NEASC ACCREDITATION PORTAL
Quick Reference for Schools

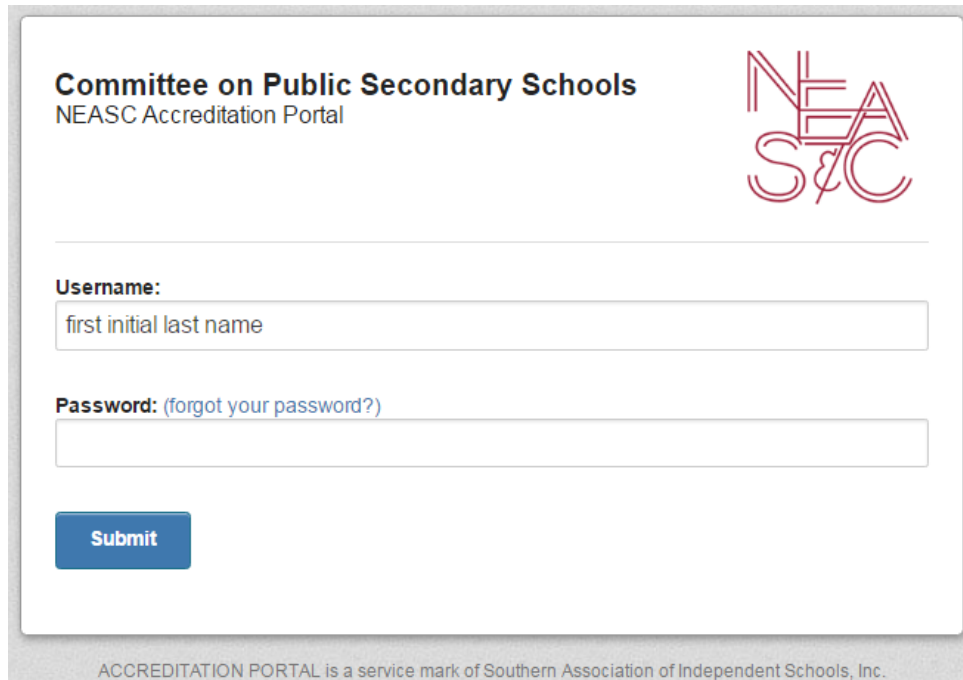**accportal.org/cpss**

April 2017

Portal Website:
www.accportal.org/cpss

The portal works best using the Chrome or Firefox browsers.

Log In
You should log-in to the portal using the credentials provided by NEASC. They are your first initial and last name and then a password provided for everyone at your school.

The Dashboard View
The initial screen that you will see after you log in is your Dashboard. You will only see the school(s) to which you have access either as a principal, school member, Visiting Team Chair, or Visiting Team Member.

Once logged in you will see the accreditation portal dashboard. Click "edit" next to your school and this will open the Report Homepage

The menu choices in the top are consistent on various page views:

DASHBOARD	REPORT HOME	SCHOOL HELP PAGE	CHAIR PAGE	CONTACT US	INSTRUCTION MANUALS

Dashboard: returns to your Dashboard View (the initial view when you log in to the Portal)
Report Home: returns to your school's report
School Help Page: links to informational files on the CPS website
Chairs Page: links to help files specific for chairs
Contact Us: A link to email us with questions or concerns
Instructional Materials: A link to manuals and videos to help with using the online portal

Editing Your Log-In Information

You can edit your log-in information and re-set your password by clicking on the blue "Edit Login Information" on the top right hand side of the screen next to the red "Log Out" Button.

Logout   Edit Login Information

You can easily reset your password by entering a new password twice and hitting the green button.

Please enter a new password

Re-enter the same password

Change My Password

After editing your log-in information, click on the blue edit button to get to the Dashboard or Report Home Page.

Viewing Self-Study Material

At the top of the Report Home Page are important dates, a button to see your responses to each Standard in a PDF (the way the visiting team sees them), a button to email your entire team, and a button to submit your report.

