

NEASC ACCREDITATION PORTAL

Committee on Technical and Career Institutions

Handbook for Self-Study Reports



accportal.org/ctci

August 2017

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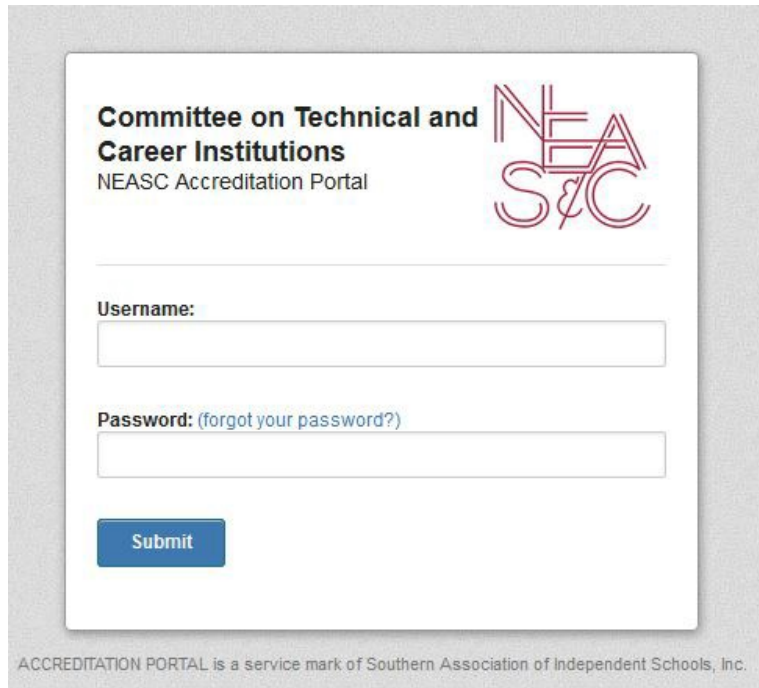
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This handbook was created to assist CTCI member and candidate schools/centers with utilizing NEASC's new online accreditation portal to input the Self-Study report prior to an initial or decennial visit. The information contained herein is valid as of August 2017. Should you have any questions on the handbook, the online accreditation portal, or the visiting team process, please contact:

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Log In

From an internet browser, enter the accreditation portal URL (accportal.org/ctci) to reach the log in screen. Portal credentials for principals / directors and self-study coordinators are provided by NEASC. Username is the user's first initial and last name and the password is provided by NEASC. Principals / directors and self-study coordinators are able to add additional staff members to the portal. Directions on this feature are on page nine (9).



Committee on Technical and Career Institutions
NEASC Accreditation Portal

Username:

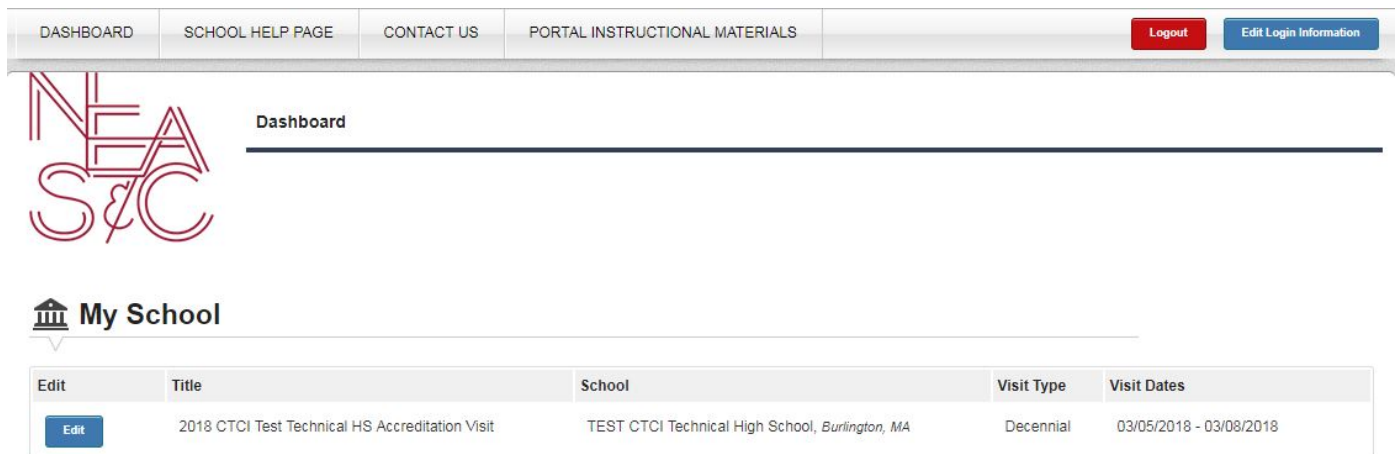
Password: (forgot your password?)

