

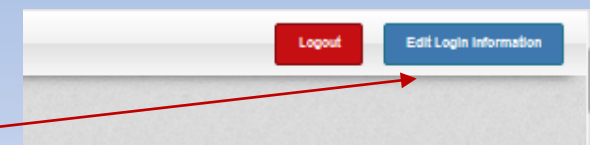
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.

Commission on Independent Schools

Portal Instructions **For 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...

NEASC S&C

Manage My Accreditation

Previous Reports Control Panel

Sample School 2 Boston, MA

Print Self-Study Report HTML PDF

School Report Due: 09/19/2014 Visit Start: 10/19/2014 Visit End: 10/22/2014 Visit Report Due: 11/22/2014

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
Open	Mission	--	
Open	History and Culture	--	
Open	Process Followed by School	--	
Open	Overview of School Findings	--	
Open	Legal/Regulatory Documentation	--	

Standards & Self-Study Part II

As you enter text into the Standards and Self-Study Part II, please be sure to save regularly by clicking Save All Responses.

Edit	Item	Last Edit	Status
Open	Standard 1: Mission	--	
Open	Standard 2: Governance	--	
Open	Standard 3: Enrollment	--	
Open	Standard 4: Program	--	
Open	Standard 5: Experience of the Students	--	
Open	Standard 6: Resources to Support the Program	--	
Open	Standard 7: Early Childhood Program	--	
Open	Standard 8: Residential Program and/or Homestay Program	--	

Head of School

(no Head of School currently selected)

Self-Study Coordinator(s)

(no Self-Study Coordinator currently selected)

Team Chair(s)

(no Visiting Committee Chair currently selected)

VC Members

Sample Name
Team Member

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.

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

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.

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
Open	Mission	--	
Open	History and Culture	--	
Open	Process Followed by School	--	
Open	Overview of School Findings	--	
Open	Legal/Regulatory Documentation	--	

Writing the Report...

NEA S&C Standards & Self-Study Part II Previous Reports Control Panel

Standard 1: Mission

Standard 1 (Mission): There is congruence between the school's stated mission and core values and its actual program, policies, planning, and decision-making at both the operational and governance levels.

School's Self-Assessment:

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.

School's Position:

Please enter a brief narrative description of the school's position with regard to this Standard. (Note that this summary may be copied and used in the *Visiting Committee Report*.)

1 words

Formats **B** *I* U [List Bulleted] [List Numbered] [List None] [Text Color] [Text Background Color] [Code] [Link] [Table] [Table of Contents] [Table of Contents]

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Self-Study Committee:

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 with 'Open' buttons. Below this is the 'Additional Uploaded Files' section, which includes a text area for 'Additional File Instructional text' and a file upload area. The file library is highlighted with a yellow box and contains one file: '2017-02-27-13:28_supplementary-materials-suggestion-list.docx'. Below the file library is a table of 'Requested Information Tables'.

Edit	Table Name	Last Edit
<input type="button" value="edit"/>	Total Enrollment Table	--
<input type="button" value="edit"/>	International Student Enrollment Table	--
<input type="button" value="edit"/>	Employees	--

Uploads added to the Dashboard page will be accessed separately by the Visiting Committee via the portal.

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

Standard View

The Standard View shows a text editor for 'Recommendations/Discussion'. The toolbar includes a hyperlink icon, which is pointed to by a red arrow. Below the text editor is a 'Related Files' section, which is highlighted with a yellow box and contains a file library with one file: '2017-02-27-13:28_supplementary-materials-suggestion-list.docx'.

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

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

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.

The Self-Study is due no later than four weeks prior to your visit.

Please email Carol Dyson at cdyson@neasc.org if you need help or have any questions.