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# Customizing UEP Assessment Forms

The Universal Encouragement Program  
Form customization

[www.capenetwork.org/customforms.pdf](http://www.capenetwork.org/customforms.pdf)

# Customizing UEP Assessment Forms

The Universal Encouragement Program  
Form customization

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Encouragement Services Incorporated

# The Universal Encouragement Program

- ▶ Customizable guidance assessment, reporting, communications, and evaluation system
- ▶ For schools and education support programs
- ▶ For students in grades 6–12 and beyond
- ▶ Developed by Encouragement Services Incorporated, an Indiana nonprofit corporation

# Definitions

- ▶ Form item = questionnaire question or prompt
- ▶ Form item response = answer to question or response to prompt

# Definitions

- ▶ Question Group = name of section of related items
- ▶ UEP Forms (1, 2, & 3) = questionnaires

# Definitions

- ▶ Deselect: remove an item from a questionnaire (item remains present in reports)
- ▶ Delete: applies to the permanent removal of an item or question group (not reversible)

# Definitions

- ▶ Standard Form Item – can be deleted but not altered
- ▶ Custom Form Item – can be deleted or altered

# Why customize?

- ▶ Select items appropriate for grade level
- ▶ Abbreviate questionnaire to shorten time for administration
- ▶ Add items specific to a school or program or group of same
- ▶ Standardize items for a group of programs or schools

# Why customize?

- ▶ Collect data needed for school improvement, RTI, accreditation, or other purpose
- ▶ Measure effects of specific initiatives and interventions
- ▶ Gather data for a grant or funding opportunity

# Customization steps

1. Go to UEP home page [www.capenetwork.org](http://www.capenetwork.org)
2. Open [Professionals Menu](#) in left navigation bar
3. Select [Administration and Reporting Tools](#)
4. Enter email address: [customguest@esi.cc](mailto:customguest@esi.cc)
5. Enter password: customguest1
6. Go to Customization Menu at bottom of page

## Welcome

### to the CAPE® Network Universal Encouragement Program

#### An online student guidance needs assessment system

#### Why use the Universal Encouragement Program?

The Universal Encouragement Program (UEP) is a customizable online guidance assessment, reporting, communications, and evaluation system designed to help counselors and other education support professionals document and respond to students' career and education needs, interests, and experiences. UEP assessments inform guidance and encouragement efforts that lead to improved educational attainment and career decision-making.

The UEP is a time-saving online tool that gathers critical data to inform guidance services, program development, and school improvement efforts. ESI offers the UEP at no cost to schools and education support programs and provides low-cost data tools that enable states, districts, and other groups to view data across multiple schools or programs.

The UEP gives school counselors and other student advocates the data required for implementing an array of [comprehensive guidance services](#).

The UEP provides web-delivered guidance reports for individuals, cohorts, and selected groups of students.

#### Guidance assessment

- Identifies students in need of guidance services
- Enables targeted guidance and encouragement services
- Lists students at risk of disengagement or not continuing with education or training beyond high school
- Provides a rationale and justification for program development - see at a glance the more popular student preferences for guidance and support services



## For Professionals

### Administration and Reporting

Click on the appropriate link below.

#### Administration and Reporting

- [Instructions for Assessment Administrators](#)
- [ESI Policy on Protecting Confidentiality of Personal Information](#)
- [Administration and Reporting Tools](#)
- [Sample Reports and Other Documents](#)
- [Report a Problem](#)

#### Public Assessment Results

- [Form 1](#)
- [Form 2](#)
- [Form 3](#)

#### Assessment Previews

- [Preview Form 1](#)
- [Preview Form 1 \(En Español\)](#)
- [Preview Form 2](#)
- [Preview Form 2 \(En Español\)](#)
- [Preview Form 3](#)
- [Preview Form 3 \(En Español\)](#)



Email Address:

Password:

Login



Email: customguest@esi.cc

Password: customguest1

[www.capenetwork.org/reportingtoolslogin.aspx](http://www.capenetwork.org/reportingtoolslogin.aspx)

customguest@esi.cc (Custom School) [[Logout](#)]

