

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.

Commission
on Independent Schools

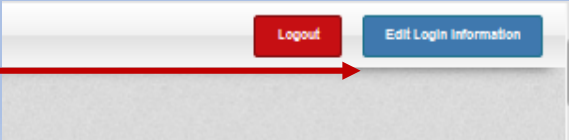
Portal Instructions
For the Visiting Committee

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". Below the logo is a section header "Visiting Committee Chair" with a small building icon. Underneath is a table with the following structure:

Edit	School	Visit Dates	
Edit	Sample School 3, <i>Burlington, MA</i>	--	Submit For Final Review

A red arrow points from a text box below to the blue "Edit" button in the table.

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

Example School Burlington, MA

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

Self-Study Report

View	Item	Date
PDF HTML	Self-Study Report	10-07-2020

Uploaded Support Files

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

File Library

Additional Uploaded Files

Download Item

Download all evidence files as a compressed, zip archive.

Visiting Committee Report

Click on the button to the right to submit for final review.

Submit For Final Review

View	Item	Last Edit	Status
Open	Introduction and Overview of Team Findings	03-05-2020 3:48pm	Mark Complete
Open	Foundation Standard 1	03-05-2020 3:49pm	Mark Complete
Open	Foundation Standard 2	03-05-2020 3:49pm	Mark Complete

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

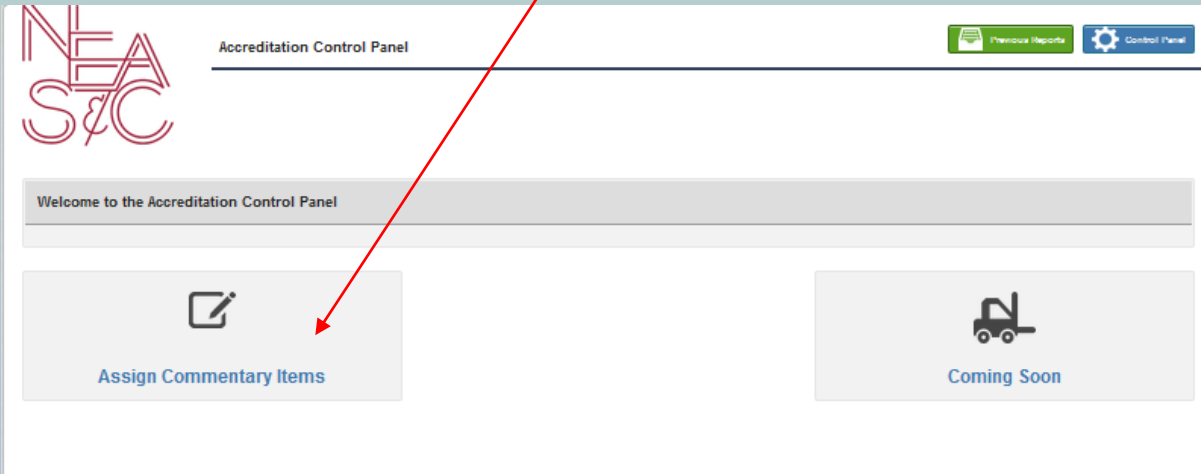
The **PDF** button gives you a complete view of your Report.

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

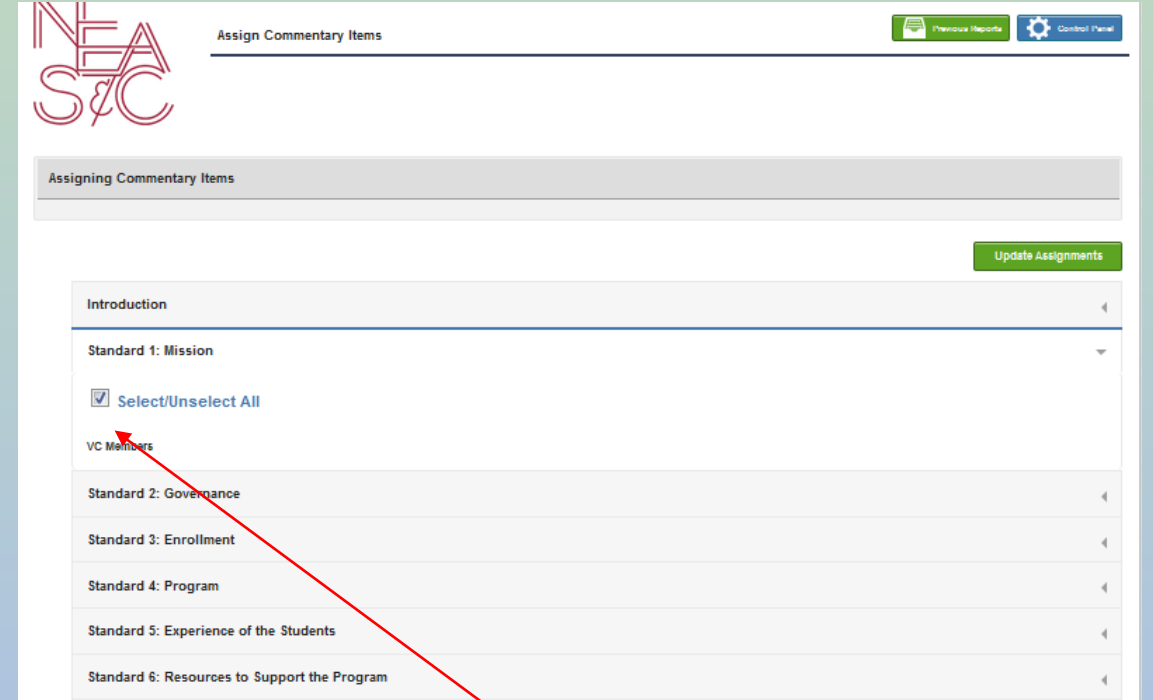
When the team has finished working on a Standard they can **Mark Complete**. After that they will no longer be able to edit that section.

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 School's ratings, from their Self-Study, should be entered here

Your ratings are entered here.

Type directly into the text box.

NEA S&C Visiting Committee Report

Foundation Standard 1

Commendations should be numbered, and all of them listed in the same box.
Recommendations should not be numbered, and each one should be listed separately in its own box. If you have fewer than four recommendations, leave the unused boxes blank.

Standard

Enrolled Students Align Appropriately with the Mission

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.

Visiting Team'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 ... A - A - <> ...

Save All Responses

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.

Self-Study Report

☑ Visiting Team'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
- SU2. Standard Unmet: Lacks understanding, implementation and planning for remediation, thereby compromising student experience.

☑ Explanation of Rating

Formats - **B** *I* U [List Icons] [Color Icons]

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

☑ Observations and Conclusions

Formats - **B** *I* U [List Icons]

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, and Overview are **automatically populated** into your Report.

After the Visits...

After the Foundation Visit:

1. The Foundation Visit Report should be submitted in the portal.
2. The Chair's Letter of Recommendation and the Chair's Letter attesting to the presence of all Regulatory Compliance Documents should be sent to our CIS office at cis@neasc.org

After the Program 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 letter of recommendation is emailed to the CIS office at cis@neasc.org
5. The Team evaluations should also be completed at this time and emailed to our office.

Note: The Reports, 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 Foundation Self-Study Report and, later, their Program 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.