


SAIS Accreditation Portal Quick Reference

www.accportal.org

SAIS Accreditation Portal
SAIS Accreditation Portal

SAIS
SERVING & ACCREDITING
INDEPENDENT SCHOOLS

Username (usually your email):


Password: ([forgot your password?](#))

Submit


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 head of school, accreditation coordinator, visiting team chair, or visiting team member.

DASHBOARD SCHOOL & TEAM RESOURCES CHAIRS RESOURCES CHAIRS PRE-VISIT FORM SAIS [Logout](#) [Edit Login Information](#)

SAIS
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Dashboard

My School

Edit


School

Visit Start and End Dates

Post

SAIS, Atlanta, GA

03/24/2015 - 03/26/2015

Accreditation Chair

Edit

School


Visit Start and End Dates

Post

SAIS, Atlanta, GA

03/24/2015 - 03/26/2015

[Return Post Visit Review](#)

Accreditation Team Member

Edit

School

Visit Start and End Dates

Post

SAIS, Atlanta, GA

03/24/2015 - 03/26/2015

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

DASHBOARD	REPORT HOME	SCHOOL & TEAM RESOURCES	CHAIRS RESOURCES	CHAIRS PRE-VISIT FORM	SAIS
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Dashboard: returns to your dashboard view, the initial view when you log in to the Portal.

Report Home: returns to your report view. This is the landing page for the report you are working on, the same word is used for visiting team view and school view. This selection appears once you have entered one of the sections by clicking on the edit button.

School & Team Resources: links to help files

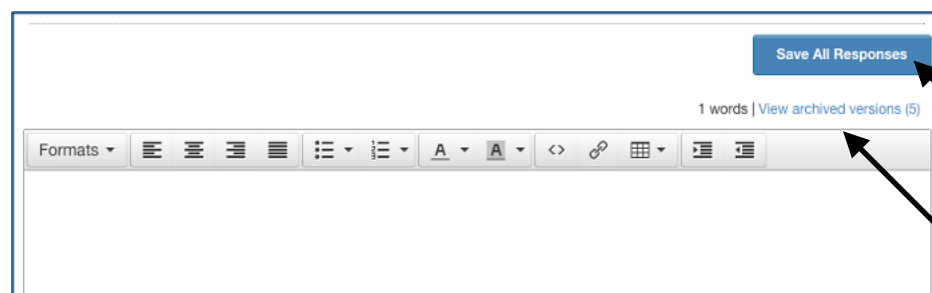
Chairs Resources: links to help files specific for chairs

Chairs Pre-Visit Form: link to the form chairs fill out after their pre-visit

SAIS: links to the SAIS home page

Entering Data

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



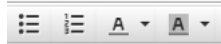




There is an autosave feature, but it is a good practice to hit the saved button.

Archives are generated every 6

hours (midnight, 6AM, noon, 6PM) of anything that has been changed. To restore from an archived version, copy and paste.

Formatting options in the Portal are as follows:

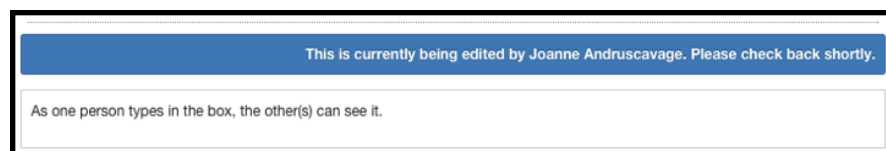
	<p>Headings: change the header sizes</p> <p>Inline: Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Code</p> <p>Blocks: Paragraph, Blockquote, Div, Pre</p> <p>Alignment: Left, Center, Right, Justify</p>
	<p>Justifications: Left, Center, Right, Justify</p>
	<p>Bulleted List, Numbered List, Font color, Background color</p>
	<p>Source code, Hyperlink, Tables</p>
	<p>Increase Indent, Decrease Indent</p>

You can copy and paste from Word or Google docs if you would like. The Portal will preserve most of the formatting, but you may still have a little clean up to do. You may find it easier to compose directly into the Portal.

COLLABORATION:

One person can edit each section with an “Open” button at a

time. If there are five sections, then five people can work on their sections simultaneously. For each section, if there is someone who already has the section open, the next person to try to open it will get a message indicating who is working on the section. The second person can see, in real time, as the first person enters content.



THE SCHOOL VIEW

At the top of the school view are important dates, a button to see your standards responses in PDF (the way the visiting team sees them), a button to email your entire team, and your button to submit your report.