School and Community Summary

As you scroll down the home page, you see a place to upload your School and Community Summary and your statement of Core Values, Beliefs and Learning Expectations for the school. These documents can be cut and pasted into the portal from another document or completed in the portal. Note: These sections will automatically appear in the Visiting Team's final report.

Further down the Report Home Page, you will see that there is a section for each Standard, your critical strengths and needs, your two and five year plan and your school-wide rubrics.

✎ Standards & Indicators

The primary product of the Self-Study is the Standards reports. The Standards reports are a series of seven reports; one for each of the Seven Standards for Accreditation. The Standard report will examine evidence and draw conclusions regarding the school's level of adherence to each of the Indicators contained in the Standard. It will then provide an explanation of the conclusion regarding the school's level of adherence to the Indicator and evidence to support the conclusion. The Standard report is accompanied by an Executive Summary. The Executive Summary includes the major finding from the Standard report. It also includes an advisory rating determined by the members of the Standard Committee using the Rating Guides provided by the Committee on Public Secondary Schools. Finally, the Executive Summary will include a list of the school's strengths and needs as related to their level of adherence to the Standard.

Below you will find a link to a sample Standard report for each Standard.

Core Values, Beliefs, and Learning Expectations

Curriculum

Instruction

Assessment of and for Learning

School Culture and Leadership

School Resources for Learning

Community Resources for Learning

Here is a continuum of terms that could be helpful as you describe the degree to which your school is meeting the Standards

Standard 1 Core Values, Beliefs, and Learning Expectations	◄
Standard 2 Curriculum	◄
Standard 3 Instruction	◄
Standard 4 Assessment of and for Student Learning	◄
Standard 5 School Culture and Leadership	◄
Standard 6 School Resources for Learning	◄

If you click on the arrow on the right for each section, a drop down menu of each part of that section will appear.

Standard 1 Core Values, Beliefs, and Learning Expectations ▼

Edit	Item	Last Edit	Status
Open	Standard 1 Core Values, Beliefs, and Learning Expectations	--	
Open	Standard 1 Indicator 1	03-23-2017 12:24pm	Mark Complete
Open	Standard 1 Indicator 2	03-13-2017 12:12pm	Mark Complete
Open	Standard 1 Indicator 3	03-13-2017 12:21pm	Mark Complete
Open	Standard 1 Indicator 4	03-13-2017 12:32pm	Mark Complete
Open	Standard 1 Executive Summary	02-27-2017 3:16pm	Mark Complete
Open	Standard 1 Strengths	02-27-2017 3:17pm	Mark Complete
Open	Standard 1 Needs	01-30-2017 9:01am	Mark Complete

Click the blue "Open" button for any section and you will see a text box to enter data.

Entering Data into the Portal

☑ Conclusions:

Restate the Indicator in sentence format. Include a word or a series of words that indicate the school's level of adherence to the Indicator. Please see Indicator 1 or Indicator 2 in this Standard for examples of conclusion sentences.

29 words | View archived versions (1)

| Formats ▾ | **B** | *I* | U̲ | | | | | ≣ ▾ | ≣ ▾ | A ▾ | A ▾ | ⟨⟩ | 🔗 | ⊞ ▾ | ≥ | ≤ |

The school adequately maintains documentation that the physical plant and facilities meet all applicable federal and state laws and are in compliance with local fire, health, and safety regulations.

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☑ Evidence and Explanation:

Evidence and Explanation

Provide an explanation of your conclusion and any evidence and/or examples that support your conclusion. You can also upload documents that support your conclusion and serve as evidence for this Indicator. Evidence can also be linked to words in the text by using the link tool in the toolbar above

217 words | View archived versions (1)

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MHS maintains safety and certification documentation for on-site facilities. This includes up-to-date inspections and documentation on the school elevators as well as the major mechanical units in use in the school's Technology Education Department.

