



CCCApply-en-Español

QuickStart Guide

[CAMBIAR A ESPAÑOL](#)

What Is CCCApply-en-Español?

CCCApply-en-Español, the Spanish language option for the CCCApply standard application, is simply a translation of the English user interface. Everything “behind” the user interface is the same: the data elements, the algorithms, the edits and error checks, the downloading, etc. The only differences are that:

- The applicant can switch between English and Spanish interfaces at any time and as often as desired during the process of filling out the application.
- A new Spanish Application data element (flag) indicates the language of the interface at the time the application was submitted.

For assistance with any of the procedures in this QuickStart Guide, contact Xap. Contact information is provided at the end of this document.

What Is Translated in CCCApply-en-Español?

Basically, everything “common” in the CCCApply standard application is translated by CCCApply for CCCApply-en-Español. Everything that is a custom entry by a college or district must be translated by the college or district. *Table A* summarizes what CCCApply translates and what the colleges translate.

Table A. Spanish Translation of Common and Custom Elements of CCCApply

| Translated by CCCApply | Translated by Colleges/Districts |
|------------------------|--|
| Logon | College's custom introduction |
| Account creation | Term names |
| Application Manager | Program majors |
| Navigation | Supplemental questions, if used |
| Standard Introduction | Messages and instructions invoked by business rules, if used |
| Instructions | E-mail messages, if used |
| Prompts/questions | |
| Answers | |
| Error messages | |
| Legend | |
| Help | |
| Privacy policy | |
| Application print-out | |

Implementation Overview

CCCApply-en-Español is very simple to install and use. Implementation generally takes from one to a few days, depending on:

- The extent of your college customizations and e-mail communications.
- How ready you are with translations of your custom text.

Table B identifies the implementation tasks for CCCApply-en-Español. While none of the tasks are required for implementation of CCCApply-en-Español, some are more important than others for creating as complete a Spanish-language application process as possible, as indicated by the recommendation levels in *Table B*. The step numbers in *Table B* refer to the instructions in the section, **Implementation Step-by-Step**.

Table B. Implementation Tasks and Recommendations

| Step | Task | Recommendation |
|------|---|----------------------|
| 1 | Add a Spanish translation of your college introduction. | Strongly recommended |
| 2 | <i>If you have implemented a Supplemental Questions page, add Spanish translations of supplemental questions and answers.</i> | Strongly recommended |
| 3 | Add business rule(s) for applications submitted in Spanish. | Optional |
| 4 | <i>If you use special business rules for application submission, add Spanish translations of your messages/instructions.</i> | Strongly recommended |
| 5 | Modify your automatic e-mail messages to applicants. | Recommended |
| 6 | Put an additional link on your website for Spanish speakers. | Optional |

Downloading Spanish-Language Applications

The data gathered from a Spanish language application are exactly the same data gathered from the regular English application. There is no translation into Spanish for the stored values. Thus, all applications are stored and delivered in the same format.

In the Control Center and in the download files, the only difference between an application submitted in Spanish and one submitted in English is the status of the new Spanish Application flag. The Spanish Application flag is turned on (1 = Spanish) or off (0 = English) at the time the application is submitted. An applicant can toggle back and forth as desired throughout the application, *but only the status at the time of submission is recorded*.

This Spanish Application flag is downloadable, but does not have to be downloaded. Unless you have a special need to identify Spanish-language applications within your local student information systems, you don't have to adjust your downloads in any way to use the Spanish application.

Implementation Step-by-Step

STEP 1: Adding a Spanish College Introduction

Most colleges have authored a customized introduction for their applications. In Phase 2, CCCApply-en-Español plans to offer parallel places for the College Introduction in English and Spanish, and to display only the selected language to the applicant. Currently, in Phase 1, the translation can be added using one of two different approaches, as shown in *Figure 1*:

- A. **In-stream** – English and Spanish versions of the college introduction are included on the **Introduction** page. If the introductory material is not brief, it is a good idea to use a link and anchor to allow the user to jump from the beginning of the English section to the beginning of the Spanish section; a jump from the end of the English section to the end of the Spanish section may also be desired. This option is the simpler to implement than the pop-up window, but doubles the text shown on the **Introduction** page of the application.
- B. **Pop-up window** – A link and pop-up window for the Spanish version of the college introduction. This option requires authoring a separate web page for the Spanish language version, generally hosted on the college website. It is more complex to implement and can cause problems for ADA users if not done properly, but it can appear a little cleaner.

