

Capstone Archives User Guide

Uploading and Searching Archived Capstone Projects

Covenant uses the Portal system to host historical copies of many students' Capstone projects. The archive is searchable by anyone at Covenant, although individual students can select a more restricted privacy setting for their Capstone, if they desire. This guide outlines the use of the archive's upload and search features.

When instructed to upload a completed Capstone, you should visit the webpage below and follow these simple steps.

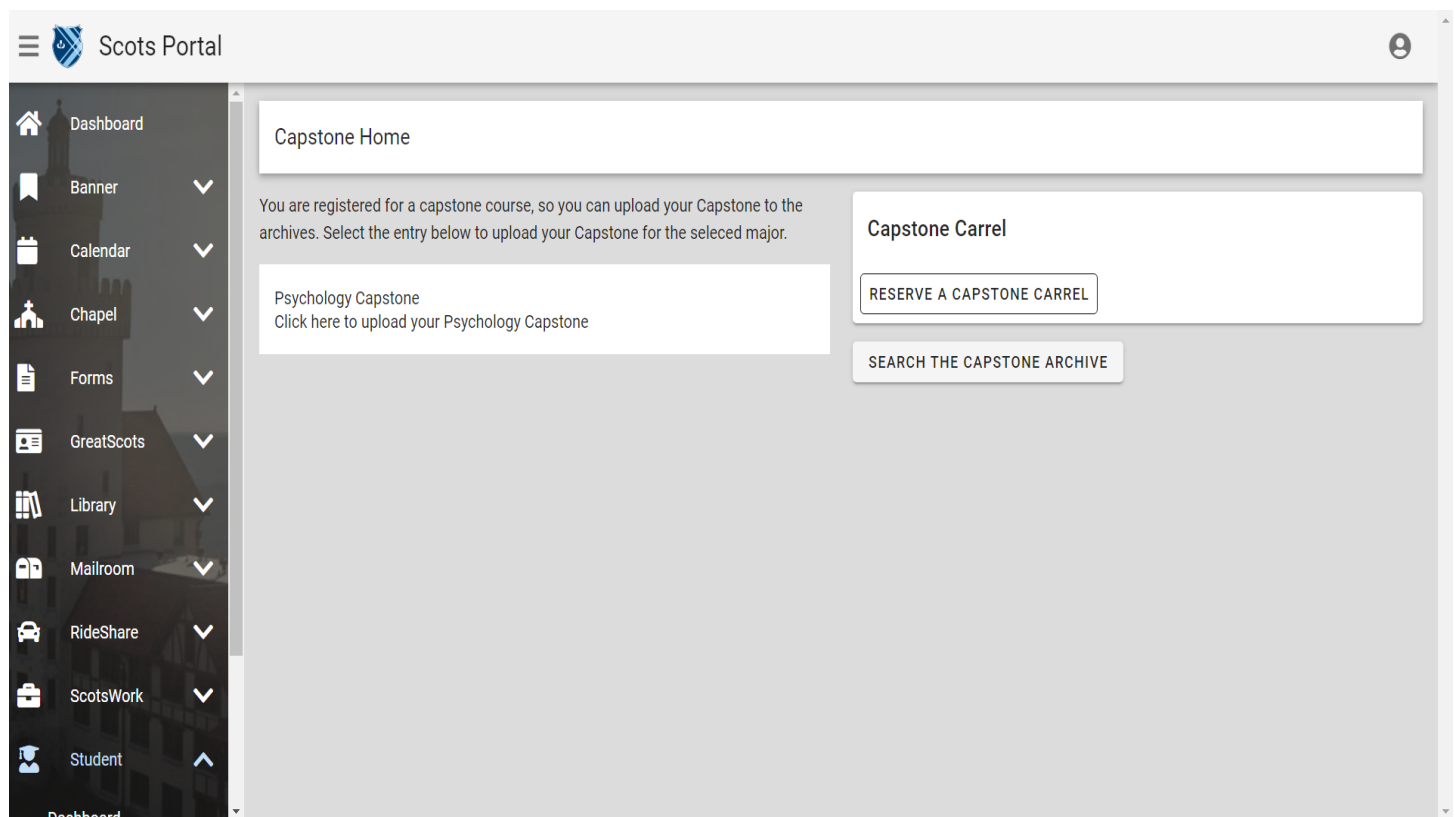
Uploading a Capstone:

The archive's upload page is located at <https://portal.covenant.edu/student/capstone>.

You will first be prompted to log in with your Covenant username and password.

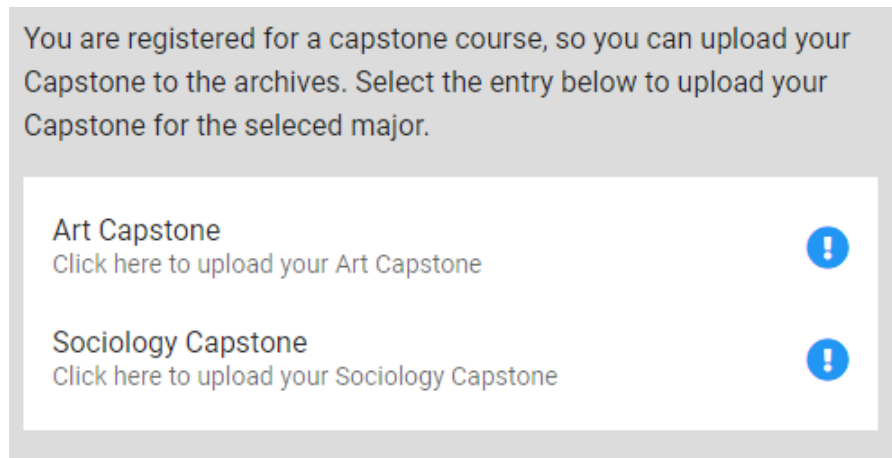
See the screen below for reference.

Your declared major(s) should appear in a box on the left side of the page. Click on your major(s) and a dialog will open.



If you have more than one major, you will need to upload your Capstone for each one. Double majors will see both of their majors listed. For record-keeping purposes and in order for your Capstone to be searchable under both majors, please upload it twice, selecting a different major each time.

See the screen below for reference for those with double majors.



See the example screens below for the following instructions.

1. Enter your project's full title in the "Title" box as it appears on your Capstone's title page. (Example: *Language and the Mind: A Historical Analysis of the Origin and Use of Linguistics*)
2. From the "Who should be able to see your Capstone?" dropdown menu, select either "Everyone at Covenant" or "Internal Use Only" (Covenant Employees only).
3. In the "Keywords" box, enter at least three keywords that describe your Capstone to aid in user searches. (Example: *linguistics, psychology, language, history, theology, origin, speech, cognition, evolution*)
4. Click on the "Upload your Capstone" attachment box just under the title, and your computer's file browser will open. Search for and select the file that contains your Capstone that has been first saved as a PDF and click "Open." (Note: The system only accepts PDF files.)
5. You must check the box affirming that "the work contained in this document is either the original work of the author, or properly cited work by other writers."
6. The "Upload Capstone" button at the bottom of the form will become enabled and turn green once all of the fields are completed. Click on this button to add your Capstone to the archive. Your Capstone should become immediately searchable once the upload has been completed.

Upload Psychology Capstone

All fields must be completed to upload your Capstone.

Title

Who should be able to see your Capstone?

Please enter some keywords below for your Capstone. This could be the main themes or topics or the primary idea behind the Capstone. You need to include at least 3 keywords.

Keywords



Upload your Capstone.

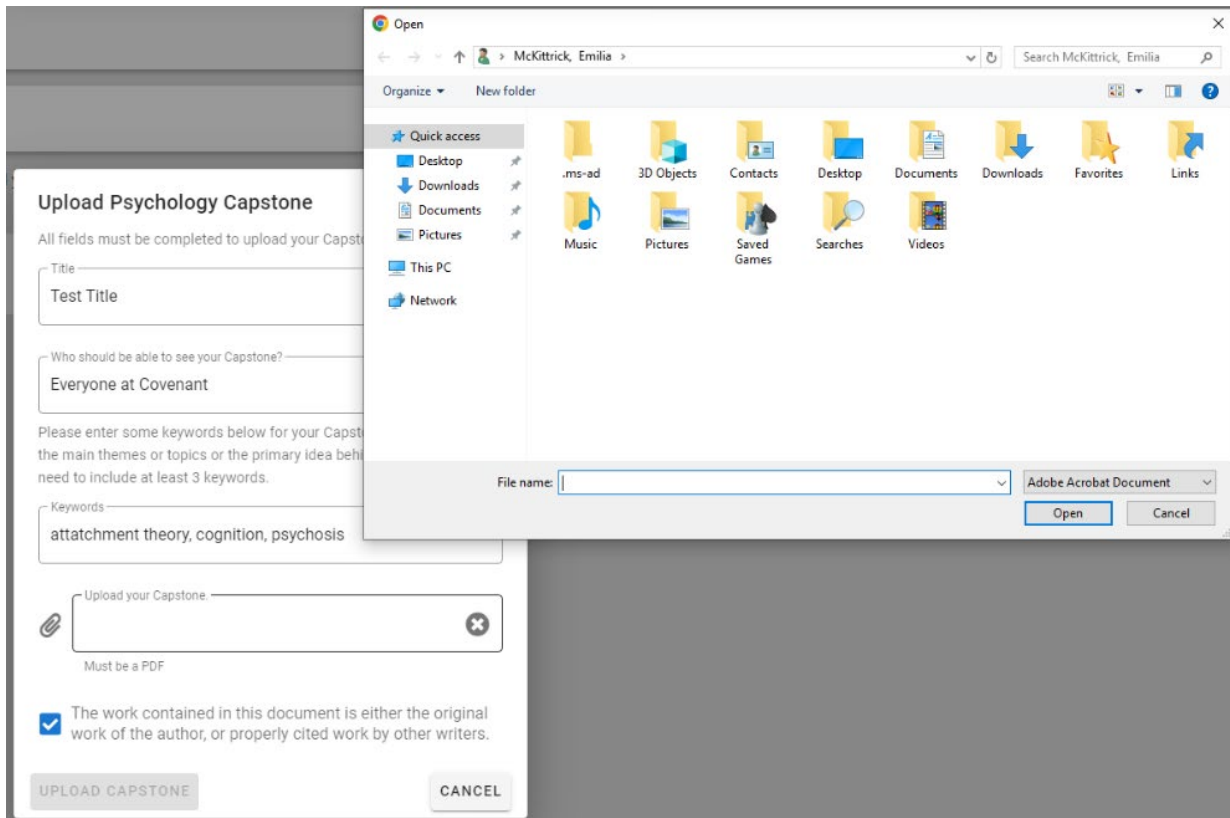
Must be a PDF



The work contained in this document is either the original work of the author, or properly cited work by other writers.

UPLOAD CAPSTONE

CANCEL



Upload Psychology Capstone

All fields must be completed to upload your Capstone.

Title
Test Title

Who should be able to see your Capstone?
Everyone at Covenant

Please enter some keywords below for your Capstone. This could be the main themes or topics or the primary idea behind the Capstone. You need to include at least 3 keywords.

Keywords
attachment theory, cognition, psychosis

Upload your Capstone
Capstone.pdf
Must be a PDF

☒ The work contained in this document is either the original work of the author, or properly cited work by other writers.

UPLOAD CAPSTONE






CANCEL

Searching for a Capstone:

The archive's search page can be accessed at <https://portal.covenant.edu/library/archives/Capstone>.

You will first be prompted to log in with your Covenant username and password.

See the screen below.

Library Archives		View:  	ARCHIVE CATEGORIES	+ ADD ENTRY
Major 	Search	Academic Year 		
Title	Date 	Author	Actions	

The search page provides a number of advanced filters to locate specific projects in the Capstone archive.

You can select the major(s) from the drop-down menu on the left side of the page.

In the middle search box, you can enter a first or last name of a Capstone author, a partial or complete Capstone title, and/or keywords that the author provided to have associated with their Capstone.

You may further limit your search by selecting the academic year(s) that the author submitted their Capstone in the search box on the right side of the page.