## **MAP I Military Articulation Platform – Knowledge Base**

(Standard Operating Procedures)







#### **MAP Audience:**

- Evaluators
- Faculty
- Articulation Officers
- Curriculum Administration



#### **Additional Resources:**

- American Council on Education (ACE)
- CSU Credit for Prior Learning (CPL)
- Palomar College Credit for Prior Learning

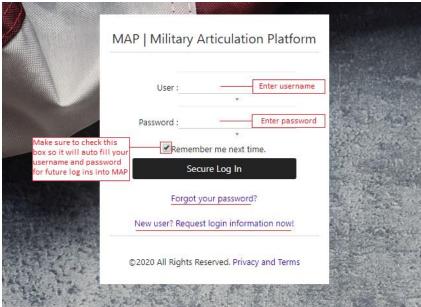
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## MAP Log in page

1) Navigate to the MAP website link:

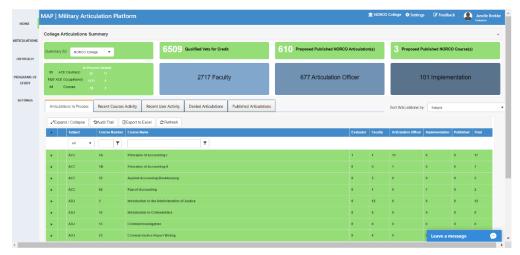
https://militaryarticulationplatformweb.azurewebsites.net/modules/security/Login.aspx



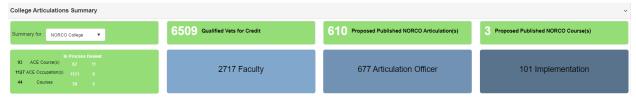
i. There are hyperlinks if you forgot your password or are a new user of MAP and would like to request access as a specific role in the four-step process.

## **MAP Dashboard**

1) Once you have logged in, you are now in the MAP dashboard where you will see:



#### **College Articulation Summary**



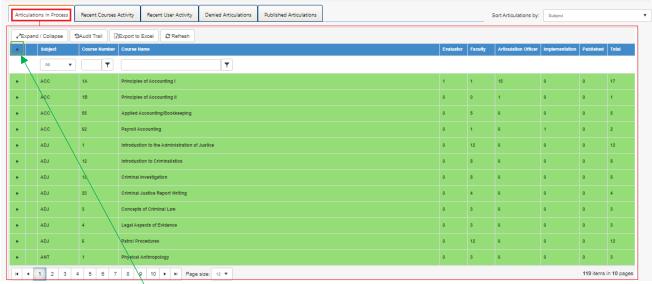
Within the college articulation summary, there are 8 cards that will be populated:

- 1) Summary for: This drop-down list will include all the colleges within your district/consortium, once you select a college, it will give you the articulation summary for that specific college. The image above is showing the articulation summary for Norco College.
- Qualified Vets for Credit: 6509 (number shown in the image above) is the number of Veterans that qualify for credit. By clicking this card, a pop-up window will appear with the list of those Veterans with their assigned occupation code. You can filter these Veterans by name, occupation code, or occupation title. Lastly you will have the ability to export this list into an excel spreadsheet.
- 3) Proposed Published Articulations: 610 (number shown in the image above) is the number of proposed published articulation within that college. Once you click on this card, a pop-up window will appear with the list of each individual articulation that was published with their ACE ID, Exhibit, Occupation code, and title attached to it. The last column will show you which course is has been articulated to. Lastly, you can filter these articulations and export them into an excel spreadsheet.
- 4) Proposed Published Courses: Here you will find the list of published courses within your college that have either an ACE occupation or an ACE course articulated to it and have completed the fourstep articulation process.
- 5) Evaluator card: 1220 (the number of articulations in the evaluator queue) Once you hover your mouse over the evaluator card, the card will flip over showing the granular detail of what is in the evaluator queue. You will see the number of ACE Courses (93), ACE Occupations (1127), and Courses (44) within your course catalog. Additionally, you see the number of articulations that are in process or that have been denied. These categories are <a href="hyperlinks">hyperlinks</a> that once clicked, a pop-up window will appear with the list of whichever category you chose to view more in depth. Within that window you will be able to see the articulations in process or the articulations that have been denied. You can filter these to narrow down your search and export them to excel.
- 6) Faculty card: 2717 (number of articulations in the faculty queue) will have the same concept as the evaluator card. Please refer to the evaluator card documentation.

