



SAIS

SERVING &
ACCREDITING
INDEPENDENT
SCHOOLS

ACCREDITATION PORTAL™

Quick Reference

accportal.org

Accreditation Portal: Login

Email:	<input type="text"/>	Forgot Your Password?
Password:	<input type="password"/>	
<input type="submit" value="Submit"/>		

IMPORTANT: The SAIS accreditation process does **not** include the submission of medical, personnel, or student achievement records including, but not limited to criminal background checks, staff credentials, student health records, or standardized testing information. Schools should not include any of the above-mentioned documents, and any samples of school forms provided should be blank or redacted.

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.

The screenshot shows the SAIS Dashboard interface. At the top, there is a navigation bar with tabs for DASHBOARD, SCHOOL & TEAM RESOURCES, CHAIRS RESOURCES, CHAIRS PRE-VISIT FORM, SAIS, Logout, and Edit Login Information. Below the navigation bar is the SAIS logo and the word "Dashboard".

The dashboard is divided into three main sections, each with a search bar and a table of school information:

- My School:** A table with columns "Edit", "School", and "Visit Start and End Dates". The table contains one row for "SAIS, Atlanta, GA" with visit dates "03/24/2015 - 03/26/2015".
- Accreditation Chair:** A table with columns "Edit", "School", "Visit Start and End Dates", and "Submit For Final Review". The table contains one row for "SAIS, Atlanta, GA" with visit dates "03/24/2015 - 03/26/2015" and a "Submit For Final Review" button.
- Accreditation Team Member:** A table with columns "Edit", "School", and "Visit Start and End Dates". The table contains one row for "SAIS, Atlanta, GA" with visit dates "03/24/2015 - 03/26/2015".

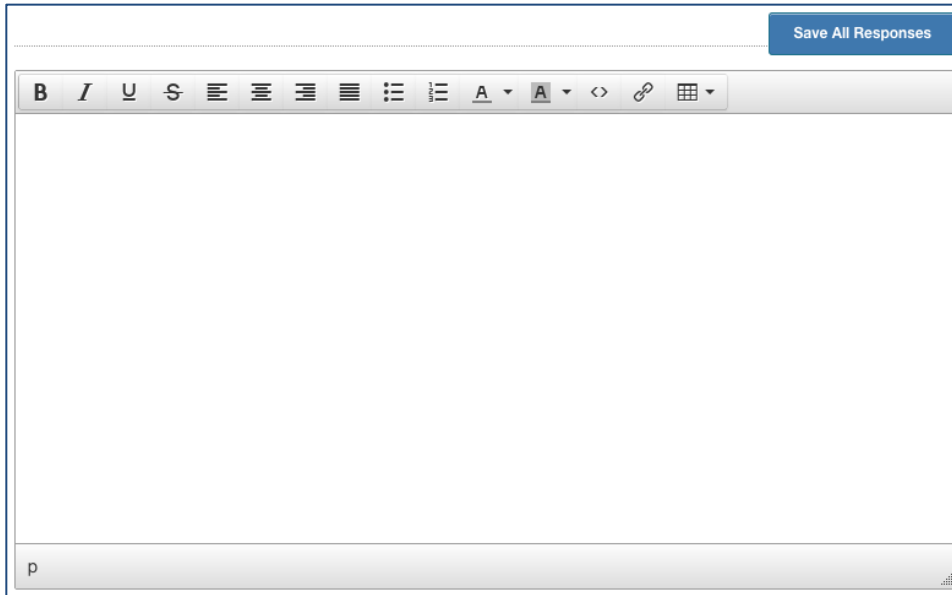
The menu choices in the top are consistent on various page views:

DASHBOARD	REPORT HOME	SCHOOL & TEAM RESOURCES	CHAIRS RESOURCES	CHAIRS PRE-VISIT FORM	SAIS
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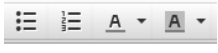

- **Dashboard:** returns to your Dashboard View (the initial view when you log in to the Portal)
- **Report Home:** returns to your report view (the landing page for the report you are working on – same word is used for visiting team view and school view – this selection appears once you have entered 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.



Formatting options in the Portal are as follows:

	Bold; Italics; Underline; Strikethrough
	Justifications: Left; Center; Right, Full
	Bulleted List; Numbered List; font color; background color
	Source code; Hyperlink; Tables

IMPORTANT TIP: Copying directly into the Portal from a word processing program usually leaves a lot of stray marks and bad code (especially from Microsoft Word). We strongly recommend either composing your text directly in the portal, or using the copy / “paste as text” – this will strip out your bad code – but it is easier to clean up paragraph breaks than it is to clean up a lot of bad code. Stray codes from pasting directly from Microsoft Word will often cause formatting issues in the final report.

COLLABORATION: One person can edit each section with an “Open” button at a time – so 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 second person to try to open it will get a message indicating who is working on the section.