Submit

ACCREDITATION PORTAL is a service mark of Southern Association of Independent Schools, Inc.

The Dashboard View

Once successfully logged in, the user will see the Dashboard. Only schools/centers to which the user has been assigned will be visible. For instance, in the example below, the user is assigned to "My School". A user might see an additional school/center listed if they are a visiting team member, however that listing would be under a different heading, not "My School". Click the "Edit" button to access the report fields for the school's/center's self-study report.



DASHBOARD SCHOOL HELP PAGE CONTACT US PORTAL INSTRUCTIONAL MATERIALS Logout Edit Login Information

NEASC S&C Dashboard

My School

Edit	Title	School	Visit Type	Visit Dates
Edit	2018 CTCI Test Technical HS Accreditation Visit	TEST CTCI Technical High School, Burlington, MA	Decennial	03/05/2018 - 03/08/2018

Tab Legend

Each page of the portal contains active tabs at the top of the screen. The tabs change slightly depending on which page the user is accessing. The legend for the tabs is as follows:



Dashboard: returns the user to the Dashboard View (the initial view upon log in to the Portal)

Report Home: returns to the home page of the visiting team report

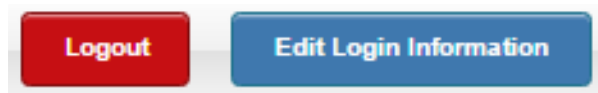
School Help Page: links to informational files on the accreditation process on the CTCI website

Contact Us: a link to email the NEASC CTCI office with questions or concerns

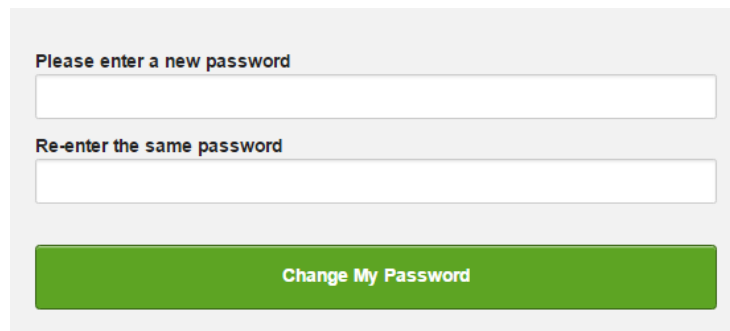
Portal Instructional Materials: a link to manuals and videos to help with using the online portal

Edit Login Information Button

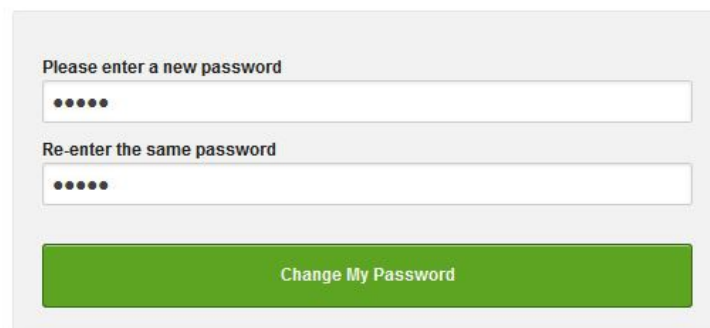
A user can edit their own password by clicking on the blue “Edit Login Information” on the top right hand side of the screen next to the red “Logout” Button.