- 7) Articulation Officer card: 677 (number of articulations in the articulation officer's queue) will have the same concept as the evaluator card. Please refer to the evaluator card documentation.
- 8) Implementation card: 101 (number of articulations in the implementation queue) will have the same concept as the evaluator card. Please refer to the evaluator card documentation.
  - Expand/Collapse button will allow you to hide or unhide the College Articulation Summary.



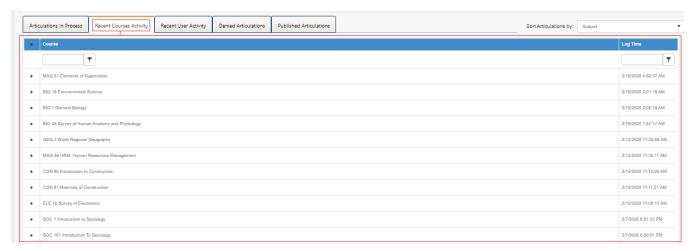
#### Articulations in Process tab



Here you will see all courses that are part of your discipline with all the articulations attached. This tab is your current workload with the articulations in your queue awaiting action to approve or deny. For each course, you can click the expand/collapse button to view all the individual articulations. By default, the articulations will be hidden (collapsed) but can be shown all at once or by course by clicking on the expand/collapse button.

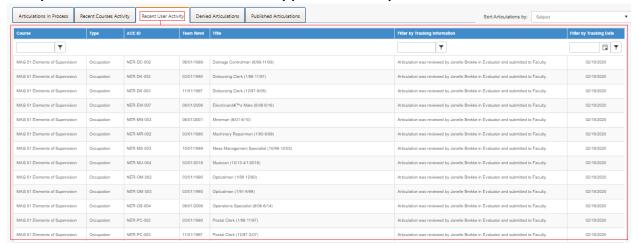
#### **Recent Courses Activity tab**

Here you will find the courses listed from your institution. They are ordered by the latest activity within that course. (Ex. MAG 51 is the first course in the list which means that the latest articulation created was either an ACE Course or Occupation to the MAG 51 course.)

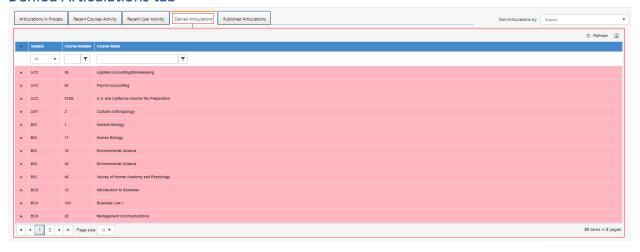


#### Recent User Activity tab

Here you will find a list of articulations ordered by your latest activity as a user.



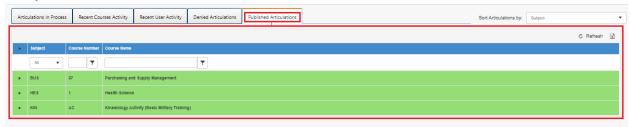
#### **Denied Articulations tab**



Here are all articulations that were denied. This list is populated with your institution's courses ordered by the latest activity within the course.

#### **Published Articulations**

Here will be a list of courses that completed the four-step process and were published by the implementation specialist.



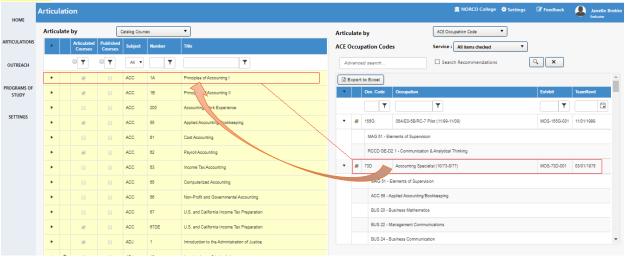
## **Managing Articulations**

#### Creating an Articulation

1) Navigate to the side bar menu within the dashboard and click on Articulations > Create Articulation

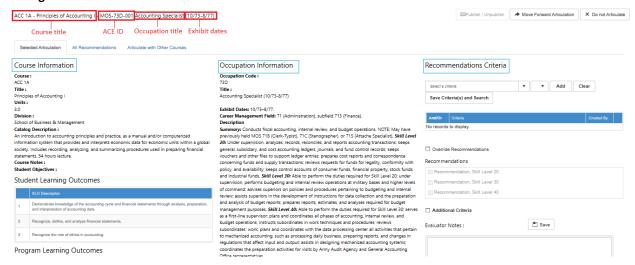


2) Once you are in the Create Articulation page, you can now begin articulating either occupations or courses from ACE (American Council) to any course within your college's course catalog by doing a drag and drop to the course of your choice.

