

# Guidelines for Students using the REDCap SACS tool

September 2015

The REDCap SACS evaluation tool requires student involvement at each milestone candidacy (Program Entry, Selecting a Committee, Qualifying Exam, ongoing Committee Meetings, and Defense). Please follow the instructions below to comply with our program's accreditation requirements. We expect this tool to be a useful electronic repository of your progress which you can access at anytime.

## An overview of the process:

- Enter information about you, your mentor(s), chair, and committee members
- For your qualifying exam, and each committee meeting, we need two pieces of information from your chair:
  1. Online SACS form to be completed with input from your entire committee at the end of each meeting
  2. A written evaluation which summarizes your strengths, weaknesses, any changes to your project, and a timeline for next meeting.

For accreditation purposes, this information is organized within REDCap.

We appreciate your diligence in encouraging your chair to submit this information in a timely manner. To help you in this effort, REDCap allows you to send SACS forms to your chair. REDCap also allows you to send e-mail to your chair to upload the evaluation of your qualifying exam and committee meetings.

## Program Entry and Committee Information

Log-in to <https://redcap.vanderbilt.edu>

If you need to set up an account, please do so before proceeding.

- Go to **My Projects** and select the project titled **CPB SACS**
- Go to left-hand column labeled **Record Status Dashboard**
- Click on radio button for **Program Entry Information**
- Click on the drop-down menu for "Survey Options" located at the top right and click on "Open Survey"
- Please complete the information.

Next:

- Return to the **Record Status Dashboard** in the left-hand column
- Click on radio button for **Committee Information**
- Click on the drop-down menu for "Survey Options" located at the top right and click on "Open Survey"
- Please complete the information.

At this stage, you have submitted all necessary materials until you are ready to set up your qualifying exam.

## Qualifying Exam

In addition to bringing the [paper forms](#) required by the Graduate School to record the outcome of your Qualifying Exam, you must also create a SACS survey for your committee chair to record the outcome of your qualifying exam. At least three days before your qualifying exam, please compose a survey invitation to your committee chair for your qualifying exam.

Log-in to <https://redcap.vanderbilt.edu>

- Go to **My Projects** and select the project titled **CPB SACS**
- Go to left-hand column labeled **Record Status Dashboard**
- Click on radio button for **Qualifying Exam**
- Click on the drop-down menu for “Survey Options” located in the top-right and click on “Compose Survey Invitation”

Compose a survey invitation to your committee chair using the following information as a guide.

When should the e-mail be sent? *Immediately*  
Enable reminders (Select Recurrence every 10 days)  
From: This should come from you.  
To: Your committee chair’s e-mail address  
Subject: SACS form for upcoming qualifying exam

Example Text:

*Dear \_\_\_\_,*

*The Program would like for you to complete this SACS evaluation at the conclusion of my qualifying exam in consultation with the other committee members. The link to the evaluation form is in this e-mail.*

*Thank you for serving as chair to my qualifying exam,  
Your name*

Click “Send Invitation”

Once your committee chair has entered this information, you will receive an e-mail letting you know that he or she has completed the evaluation and it is time for your chair to upload a committee letter. You can forward the e-mail to your committee chair without logging back into REDCap. You will receive an e-mail every ten days until the committee chair’s letter is uploaded into the system. You can forward this reminder to them. Your chair will only be receiving messages or surveys you forward to them. Once the letter is uploaded, you will also receive an e-mail letting you know the letter is in the system and ready to be viewed. You can view the letter by returning to the dashboard and clicking on the form that you wanted to view. The file will be available for download for you.

## Committee Meetings

There are no required forms for the Graduate School to take to your committee meetings. However, you must send a SACS form to your committee chair before each committee meeting. At least three days before your committee meeting, please compose an invitation to your committee chair for your committee meeting.

Log-in to <https://redcap.vanderbilt.edu>

- Go to **My Projects** and select the project titled **CPB SACS**
- Go to left-hand column labeled **Record Status Dashboard**
- Click on radio button for **Committee Meeting**
- Click on the drop-down menu for “Survey Options” located in the top-right and click on “Compose Survey Invitation”

Please send this survey to your committee chair.

When should the e-mail be sent? *Immediately*

From: This should come from you.

To: Your committee chair’s e-mail address

Subject: SACS form for upcoming committee meeting

Example Text (you may draft your own):

*Dear \_\_\_\_,*

*The Program would like for you to complete this SACS evaluation form at the conclusion of my committee meeting in consultation with the other committee members. The link to the evaluation form is in this e-mail below.*

*Thank you for serving as chair to my dissertation committee,  
Your name*

Click “Send Invitation”

Once your committee chair has entered this information, you will receive an e-mail letting you know that he or she has completed the evaluation and it is time for your chair to upload a committee letter.

Please log back into REDCap: <https://redcap.vanderbilt.edu>

- Navigate to the **Records Status Dashboard**
- Click on the radio button for “Committee Meeting Chair Letter”
- Navigate to menu for “Survey Options” and click on “Compose Survey Invitation”

Please send this survey to your committee chair.

When should the e-mail be sent? *Immediately*

From: This should come from you.

To: Your committee chair’s e-mail address

Subject: Committee Letter needed for SACS evaluation

Example Text (you may draft your own):

Dear \_\_\_\_,

*The Program would like for you to upload a committee letter to this survey once you have consulted with the other committee members. The link to the tool is in this e-mail.*

*Thank you for serving as chair to my dissertation committee,  
Your name*

Click "Send Invitation"

Once the letter is uploaded, you will receive an e-mail letting you know it is ready and available. Please go into the system and view the letter by clicking on the radio button for "Committee Meeting Summary Letter."

### Defense

In addition to taking the [paper forms](#) required by the Graduate School to record the outcome of your Dissertation Defense, it is necessary to create a SACS form to record the outcome of your defense. At least three days before your defense, please direct you committee chair to the defense SACS form using the survey invitation tool.

Log-in to <https://redcap.vanderbilt.edu>

- Go to **My Projects** and select the project titled **CPB SACS**
- Go to left-hand column labeled **Record Status Dashboard**
- Click on radio button for **Final Defense**
- Navigate to menu for "Survey Options" and click on "Compose Survey Invitation"

Please send this survey to your committee chair.

When should the e-mail be sent? *Immediately*

From: This should come from you.

To: Your committee chair's e-mail address

Subject: SACS form for upcoming defense

Example Text (you may draft your own):

Dear \_\_\_\_,

*The Program would like for you to complete this SACS evaluation form I consultation with the other committee members at the conclusion of my dissertation defense. The link to the evaluation form is below.*

*Thank you for serving as chair to my dissertation committee,  
Your name*

Click "Send Invitation"