

# **NEASC ACCREDITATION PORTAL**

## **Quick Reference for Completing Five-Year Progress Reports**



**[accportal.org/cpss](http://accportal.org/cpss)**

**December 2017**

## Portal Instruction for Head of School

### Five-Year Progress Report

To begin working on the Five-Year Progress Report, go to the following website:

<https://www.accportal.org/cpss>

Login using the credentials provided by the NEASC staff. If login information is needed, please contact Rachelle Marconnot at [rmarconnot@neasc.org](mailto:rmarconnot@neasc.org) or 781-425-7732.

**Committee on Public Secondary Schools**  
NEASC Accreditation Portal



Username:

Password: (forgot your password?)

Submit

Upon logging in, this is the Dashboard screen: Your school's name will show up in the box

Dashboard

**My School**

Edit	Title	School	Visit Type	Visit Dates
<a href="#">Edit</a>	Millennial Five-Year Progress Report	Millennial High School, <i>Burlington, MA</i>	Interim Report	12/01/2017 - 03/01/2018

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Click "Edit" to continue to the school's homepage:

### My School

Edit	Title	School	Visit Type	Visit Dates
<a href="#">Edit</a>	Millennial Five-Year Progress Report	Millennial High School, <i>Burlington, MA</i>	Interim Report	12/01/2017 - 03/01/2018

This is the school's homepage:

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At the very top the toolbar provides the following options:



- **Dashboard:** Will bring the user back to the first page seen upon logging in
- **Report Home:** Will bring the user back to the school's homepage
- **School Help Page:** Will connect the user to the NEASC website
- **Chair Page:** For visiting team chairs only
- **Contact Us:** Will populate an email to a member of the NEASC staff
- **Instructional Materials:** Will connect the user to the Portal Instructional Guides located on the NEASC website
- **Evaluator Guides:** Will connect visiting team members to the standards review

In the upper right-hand corner, you will see two boxes:

1. Previous Reports
2. Control Panel



Previous Reports will provide PDF copies of the most recent reports (if reports were not completed in the portal there will not be any reports listed)

**Previous Accreditation Reports**

Accreditation Title	Visit Dates	Self-Study Report	Visiting Team Report
1885 Accreditation Visit Burlington, MA	2018.06.03 - 2018.06.06		

The Control Panel allows the head of school to add users to the portal

**Before continuing with the report, access to the portal will need to be given to the follow-up coordinators and any other administrator or faculty which you would like to have access to enter information into the portal**

To do this you will need to do the following:

- Click the “Control Panel” button to enter the Control Panel
- Click “Manage Access” to begin adding users



Here is a list of the school’s faculty members who have previously been added to the portal

- In order to give users access to this specific report click “Grant Access”
- If someone is listed that is no longer a faculty member at the school click “Request Removal”
- If there is a faculty member who should have access but is not listed click “Add Personnel”

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.

Email Everyone Below

**School Personnel Access**

Name	Email	Title	Action
<a href="#">Add Personnel</a>			

**Inactive School Personnel**

Name	Email	Title	Action	Request Removal
Faculty 1	faculty1@neasc.org	Teacher	<a href="#">Grant Access</a>	<a href="#">Request Removal</a>
Faculty 2	faculty2@neasc.org	Teacher	<a href="#">Grant Access</a>	<a href="#">Request Removal</a>
Charlotte Danielson		Co-Chair	<a href="#">Grant Access</a>	<a href="#">Request Removal</a>
Richard Dufour		Co-Chair	<a href="#">Grant Access</a>	<a href="#">Request Removal</a>
1 Faculty	faculty1@gmail.com	Teacher	<a href="#">Grant Access</a>	<a href="#">Request Removal</a>
Theodore Sizer		Principal	<a href="#">Grant Access</a>	<a href="#">Request Removal</a>

**Principal**

**Theodore Sizer**  
Principal  
Millennial High School  
Burlington, MA

**Follow-up Coordinator(s)**

**Richard Dufour**  
Co-Chair  
Millennial High School  
Burlington, MA

**Charlotte Danielson**  
Co-Chair  
Millennial High School  
Burlington, MA

Email Team

To add new personnel, fill out the form and click "Add Person"

 **School Personnel Access**

Name	Email	Title	Action
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[Add Personnel](#)

**Add New Personnel**

First Name:

Last Name:

Email:

Username:

Password:

Title:

Fill in the fields to the left and hit 'Add Person' to add a new person to your school roster. Once added, you can give them access to edit the report.

