

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.

Commission on Independent Schools

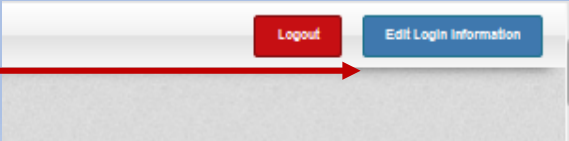
Portal Instructions For the Visiting Committee

Using your laptop or desktop computer, and either Chrome or Firefox

go to: <http://www.accportal.org/cis>

The **Edit Login Information** button is located in the top right corner of your screen.

After initially accessing the portal you should create your own unique password



You will see your Dashboard...



The screenshot shows a web dashboard for NEA S&C. At the top left is the NEA S&C logo. To the right of the logo is the word "Dashboard" with a horizontal line below it. Below the logo and title is a section header "Visiting Committee Chair" with a small building icon to its left. Underneath this header is a table with three columns: "Edit", "School", and "Visit Dates". The table contains one row with the following data: a blue "Edit" button in the "Edit" column, the text "Sample School 3, Burlington, MA" in the "School" column, and "--" in the "Visit Dates" column. To the right of the table is a green button labeled "Submit For Final Review". A red arrow points from a text box below to the blue "Edit" button.

Edit	School	Visit Dates
Edit	Sample School 3, Burlington, MA	--

Click on the blue **Edit** button.

Your screen will look like this...

You can **access** the school's **Self-Study Report** from two different places.

Documents and **important information** from the school may be found here.

Open each section to write in each Standard.
*Note: while many people can write in different Standards, **only one person at a time** can write/edit in a single Standard.*

NEA S&C Visiting Committee Report

Thematic Reports Control Panel

Sample School 3 Burlington, MA

Print Visiting Committee Report HTML PDF

Visit Start: (not set) Visit End: (not set)

Self-Study Report

View	Item	Date
PDF HTML	Self-Study Report	07-26-2018

Uploaded Support Files

Upload Files

Add Files Drag & Drop Files Here (Max size 25Mb)

File Library	Del	Copy
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Download

Download File Download all evidence files as a compressed, zip archive.

Visiting Committee Report

Submit For Final Review

View	Item	Last Edit	Status
Open	Introduction	--	Mark Complete
Open	Standard 1: Mission	--	Mark Complete
Open	Standard 2: Governance	--	Mark Complete
Open	Standard 3: Enrollment	--	Mark Complete

The **Control Panel** is useful if you want to assign Standards.

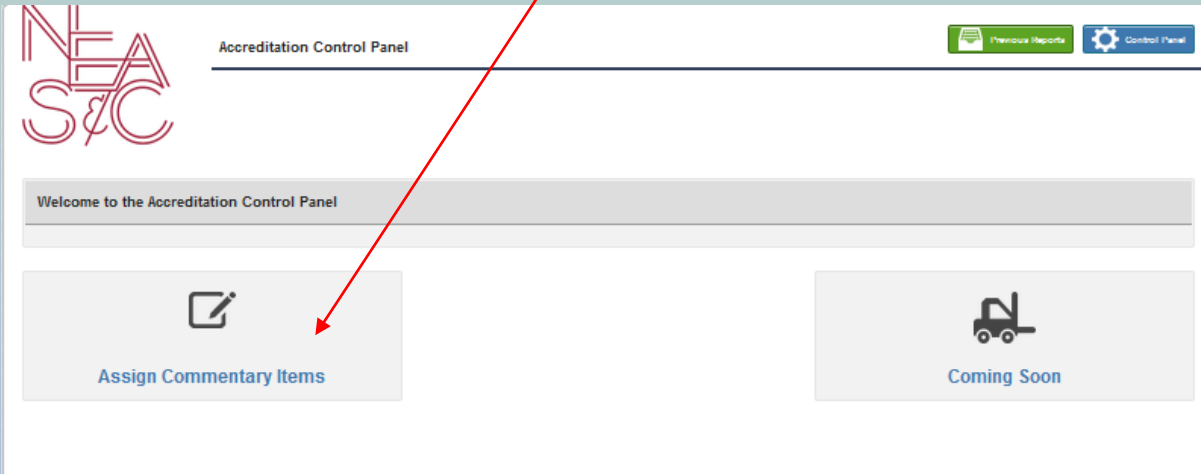
The **PDF** button gives you a complete view of your Report.

You will click on the **Submit for Final Review** button, when the Report is completely finished.