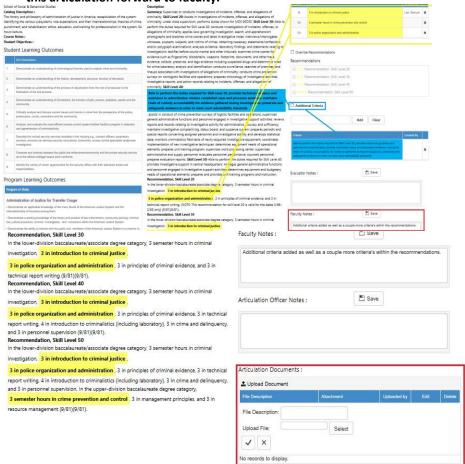


3) Once you let go of the mouse after dragging and dropping the course, the articulation process will begin and will open a separate tab with a side by side view of the course information from the course of your

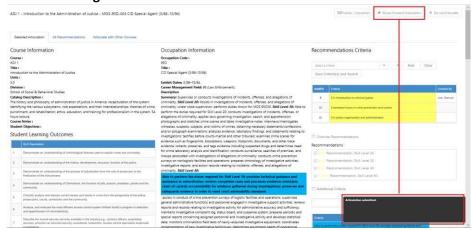
college and the occupation/course information from ACE, as well as the recommendations criteria to the right.



4) You are now ready to begin highlighting criteria from underneath the recommendations, add any additional criteria from within the summary, add any notes or upload any documents before moving this articulation forward to faculty.



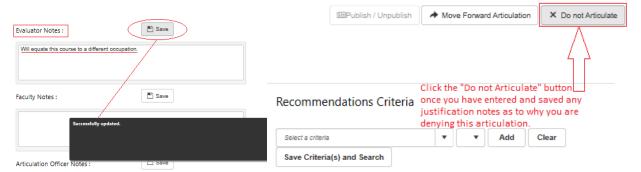
5) You can now move this individual articulation forward to the Articulation Officer by clicking the move forward articulation button.



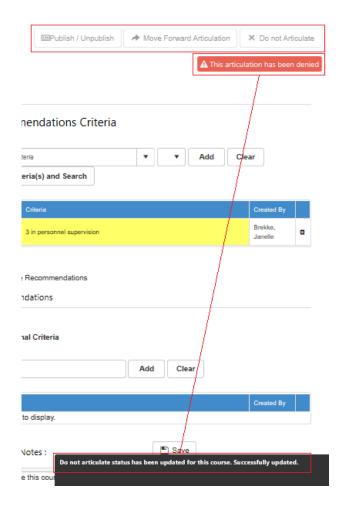
6) Once the articulation is moved forward, the buttons (at the top right of the screen) will disable and on the bottom right of the screen will display a message saying, "Articulation submitted". You can now close this tab and return to the dashboard. Once you are in the dashboard, make sure to refresh the homepage to update your queue and continue going through your articulations.

#### **Denying an Articulation**

To deny an articulation, you must enter justification notes as to why you are denying the articulation within the Evaluator notes box. Click the save button and now you are ready to click the "Do Not Articulate" button which will send the articulation into the "Denied Articulations" tab.



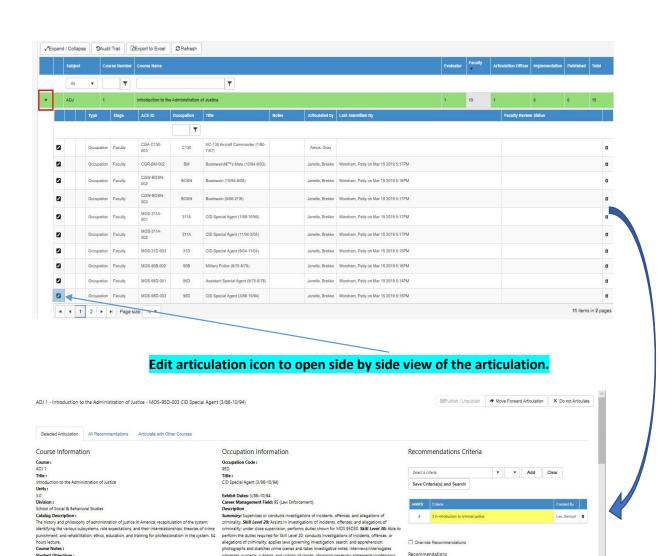
Once you have clicked the "Do not Articulate" button, all buttons will disable, and a message will display saying "This articulation has been denied". There will also be a message prompt in the bottom right corner saying "Do not articulate status has been updated for this course. Successfully updated."