Every summer Advanced Mechanical and HVAC experts visit with the Maintenance Director to inspect the systems. Certificates are located on the equipment as evidence of proper operation. To assist in day-to-day maintenance requests, a list of protocols to be followed for building maintenance was developed, including procedures for employees within the building to request maintenance. High school employees who notice a need for repairs report these through an online custodial repair database, and the custodial staff then addresses these requests. Documentation of this process, including logs and evidence of completed requests, can be found in the maintenance office.

The Farmington Valley Health Department is responsible for inspections within the cafeteria and kitchen areas. Up-to-date documentation of successful inspection can be found posted on the wall in the cafeteria, as well as on file at Central Office.

Evidence of passing fire inspections by the local fire chief is also on record at Central Office. Inspections attest to adequate documentation, as well as compliance with local fire codes.

In all sections of the Portal, the text entry screen looks the same and has the same features.

☑ Conclusions

1 words

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Under "Formats" there are four options.

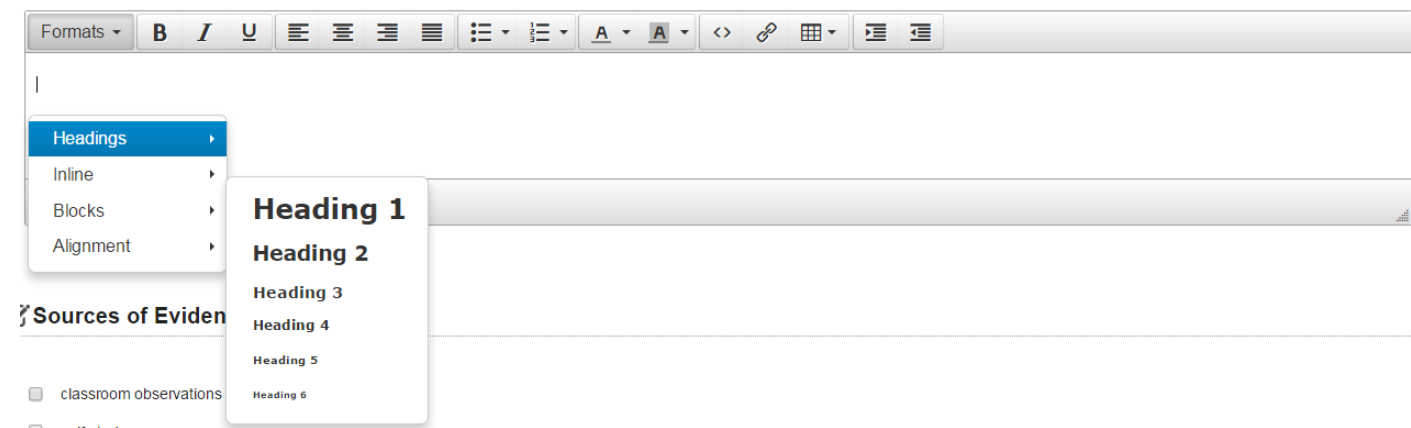| Formats ▾ | **B** | *I* | U̲ | | | | | ≣ ▾ | ≣ ▾ | A ▾ | A ▾ | ⟨⟩ | 🔗 | ⊞ ▾ | ≥ | ≤ |

Headings ▸
Inline ▸
Blocks ▸
Alignment ▸

Headings will give you the option to make the text bigger and easier to read.