Edit	Item	Last Edit	Status
Open	Mission	04-09-2021 12:45pm	Mark Complete
Open	Brief History	04-12-2021 2:12pm	Mark Complete
Open	Leadership	04-12-2021 2:44pm	Mark Complete
Open	Self Study	04-09-2021 12:55pm	Mark Complete
Open	Improvement	04-09-2021 12:56pm	Mark Complete

The school snapshot is quick information for the visiting team that explains who the school is and provides brief information to acquaint the team with the school. The school snapshot sections automatically appear in the visiting team's final report.

Standards & Indicators

Note that SAIS highly recommends using Mozilla Firefox as the browser that works most seamlessly with the Portal.

[Click here for Section Instructions](#)

[Click here for the Portal Quick Reference Guide.](#) (revised 8/30/15)

Edit	Item	Last Edit	Status
Open	SAIS Standard 1: Mission	04-02-2019 1:59pm	Mark Complete
Open	SAIS Standard 2: Governance & Leadership	08-10-2018 11:01am	Mark Complete
Open	SAIS Standard 3: Teaching & Learning	04-05-2019 11:37am	Mark Complete
Open	SAIS Standard 4: Stakeholder Communication & Relationships	04-20-2017 11:23am	Mark Complete
View	SAIS Standard 5: Resources & Support Systems	03-16-2017 3:35pm	Re-Open

Click the Open button next to each of the standards to open the screen where you can write your responses to the indicators (see below).





Indicator 1::

Establishes in collaboration with its stakeholders a mission for the school that guides all planning and decision-making and ensures the mission is congruent with principles of academic scholarship; permitting and encouraging freedom of inquiry, diversity of viewpoints, and academic independent, critical thinking.

The mission of the school is an essential written foundation on which all programs and organizational structures are based. The mission statement should be reflected in all offerings, activities, and personnel within the school. The mission statement is what sets a school apart from others. It is a statement of the unique culture of the school. It permeates the school in places such as the beginning of the school's charter or bylaws, in its handbooks and viewbooks, in its admissions materials, on the walls of classrooms and offices, and in the minds and hearts of the entire school community.

Help file: [Measuring the mission](#)

51 words | [View archived versions \(1\)](#)

Formats **B** *I* U    

1. The mission of the school is to enrich minds and inspire dreams. Supported by our core values of respect for each other and the other among us, we are a community of learners dedicated to making the world a better place and preparing our children for their very bright future.

POWERED BY TINY

Confidentiality: *The only people with access to this information are SAIS, the visiting team, the head of school, accreditation coordinator(s) and others the school asks SAIS to give access.*

THE FILE LIBRARY

The file library provides the school an opportunity to upload documents and artifacts that directly support the statements made in their response to standards and indicators.

You can drag files into the appropriate file library or use the add files button.



The screenshot shows a web interface for a file library. At the top, it says "Use the file library to upload any documents relative to standard 1." Below this is a link "Documents Relative to Standard 1 (right click to open link in new tab)". A section titled "Related Files: Documents relative to Standard 1" contains a blue "Add Files" button and a text box that says "Drag & Drop Files Here (Max size 25Mb)". Below this is a "File Library" section with a table. The table has one row with a document icon, the filename "2021_09_19-19_35_SAIS Accreditation Role of the Team.docx", and a red 'X' icon in the rightmost column.

The file library may be at the standard level (usually connected with the first indicator in the standard) or at the indicator level.

The size limit for files is 25MB. Acceptable file formats are PDF, doc, excel, video files, etc. Certain types of executable files are not permitted.

Please note that very large files will take you a long time to upload and will take your team a long time to download. If you are working with video (and these files tend to be large, especially if uncompressed), you may wish to upload to a video site such as YouTube or Vimeo and then paste the link in the body of the response box.

The evidence you provide should be your best evidence and does not need to be exhaustive evidence. This is a password-protected site and your data is as secure as we can make it, however, you should be cautious uploading very sensitive information, such as financial data or student or personnel information. You may indicate to the team chair where they may review files you do not wish to upload.

THE CONTROL PANELS

The screenshot shows the 'Manage My Accreditation' interface for St. Bernard Academy in Nashville, TN. The header includes the SAIS logo and navigation links for 'Previous Reports' and 'Control Panel'. A status bar at the top displays key dates: Pre-Visit (04/22/2021), Pre-Visit End (04/23/2021), School Report Due (10/17/2021), Visit Start (11/17/2021), Visit End (11/19/2021), and Visit Report Due (11/29/2021). A 'Print My Snapshot & Standards' button is available in HTML or PDF format.


The head of school and the accreditation coordinator(s) have access to the control panel. You can manage individual's access to your own accreditation record, assign sections of the report to different people in your school. If a user is unassigned a section, that section does not appear when they log in, but they can still see the compiled report by using the "Print My Snapshot & Standards" button.