## Viewing/Sorting/Editing Articulations

There are headers (Subject, Course number, Course name, Evaluator, Faculty, Articulation Officer, Implementation, Published, Total) within the Articulations in Process tab that allow you to click/drag on each of them to sort either by reordering them or sorting them.





You can sort the articulations by subject, most articulations, least amount of articulations, the greatest number of days awaiting to process and last submitted/updated.

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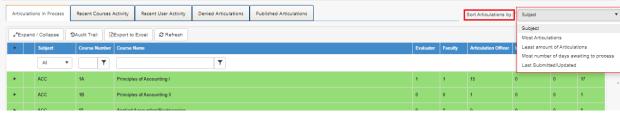
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Evaluator Notes:

Save

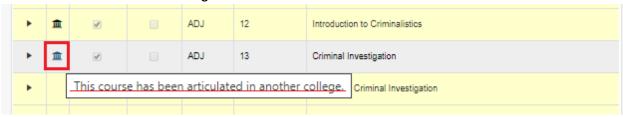
E Save



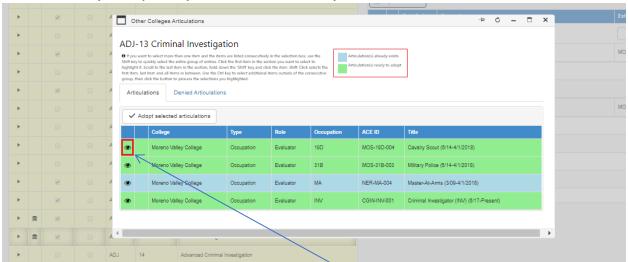
Student Learning Outcomes

#### Adopting an Articulation

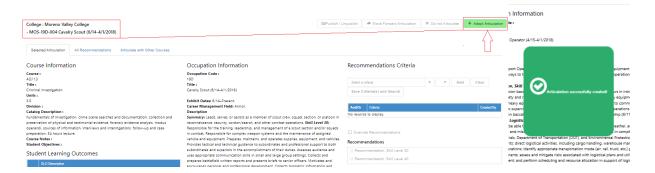
You can adopt articulations that were created at another institution if you see that there is a building icon next to the course when creating an articulation.



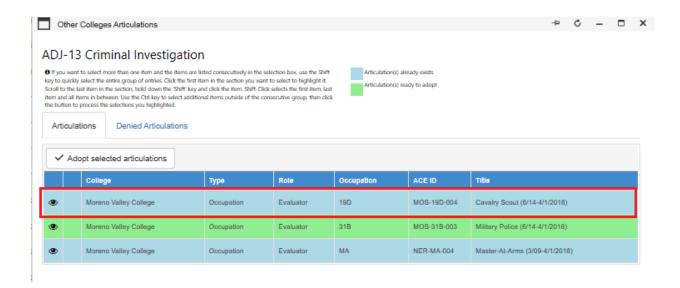
Once you click on that icon, a pop-up window will appear with the list of articulations that are in process and are ready to adopt or any denied articulations if any.



Any articulations highlighted green are ready to adopt. If the articulation is highlighted blue, that means the articulation already exists in your college. If any, the denied articulations will be in the "Denied Articulations" tab. You can view any articulation by clicking on the eye icon.

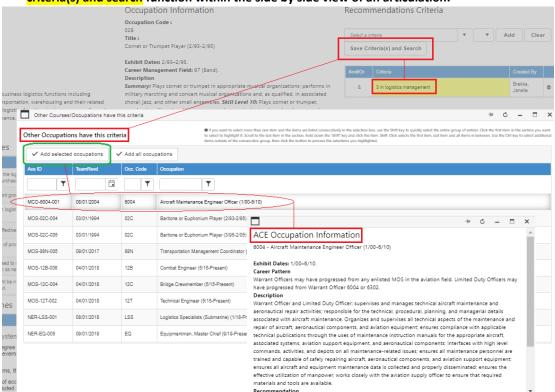


Once you have adopted the articulation, it will now show as "already exists" in the "other colleges articulations" pop-up window with the appropriate color. This means this articulation is now actively in your queue ready for you to add criteria, notes, etc. Once you finish that, it will be ready to move forward for faculty review.



# Articulating multiple ACE occupations/courses to a single course (Save Criteria and Search)

MAP gives you the ability to articulate multiple occupations/courses to a single course using the Save criteria(s) and search function within the side by side view of an articulation.



You can add occupations individually, by group or all of them at once.

-Individually, you select the occupation (it will highlight the occupation with a metallic shadow) then you can click the button "Add selected occupation(s)" above the list.

-By group, once you have selected one, hold the shift key and choose your second occupation as it will be the last occupation selected. (Any occupations in the middle of the two that were selected, will also be selected.) Finally, you can click on the "Add selected occupation(s)" button.

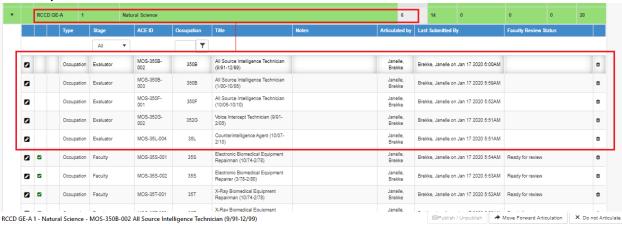
-All of them at once, because all these recommendations have the same criteria that the original occupation you were articulating has, you can just articulate all of them to the college course using the "Add all occupations" button

<u>To view the occupation information</u>, simply double-click the occupation and the information from ACE will be prompted in a pop-up window which you can resize and exit out of it once you are done reading about the occupation.

#### All Recommendations Tab

In this module, you can move forward <u>some</u> or <u>all</u> articulations that have been articulated to that specific course. This way you won't have to keep going back to the dashboard to edit each individual articulation attached to.

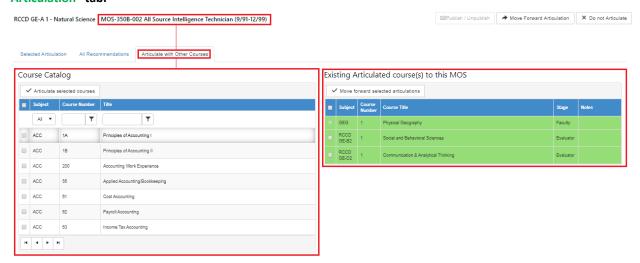
#### For example:



S	Selected Articulation All Recommendations Articulate with Other Courses						
	Highlight recommendations						
,	Move Forward Highlighted Articulation Update Recommendations						
	Ace ID	Team Revd	Occupation	Title	Recommendation(s)		
	MOS-350B- 003	01/01/2000	350B	All Source Intelligence Technician (1/00-10/05)	Recommendation in the lower distance and the second of the		
	MOS-350F- 001	01/01/2000	350F	All Source Intelligence Technician (10/05-10/10)	Recommendation In the lowest-designed accelerations, as a sense of the control of		
	MOS-35L-004	01/01/2000	35L	Counterintelligence Agent (10/07-2/10)	Recommendation, Skill Level 40 In the lower-division baccaliaureate/associate degree category, 3 semester hours in social sciences, 3 in physical security, 3 in applied psychology, 3 in technical writing, 3 in computer software applications, 3 in speech communication, 3 in information systems, and 3 in principles of supervision. In the upper-division baccalaureate degree category, 3 semester hours in regional geography and 3 in international relations (100)(1012).		
	MOS-35L-004	01/01/2000	35L	Counterintelligence Agent (10/07-2/10)	Recommendation, Skill Level 50 In the lower-division baccalisurestel associate degree category, 3 semester hours in social sciences, 3 in physical security, 3 in applied psychology, 3 in technical writing, 3 in computer software applications, 3 in perspect normalization, 3 in information systems, and 3 in principles of supervision. In the upper-division baccalisureate degree category, 3 semester hours in regional geography, 3 in international relations, 3 for a management practicum, and 3 in organizational development (1/100)(1012).		
	MOS-97B-005	01/01/2000	97B	Counterintelligence Agent (1/00-10/07)	Recommendation, Skill Level 40 In the lower-division baccaliaveate/associate degree category, 3 semester hours in social sciences, 3 in physical security, 3 in applied psychology, 3 in technical writing, 3 in computer software applications, 3 in speech communication, 3 in information systems, and 3 in principles of supervision. In the upper-division baccaliaveate degree category, 3 semester hours in regional geography and 3 in international relations (100/(100)).		
	MOS-97B-005	01/01/2000	97B	Counterintelligence Agent (1/00-10/07)	Recommendation, Skill Level 50 In the lower-division baccalavareate/associate degree category, 3 semester hours in social sciences, 3 in physical security, 3 in applied psychology, 3 in technical writing, 3 in computer software applications, 3 in perspect normunication, 3 in information systems, and 3 in principles of supervision. In the upper-division baccalavareate degree category, 3 semester hours in regional geography, 3 in international relations, 3 for a management practicum, and 3 in organizational development (1000/1000).		