The password reset screen appears as such:

A form for changing a password. It contains two text input fields. The first is labeled 'Please enter a new password' and the second is labeled 'Re-enter the same password'. Below the fields is a green button labeled 'Change My Password'.

A confirmation of the password reset will be displayed.

The same password reset form as above, but the input fields now contain five black dots to mask the password. The 'Change My Password' button remains at the bottom.

Report Home

On the Dashboard, the user will click the **Edit** button located next to the school/center name:

My School

Edit	Title	School	Visit Type	Visit Dates
Edit	2018 CTCI Test Technical HS Accreditation Visit	TEST CTCI Technical High School, Burlington, MA	Decennial	03/05/2018 - 03/08/2018

The Report Home page contains information specific to the school/center and its upcoming visit. The blue bar lists the school/center name and location, the red bar contains important dates related to the visit. In addition, the home page displays the contact information for the head of school, the self-study coordinators, and the team chairperson.



Manage My Accreditation

 Previous Reports

TEST CTCI Technical High School Burlington, MA

Print Self-Study Report



HTML



PDF

Pre-Visit:
11/07/2017

School Report Due:
12/04/2017

Visit Start:
03/05/2018

Visit End:
03/08/2018

Visit Report Due:
04/09/2018

The report home page also contains active information buttons.

- 1) Previous Reports button: allows the user to access archived reports completed through the accreditation portal, including progress reports (progress reports will be completed through the portal beginning in 2019)
- 2) Print Self-Study Report buttons: The portal allows users the ability to view and print the school/center's Self-Study report in two formats: HTML and PDF. Click the appropriate option and the report will generate in a new window for viewing, printing, and / or saving.

Accessing the Self-Study Report Sections

The home page contains the data entry sections for the self-study report. The user will click on a section header to open that part of the report. Once opened, the parts of that section will appear in a drop-down view. Following the example below, click on "Standard 1: Core Values and Expectations" to view the data entry sections for each indicator under that Standard. Click the blue "Open" button to enter data.

My Report

Standards & Indicators

I. School/Center & Community Profile Report

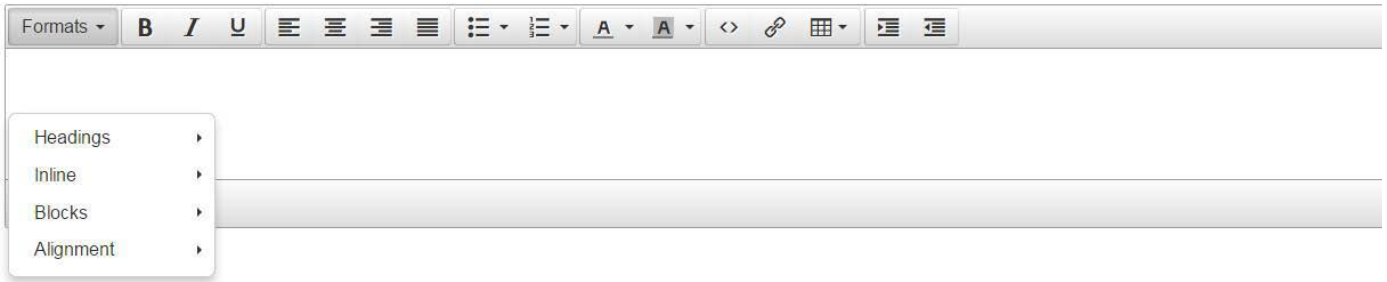
II. Impactful Changes and Critical Strengths