▾ **Results**

**Browse Results by Student:**

- Show All Student Responses
- Search for Student Responses

**Browse Results by Assessment:**

- Form 1 (Grades 6 - 8)
- Form 2 (Grades 9 - 12)
- Form 3

**Advanced Reporting by Assessment:**

- Form 1 (Grades 6 - 8)
- Form 2 (Grades 9 - 12)
- Form 3

▸ [Factor Reports](#)

▸ [Customization](#) ←

customguest@esi.cc (Custom School) [[Logout](#)][▶ Results](#)[▶ Factor Reports](#)[▼ Customization](#)**Assessment Customization**

- [Customize Form 1 \(Grades 6 - 8\)](#)
- [Customize Form 2 \(Grades 9 - 12\)](#) ←
- [Customize Form 3](#)

**Custom Settings:**

- [Edit My Settings](#)
- [Manage Users](#)
- [Manage Custom Report Groups](#)
- [Your Assessment Links](#)

[UEP Home](#)[Students](#)[Professionals  
Administration  
& Reporting](#)[School &  
Program  
Registration](#)

[Back To Reporting Tools](#)**Editing Form 2 (Grades 9 - 12)**  ← Open the editing tool by clicking on the item that you wish to edit.

## Question Groups

**Education**

College Readiness

Career Interests

Future Planning

Services &amp; Activities

Group Name: Education / Educación  ←

- |   |                                     |
|---|-------------------------------------|
| 1. How confident are you in your understanding of the course requirements for high school graduation?           | <input type="button" value="Edit"/> |
| 2. In a usual week, about how many hours do you spend on homework outside the classroom?                        | <input type="button" value="Edit"/> |
| 3. How often do you turn your homework in on time?  | <input type="button" value="Edit"/> |
| 4. How often do you take part in classroom discussions and activities?  | <input type="button" value="Edit"/> |
| 5. Check any of the following that apply to you.  | <input type="button" value="Edit"/> |
| 6. Check any of the following that apply to you.  | <input type="button" value="Edit"/> |
| 7. How many days have you been absent from school in the past school year?                                      | <input type="button" value="Edit"/> |
| 8. How would teachers generally rate your classroom behavior?   | <input type="button" value="Edit"/> |
| 9. How often do you seek help when you don't understand something from class?                                   | <input type="button" value="Edit"/> |
| 10. If you need to seek help for a problem that affects your school performance, do you know where to get help? | <input type="button" value="Edit"/> |
| 11. Would you use tutoring (one-on-one help in a subject), if the service were available?                       | <input type="button" value="Edit"/> |
| 12. How would you rate your scores on important tests?  | <input type="button" value="Edit"/> |
| 13. How often do you use the Internet in doing school work?   | <input type="button" value="Edit"/> |
| 14. Where do you access the Internet? (Check all that apply)  | <input type="button" value="Edit"/> |
| 15. How often in your classes do you make your best effort?   | <input type="button" value="Edit"/> |
| 16. How interesting are your classes to you?  | <input type="button" value="Edit"/> |
| 17. How challenging are your classes?   | <input type="button" value="Edit"/> |
| 18. ...New Question Text...   |                                     |

<https://www.capenetwork.org/EditSurvey2.aspx?sid=21>

# Deselecting grades/items

- ▶ Select form for customization
- ▶ Click on the item to deselect grade levels (un-checking the grade boxes will erase the item from your form for those grades)
- ▶ Click on the save button to record your changes

# Adding a new item

- ▶ Click on the add a question button
- ▶ Enter a new question or prompt
- ▶ In the answer box, enter your item responses

# Adding a new item

- ▶ Choose the question type for your item
  - Single response
  - Multi response
  - Single response OR other
  - Multi response AND other
  - Free text
- ▶ Save your item by clicking on the save button

## Editing Form 2 (Grades 9 - 12)

### Question Groups

Group Name: **Education / Educación**

Education


















College Readiness

Career Interests

Future Planning

Services & Activities

Add Group...