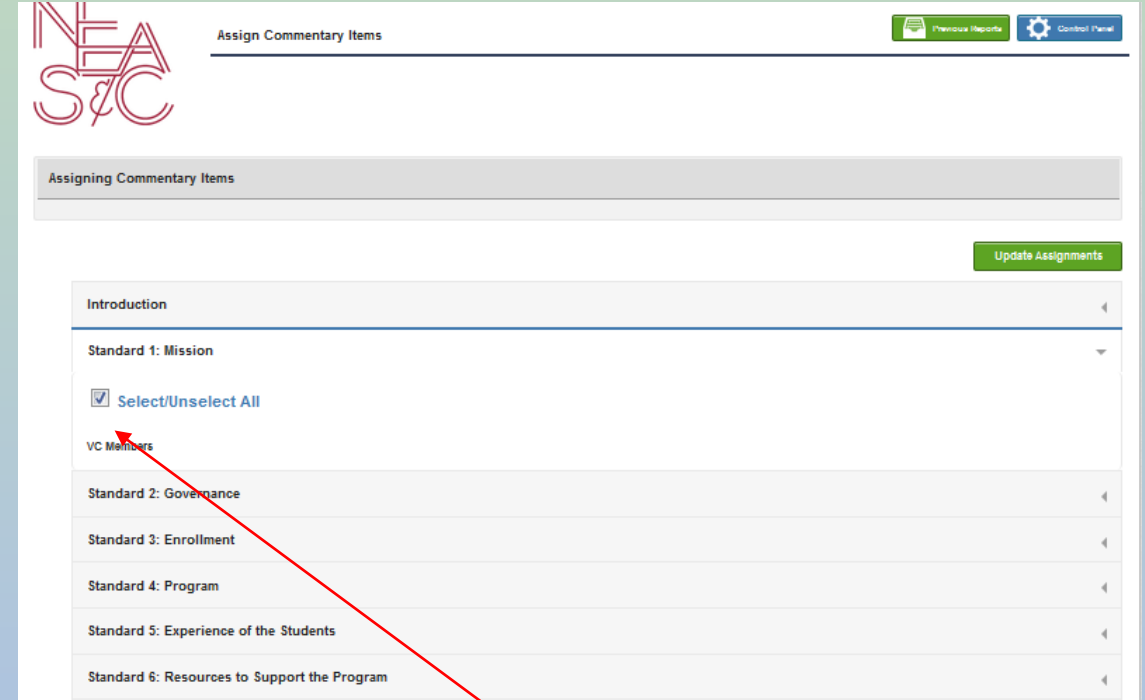
When the team has finished working on a Standard they can **Mark Complete**. After that they will no longer be able to edit that section.

Managing Portal Access...

After clicking on the Control Panel, you have the option of **assigning specific Standards** to your team members.



Assigning Standards...



By default, everyone given access to the portal is assigned to every Standard. Uncheck them to remove access to a Standard.

Writing the Report...

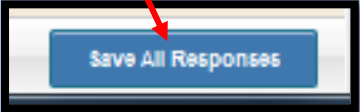
The screenshot shows a web form titled 'Visiting Committee Report' with the NEA S&C logo. It is divided into sections: 'Standard 1: Mission', 'Visiting Team's Assessment', 'Narrative Summary', and 'Observations'. The 'Standard 1: Mission' section contains instructions and a 'Standard' checkbox. The 'Visiting Team's Assessment' section includes radio buttons for 'Standard Met' (SM1, SM2) and 'Standard Unmet' (SU1, SU2) with their respective descriptions. The 'Narrative Summary' section has a text area with a rich text editor toolbar and a '1 words' counter. The 'Observations' section also has a text area with a '1 words' counter. A 'Save All Responses' button is located at the bottom right.

Your ratings are entered here.

Type directly into the text box.

Editing tools can be helpful.

Always save your work!



Good to know...

Within every Standard you can bring up the **school's Self-Study Report** so that you can easily copy/paste from their Report into your own.

SM1. Standard Met: Evidences clear understanding, effective implementation and thorough planning for further improvement.

SM2. Standard Met: Evidences understanding, evolving implementation and planning for improvement.

SU1. Standard Unmet: Evidences inadequate understanding, implementation and planning for remediation that may foreseeably compromise student experience.

SU2. Standard Unmet: Lacks understanding, implementation and planning for remediation, thereby compromising student experience.

Narrative Summary

Brief narrative summary of the school's position with regard to this standard. Text copied from the school's Self-Study Report is in italics.

1 words

Formats - B I U [text alignment icons] [list icons] [color icons] [link icon] [table icon] [media icon]

Note: Text copied from the school's Self-Study should be written in *italics*.

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Observations

1 words

Formats - B I U [text alignment icons] [list icons] [color icons] [link icon] [table icon] [media icon]

Self-Study Report

If you bring up the **PDF** of your Report you will see that the **school's data sheet** containing their Mission, History and Culture, Process, Overview and Legal/Regulatory Documents has **automatically populated** into your Report.

After the Visit...

1. The Chair requests the Visiting Team make/suggest any final edits.
2. The Chair opens the Report as a PDF, saves it on their computer and emails the PDF as an attachment to the Head of School - inviting them to check for factual edits.
3. The Chair makes all the final edits to the Report.
4. The Report is submitted in the portal and at the same time, the Chair's letters of recommendation and regulatory compliance are emailed to the CIS office at cis@neasc.org
5. The Team evaluations are completed and emailed to our office.

Note: The Report, and all accompanying documents should be submitted within four weeks of the Visit.

At the CIS office...

The Visiting Committee Report is processed and sent to the Head of School. The school is given the opportunity to respond to the Report and their written response will be taken into consideration by the reviewers for the next Commission Meeting.

Privacy and other notes...

All members of the Visiting Team will be given portal access as soon as the school submits their Self-Study Report.

Once a section is Marked Complete only the Chair and Assistant Chair can make any further edits.

If you accidentally click on the Submit for Final Review button you should email CIportal@neasc.org or cdyson@neasc.org for help with this and any other portal matters.