

NEASC ACCREDITATION PORTAL Handbook for Visiting Teams




accportal.org/cpss

April 2017

Log In

You should log-in to the portal using the credentials provided by NEASC. They are your first initial and last name and then a password provided for everyone on your team.

Committee on Public Secondary Schools
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

The initial screen that you will see after you log in is your Dashboard. You will only see the school(s) to which you have access either as a principal, school member, Visiting Team Chair, or Visiting Team Member.


DASHBOARD | SCHOOL HELP PAGE | CHAIR PAGE | CONTACT US | INSTRUCTIONAL MATERIALS | EVALUATOR GUIDES | [Logout](#) | [Edit Login Information](#)



Dashboard

 **My School**

Edit	School	Visit Dates
Edit	Millennial High School, Burlington, MA	06/03/2018 - 06/06/2018

 **Visiting Team Member**

Edit	School	Visit Dates
Edit	Test High School, Dudesville, MA	12/06/2015 - 12/09/2015

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The menu choices in the top are consistent on various page views:



Dashboard: returns to your Dashboard View (the initial view when you 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 CPS website

Chairs Page: links to help files specific for chairs

Contact Us: a link to email us with questions or concerns

Instruction Manuals: a link to manuals and videos to help with using the online portal

Editing Your Log-In Information

You can edit your log-in information and re-set your password by clicking on the blue “Edit Login Information” on the top right hand side of the screen next to the red “Log Out” Button.



You can easily reset your password by entering a new password twice and hitting the green button.

A form for changing a password. It has a light gray background. At the top, it says "Please enter a new password" above a white input field. Below that, it says "Re-enter the same password" above another white input field. At the bottom, there is a large green button with the text "Change My Password" in white.

After editing your log-in information, click on the blue edit button to get to the Dashboard or Report Home Page.

Viewing Self-Study Material

To access the self-study material from the Dashboard, simply click “Edit” next to the name of your visiting team.

Visiting Team Member

Edit	School	Visit Dates
Edit	Test High School, Dudesville, MA	12/06/2015 - 12/09/2015

Report Home Page

On the Report Home Page, you will see the name of the school, the visit start and end dates and both the Self-Study document and additional documents for the visiting team.

The screenshot shows the NEASC S&C Accreditation Visit Report interface. At the top left is the NEASC S&C logo. The page title is "Accreditation Visit Report". Below this is a blue header bar for "Test High School Dudesville, MA" with "Print Visiting Team Report" and buttons for "HTML" and "PDF". A red bar contains key dates: Pre-Visit (11/18/2015), School Report Due (11/02/2015), Visit Start (12/06/2015), Visit End (12/09/2015), and Visit Report Due (03/07/2016). The main content area is divided into two columns. The left column has a "Self-Study" section with a table showing a "Self-Study" item from 04-06-2017, with "PDF" and "HTML" view options. Below it is an "Uploaded Support Files" section with a table of documents for the visiting team, including "2015-09-14-13_50_Schools Endicott Study Results.pdf" and "2015-09-14-13_50_Visiting Committee Schedule.pdf", and a "Download Files" button. The right column features a "Principal" section for George Edwards, Director of the Commission on Public Schools, and a "Self-Study Coordinator(s)" section for Brian Smith, Math Teacher at Test High School, and damian, also at Test High School.

When you click on the Self-Study “View” button, you will be able to view a PDF document of the Self Study. This document can be saved to your computer or printed for your reference.

You are only responsible to read the section of the self study for the Standard to which you are assigned. You should also read the School and Community Summary section and familiarize yourself with the Core Values and Beliefs of the school.

You are welcome to read all of the document if you like. One good way to familiarize yourself with the big picture of the school is to read just the executive summaries and review the strengths and needs for each Standard.

Documents for the Visiting Team

You will also notice under the self-study that there is a section entitled, “Documents for the Visiting Team.” In that section you will find documents related to the school and pertaining to the visiting team. The Endicott Survey Results will be listed as well as other standard documents that NEASC sends to visiting team members.

This block shows a detailed view of the "Documents for the Visiting Team" section. It features a header "Documents for the Visiting Team" followed by two rows of document entries. Each entry consists of a blue "Open" button and the document name. The first row contains "2015-09-14-13_50_Schools Endicott Study Results.pdf" and the second row contains "2015-09-14-13_50_Visiting Committee Schedule.pdf". Below this is another header "Documents for the Visiting Team (click to view)" followed by two more rows of document entries. The first row contains "2016-07-21-12:34_neasc-visiting-committee-member-list.xlsx" and the second row contains "2016-07-21-12:52_2015-2016-bell-schedule.pdf".

If there are more than three documents, you will need to hit the “Click to View” button to see the documents.

You also have the option to download all the visiting team files to your computer as a zip file.

Download	Item
Download Files	Download all evidence files as a compressed, .zip archive.

Once you click “Download File” you will see a screen like the one below pop up on your internet browser

```
Added: additional_files/2015-09-14-13_50_Schools_Endicott_Study_Results.pdf
Added: additional_files/2015-09-14-13_50_Visiting_Committee_Schedule.pdf
Added: standard_files/set_standard_3_explanation-and-evidence/1424795434_SUB_PLANS_TUESDAY_FEBRUARY_24.docx
Added: standard_files/set_1_standard_22_evidence-and-explanation/2017-01-13-13:20_follow-up-2015.16-rev-10.17.16.ppt
Added: standard_files/set_standard_10_evidence-and-explanation/1424795785_Getting_Started.pdf
Added: standard_files/set_standard_21_evidence-and-explanation/1424795625_calvin_wormwood-21st-century-working.jpg
Added: standard_files/set_standard_30_evidence-and-explanation/1424795608_This_is_a_rubric.docx
Added: standard_files/set_standard_30_evidence-and-explanation/1424795609_Screen_Shot_2014-12-04_at_8.58.25_AM.png
Added: standard_files/set_standard_45_evidence-and-explanation/1424795372_Document_1.docx
Added: standard_files/set_standard_63_evidence-and-explanation/1424795440_image.jpg
Added: standard_files/set_standard_72_evidence-and-explanation/1424794992_final-results-2014.pdf
Added: standard_files/set_standard_73_evidence-and-explanation/1424795510_Exponential_Worksheet.pdf
Added: standard_files/set_standard_73_evidence-and-explanation/1424795520_Percent_Project.docx
Added: standard_files/set_standard_73_evidence-and-explanation/1424795616_Cont. Compound HW .pdf
```

You should be able to open the file on the bottom of your web browser once it finishes downloading (this will vary depending on which browser you are using, i.e. chrome, firefox, internet explorer.) If it is not located at the bottom of your browser you will find the zip file in the downloads folder of your computer.

Entering Information During the Visit –

Further down the Report Home Page, you will see that there is a section for each Standard. This is where you will write the report as the visiting team.

Accreditation Visit Report

Thank you for your service. Accreditation is a vital part of the school improvement process and your expertise and assistance will help the school move closer to its goals and will help all schools in New England improve. Your Visiting Team Chair may assign you a specific section of the Visit Report to write - if so, they you will only see the sections to which you are assigned. You can always see your full report using the button at the top right of this page or the tabs that you will see in the composition sections on the next pages.

Please note the following policies:

[Substantive Change Policy](#)

[Policy on Confidentiality and Conflicts of Interest](#)

Introduction	◀
Standard 1 - Core Values	◀
Standard 2 - Curriculum	◀
Standard 3 - Instruction	◀
Standard 4 - Assessment of and for Student Learning	◀
Standard 5 - School Culture and Leadership	◀
Standard 6 - School Resources	◀
Standard 7 - Community Resources	◀

Some chairs may decide that they only want team members to have access to edit the Standard to which they are assigned. If that is the case, then you will only see one Standard instead of all seven when you scroll down the page.

If you click on the arrow on the right for each section, a drop down menu of each part of that section will appear.

Standard 2 - Curriculum

View	Item	Last Edit	Status
Open	Standard 2 - Curriculum	--	Mark Complete
Open	Standard 2 Indicator 1	--	Mark Complete
Open	Standard 2 Indicator 2	--	Mark Complete
Open	Standard 2 Indicator 3	--	Mark Complete
Open	Standard 2 Indicator 4	--	Mark Complete
Open	Standard 2 Indicator 5	--	Mark Complete
Open	Standard 2 Indicator 6	--	Mark Complete
Open	Standard 2 Indicator 7	--	Mark Complete
Open	Standard 2 Commendations	--	Mark Complete
Open	Standard 2 Recommendations	--	Mark Complete

Click the blue “Open” button for any section and you will see a text box to enter data.

Entering Data into the Portal

In all sections of the Portal, the text entry screen looks the same and has the same features.

Conclusions

1 words

Formats ▾ **B** *I* U

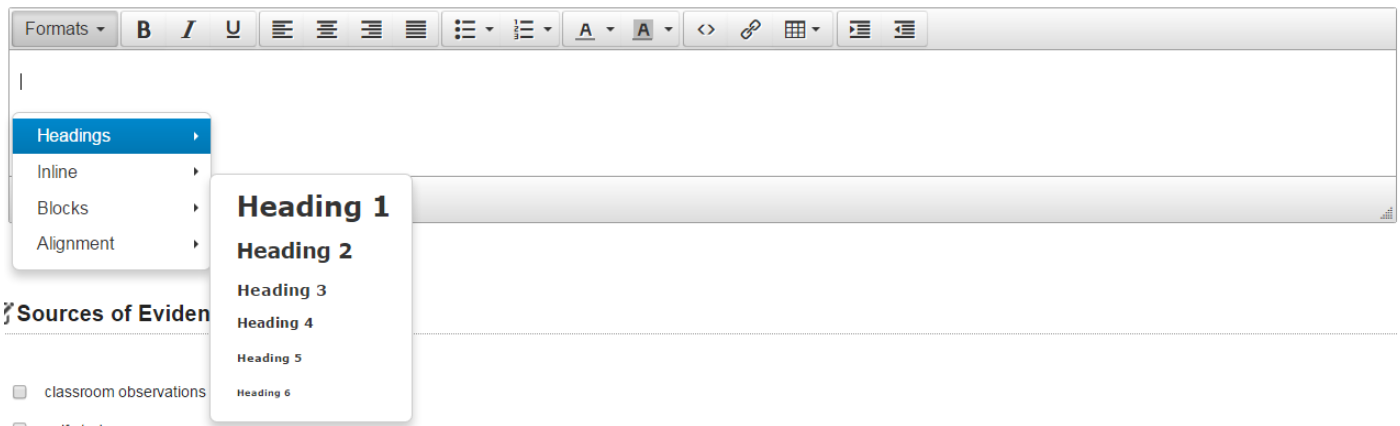
p

Under “Formats” there are four options.

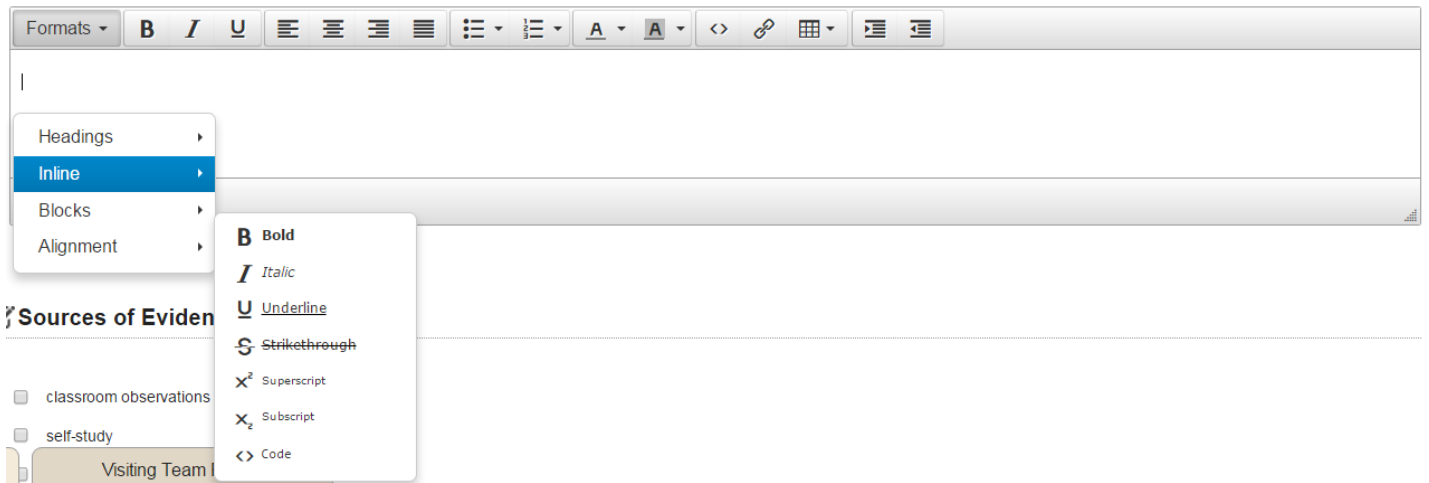
Formats ▾ **B** *I* U

- Headings ▾
- Inline ▾
- Blocks ▾
- Alignment ▾


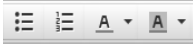

Headings will give you the option to make the text bigger and easier to read.



Inline will give you options such as Bold, Italic, Underline, etc.



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 you will need to use your keyboard shortcuts.

- Ctrl+C = Copy
- Ctrl+V = Paste
- Ctrl+Z = Undo
- Ctrl+X = Cut

Copying directly into the Portal from a word processing program or Google docs should work fine, but may leave a few stray marks that need to be deleted. After you save the content, you will see if anything needs to be cleaned up.

Saving data in the Portal

Make sure to SAVE all content before exiting the screen by hitting the “Save all Responses” Button.



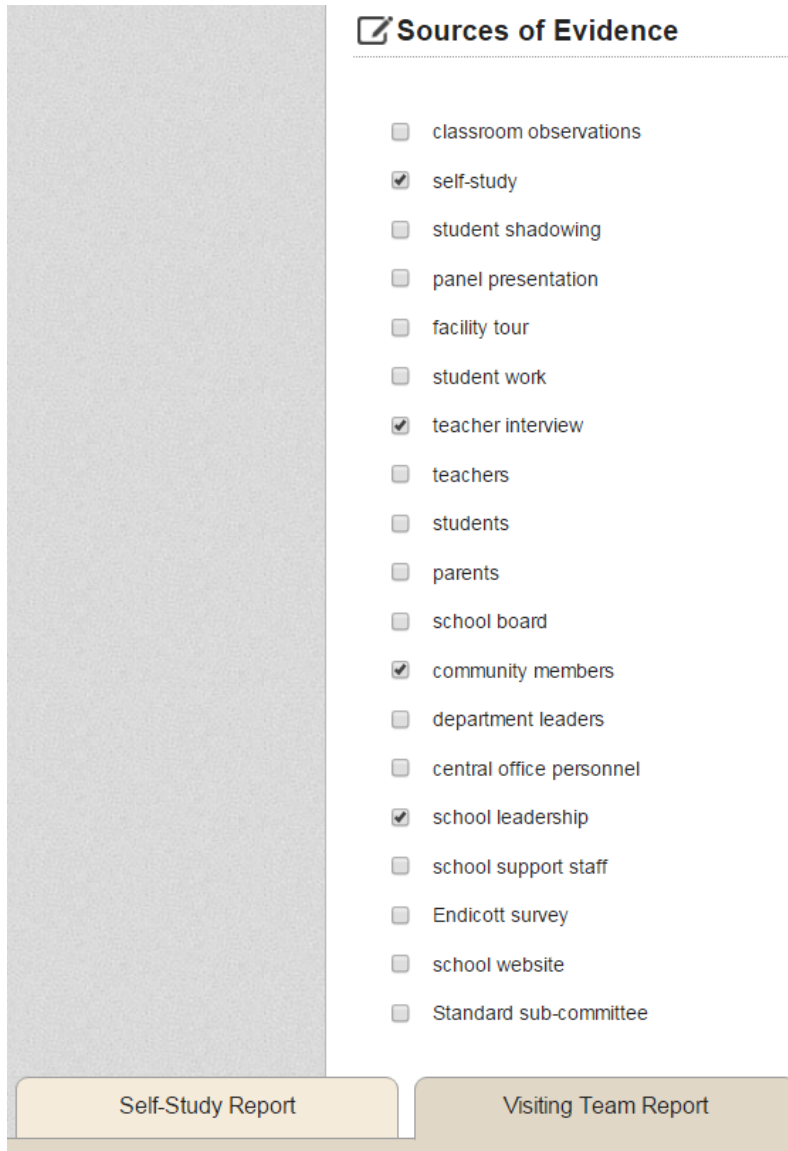
Save All Responses

After you have saved, you will get a green bar at the top of the page asking you if you want to return to the home page or go on to the next or last indicator in that Standard.



Sources of Evidence and Self Study and Visiting Team tabs

As you scroll down past the text box in each indicator, you will see boxes for Sources of Evidence for each Indicator. You should select as many sources as apply. In addition, you will see two brown tabs at the bottom of the page – *School Report and Visiting Team Report*. You can click on these tabs to see copies of the school’s Self-Study or the Visiting Team Report as it stands currently.



Sources of Evidence

- classroom observations
- self-study
- student shadowing
- panel presentation
- facility tour
- student work
- teacher interview
- teachers
- students
- parents
- school board
- community members
- department leaders
- central office personnel
- school leadership
- school support staff
- Endicott survey
- school website
- Standard sub-committee

Self-Study Report Visiting Team Report

The Self-Study document contains a lot of pertinent information that can be used in the Visiting Team Report. You can cut and paste information from the Self-Study document as appropriate, while backing it up with the team’s own conclusions.

Self-Study Report Standard 1 Indicator 3
Open in a new Window

NEA S&C
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

SELF-STUDY
Test High School
20 Sample Road
Dudenville, MA 01111 USA

George Edwards
Director, Commission on Public Schools

Mr. Brian Beck
Hopkins Academy
Principal
Chair

Mr. Scott Leslie
RHAM High School
Principal

12/06/2015 - 12/09/2015

Visiting Team Report Community Summary

To make the window go down, simply click the tab again and it will go back to its original location.

COLLABORATION

Multiple people can add content to the portal simultaneously; however, only one person can edit each section with an “Open” button at one time – so if there are five Indicators within one Standard, then five people can work on their Indicators simultaneously. If you go into a section that is currently being edited by someone else, you will see this message:

This is currently being edited by Alyson Geary. Please check back shortly.

Reviewing the Draft Report

When it is time to review the draft report with the team, the team members representing the Standard that is presenting will go live in their section of the portal so that they can make changes if needed, and everyone else should use the “Print Visiting Team Report” button to generate the entire report in a PDF format. The other team members can then find that Standard on the PDF and follow along as the Standard team members read aloud. In this way, only those writing the Standard will have access to make changes, but the rest of the team can see the text of the report while those who wrote it read it aloud.

NEA S&C Accreditation Visit Report

Test High School Dudenville, MA Print Visiting Team Report HTML PDF

Pre-Visit 11/18/2015	School Report Due: 11/02/2015	Visit Start: 12/06/2015	Visit End: 12/09/2015	Visit Report Due: 03/07/2016
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