This reference guide will explain the process for submitting courses for Institutional Competencies using the online course approval system, CAPA.

This process will support the Comprehensive Learner Record, or CLR, at the University of Georgia.

The CLR is designed to highlight students’ validated competencies and achievements that they have acquired through their UGA coursework and activities. Courses and activities that are approved for the Institutional Competencies will be displayed in the CLR. For the CLR to be as robust as possible for our students, we encourage as many courses as possible to be submitted through these new CAPA processes.

To navigate to the Institutional Competency Tab when creating a New Course Proposal:

**STEP 1: Login to CAPA:**
- Go to capa.uga.edu
- Select the “Create or Change a Course” link
Submit a Course

Ready to create a new course or need to change an existing course? Click below to get started.

CREATE OR CHANGE A COURSE

- Log into CAPA with your UGA MyID and Password

STEP 2: Open a New Course Proposal

- Select your Unit and your Role within the Unit

UNIT

- Biological Sciences

ROLE

- Department Course Initiator

STEP 3: Adding Course Objectives and Expected Learning Outcomes to the Syllabus tab that are required for use in the IC tab when working on a New Course Proposal

- Select “Begin a New Course Proposal” from the “Task” dropdown:
• Enter the relevant new course information as needed (Course Prefix, Number, Cross-Listed Prefix, etc.), and select “Validate New Course ID”

• Input required information in the “Course Info”, “Equivalent Courses”, “Pre/Coreq”, and “Primary Delivery” tabs as needed for the course.

• Navigate to the “Syllabus” at the top of the page:

• Enter Course Objectives and Expected Learning Outcomes for the course in the relevant “Proposed” section of the “Syllabus” page.

• Use the “+” button below each text box to make a new text box for additional Objective/Outcomes. Without these Objectives/Outcomes listed, the IC tab will not populate correctly:
STEP 4: Adding Institutional Competency Information for the Course:

- Select the checkboxes of the relevant Course Objectives and Expected Learning Outcomes from the “Syllabus” tab within all six listed Institutional Competencies, expanding the sections as needed.

The Institutional Competencies are:
- Critical Thinking
- Analytical Thinking
- Communication
- Social Awareness & Responsibility
- Creativity & Innovation
Leadership & Collaboration

INSTITUTIONAL COMPETENCY (IC)

**INSTITUTIONAL COMPETENCY INSTRUCTIONS**
University of Georgia Institutional Competencies [link]
Examples of Courses and Co-Curricular Experiences that Meet an Institutional Competency [link]

**IC Form Guidelines:** In order to map your course to individual Institutional Competency learning outcomes, please select the appropriate course learning outcomes check boxes listed below (check all that apply).

<table>
<thead>
<tr>
<th>Critical Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRITICAL THINKING</td>
</tr>
<tr>
<td>The ability to pursue and comprehensively evaluate information before accepting or establishing a conclusion, decision, or action.</td>
</tr>
</tbody>
</table>

- IC Learning Outcome: Consider, engage, and analyze opposing viewpoints or arguments
  - Course Learning Outcomes:
    - [ ] Course objective 1
    - [ ] Course objective 2

- IC Learning Outcome: Evaluate the credibility of information
  - Course Learning Outcomes:
    - [ ] Course objective 1
    - [x] Course objective 2

- IC Learning Outcome: Support one's own conclusion, decision, or action with sound reasoning and judgment
  - Course Learning Outcomes:
    - [ ] Course objective 1
    - [x] Course objective 2

- IC Learning Outcome: Interpret inferences and develop subtleties of symbolic and indirect discourse
  - Course Learning Outcomes:
    - [ ] Course objective 1
    - [ ] Course objective 2

**STEP 5:** At the bottom of this page, provide a description of how the course/experience content and activities address the selected competency or competencies in the provided text box.

Please provide a description of how the course/experience content and activities address the selected competency(ies):

Enter description of course experience and how it matches the competencies here.
To display a preview of the course in a new window that does not have text boxes and will allow you to print a copy of the proposal, click the “View Proposal in New Window” option at the top of the proposal page.

To copy a link to the proposal, click the icon in the top right corner of the page.

- This will allow you to share the course proposal that is in progress at the Initiator level. Once the course is submitted forward, the proposal will be viewable in CAPA Browse.

STEP 6: Save the New Course Proposal for later editing, or submit the New Course Proposal along in the normal approval workflow for further review:

SAVE OR SUBMIT
One of the following must be selected:

- Temporary Save
- Submit to Department Staff
- Submit to Department Head

Proceed