Inline will give you options such as Bold, Italic, Underline, etc.
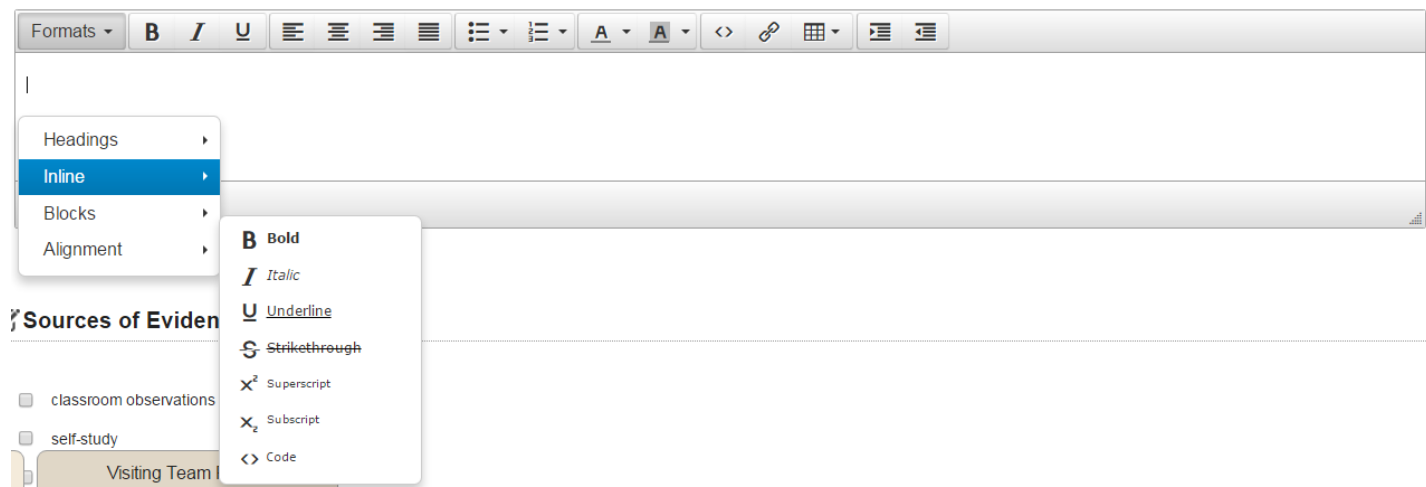
Other formatting options in the Portal are as follows:

	Justifications: Left; Center; Right, Full
	Bulleted List; Numbered List; Font Color; Background Color
	Source code; Hyperlink; Tables

To copy and paste text into the portal you will need to use your keyboard shortcuts.

- Ctrl+C = Copy
- Ctrl+V = Paste
- Ctrl+Z = Undo
- Ctrl+X = Cut

Copying directly into the Portal from a word processing program or Google docs should work fine, but may leave a few stray marks that need to be deleted. After you save the content, you will see if anything needs to be cleaned up.

Saving data in the Portal
Make sure to SAVE all content before exiting the screen by hitting the "Save all Responses" Button

After you have saved, you will get a green bar at the top of the page asking you if you want to return to the home page or go on to the next or last indicator in that Standard.

COLLABORATION
Multiple people can add content to the portal simultaneously; however, only one person can edit each section with an "Open" button at one time – so if there are five Indicators within one Standard, then five people can work on their Indicators simultaneously. If you go into a section that is currently being edited by someone else, you will see this message:
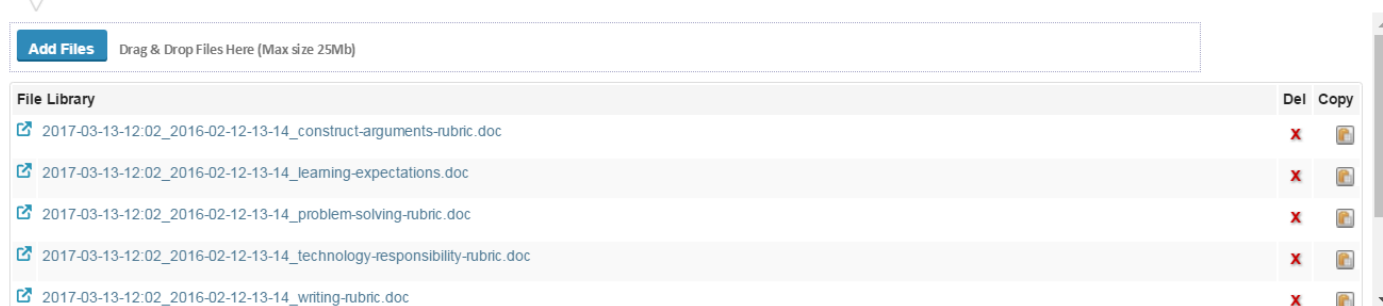

