




CAPS Knowledge Base

Navigation Guide

Welcome to your CAPS Knowledge Base — a powerful, AI-powered platform that gives your team instant access to Board policies, Louisiana statutes, and key reference documents. Use this guide to get up and running quickly.

1 Getting Started

When you open your Knowledge Base link, you will arrive at the Landing Page showing your organization's name, an AI-powered search box, and Policy Manual for browsing.

 **Tip:** On your first visit, a liability waiver will appear. Read the disclaimer and click "I understand" to proceed — this only appears once.

2 AI-Powered Search

The search bar is the fastest way to find policy answers:

- Type a question in plain language (e.g., "What is the policy on student cell phones?") and press Enter or click Send.
- The AI searches across your board policies and Louisiana statutes, then delivers a summarized answer.
- Clickable citations appear highlighted in the response — click any policy badge (e.g., "Policy JCDAE") to jump to that policy, or any statute badge to view the full statute text in a popup.
- A disclaimer reminds you that AI responses are informational only — always verify with the official document.

3 Browse Resources

Below the search box, resource cards give you direct access to your policy and handbook documents:

- **Policy Manual** — Opens the full Table of Contents with all board policies organized by section.
- **Student Handbook** — Opens the student handbook document (if available).
- **Employee Handbook** — Opens the teacher handbook document (if available).

4 Policy Manual — Table of Contents

- Policies are organized by Section (e.g., Section A, Section B, etc.).
- Click a section card to expand it and see all policies within that section.
- Use the search bar at the top to filter policies by title or code.
- Use Expand All / Collapse All to open or close all sections at once.
- Click any policy title to open and view it.

5 Viewing a Policy


Each policy opens in two views:

Summary View (default)

- An AI-generated quick overview of the policy for fast reference.
- Click "View Full Policy & References" to switch to the complete document.

Full Policy View

- Clickable statute references — Louisiana statute citations are automatically linked; click to view the statute in a popup.
- Clickable minutes references — Board meeting minutes referenced in policies open in a dialog.
- In-document search — Use the search bar within a policy to find specific terms, and navigate between matches with the arrow buttons.
- Text-to-Speech — Click "Read Aloud" to have the policy read aloud; adjust voice and speed in settings.
- PDF Export — Click the download icon to save the policy as a PDF or print.

 **Tip:** Use the Back and Forward arrows at the top to navigate between previously viewed policies.

6 Board Minutes

- A floating "Board Minutes" button appears in the top-right corner of the Policy Manual view.
- Click it to open the Minutes dialog showing all board meeting minutes organized by year.
- Expand a year folder, then click a meeting date to view the minutes content.

7 Language Support

- Click the language selector (globe icon) in the top-right header to switch between English, Spanish, and French.
- Policy content will be automatically translated when viewing in a non-English language.

8 Navigation Tips

- "Back to AI Search" — When navigating to a policy from an AI search result, a button appears to return to your search results.
- Back/Forward arrows — Move through your viewing history.
- Home icon — Returns you to the Table of Contents from any policy view.
- Accessibility — The Knowledge Base is fully accessible via keyboard navigation and screen readers.

Questions? Contact your Forethought Consulting representative for support.

www.forethoughtconsulting.com