III. Standard 1: Core Values and Expectations

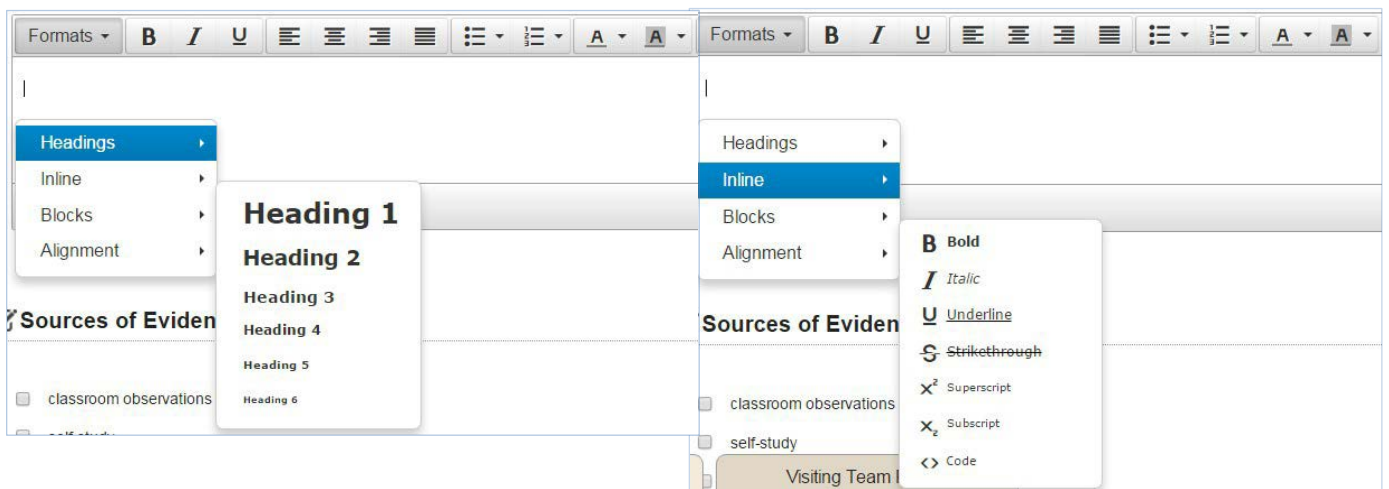
Edit	Item	Last Edit	Status
Open	III. Standard 1: Core Values and Expectations	--	
Open	Standard 1 Indicator 1	--	
Open	Standard 1 Indicator 2	--	

Entering Data into the Portal

In all sections of the Portal, the text entry screen looks the same and has the same features. Under “Formats” there are four options.



Headings provides the options to change text size. Inline provides edit options such as Bold, Italic, Underline, etc. Some of these options are on the toolbar as well.



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, the user will need to use keyboard shortcuts. Mouse controls (IE – right click to access Copy function) will not work on the portal.

Ctrl+C = Copy
Ctrl+Z = Undo

Ctrl+V = Paste
Ctrl+X = Cut

Copying text directly into the Portal from a word processing program or Google docs typically works without issue, however a few stray marks may appear that would need to be deleted. After saving the content, using the “Save All Responses” button at the bottom of each report screen, the user will see the content displayed and will be able to identify any spare marks or text that will need additional editing.

Saving Data in the Portal

Be sure to SAVE all content before exiting the screen by clicking the “Save all Responses” button, which is located at the bottom of each data entry report screen.



After clicking save, the user is brought to a confirmation page which contains a green bar at the top. The green bar indicates that data entered and / or changes have been saved to the report. The confirmation box contains three active buttons: Previous, Report Home, and Next. Clicking Previous will bring the user to the report section immediately prior to the recently saved section. Clicking Report Home will bring the user to the report home page. Clicking Next will advance the user to the next section of the report.