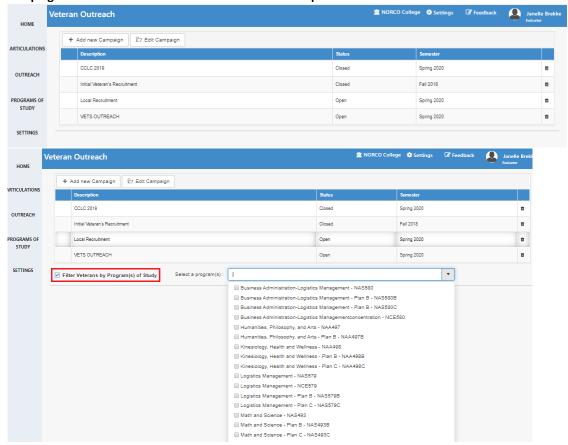
#### Articulate with other courses

You can articulate multiple courses from your course catalog to the MOS that is within the "Selected Articulation" tab.



#### Veteran's Outreach

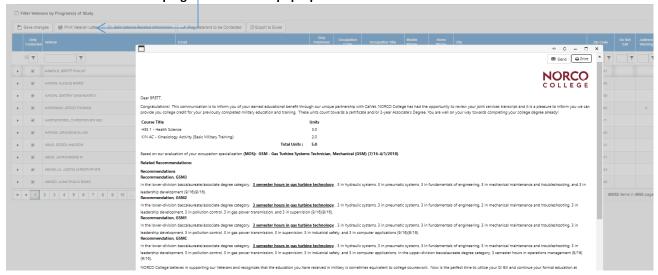
Once you are in the Veteran Outreach module, you can create a new campaign or go into an existing campaign to view the veteran's and start the outreach process.



#### **Printing Veteran Letter**

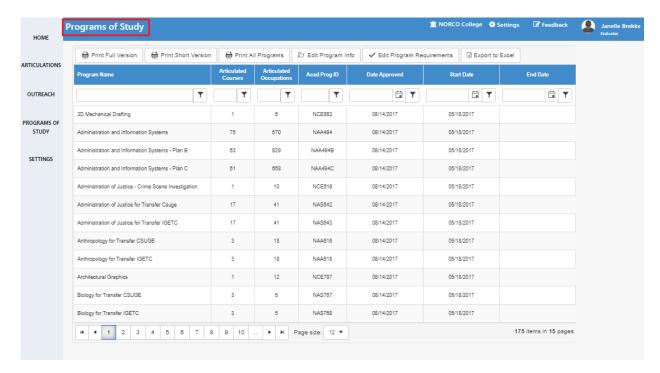
Once you have entered the desired campaign, a list of veterans' will be populated in a new screen. Within this screen you can sort the list any way you'd like using the filters below the headers.

- 1. Select a Veteran so that their name is highlighted with a metallic shadow.
- 2. At the top of the screen there is a button "Print Veteran Letter" which you will click to open the pop-up window that will show you a preview of the veteran letter.
- Now you can either send this as an email attachment or print the letter using the email and print button located at the top right corner of the pop-up window.

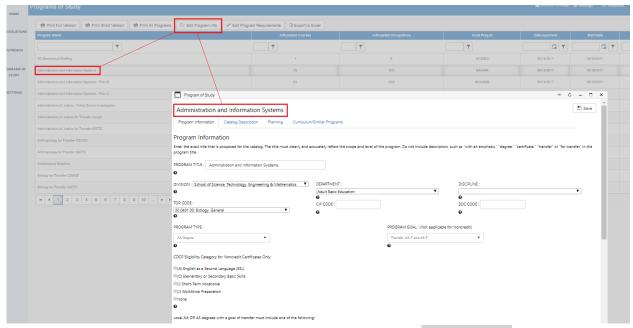


## **Programs of Study**

Within the Programs of Study, you can print a full version, short version, or print all programs.



## **Editing Program Information**



- 1. Click the program you would like to edit so that it is highlighted with a metallic shadow then click on the "Edit Program Info" button to open the pop-up window.
- 2. You can edit anything within each tab: Program Information, Catalog Description, Planning, Curriculum/Similar Programs.