The File Library
You will see a File Library in most sections of the report. The File Library provides the school an opportunity to upload documents and artifacts that directly support the statements made in their response to standards and indicators.

In Firefox, you can drag files into the appropriate File Library or use the Add Files button. In other browsers, you typically have to use the Add Files button.

The File Library is available for each Indicator in the report. There is not currently a size limit or a limit to the number of files you can upload. Acceptable file formats are PDF, doc, excel, video files, etc. Certain types of executable files are not permitted.

Please note that very large files will take you a long time to upload – and will take your team a long time to download. If you are working with video (and these files tend to be large, especially if uncompressed), you may wish to upload to a video site such as YouTube or Vimeo and then paste the link in the body of the response box.

A word to the wise: the evidence you provide should be your best evidence and does not need to be exhaustive evidence. Also, this is a password-protected site and your data is as secure as we can make it, however, you should be cautious uploading very sensitive information, such as student or personnel information. You are always welcome to indicate to the chair where, on campus, files you do not wish to upload are located for review.

For Principals and Steering Team Chairs Only

The portal gives principals and steering committee chairs the ability to add and remove personnel, as well as assign faculty members to certain Standards. This can be done by clicking on the "Control Panel" Button on the top right side of the Report Home Screen.

When you click on the control panel, you get the options below.

Assign School and Community Summary: Allows you to give faculty member's access to the School and Community Summary

Assign Standards & Indicators: Allows you to give faculty members access to specific standards

Manage Access: Allows you to add and remove personnel to the portal

Assigning Faculty Members to Individual Standards

The portal gives principals and steering committee chairs the ability to assign faculty members to certain Standards so that they only have access to make changes to those Standards.

✎	✎
Assign School and Community Summary	**Assign Standards & Indicators**

You can give certain faculty member's access only to certain Standards or the School and Community Summary. If they do not have access to a particular Standard, it will not show up on their screen when they log in.

Assigning School and Community Summary

<div align="right">

Update Assignments
</div>

School and Community Summary ◀

Core Values, Beliefs and Learning Expectations ◀

<div align="right">

Update Assignments
</div>

Standard 1 Core Values, Beliefs, and Learning Expectations ▾

☑ **Select/Unselect All**

Principal
☑ Theodore Sizer

Self-Study Coordinator
☑ Richard Dufour

Alt Self-Study Coordinator
☑ Charlotte Danielson

School Members
☑ Theodore Sizer
☑ Richard Dufour
☑ Charlotte Danielson

Standard 2 Curriculum ◀

Standard 3 Instruction ◀

Standard 4 Assessment of and for Student Learning ◀

Standard 5 School Culture and Leadership ◀

Standard 6 School Resources for Learning ◀

Standard 7 Community Resources for Learning ◀

Critical Strengths, Critical Needs, and Two and Five Year Plan ◀

School-Wide Rubrics ◀

For example, if you click on "Assign School and Community Summary" and then click on the small gray arrow at the right of the screen, you will see all of the faculty members who have portal accounts. To select those who will work on the School and Community Summary, you should uncheck anyone you do not want to have access to this document. Only those who are checked will have access to edit the School and Community Summary.

When you are finished assigning faculty members to the School and Community Summary, click "Update Assignments" to save the changes. You will want to ensure that the principal and the Steering Committee Co-Chairs have editing access to all Standards.

You will follow the same process for each Standard. You can assign faculty members editing rights based on their responsibilities. See below, Standard 1 – Core Values, only those who are checked will have access to this Standard.

If a faculty member is assigned to only one Standard, then that is the only Standard they will see when they log in to the portal. See below for an example of a faculty member that is only assigned to the Assessment Standard, so that is the only one that shows up when he or she logs in.

Creating Accounts for New Users

You have the option of removing access for individuals or adding new personnel to the portal by clicking on the "Manage Access" Button.

Before adding new personnel you will want to look at the list of school personnel already in the portal.

There will be a list of *active personnel* and *inactive personnel*. Those that are active are the individuals you have chosen to be on your steering committee. They are the only ones who have access to edit and view your self-study.

- If someone is listed as active and they are not members of your steering committee click, "Remove Access"

Those that are listed as inactive are faculty members that have been added to the portal because they have gone/are going out on a visiting team. If they were to log in they would not have access to the self-study report.

- If someone is listed as active and they are a member of your steering committee click "Grant Access"

If someone listed as inactive or active is no longer at your school then click "Request Removal" and a member of the NEASC staff will correct it in the portal

Manage Access

School Personnel Access

Name	Email	Title	Action
Theodore Sizer		Principal	Remove Access
Richard Dufour		Co-Chair	Remove Access
Charlotte Danielson		Co-Chair	Remove Access
Faculty 2	faculty2@neasc.org	Teacher	Remove Access
Faculty 1	faculty1@neasc.org	Teacher	Remove Access

Use Portal Emailer

Add Personnel

Inactive School Personnel

Name	Email	Title	Action	Request Removal
1 Faculty	facuty1@gmail.com	Teacher	Grant Access	Request Removal

The portal allows you to create accounts for new users, you can add additional Standards Committee Chairs or Steering Committee members using this feature; to add new personnel click on the "Add Personnel" button

Add Personnel

You can add new personnel to your portal site by using the dialogue box below. After you have added them, you need to go back and "Assign Standards and Indicators" to give them access to your report.

Add New Personnel

| First Name: | [▾] [   ] | Fill in the fields to the left and hit 'Add Person' to add a new person to your school roster. Once added, you can give them access to edit the report. |
Last Name:	[ ] [▾]	
Email:	[ ]	
Username:	[ ]	
Password:	[ ]	**Add Person**
Title:	[ ]	

Reviewing the Report with the Faculty

Every person on the steering committee can see a PDF of the entire report, however, by hitting the "Print Self Study Report" button at the top right hand side of the home screen, even if they are only assigned to be able to edit one Standard.

NEASC

Accreditation Visit Report

Test High School Dudesville, MA   Print Visiting Team Report   [HTML]   [PDF]
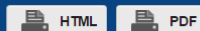
| Pre-Visit | School Report Due: | Visit Start: | Visit End: | Visit Report Due: |
| 11/18/2015 | 11/02/2015 | 12/06/2015 | 12/09/2015 | 03/07/2016 |

In order to review individual Standards reports with the faculty once they are complete, you will need to use the "Print Self Study" button on the Report Home page to generate a PDF version of the report. Once the report is generated, it can be exported from the webpage and used as a PDF document. You can save the pages of that PDF that comprise an individual Standard as a separate PDF that can be distributed to the faculty. The PDF will also have active links for the evidence uploaded by the team. Steps for this process will depend on what type of computer and browser you are using.

Completion of the Report

Once the report has been approved by the faculty and is completely ready to be seen by the visiting team, the principal should click the "Report Complete" button. Once the button is clicked, the report will be locked for editing by the school and you would have to contact our office to unlock it for you.

My Report

Use the button to submit your full report. Note that this will lock your report from edits and the report can only be unlocked by your accrediting agency.

[Mark Report Complete]

Questions or Concerns?

Please contact Alyson Geary, Deputy Director at ageary@neasc.org or Rachelle Marconnot, Administrative Assistant at rmarconnot@neasc.org