[Add Person](#)

[Return to the "Report Home" page to begin working on the report](#)

Instructions on how to write the report in the portal can be accessed through our website under "Ongoing Accreditation" or click the following link: <https://cpss.neasc.org/ongoing-accreditation/5-year-progress-report>

**Note:** it may be helpful to first gather the most recent NEASC correspondence (i.e. letters and reports) before working on the Five-Year Progress Report

Traditional Five-Year Progress Report Instructions and Sample are located on our website:

<https://cpss.neasc.org/ongoing-accreditation>

At the top of the home page is the begin and end dates for the Five-Year Report

Along with the "Response Areas" and "Report Questions"

<b>Start Date</b> 2017-12-11	<b>End Date</b> 2018-03-01
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Email Everyone Below 

### Response Areas

- General Recommendations
- Highlighted Recommendations

### Principal

**Theodore Sizer**  
*Principal*  
Millennial High School  
Burlington, MA  
[rmarrconnot@neasc.org](mailto:rmarrconnot@neasc.org)

### Report Questions

Open	Interim Question Set	Last Edited
<a href="#">Open</a>	Five-Year Progress Report Sections III through IX	--

### Follow-up Coordinator(s)

**Richard Dufour**  
*Co-Chair*  
Millennial High School  
Burlington, MA

“Open” and respond to all General and Highlighted Recommendations

## Response Areas

General Recommendations			
Edit	Item	# Requests	Last Edit
<a href="#">Open</a>	Standard 1 Recommendations	6	--
<a href="#">Open</a>	Standard 2 Recommendations	8	--
<a href="#">Open</a>	Standard 3 Recommendations	3	--
<a href="#">Open</a>	Standard 4 Recommendations	10	--
<a href="#">Open</a>	Standard 5 Recommendations	11	--
<a href="#">Open</a>	Standard 6 Recommendations	9	--
<a href="#">Open</a>	Standard 7 Recommendations	7	--

Highlighted Recommendations

## Response Areas

General Recommendations			
Highlighted Recommendations			
Edit	Item	# Requests	Last Edit
<a href="#">Open</a>	Standard 1 Recommendations	1	--
<a href="#">Open</a>	Standard 2 Recommendations	2	--
<a href="#">Open</a>	Standard 4 Recommendations	3	--
<a href="#">Open</a>	Standard 5 Recommendations	1	--
<a href="#">Open</a>	Standard 7 Recommendations	1	--

**Note:** to see a complete list of recommendations without having to open each one individually, open the **HTML** or **PDF** version of the report at the top of the homepage.

## How to Respond to each General and Highlighted Recommendation:

1. Begin by clicking "Open"
2. Select a Response Status from the dropdown menu (right hand side above the text box)
3. Write a response in the dialogue box
4. Click "Save All Responses"

The screenshot shows the NEA S&C Millennial Five-Year Progress Report interface. At the top left is the NEA S&C logo. The page title is "Millennial Five-Year Progress Report". There are two buttons at the top right: "Previous Reports" and "Control Panel". Below the title is a section titled "Progress Report Requests". Underneath, there is a checkbox labeled "Standard 1 Recommendations" which is checked. The main content area is titled "Response Request 1" and contains a dropdown menu labeled "Response Status" (highlighted with a red box and a red arrow pointing to it). Below the dropdown is a text area with a rich text editor toolbar and the text "Write response here." At the bottom right of the page, there is a blue button labeled "Save All Responses" (highlighted with a red box and a red arrow pointing to it). At the bottom of the page, there is a small footer text: "ACCREDITATION PORTAL is a service mark of Southern Association of Independent Schools, Inc."

Once the response has been saved, this will appear at the top of the page:

The screenshot shows a green notification banner at the top of the page with the text "Your updates have been saved to your profile". Below the banner are three navigation buttons: "<< Previous", "Report Home", and "Next >>".

Click "Next" to respond to the next recommendation, or click "Report Home" to return to the homepage.

Once back on the homepage, the system will provide a time stamp for when the section was last edited.

The screenshot shows a section titled "Last Edit" with a time stamp of "05-19-2017 1:10pm" and "06-15-2017 12:57pm".

## How to respond to each report question

1. Under the “Report Questions” click “Open” and respond to all the prompts

### Report Questions

Open	Interim Question Set	Last Edited
<a href="#">Open</a>	Five-Year Progress Report Sections III through IX	--

2. Write a response in the dialogue box
3. Upload any files that may be used as evidence by clicking “Add Files”

#### Section IV

Section IV: Submit a copy of the school's current statement of core values, beliefs, and learning expectations (formerly mission and expectations for student learning), describe the process used to develop the core values and beliefs about learning.

1 words

Rich text editor toolbar with options: Formats, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Source Code, Link, Table, Table of Contents, and Print. The editor area contains the letter 'p'.

#### Related Files: Section IV

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

File Library	Del	Copy
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4. Be sure to click, “Save All Responses,” before exiting this section

[Save All Responses](#)

Once on the home page, scroll to the bottom. There is a section with the heading, “Upload Support Files.” This is where any additional files for the progress report can be.

#### Uploaded Support Files

Upload Files

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

File Library	Del	Copy
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Once the report is completed click the “[Mark Report Complete](#)” button at the top of the homepage. This will not appear until at least 75% of the report has been completed. However, you should make sure that all Sections I - IX of your report are completed before you click on this button.

*When you click the “[Mark Report Complete](#)” button you are submitting your report and you will not have access to the report after it is pressed.*