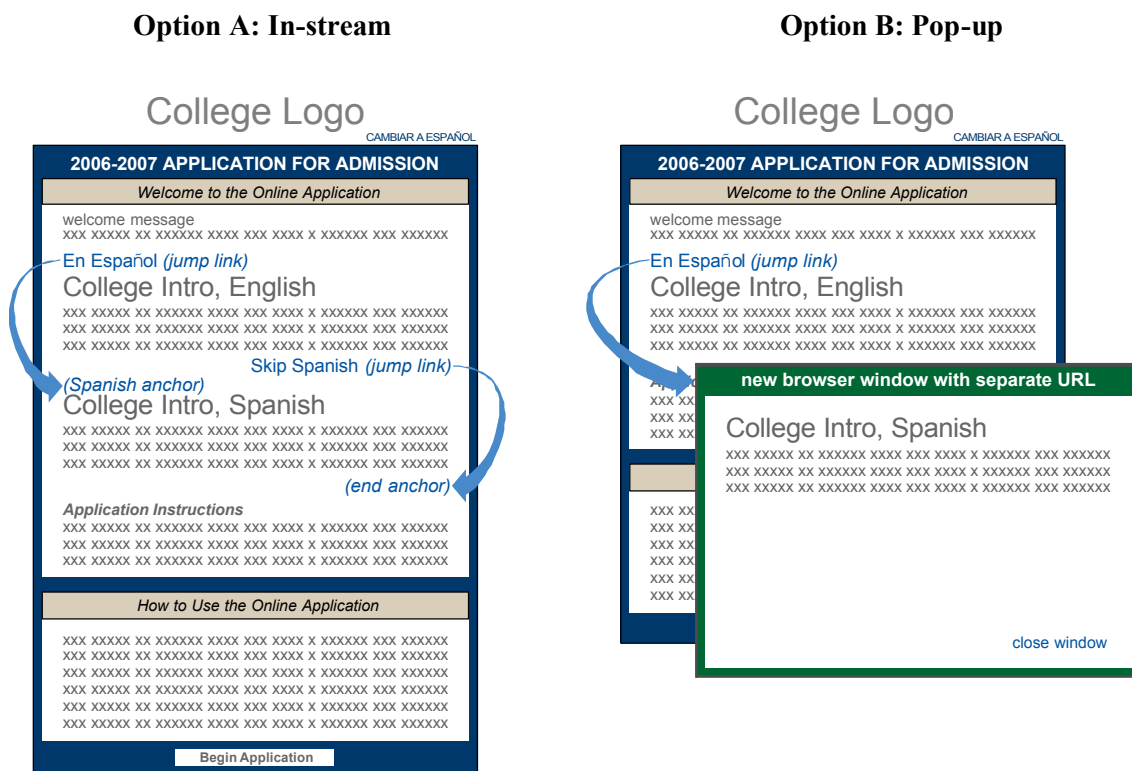


Figure 1. Options for Spanish Translation of College Introduction

To implement the Spanish translation in-stream on the **Introduction** page (option A):

1. Log into the Control Center, select **Application Controls** from the menu bar, and select **Notice to Applicants** from the drop-down menu.
2. In the **Introduction Notice to Applicants** box, enter/paste the Spanish version of the college introduction after the English version. Perform any formatting desired.
3. Click the **View Source** box so that the HTML code for the Notice to Applicants is displayed. Insert links and anchors as follows:

- a. Before the English section, add a link such as En Español as follows:

```
<a href="#anchor1">En Español</a>
```

Then, before the Spanish section, add an anchor as follows:

```
<a name="anchor1"></a>
```

- b. If desired, after the English section add a link such as Skip Spanish as follows:

```
<a href="#anchor2">Skip Spanish</a>
```

Then, after the Spanish section, add an anchor as follows:

```
<a name="anchor2"></a>
```

You can, of course, use whatever link text and anchor names you choose.

4. Uncheck the **View Source** box so that the HTML code *is not* displayed. Verify that the links appear as desired, and adjust the formatting if necessary.
5. Click the **update** button to save and activate the changes to the college introduction.

To implement a pop-up window for the Spanish college introduction (option B):

1. Create an HTML page with the Spanish version of the college introduction.
2. Place the HTML page on a server where it can be accessed from the Internet.
3. Log into the Control Center, select **Application Controls** from the menu bar, and select **Notice to Applicants** from the drop-down menu.
4. Click the **View Source** box so that the HTML code for the Notice to Applicants is displayed.
6. Insert a link to the Spanish college introduction page—for example:

```
<a href="{URL of Spanish page}" target=blank>En Español</a>
```
7. Uncheck the **View Source** box so that the HTML code *is not* displayed. Verify that the link appears as desired, and adjust the formatting if necessary.
8. Click the **update** button to save and activate the changes to the college introduction.

STEP 2: Translate Supplemental Questions and Answers into Spanish

This step applies only to those colleges who have added a Supplemental Questions page to their CCCApply applications. *If your college has not implemented a Supplemental Questions page, skip this step.*

In Phase 2, CCCApply-en-Español plans to offer parallel Spanish and English Supplemental Pages, and to display only the selected language to the applicant. Currently, in Phase 1, the simple solution is to add the Spanish equivalent in-stream with each English prompt and option, as shown in *Figure 2*.

Note: It is technically feasible to add duplicate questions and answers in Spanish, but this approach would double the supplemental fields in your download and would require separate logical treatment in your upload programs to your student information systems. Therefore, this alternative is not recommended.

| SURVEY | |
|---|--|
| How did you hear about this college? (¿Cómo aprendió usted sobre este colegio?) | |
| <div style="border: 1px solid black; padding: 2px;"> Select one ▼ </div> <div style="border: 1px solid black; padding: 2px;"> Select one <ul style="list-style-type: none"> Newspaper / Periodico Friend / Amigo Internet / Internet Parents / Padres </div> | |

Figure 2. Supplemental Question and Menu Options in English and Spanish

To add Spanish translations to your Supplemental Questions page:

1. Log into the Control Center, select **Application Controls** from the menu bar, and select **Supplemental Design Kit** from the drop-down menu.

CAUTION: Be aware that there is no test environment for supplemental questions; changes occur in both test and production at the same time. Prepare to perform this modification rapidly or during a period when the application is not open to students.

2. Using the **Supplemental Design Kit**, add a Spanish translation to the text for each question, plus any response labels (such as for checkboxes, radio buttons, or drop-down menus).
3. Save and activate the revised supplemental questions.

STEP 3: Add Business Rule(s) for Applications Submitted in Spanish

The new, downloadable Spanish Application flag indicates whether an application was submitted in Spanish or not. As with any other data element, you can set up business rules using this Spanish Application flag through the Control Center's Rules Wizard.

For example, it takes two rules to identify all Spanish and English applications:

- **Spanish Application EQUALS 1** selects all applications submitted in Spanish.
- **Spanish Application DOES NOT EQUAL 1** selects all applications submitted in English.

As described below, these rules can then be used for displaying messages upon submittal (Step 4) and sending e-mails (Step 5) using the language in which an application was submitted. In addition, these or other rules employing the Spanish Application flag can be used to automate outreach for Spanish applicants, as well as for other business processes where different handling of Spanish and English applicants is appropriate.

To create simple business rules that filter for applications submitted in Spanish and in English:

1. Log into the Control Center, select **Application Controls** from the menu bar, and select **Rules Wizard** from the drop-down menu.
2. In the **Create New Rule** section, select **Submitted Applicant Filter** or **Application Term Open/Close Filter** and then click the **create** button.
 - Use the **Application Term Open/Close Filter** to create a rule for responding to application submittal attempts with a custom message (see Step 4).
 - Use the **Submitted Applicant Filter** to create a rule for sending emails, running reports, or downloading applicant data (see Step 5).
3. Give the rule a name (such as "Applied in Spanish") and then click *next*.
4. In the **Available Fields** section, specify **Source: Application** and **Screen: Request for Consent**. Then move the **CCC: Spanish Application?** field to the **Workspace** and click **finished**.
5. Specify the rule **CCC: Spanish Application? EQUALS {1}**. Then click **save**. The new rule will be added to your existing rules, and you will be able to use it in Term Controls.
6. Create the complementary rule for English applications using **CCC: Spanish Application? DOES NOT EQUAL {1}**.

STEP 4: Translate Business Rule Messages/Instructions

Some colleges use business rules to generate special messages or instructions when applicants attempt to submit completed applications that meet those rules. (For example, a college might write a rule that is true if an applicant does not respond to a particular question for which a response is optional; the rule could then initiate a message to the applicant stating that a response to the question is required before the application can be submitted.) Rules are created and applied to submissions through the Control Center.

If your college has created business rules affecting application submissions, you will want to provide your special messages and instructions in both English and Spanish. To do so, there are two approaches you can take, with Option B generally preferred because it is more applicant-friendly:

- A. **Combined English-and-Spanish message** – For each active rule for each term, revise the message/instruction text to include both English and Spanish using the Term Controls.
- B. **Separate English and Spanish messages** – Using the Rules Wizard (see Step 3), replace each existing rule with two rules, one that is true when the application is submitted in English and one that is true when the application is submitted in Spanish. Then, for each active rule for each term, provide message/instruction text in the appropriate language using the Term Controls.

To create or edit business rule messages or instructions:

1. Log into the **Control Center**, select **Application Controls** from the menu bar, and select **Term Controls** from the drop-down menu.
2. Select a term and then click the *edit* button.
3. Select **Application Status** from the left-side menu.
4. Select **Open (or Closed) except for users matching the following rules**.
5. Either *edit* an existing rule or *add* an available rule, specifying the desired message text. Repeat for other rules as needed. Then click *save*.

STEP 5: Modify Automatic E-mail Messages to Applicants

Most colleges send automatic e-mail messages to new applicants in CCCApply. Most who opt to use the Spanish language application will want to follow up with Spanish e-mail messages as well. Email notifications are configured through the Control Center (specifically, the Application Follow-up Tasks option under Application Controls.) There are two approaches you can take, with Option B being preferable because it is more applicant-friendly:

- A. **Combined English-and-Spanish e-mail** – For each task in Application Follow-up Tasks, revise the e-mail text to include both English and Spanish.

Note: This approach is the easier of the two, and it can help educate applicants by exposing them to the same message in both languages, but it might generate reactions that a college would prefer to avoid, and some longer messages might be unwieldy if presented in two languages.

- B. **Separate English and Spanish e-mails** – As described in Step 3, create two new business rules: one that is true whenever an application is submitted in English, and one that is true whenever an application is submitted in Spanish. Then, in Application Follow-up Tasks, add one task that sends an English e-mail to applicants who submitted

in English, and another task that sends a Spanish e-mail to applicants who submitted in Spanish.

To create or edit email messages:

1. Log into the Control Center, select **Application Controls** from the menu bar, and select **Application Follow-up Tasks** from the drop-down menu.
2. Either *edit* an existing task or *add* a new task.
3. For a new task, configure the task and e-mail parameters. For an existing task, verify the task and e-mail parameters.
4. Enter or revise the e-mail text as desired. Then click *save*.
5. Repeat for other tasks as needed.

STEP 6: Put an Additional Link on Your Website for Spanish Speakers

The Spanish version of CCCApply is not a separate application and does not have a new URL. Both Spanish and English versions of CCCApply share the same space and are accessed using the same URL. You cannot link to a Spanish-only or English-only application, but if you have a section of your website devoted to helping Spanish-speaking students, then you may want to place another direct link to your CCCApply application there for their convenience.



Xap Contact Information

For information and support,
and to set up user accounts, contact:

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