Responding to Report Prompts

The self-study report is made up of five sections:

- I. School/Center & Community Profile Report
- II. Impactful Changes and Critical Strengths
- III. Standards for Accreditation
- IV. Academic Programs and Career Clusters
- V. Conclusion

- I. School/Center & Community Profile Report: The school/center will provide a narrative which provides general information to the visiting team about the school/center, its location, and its place within the community. The portal provides a list of details the school/center can use in generating this narrative.
- II. Impactful Changes and Critical Strengths: A two-part section for schools/centers to detail the school/center's changes enacted / actions taken during the prior accreditation cycle which have made measurable positive impacts on student achievement and well-being; as well as a list of critical strengths by standard. The information requested be used by the visiting team in their final report.
- III. Standards for Accreditation: Schools/centers will respond to each indicator within each standard, providing narrative response, explanations of evidence to support the narrative, and additional files and materials as applicable.
- IV. Academic Programs and Career Clusters: Schools/centers will use the response prompts within the report to provide information on the programs offered at the school/center. Users should only provide responses within the program sections applicable to the school/center. For instance, a career center which does not offer academic courses should not add any data to the academic course response areas.
- V. Conclusion: A two-part section for school/centers to provide a narrative identifying and expanding upon the school/center's plans for innovation and change which will hopefully have positive impacts on student achievement and well-being; and a list of the school/center's self-identified Focus Areas of Improvement (FAI) and the action steps the school/center plans to put in place to improve the alignment with the Standards.

Each section of the self-study report in the portal provides directions or guidelines on how to respond in that area. For instance, the user can open the drop-down menu for Standard 1, and click “Open” for Standard 1 Indicator 1. The portal will show the following response areas:

Standard 1 Indicator 1

The school/center community engages in a collaborative and inclusive process to identify and commit to its mission, core values, and beliefs about learning.

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. Here is an example: The school community participated in a collaborative process to create its core values statement and learning expectations; however, it was informed by limited use of current research-based best practices and the process of revision was not inclusive of the school community.

Here is a continuum of terms that may be helpful as you write your conclusion. It can also be useful as you write your explanation and evidence.

1 words

Formats **B** *I* U [List Icons] [Color Icons] [Link Icons] [Table Icons] [Align Icons]

Explanation and Evidence:

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.

1 words

Formats **B** *I* U [List Icons] [Color Icons] [Link Icons] [Table Icons] [Align Icons]

Schools/centers should include a response in each requested area. Each response area also provides an option for the school/center to upload files to support their responses. File types supported through the portal include .DOC, .XLS, .PDF, etc. For media files (movie and audio), please upload these file types to another location (school website, youtube, etc) and provide the hyperlink to such data within the response section.

Related Files: Explanation and Evidence

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

File Library

Documents for the Visiting Team

Schools/centers may wish to provide information for the visiting team which would be helpful to the team but not required as a part of the self-study report. For these types of materials, the report home page provides a place to upload “Documents for the Visiting Team”, located at the bottom of the report data fields.

As seen in the example below, this area can be used to upload a bell schedule, admissions policy, directions to the school/center, etc. This storage option should not be used for documents necessary to the self-study report.



Collaboration

Multiple users can add and edit content within the portal simultaneously; however, only one user can edit each section with an "Open" button at one time. For instance, if there are five Indicators within one Standard, two users can edit within the same Standard as long as each is working on a different indicator. If a user opens a response area which is currently being edited by another user, this message will appear:

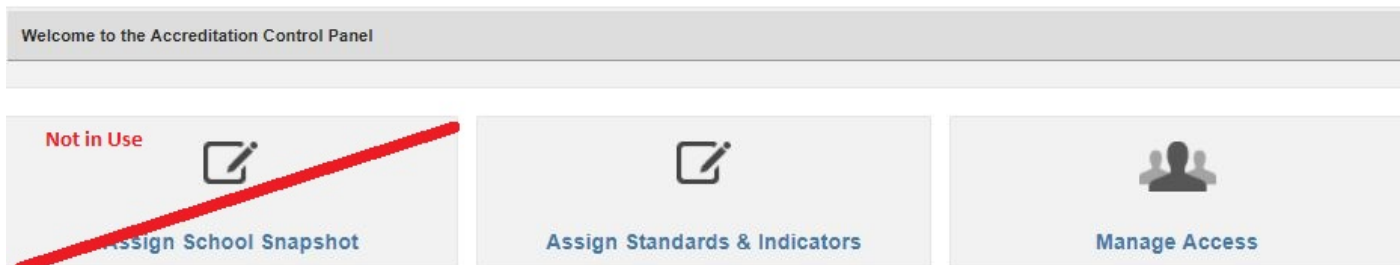


A second user on a page currently being edited by another user will be able to see the data the first user is processing, but only the first user will have editing capabilities.

Control Panel



The Control Panel button is available only to principals/directors and self-study coordinators. Within the control panel, authorized users can add school staff to the portal, as well as defining the report sections the staff members will be able to access and revise. The Control Panel button is located in the upper right hand corner of the Report Home page.



Adding School/Center Staff to the Portal

After clicking the “Control Panel” button, an authorized user can click “Manage Access, and then “Add Personnel” (located below the School Personnel Access” list) to add staff members. As shown below, the access screen provides a list of all users registered to a school/center with portal access. The “Manage Access” option also allows for the removal of individuals from the portal and the school/center report (IE – staff changes, etc.), by clicking the ‘Remove Access” button on the right-hand side of the user detail.

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.

School Personnel Access

Name	Email	Title	Action
Mr. Tom Brady	[Redacted]	Principal	Remove Access
Mr. Michael Scofield	[Redacted]	Engineering Instructor	Remove Access

[Use Portal Emailer](#)

[Add Personnel](#)

Assigning School/Center Staff to Individual Standards

The portal also provides principals/directors and self-study coordinators the ability to assign staff members to specific Standards and / or programs, restricting access to only those sections of the report. Upon accessing the Control Panel, the user can click on “Assign Standards and Indicators” to assign sections of the report to individual staff members. After specific report areas are assigned, a staff member logging into the home page of the report will only see those sections to which they have been granted access.

For example, click on “Assign Standards and Indicators” and then click on “Core Values and Expectations”. A dropdown list of the staff members will be displayed. From here, the user can select which staff members will have access to this section of the report. Repeat this process for each Standard and program. Once the assignments are set, click “Update Assignments” at the top of the screen.

Assigning Standards & Indicators

[Update Assignments](#)

- I. School/Center & Community Profile Report
- II. Impactful Changes and Critical Strengths
- III. Standard 1: Core Values and Expectations
 - Select/Unselect All
 - Principal / Director
 - Mr. Tom Brady
 - School Members
 - Mr. Tom Brady
 - Mr. Michael Scofield

My Report

Standards & Indicators

- I. School/Center & Community Profile Report
- II. Impactful Changes and Critical Strengths
- Standard 4: Assessment
- Standard 5: Culture and Leadership
- Standard 7: School/Center Finance and Community Relations

If a staff member has not been assigned to a Standard, that area of the report will not be viewable on the report home page. The example above displays the report home page menu of a staff member who has NOT been assigned to view, edit, and report on Standards 1, 2, 3, and 6.

Assigning staff members to specific report sections is an **optional** resource. It is not required to restrict access to report sections using this process.

Note: All school/center staff members can view the self-study report by choosing the view option on the home page, even if restricted from specific report areas. For instance, an automotive program instructor may be restricted from having access to edit all other technical programs in the report aside from automotive; however that evaluator can view, but not edit, the entire self-study report by clicking one of the two “Print Self-Study Report” buttons on the home page.

Finalizing the Self-Study Report

The principal/director and the self-study coordinators should review the report in its entirety prior to submitting the report to NEASC. When the report is deemed complete, transmit the report to NEASC using the “Mark Report Complete” button on the Report Home page. This will initiate an email from the portal to the NEASC staff liaison informing that the report is ready for review by the visiting team.

NOTES: