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).

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.
**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:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>returns the user to the Dashboard View (the initial view upon log in to the Portal)</td>
</tr>
<tr>
<td>Report Home</td>
<td>returns to the home page of the visiting team report</td>
</tr>
<tr>
<td>School Help Page</td>
<td>links to informational files on the accreditation process on the CTCI website</td>
</tr>
<tr>
<td>Contact Us</td>
<td>a link to email the NEASC CTCI office with questions or concerns</td>
</tr>
<tr>
<td>Portal Instructional Materials</td>
<td>a link to manuals and videos to help with using the online portal</td>
</tr>
</tbody>
</table>

**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 confirmation of the password reset will be displayed.
Report Home

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

<table>
<thead>
<tr>
<th>My School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
</tr>
<tr>
<td>Edit</td>
</tr>
</tbody>
</table>

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](image)

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](image)
**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.

![Format options](image)

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.

![Format options with toolbar](image)

Other formatting options in the Portal are as follows:

| ![Format options](image) | Justifications: Left; Center; Right, Full |
| ![Format options](image) | Bulleted List; Numbered List; Font Color; Background Color |
| ![Format options](image) | 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+V = Paste
- Ctrl+Z = Undo
- 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.

**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.

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.

**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.

![Documents for the Visiting Team](image)

**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:

![This is currently being edited by Alyson Geary. Please check back shortly.](image)

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.

![Welcome to the Accreditation Control Panel](image)
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.

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.

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.