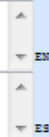
- |   |   |
|---|---|
| 1. How confident are you in your understanding of the course requirements for high school graduation?           |    |
| 2. In a usual week, about how many hours do you spend on homework outside the classroom?                        |    |
| 3. How often do you turn your homework in on time?  |    |
| 4. How often do you take part in classroom discussions and activities?  |    |
| 5. Check any of the following that apply to you.  |    |
| 6. Check any of the following that apply to you.  |    |
| 7. How many days have you been absent from school in the past school year?                                      |    |
| 8. How would teachers generally rate your classroom behavior?   |    |
| 9. How often do you seek help when you don't understand something from class?                                   |    |
| 10. If you need to seek help for a problem that affects your school performance, do you know where to get help? |    |
| 11. Would you use tutoring (one-on-one help in a subject), if the service were available?                       |    |
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| 13. How often do you use the Internet in doing school work?   |    |
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| 15. How often in your classes do you make your best effort?   |   |
| 16. How interesting are your classes to you?  |  |
| 17. How challenging are your classes?   |  |



**Question:**



...New Question Text...



**Answers:**

**New Answer:**

Two empty text input fields for entering answers, each with a vertical scroll bar on the right side.



Add New Answer

**Question Type:** Multi-Choice, Select One

**Show to these grade levels:**

- Fifth
- Sixth
- Seventh
- Eighth
- Ninth
- Tenth
- Eleventh
- Twelfth
- CollegeFreshman
- CollegeSophomore
- CollegeJunior
- CollegeSenior
- GraduateFormerStudent

Move this question to group: Education

Move Question

Save Cancel



**Question:**

...New Question Text...

Spanish text goes here.



**Answers:**

**New Answer:**

Spanish text goes here.



Add New Answer

**Question Type:** Multi-Choice, Select One

**Show to these grade levels:**

- Fifth
- Sixth
- Seventh
- Eighth
- Ninth
- Tenth
- Eleventh
- Twelfth
- CollegeFreshman
- CollegeSophomore
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- GraduateFormerStudent

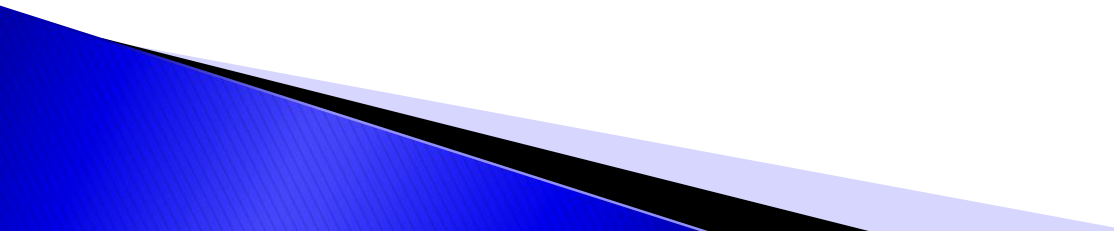
Move this question to group: Education

Move Question

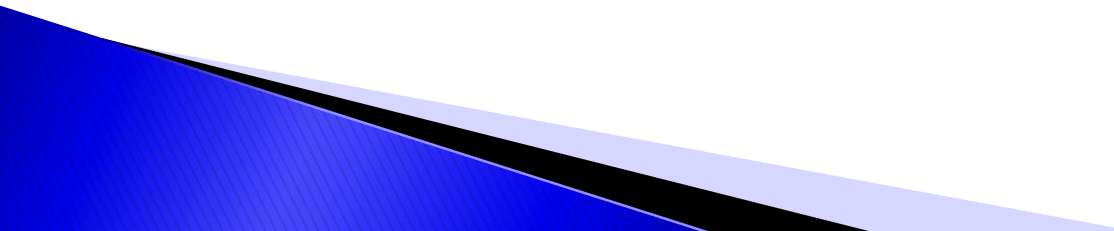
Save

Cancel

# Other customization

- ▶ Reporting date ranges
  - ▶ Registration groups
  - ▶ Reporting groups
  - ▶ Finding custom forms
- 

# View your form

- ▶ Go to [www.capenetwork.org](http://www.capenetwork.org)
  - ▶ Click on the Students menu
  - ▶ Select the form that you edited
  - ▶ On the page following the student information page...
  - ▶ Enter the Custom School authorization code: CUSTO (case-sensitive)
- 

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