The screenshot shows the 'Accreditation Control Panel' interface. It features a welcome message and four main action buttons: 'Assign School Snapshot', 'Assign Standards & Indicators', 'Manage Access', and 'Coming Soon' (represented by a forklift icon). The 'Previous Reports' and 'Control Panel' links are also visible in the top right.

The visiting team chair has access to the control panel and can assign sections of the report to team members. If a team member is unassigned access to a section, that section will not appear when they log in, but they can still see the compiled report by using the "Print Visiting Team Report" button.

This screenshot shows a limited view of the 'Accreditation Control Panel', featuring only two buttons: 'Assign Commentary Items' and 'Coming Soon' (with a forklift icon). The 'Welcome to the Accreditation Control Panel' message is also present at the top.

THE TEAM VIEW



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Accreditation Visit Report

Previous Reports

Control Panel

Print Visiting Team Report

HTML

PDF

Pre-Visit

School Report Due:

Visit Start:

Visit End:

Visit Report Due:

10/23/2019

02/02/2020

03/02/2020

03/04/2020

03/14/2020

Thank you for using the accreditation portal

Your report is locked from editing. If you need to edit your report please contact your accreditation office directly to request re-opening.

Email Everyone Below

Head of School

School Report for Growth; Snapshot & Standards Report

View

Item

Date

PDF


HTML

School Snapshot & Standards Report (Compliance)

09-19-2021

Accreditation Coordinator(s)

At the top of the team view and chair view are the School Report for Growth (which is what your visiting team report will be based on) and the school's Snapshot & Standards Report. From this page, you have access to the school's compiled PDF report.



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Accreditation Visit Report

Note that SAIS highly recommends using Mozilla Firefox as the browser that works most seamlessly with the Portal.

Click here for Visit Report Instructions

CLICK HERE FOR THE PORTAL QUICK REFERENCE GUIDE. (revised 8/30/15)

View

Item

Last Edit

Open

Introduction

09-19-2021 3:23pm

Open

Area 1

03-06-2020 2:40pm

Open

Area 2

03-06-2020 2:46pm

Open

Area 3

03-06-2020 2:47pm

Open

Area 4

03-06-2020 2:49pm

Open

Area 5

03-06-2020 2:51pm

Open

Area 6

03-06-2020 12:12pm

Open

Additional Commendations and Recommendations

03-06-2020 2:57pm


Open

Summary, Conclusion, and Recommendation

03-06-2020 2:52pm

Your visit report is at the bottom of the page. Once you click open in any section, there are more instructions available.


Confidentiality: *The visiting team deliberations and the final report are confidential. Once the SAIS Accreditation Review Committee accepts the visit report, the report belongs to the school and the school determines how to share it with its stakeholder community.*



SAIS

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MARKING COMPLETE

 Standards & Indicators			
Note that SAIS highly recommends using Mozilla Firefox as the browser that works most seamlessly with the Portal.			
Click here for Section Instructions			
Click here for the Portal Quick Reference Guide. (revised 8/30/15)			
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Open	SAIS Standard 2: Governance & Leadership	08-10-2018 11:01am	Mark Complete
Open	SAIS Standard 3: Teaching & Learning	04-05-2019 11:37am	Mark Complete
Open	SAIS Standard 4: Stakeholder Communication & Relationships	04-20-2017 11:23am	Mark Complete
View	SAIS Standard 5: Resources & Support Systems	03-16-2017 3:35pm	Re-Open

In both the school view and the team view, click the mark complete button when you are finished with a section. You can re-open the section for editing. Mark complete is an internal tool that you can use as a way to indicate to each other which sections are finished, but you are not required to use it. Many schools and teams have found it to be very helpful.

SUBMIT REPORT

SCHOOL: Four weeks prior to the visit, the school's reports should all be complete, the snapshot, all responses to standards, and the school report for growth. At this point, the school should click the "Mark Report Complete" button. Once you click this button, the visiting team and chair are alerted that all of your materials are in their final form. Please note that your chair has access to your reports, so you don't need to mark your report complete at the time of the pre-visit (but your responses to standards should be in near final form).

Use the button to submit your full report to your visiting committee. Note that this will lock your report from edits and the report can only be unlocked by your accrediting agency.

[Mark Report Complete](#)

VISITING TEAM: No later than 10 days after the conclusion of the visit (and earlier if all of the sections of your report are finished and the team has had an opportunity to proof for consistency, language, content, etc.) the **chair** of the team should click the "Submit For Final Review" button. Once you click this button, SAIS office staff members are alerted that your report has been turned in. SAIS will then begin the review process.

Click on the button to the right to submit for final review.

[Submit For Final Review](#)

NOTE: After your report is submitted (either school or visiting team), it is locked for editing. Contact SAIS if you need to edit your report further.