/13
CAPS OVERVIEW

WHAT IS CAPS?
CAPS is a system in SPIRE that replaces the paper proposal/proof process for class scheduling and the change forms you use on the Registrar’s Office website.

CAPS gives you the ability to view your department class information, review your schedule of classes and request updates. You can check a class request to see if it is valid and view the status of your requests. Use CAPS to:
- Review your class schedule
- Request adds, deletes, and changes
- Submit sections as they are ready
- Send questions and get answers
- Keep track of what’s been done
- View Comments / Communication within sections
- View History (page shows all requests and changes made to the section)
- Queries (select a query to run reports about class information and requests for changes)

Soon to come changes in CAPS
Certain elements in some situations will be directly updatable by the DSR (Department Scheduling Representative). You will not have to Submit your request to the Registrar’s Office for processing. These elements are:
class status – stop further enrollment (available now)
add/decrease waitlist capacity (available now)
instruction mode (available now)
add consent (available now)
delete/add instructor
room characteristics

CAPS NAVIGATION
Once you log into SPIRE, choose CAPS from Main Menu > Course Maintenance > CAPS.

Favorites Main Menu > Course Maintenance > CAPS

Once you are on the CAPS page, click ‘Add to Favorites’ at the top of the page. CAPS will appear under the Favorites menu in SPIRE.
CAPS STATUS (Section)

Every class section has a CAPS Status. This describes where a section is in the scheduling process.

Each status is associated with a to-do list for the Registrar’s Scheduling Staff (RSS) or Dept. Scheduling Representative (DSR).

<table>
<thead>
<tr>
<th>CAPS Status</th>
<th>Description</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>All sections begin this way.</td>
<td>DSR</td>
</tr>
<tr>
<td>Submitted</td>
<td>DSR presses Submit button to send section to RSS when changes are entered.</td>
<td>RSS</td>
</tr>
<tr>
<td>Processed</td>
<td>Request completed by RSS. Section is done for now.</td>
<td>---</td>
</tr>
<tr>
<td>Pending (Dept)</td>
<td>DSR is working on section. CAPS makes section Pending after the first change is entered and saved.</td>
<td>DSR</td>
</tr>
<tr>
<td>Dept. Action</td>
<td>RSS sends section back to DSR with questions.</td>
<td>DSR</td>
</tr>
</tbody>
</table>

CAPS STATE (Element)

A CAPS Element is a piece of detailed information about the section. (example: Room Capacity, Instructor, Grading Basis, etc.) Each Element for which you have requested a change, has a state:

<table>
<thead>
<tr>
<th>Element State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting</td>
<td>Change, add or delete is waiting for RSS action</td>
</tr>
<tr>
<td>Accepted</td>
<td>Change was made by RSS</td>
</tr>
<tr>
<td>Overridden</td>
<td>A different change was made by RSS</td>
</tr>
<tr>
<td>Denied</td>
<td>No change was made by RSS</td>
</tr>
<tr>
<td>Accept Manual</td>
<td>Change was made by RSS using PeopleSoft pages (not CAPS)</td>
</tr>
</tbody>
</table>
From the CAPS search page you can search on the following fields:

- **Term, Subject, Catalog Number, Career**
- **CAPS Status** (example: department action, not started, pending)
- **To Do** (sections for department to work on)
- **Department Flag** (to search a tagged section by yes/no checkbox)
- **Dept Route** (to search a tagged section by character (up to three letters))
- **Element Waiting** (to search just one kind of information)
- **Last Updated** (anything recently submitted or changed?)

Click the View New Course Requests link to see CAPS status of new courses added.
LIST OF CLASSES PAGE

After a search, you will see a List of Classes. Click on the Class Number to see the section details and to make changes. If there are no changes needed, click Submit from this page.

- Expand All – expands all class information (default)
- Collapse All – collapses all class information
- Return to Search – returns to Search page
- Submit – submit class details to Registrar’s Office (with no changes)
CLASS STATUS

Class Status indicates the availability of the section.

- **(A) “Active”** means the section is viewable in the Class Search and students can register for it until capacity is reached.

- **(X) “Cancelled”** classes do not appear in the Class Search and are not available for registration, but they may be re-activated if the department chooses to offer the section again.

- **(D) “Delete”** tells CAPS to completely remove this section from SPIRE. If offered in the future, it needs to be added again. Delete is only available during the proposal phase; once the section is open to the campus, you should use Cancelled to remove it.

- **(T) “Tentative”** sections are planned to be offered, but do not appear in the Class Search and are not available for registration. New sections added in CAPS start off as Tentative until they are approved by the Registrar’s Office.

- **(S) “Stop Further Enrollment”** indicates the class was active during registration but is no longer available. These sections do not appear in the Class Search and are no longer available for registration. This status is often used temporarily while students are removed from the section.
Once you click the class number, the Main Details for that class will open. The Main Details page contains an overview of all requests for a section. Notice there are several other tabs on this page.

- **Submit to Registrar** – sends your changes to RSS (Registrar Scheduling Staff)
- **Pending** – assigns request back to DSR (Department Scheduling Rep.)
- **Save** – saves your change
- **Return to List** – return to List of Classes  
  **Return to Search** – return to Search page
- **Next in List** – advance page to next class number
- **Change** – request a value change or delete a section
- **Undo** – removes your request for this element
- **Accept** – Directly update some class information  
  (Class Status, Waitlist Cap, Instruction Mode, Add Consent) without submitting change to the Registrar’s Office. Available for specific circumstances, during certain times of the year.
COMMS PAGE

Use this page to send internal correspondence to Registrar’s staff. The RSS (Registrar Scheduling Staff) will read the comment as part of the request. Be sure to **Submit** the section to the Registrar so they will see the comment. **Do not send email to the RSS unless this is an urgent communication.** The actual comment does not appear in the email.

Remember to click the **Submit to Registrar** button located on the **Main Details** tab when your changes are complete. Note: There is also a **Submit** button located on the CAPS search results page.
The Instructor page displays information on the instructor teaching the class.

- **Inst Type** – what type of instructor role (Grad Faculty, Lecturer, Emeritus, Instructor)
- **Subj Ok?** – is the instructor approved for subject
- **Relationships** – employee, grad student, undergrad student, nens/visitor
- **Role** – Moodle, primary instructor, section assistant, TA
- **Print** – print instructor name in schedule of classes
- **Grade Access** – controls instructor access to post grades
  - **None** – no access in SPIRE to grade roster
  - **Grade** – can enter grades in SPIRE but not approve them for final processes
  - **Post** – can enter and approve grades in SPIRE

- **Change** – change details about the instructor (role, print, grade access)
- **Delete Instr** – delete current instructor
- **Add Instructor** – look up instructor by name or NetID in request field
- **Undo** – undo your most recent change

Use Instructor Comment to notify Registrar’s staff about something related to the instructor (example: paperwork sent in 4/10/13)

Print in Schedule controls whether this instructor’s name appears in the schedule of classes

Grade access controls the instructor’s access to final grade rosters

Remember to click the **Submit to Registrar** button located on the Main Details tab when your changes are complete. Note: There is also a **Submit** button located on the CAPS search results page.
MEETINGS PAGE

The Meetings page allows you to change, add or delete class meeting patterns.

- **Change** – make changes to current meeting
- **Delete Meeting** – delete entire meeting
- **Undo** – undo your most recent change

To add a meeting, **click Add Meeting Pattern**. Choose a Meeting Pattern and Meeting Start time from the drop-down boxes. Meeting Start times calculate the Meeting End times automatically, but you can override the Meeting End time.

- **Meeting Comment** – request a non-standard start time
- **Facility Comment** – request a specific building, room, equipment or characteristics in the room

**Soon to Come** – Room Characteristics will be updatable in the near future.

Remember to click the **Submit to Registrar** button located on the **Main Details** tab when your changes are complete. Note: There is also a **Submit** button located on the CAPS search results page.
NOTES PAGE

- **Change** – add or change a class note
- **Delete** – delete a note
- Class Notes appear in the Class Search and Schedule of Classes.

REQUISITES PAGE

Catalog Requisites and Class Association Requisites are visible to students in the schedule of classes. It is not necessary to repeat them in Class Notes.

Remember to click the [Submit to Registrar] button located on the Main Details tab when your changes are complete. Note: There is also a [Submit] button located on the CAPS search results page.
HISTORY PAGE

The History page displays information about what happened to this section.

The history of CAPS Status, Element Requests and Registrar actions are listed, including the name of the person who made the request or change and the date it happened.

<table>
<thead>
<tr>
<th>CAPS Status</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/15/2013</td>
<td>1:44PM</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>03/15/2013</td>
<td>11:31AM</td>
<td>Submitted</td>
</tr>
<tr>
<td></td>
<td>03/12/2013</td>
<td>11:45AM</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>03/01/2013</td>
<td>1:54PM</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request Elements</th>
<th>Date</th>
<th>Time</th>
<th>Old Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/15/2013</td>
<td>1:44PM</td>
<td>1-100 seats reserved for Freshman NSO 50 seats reserved for Comm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/12/2013</td>
<td>11:45AM</td>
<td>Request</td>
<td>1-100 seats reserved for NSO 50 seats reserved for COMM majors</td>
</tr>
</tbody>
</table>
ADD A SECTION PAGE

Use this page to add a new section to an existing course.

- Enter Information about an existing section to use in creating a new section (can copy an existing section if within the past 3 yrs.)
- **Click Search if needed**
- Enter additional information in the new section information
- **Click Add New Section**
- Use Manage Classes to activate and change details. **Remember to click the submit to register button when changes are complete.**

If creating a new lab, you must pick an associated class, then make any changes from the Manage Classes page.

CAPS automatically assigns an associated class number for graded sections. For non-graded sections (labs & discussions), pick the graded section you want your section to be linked with. When students register for this class, they first pick a graded section, and then are presented with the non-graded sections with corresponding Class Association numbers.

If your lab or discussion section is linked with all graded sections, pick the 9999 option at the end of the list.
SEARCH FOR AN EXISTING SECTION TO COPY

• **Click Search** from the Add a Section page to see a list of existing sections
• **Click Select** to copy from an existing section
• **Click Add New Section**
• Use Manage Classes to activate and change details
SEARCH FOR A NEW COURSE REQUEST

Use this page to search for any new course request that is Pending (Dept) or has been Submitted to the Registrar’s Office and has not been processed yet.

CAPS - Add New Course

To search for an existing course request, fill out one or more search criteria, and press "Search".

Term: 2014 Spring
Campus
Subject
Catalog: begins with
CAPS Status:
To Do:

Click: Search

Create New Course Request

To create a new course request, click on "Add New", then fill out next page.

Add New

Click the Select button to update or view new course request.

Note: You can also click the ‘View New Course Requests’ link from the Manage Classes page.
ADD A NEW COURSE PAGE

Use this page to add a new course, or add a course that has not been offered within the past three years. (If the course has been offered within the past 3 yrs., use the Add a Section page.)

• Enter information about the new course and one enrollment section, then click Save
• When you are done, click the Submit to Registrar button.
• After the registrar adds it, use the Add a Section page to add more sections and Manage Classes to change values. Remember to click the Submit to Registrar button when changes are complete.

If CAPS Status is Pending (Dept), it has not been submitted to the Registrar’s Office yet. Remember to press the Submit to Registrar button.
This page runs queries of CAPS data. Queries are reports that assist you in looking at class details in different ways. Results can be downloaded to Excel.

- Select a Term and Subject (and, optionally, a campus)
- **Click Run Selected Query**
- Make sure your browser does not block pop-up pages
- If you get a warning that the file is "in a different format than specified by the file extension, it is ok to ignore the message and **click Yes**

### CAPS Queries

This page runs queries of CAPS data. Select a Term and Subject (and, optionally, a campus), then choose the query you would like to run.

- Make sure your browser does not block pop-up pages.
- If you get a warning that the file is "in a different format than specified by the file extension", it is ok to ignore the message and press 'Yes'.

If you are looking for a specific query related to classes in CAPS that is not listed above, please email: capshelp@oit.umass.edu
Class by Subject Download lets you pick the items you want to download into a spreadsheet.

- Select a Term and Subject from the drop-down boxes
- Use the checkboxes to select the fields you want to download
- Click Download Class Info
- For best results, choose the Open with Excel option

<table>
<thead>
<tr>
<th>Term</th>
<th>2013 Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Labor Studies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Description</th>
<th>Check All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Subject</td>
</tr>
<tr>
<td>Course ID</td>
<td>Catalog</td>
</tr>
<tr>
<td>Class Nbr</td>
<td>Section</td>
</tr>
<tr>
<td>Component</td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Details</th>
<th>Check All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req Room Cap</td>
<td>Auto Enroll</td>
</tr>
<tr>
<td>Enrl Capacity</td>
<td>Combined Section</td>
</tr>
<tr>
<td>Wait Cap</td>
<td>Class Type</td>
</tr>
<tr>
<td>Enrl Total</td>
<td>Acad Group</td>
</tr>
<tr>
<td>Wait Tot</td>
<td>Grading Basis</td>
</tr>
<tr>
<td></td>
<td>Assoc Class</td>
</tr>
<tr>
<td></td>
<td>Min Units</td>
</tr>
<tr>
<td></td>
<td>Max Units</td>
</tr>
<tr>
<td></td>
<td>Instructor Edit</td>
</tr>
<tr>
<td></td>
<td>Consent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Check All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mtg Time</td>
<td>Location</td>
</tr>
<tr>
<td></td>
<td>Actual Room Cap</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructors</th>
<th>Check All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor ID</td>
<td>Instructor Role</td>
</tr>
<tr>
<td>Instructor Name</td>
<td>Print in Sched</td>
</tr>
<tr>
<td></td>
<td>Grade Roster Access</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPS Info</th>
<th>Check All</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPS Status</td>
<td>CAPS Dept Flag</td>
</tr>
<tr>
<td></td>
<td>CAPS Reg Flag</td>
</tr>
</tbody>
</table>

Download Class Info
FAQ’s

Is it possible to use CAPS for more than one term?
Yes, you will be able to use CAPS for all available terms. You no longer need to send in any paper changes. Use CAPS for all your change requests for these terms.

Who do I contact if I experience problems with CAPS?
Email capshelp@oit.umass.edu and try to be as specific as possible:
- What page is having the problem?
- What were you doing right before the problem arose?
- What section were you working with?
- What error message or strange behavior did you see?

How can I set a default subject in SPIRE?
If you have special security that allows you to see additional subjects in SPIRE, you will also be able to see them in CAPS. To set your default Subject in CAPS Search, go to:
My SPIRE > Data Entry Defaults
Choose your desired Subject in the “Subject Area”. Click Save.

What is the difference between cancelling a class and deleting a class in CAPS?
When you cancel a class, you are just changing the status field on that section to Cancel. The section still exists after the cancel, although it does not appear in the Class Search.
When you Delete the class, you really are wiping out the entire section. It's gone forever! You must use the Add a Section Page to add it back.
Be sure you really want to Delete a class before requesting it.

Is there a way I can find out the status of class adds through caps--I don't see a query??
Go to the Add New Course search page and click the Search button. You will see all requests and the status. There is also a link on the Manage Classes Search page about Add New Course requests to remind people how to view New Course Requests.

I handle more than one department's schedules. How do I see my other department’s courses?
From the Add a New Course page you have to change the subject field to search on the appropriate subject, it won’t do it automatically.

What happens if I submit a course with changes and then realize I forgot something? Do I have to wait until it’s processed to make the next change?
No, you can add changes to your submitted section at any time. The submit button will appear grayed out because the section was already submitted.

I want to change a meeting time to 9:00-11:30 but the pull down does not offer that as an option. This is a graduate class and is scheduled in a department room so it shouldn't be restricted to a standard meeting time. How can I set this time?
Use the meeting comment section to specify the non-standard time.
What is the difference between the Comms tab and the Notes tab?
Use the Comms page to send correspondence to the Registrar’s Staff. (example: Can this be done as soon as possible?)
Use the Notes tab to add information for students. This text will appear in the schedule of classes. (example: This is the continuation of a 2-part course)

Please explain the difference between Waitlist Capacity and Enrollment Capacity?
Waitlist Capacity - If you list a non-zero waitlist capacity on a section, you are telling SPIRE you want the system to collect an automated waitlist for that section and that you are willing to have the system move students from that waitlist into the course as seats become available before classes begin. The Waitlist Cap cannot be greater than 10% of the enrollment cap for the section.

Enrollment Capacity - This is the full capacity of the section. It is used for room scheduling as well as registration purposes. In a multi-component course, combined laboratory and/or discussion section capacities greater than or equal to the capacity of the related lecture section(s).

When will I be able to update elements without submitting request to the Registrar’s Office?
Some elements are available now for direct updating. (under specific circumstances, during certain times of the year) You can change the Class Status, Waitlist Cap, Instruction Mode and Add Consent on the Main Details page. When you enter a new value in CAPS and Save, an ‘Accept’ button will appear if your change is eligible for direct updating. Pressing the Accept button will change the class schedule.

Will the direct updating feature be expanded?
Yes, in the next few months you will be able to add, change and delete instructors, and more...

I’ve made all my changes in CAPS and saved them. The Registrar’s Office can’t see any of my requests.
Pressing the Save button, puts your request in Pending status. Remember to click the Submit to Registrar button located on the Main Details tab when your changes are complete.

How can I be sure I have submitted all my changes to the Registrar’s Office?
Go to CAPS > Manage Classes. From the CAPS Search page, choose ‘Department’ from the To Do drop down box. Click the Search button. You will see results for all sections on your To Do list that need to be submitted to the Registrar’s Office. (Not Started, Pending and/or Department Action) You can press Submit from this page or from the Main Details page in CAPS once your changes have been made.
<table>
<thead>
<tr>
<th>CAPS Terms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAPS Status</strong></td>
<td>Where a section is in the process (not started, pending, etc.)</td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td>University or CPE.</td>
</tr>
<tr>
<td><strong>Catalog Number</strong></td>
<td>3-digit number (plus letters sometimes), which along with the Subject, describe the course, (ex: Cryptozoology “101”). Same as Course Number.</td>
</tr>
<tr>
<td><strong>Class Association</strong></td>
<td>How components are connected.</td>
</tr>
<tr>
<td><strong>Class Attribute</strong></td>
<td>Features of a class, such as Honors, Gened, RAP, TAP.</td>
</tr>
<tr>
<td><strong>Class Number</strong></td>
<td>5-digit number used as a unique identifier for section for this term. Used in registration.</td>
</tr>
<tr>
<td><strong>Class Status</strong></td>
<td>Availability of the section.</td>
</tr>
<tr>
<td><strong>Combined</strong></td>
<td>Indicates whether or not this class has been joined with another.</td>
</tr>
<tr>
<td><strong>Comments (Comms)</strong></td>
<td>Used for internal communications with Registrar’s Staff.</td>
</tr>
<tr>
<td><strong>Component</strong></td>
<td>Type of section (lecture, seminar, discussion, independent study, etc.)</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>A general educational offering. (ex: Cryptozoology 101)</td>
</tr>
<tr>
<td><strong>Course ID</strong></td>
<td>6-digit number which identifies a course over time. (ex: 012345 is Cryptozoology 101).</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>3-digit number (plus letters sometimes), which along with the Subject, describe the course, (ex: Cryptozoology “101”). Same as Catalog Number.</td>
</tr>
<tr>
<td><strong>Department Flag</strong></td>
<td>Flag a section to search on by yes/no checkbox.</td>
</tr>
<tr>
<td><strong>DSR</strong></td>
<td>Department Scheduling Representative.</td>
</tr>
<tr>
<td><strong>Element</strong></td>
<td>Details about the way a class is setup. A piece of information, such as room capacity, instructor, etc.</td>
</tr>
<tr>
<td><strong>Element State</strong></td>
<td>Where the Element is in the change process. (ex: waiting, accepted).</td>
</tr>
<tr>
<td><strong>Enrollment Capacity</strong></td>
<td>The full capacity of the section. Used for room scheduling and registration purposes.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Information for students. Notes will appear in schedule of classes.</td>
</tr>
<tr>
<td><strong>Route</strong></td>
<td>Mark a section to search on later, or to route section to another person in your department. Similar to ‘Department Flag’, but more specific.</td>
</tr>
<tr>
<td><strong>RSS</strong></td>
<td>Registrar Scheduling Staff.</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td>One instance of a course. (ex: Fall 2014, Cryptozoology 101, LEC Section 01).</td>
</tr>
<tr>
<td><strong>Session</strong></td>
<td>Denotes University or CPE (CPE has several summer and other sessions).</td>
</tr>
<tr>
<td><strong>To Do</strong></td>
<td>Indicates who should work on section next – DSR or RSS or Nobody.</td>
</tr>
<tr>
<td><strong>Waitlist Capacity</strong></td>
<td>Collect an automated waitlist for that section. System moves students from waitlist into the course as seats become available before classes begin.</td>
</tr>
</tbody>
</table>