

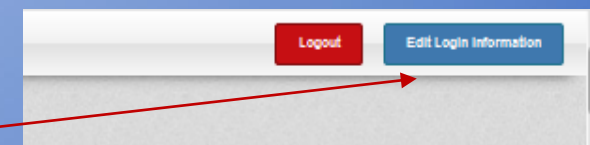
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.

# Commission on Independent Schools

## **Portal Instructions** **For Schools Writing the Self-Study**

Using 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

# Your Dashboard will look like this...

NEA S&C Manage My Accreditation

Example School Burlington, MA

Foundation Start: 03/08/2019 Visit Start: 03/08/2020 Visit End: 03/11/2020

My Self-Study

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

School Data Sheet

| Edit                 | Item                                                                  | Last Edit         | Show                          |
|----------------------|-----------------------------------------------------------------------|-------------------|-------------------------------|
| <a href="#">Open</a> | Mission                                                               | 03-05-2020 3:25pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | History and Culture                                                   | 03-05-2020 3:26pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Overview of School Findings: Foundation Standards                     | 03-05-2020 3:26pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Overview of School Findings: Program and Strategic Planning Standards | 03-05-2020 3:26pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Legal/Regulatory Documentation                                        | 03-05-2020 3:27pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Survey Results                                                        | 03-05-2020 3:28pm | <a href="#">Mark Complete</a> |

Standards

As you enter text into the Standards, please be sure to save regularly by clicking Save All Responses.

| Edit                 | Item                  | Last Edit          | Show                          |
|----------------------|-----------------------|--------------------|-------------------------------|
| <a href="#">Open</a> | Foundation Standard 1 | 05-03-2020 11:28am | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Foundation Standard 2 | 03-05-2020 3:29pm  | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Foundation Standard 3 | 03-05-2020 3:30pm  | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Foundation Standard 4 | 03-05-2020 3:30pm  | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Foundation Standard 5 | 03-05-2020 3:31pm  | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Foundation Standard 6 | 03-05-2020 3:31pm  | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Program Standard 7    | 03-05-2020 3:31pm  | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Program Standard 8    | 03-05-2020 3:42pm  | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Program Standard 9    | 03-05-2020 3:42pm  | <a href="#">Mark Complete</a> |

Control Panel

PDF

Head of School

Self-Study Coordinator(s)

Team Chair(s)

Only click on the **Mark Report Complete** button when you are ready to submit your Report.

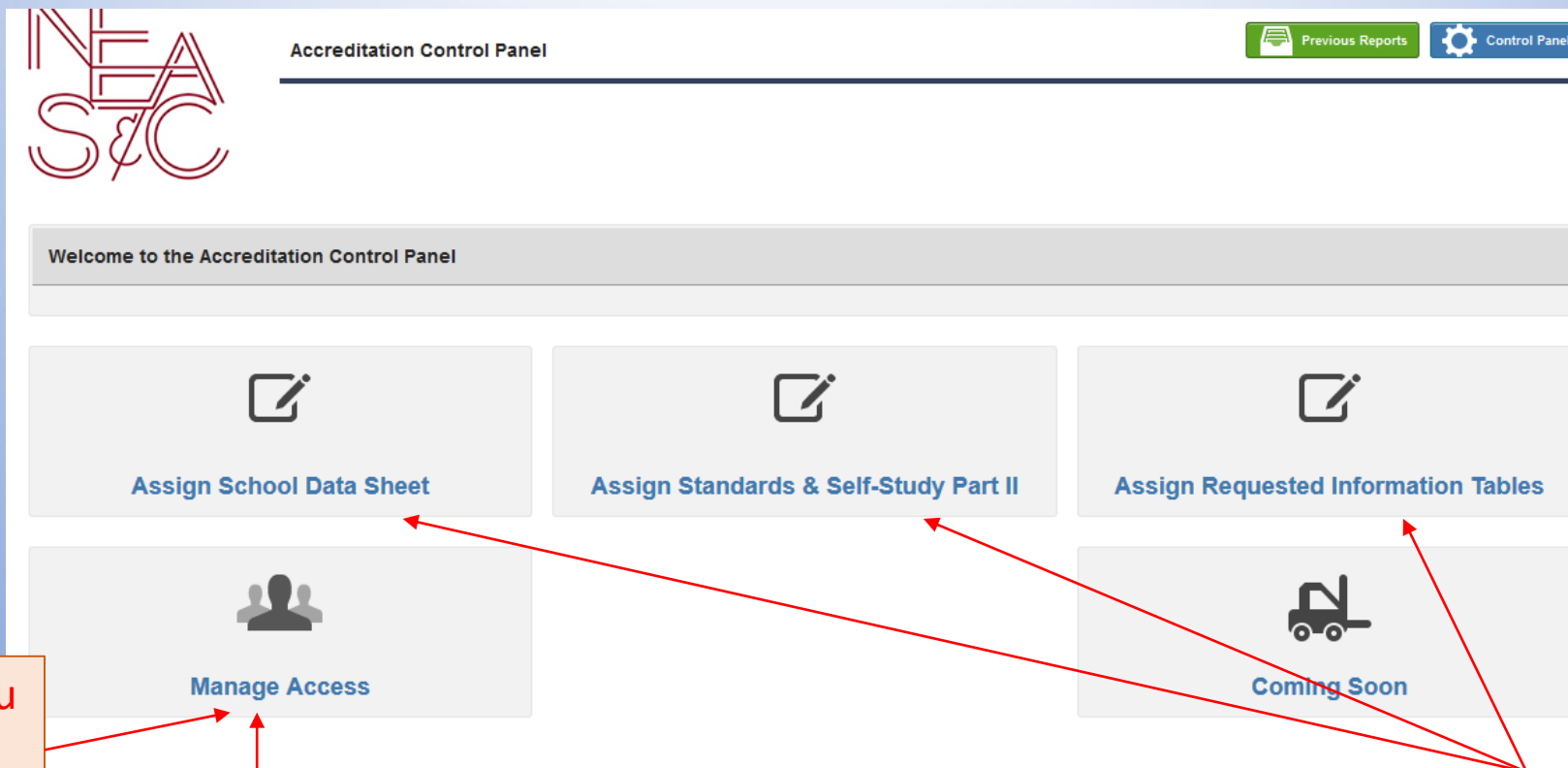
Open each section to write your Report.

The **Control Panel** button is useful for adding personnel and assigning standards.

The **PDF** button gives you a complete view of your Report in the format the Visiting Committee will see it.

Your **Head of School** and **Self-Study Coordinators** are listed here as well as your **Visiting Committee**.

# The Control Panel...



In Manage Access you can add personnel to the portal.

In Manage Access you will grant access to specific school personnel.

You can use the other buttons to choose who may write in each section of the Self-Study.  
*Note: while multiple sections may be worked on at any one time, only one person at a time can edit a section.*

# Managing Portal Access

The screenshot shows the 'Manage Access' page for 'Sample School 2 Boston, MA'. It includes a header with the NEA S&C logo and navigation links for 'Previous Reports' and 'Control Panel'. Below the header, there are tabs for 'Print Self-Study Report', 'HTML', and 'PDF'. A summary bar displays key dates: School Report Due (09/19/2014), Visit Start (10/19/2014), Visit End (10/22/2014), and Visit Report Due (11/22/2014). A green box contains instructions: 'This tool enables you to give editing access for this report to any member of your school. If any individual in the list below is no longer a member of your school, please click on the 'Request Removal' button to let us know.' The main content area is divided into sections: 'School Personnel Access' with a table for adding personnel, 'Inactive School Personnel' with a table for managing access, and 'VC Members' with a 'Sample Name' field. Arrows from the text boxes point to the 'Add Personnel' button and the 'Grant Access'/'Request Removal' buttons in the 'Inactive School Personnel' table.

| Name | Email | Title | Action                             |
|------|-------|-------|------------------------------------|
|      |       |       | <a href="#">Use Portal Emitter</a> |

| Name | Email | Title | Action                       | Request Removal                 |
|------|-------|-------|------------------------------|---------------------------------|
|      |       |       | <a href="#">Grant Access</a> | <a href="#">Request Removal</a> |

You can add personnel yourself. At this time you will create their username and password. You will need to let them know what password you chose.

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

Staff members will be listed here. You can add or remove their access to the portal.

The screenshot shows the 'Assign Standards & Self-Study Part II' page. It features a header with the NEA S&C logo and navigation links for 'Previous Reports' and 'Control Panel'. The main content area is titled 'Assigning Standards & Self-Study Part II' and includes an 'Update Assignments' button. A list of standards is displayed, with the first standard, 'Standard 1: Mission', expanded to show a 'Select/Unselect All' checkbox and a list of 'School Members'. Arrows from the text boxes point to the 'Select/Unselect All' checkbox and the 'Update Assignments' button.

| Standard                                     | Members                                                 |
|----------------------------------------------|---------------------------------------------------------|
| Standard 1: Mission                          | <input checked="" type="checkbox"/> Select/Unselect All |
| Standard 2: Governance                       |                                                         |
| Standard 3: Enrollment                       |                                                         |
| Standard 4: Program                          |                                                         |
| Standard 5: Experience of the Students       |                                                         |
| Standard 6: Resources to Support the Program |                                                         |

## Assigning Standards

## Good to know...

The information you add to the School Data Sheet (Mission, History and Culture, Process, Overview and Legal/Regulatory Documents) is automatically populated into the Visiting Committee Report.

Foundation Visit: 09/08/2019      Visit Start: 03/08/2020      Visit End: 03/11/2020

### My Self-Study

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](#)

#### School Data Sheet

| Edit                 | Item                                                                   | Last Edit         | Status                        |
|----------------------|------------------------------------------------------------------------|-------------------|-------------------------------|
| <a href="#">Open</a> | Mission                                                                | 03-05-2020 3:25pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | History and Culture                                                    | 03-05-2020 3:26pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Overview of School Findings: Foundation Standards                      | 03-05-2020 3:26pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Overview of School Findings: Program and Strategic Planning Standards. | 03-05-2020 3:26pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Legal/Regulatory Documentation                                         | 03-05-2020 3:27pm | <a href="#">Mark Complete</a> |
| <a href="#">Open</a> | Survey Results                                                         | 03-05-2020 3:28pm | <a href="#">Mark Complete</a> |

# Writing the Report...

## Foundation Standard 1

Enrolled Students Align Appropriately with the Mission

Standard 1 Indicators

- 1.a. The enrollment process aligns with the mission and values of the school.
- 1.b. The school identifies and addresses current enrollment trends and challenges.
- 1.c. The school articulates its "value proposition" in light of enrollment, mission and societal trends.
- 1.d. If applicable, the school understands and addresses boarding/homestay trends.
- 1.e. The school aspires and plans to strengthen its alignment with this Standard.

**School's Rating:**

Standard Met (SM1, SM2): The students' experience is supported.  
Standard Unmet (SU1, SU2): The students' experience is compromised.

- 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.

**Explanation of Rating:**

1 words | [View archived versions \(1\)](#)

Formats **B** *I* U [List Icons] [Link Icon] [Table Icon] [Table Icon]

P

Your ratings are entered here.

Editing tools can be helpful.

Type directly into the text box or copy/paste from a document.

Always Save Your Work!

Save All Responses



# A word about uploads...

## Dashboard View

The Dashboard View shows a list of standards at the top:

|      |                                |                   |               |
|------|--------------------------------|-------------------|---------------|
| Open | Program Standard 12            | 03-05-2020 3:43pm | Mark Complete |
| Open | Program Standard 13            | 03-05-2020 3:43pm | Mark Complete |
| Open | Strategic Planning Standard 14 | 03-05-2020 3:44pm | Mark Complete |

Below this is the "Additional Uploaded Files" section with instructions:

1. Uploaded files should be in .pdf, .docx or .xlsx format.
2. **Do not** use links to Google Docs or any other hosted document platform which requires user credentials to access.
3. Please note that all Google Docs have the capability to be saved as Word documents.

The "Upload Files" section is highlighted in yellow and contains an "Add Files" button and a "File Library" section.

At the bottom is the "Requested Information Tables" section with a table:

| Edit                 | Table Name                                                            | Last Edit         |
|----------------------|-----------------------------------------------------------------------|-------------------|
| <a href="#">Edit</a> | Total Enrollment Table - Current Year                                 | 03-05-2020 3:44pm |
| <a href="#">Edit</a> | International Student Enrollment Table - Current Year                 | 03-05-2020 3:45pm |
| <a href="#">Edit</a> | Employees - Current Year                                              | 03-05-2020 3:45pm |
| <a href="#">Edit</a> | Total Enrollment Table - from the Five-Year Interim Evaluation Report | 03-05-2020 3:45pm |

Uploads added to the Dashboard page will be accessed separately by the Visiting Committee via the portal. These links will not appear in your final PDF.

Looking at the PDF version of your Report will give you an idea of what the Visiting Committee will see.

## Standard View

The Standard View shows "Required Materials:" with a list:

- A. Current Marketing/Enrollment Plan
- B. Current printed admissions materials and/or link to online site
- C. Student/parent contract(s)
- D. Statement of Financial Aid policies and procedures
- E. Non-discrimination Policy (may be included in other materials)
- F. Parent and Student Handbooks

Below this is a list of instructions:

1. Please be aware that links to online documents are transient.
2. Uploaded files should be in .pdf, .docx or .xlsx format.
3. **Do not** use links to Google Docs or any other hosted document platform which requires user credentials to access.
4. Please note that all Google Docs have the capability to be saved as Word documents.

The "Related Files: Required Materials" section is highlighted in yellow and contains an "Add Files" button and a "File Library" section with two files:

- 2020\_08\_03-11\_38\_test doc 2.txt
- 2020\_08\_03-11\_38\_test doc1.txt

You can also add a hyperlink in the textboxes within each Standard.

Uploads added within each Standard will be listed as links and accessed from the PDF of your Report.



## Privacy and other notes...

When a section is Marked Complete the only people who can edit it are the Head and Self-Study Coordinators.

Clicking on the PDF button prior to submission of the Report shows you the Visiting Committee's view of your Report. It is a useful tool for further edits too.

When you click on the Mark Report Complete button an email is automatically sent to our office. We will immediately notify your Visiting Committee that your Report is complete and give them access to the portal.

This completes your introduction to our portal.

**Both the Foundation Self-Study and the Program Self-Study are due no later than four weeks prior to your visits.**

Please email Carol Dyson at [cdyson@neasc.org](mailto:cdyson@neasc.org) if you need any help or have any questions.