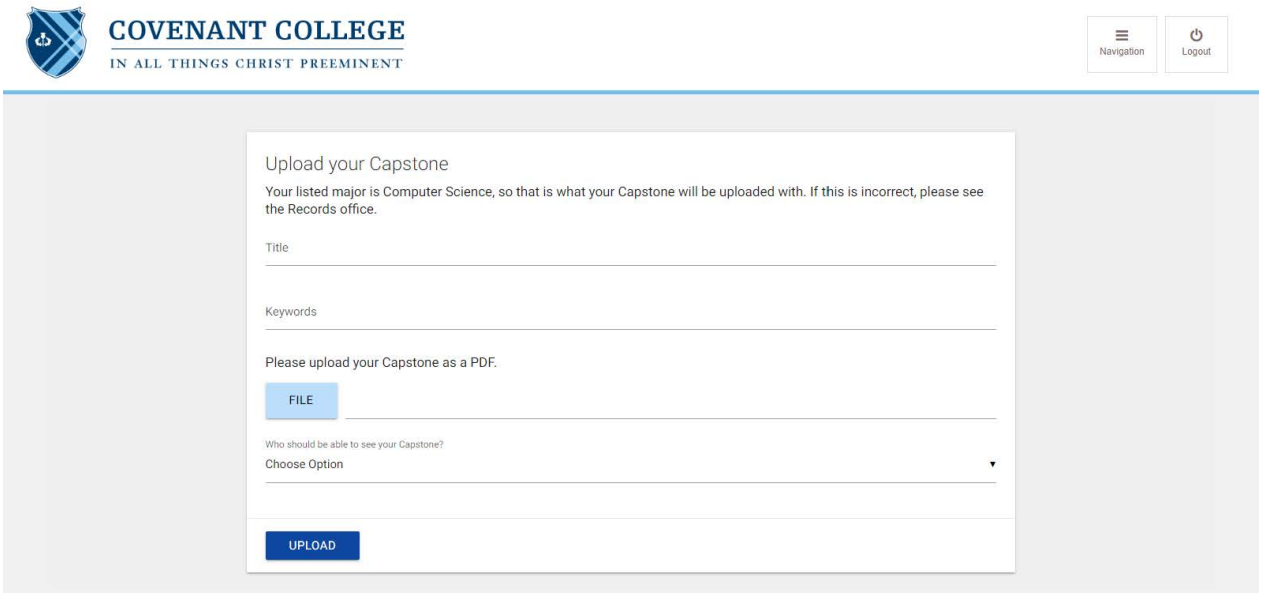
Capstone Archives User Guide

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 more restricted privacy settings for their Capstone, if they desire. This guide outlines the use of the archive's upload and search features.

Uploading a Capstone

The archive's Upload page is located at https://portal.covenant.edu/student/capstone/upload. It looks like this:

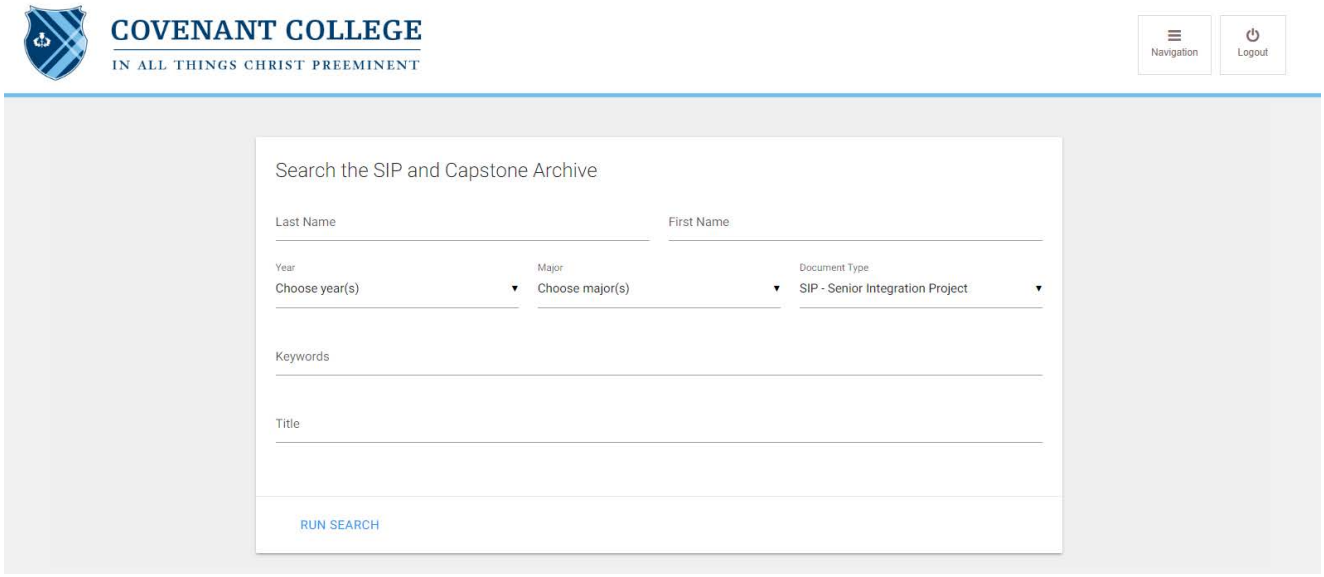


When instructed to upload a completed Capstone, you should visit this page and follow these steps:

1. Choose your major from the dropdown menu (double majors will see both of their majors—for record-keeping purposes, in order for your Capstone to be searchable under both majors, please upload it twice, selecting a different major each time)
2. Enter your projects's full title in the first text box, as it appears on your title page. (Example*: Language and the Mind: An Historical Analysis of the Origin and Use of Linguistics*)
3. In the next text box, enter comma-separated keywords that describe your Capstone to aid in user searches. (Example: *linguistics, psychology, language, history, theology, origin, speech, cognition, evolution*)
4. In the upload box, click the "FILE" button to open your computer's file browser. Select the file that contains your Capstone (note that the system only accepts PDF files) and click "Open."
5. Choose privacy settings for your Capstone file—currently you can choose to restrict visibility to either Covenant employees, or to anyone with a Covenant account.
6. Click "Upload" to add your Capstone to the archive. Your Capstone should become immediately searchable once the upload has completed.

Searching for a Capstone

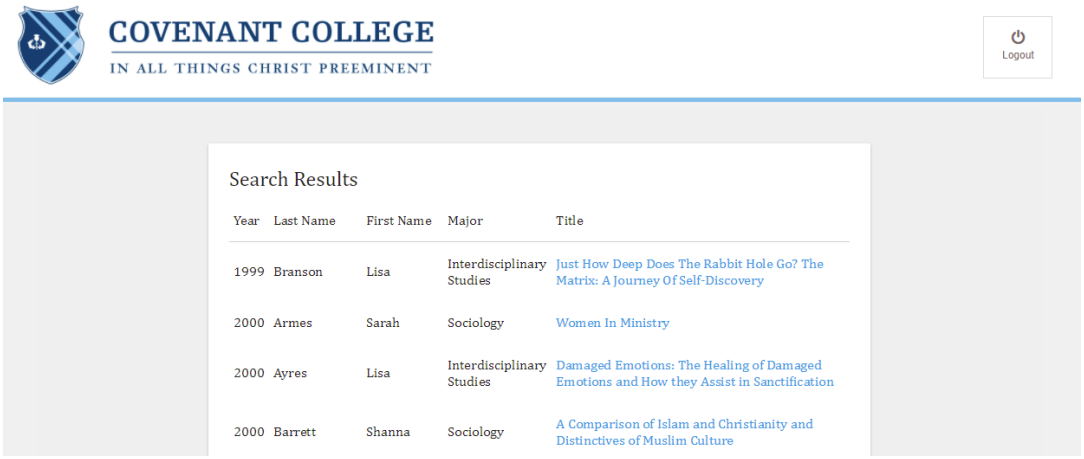
The archive's search feature can be accessed at https://portal.covenant.edu/student/capstone. It looks like this:



The Search page provides a number of advanced filters to locate specific projects in the archive. At least one filter must have an entry in order to perform a search. These filters include:

- Last Name: The student author's surname
- First Name: The student author's first name
- Year: The calendar year that the Capstone was completed and submitted
- Major: The major for which the author wrote their Capstone
- Keywords: Any keywords that the author chose to have associated with their Capstone
- Title: A partial or complete Capstone title

Clicking "Run Search" will return a list of Capstone projects that match your search criteria:



Note: These filters can only search for the specific information they are given. If your search isn't returning the results you need, make sure to check spelling or broaden your scope.