The School View

SAIS Atlanta, GA Manage My Accreditation

[Print My Snapshot & Standards \(opens as PDF\)](#)

Pre-Visit: 09/19/2014	School Report Due: 02/24/2015	Visit Start: 03/24/2015	Visit End: 03/26/2015	Visit Report Due: 04/05/2015
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[Email Everyone Below](#)

My Report

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](#)

Head of School

Ms. Lori Spear
Executive Vice President
(404) 561-5841
lori@sais.org

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.

School Snapshot

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

Click on the Open button next to a section to get started on your School Snapshot. Your School Snapshot helps to acquaint the visiting team to your school very quickly and will be included in your final Visit Report. NOTE that the School Snapshot should be brief - a few pages long is usually sufficient. Please refer to the SAMPLE School Snapshot below. Also note that the School Snapshot is not the place for a letter to the team, executive update, or lengthy school statistics - those are best reserved for the School Report. *To see your compiled report, click [Print Snapshot & Standards](#) at the top right of this page.*

[Click here for the Portal Quick Reference Guide.](#)

SAMPLE School Snapshot

Edit	Item	Last Edit	Status
Open	Mission	02-05-2015 10:09am	Mark Complete
Open	Brief History	02-03-2015 2:11pm	Mark Complete
Open	Leadership	02-03-2015 2:12pm	Mark Complete
Open	Self Study	01-20-2015 10:52pm	Mark Complete
Open	Improvement	02-03-2015 2:12pm	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. Note: 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 on the Open button to get started on a Standard. For each of the indicators, enter a narrative response that 1) indicates that your school is in compliance, 2) describes briefly how your school is in compliance 3) describes what evidence you will present to the team to demonstrate your compliance (note that you can use the hyperlink feature within each indicator to link directly to evidence or artifacts).

In each of the sections, the last "save" will overwrite the previous one - it is recommended that only one person work in a section at a time. **Please save your work often.**

Use the "Mark Complete" buttons to track your progress. Use the "Print My Snapshot & Standards" button at the top of the page to see your report compiled as a pdf that you can save and email to others as needed. This PDF format is exactly what your visiting team sees.

NOTE that for almost all of the Indicators, a few sentences is sufficient:

- ◊ provide an affirmative statement that you meet the indicator;
- ◊ provide a brief description of how your school meets the indicator;
- ◊ provide your best evidence that demonstrates that you meet the indicator - your goal is to demonstrate compliance to a reasonable person, not overwhelm with minutiae! Use the Library and/or the hyperlink feature to upload or link evidence. -- NOTE that the Library is only listed with the first indicator in each standard. Use the "Print My Snapshot & Standards" button to see what it looks like.

[Click here for the Portal Quick Reference Guide.](#)

To see your compiled report, click Print Snapshot & Standards at the top right of this page.

Edit	Item	Last Edit	Status
Open	SAIS Standard 1: Mission	02-03-2015 4:29pm	Mark Complete
Open	SAIS Standard 2: Governance & Leadership		Mark Complete
Open	SAIS Standard 3: Teaching & Learning		Mark Complete
Open	SAIS Standard 4: Stakeholder Communication & Relationships		Mark Complete
Open	SAIS Standard 5: Resources & Support Systems		Mark Complete

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](#)

[Save All Responses](#)

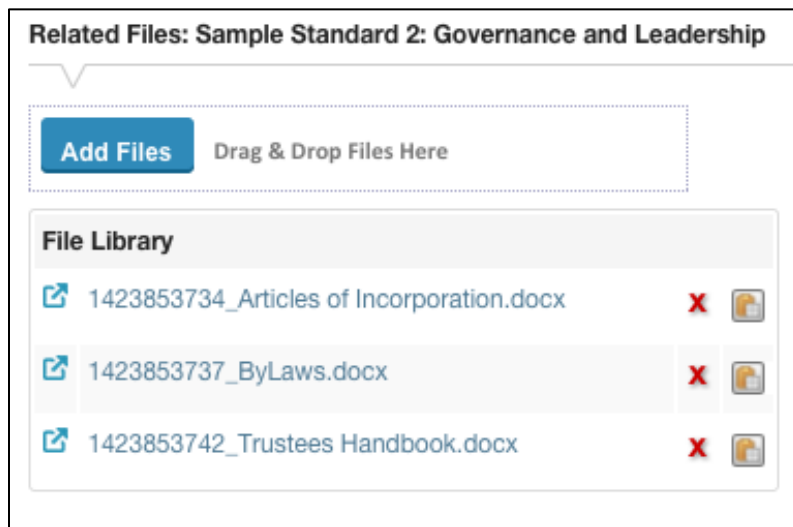
B *I* U ~~S~~

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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. In some browsers, you might be restricted to use of the Add Files button.



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

There is not currently a size limit or a limit to the number of files you can upload. Acceptable file formats are PDF, Word (doc/docx), Excel (xls/xlsx), 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.

A word to the wise: the evidence you provide should be your best evidence and does not need to be exhaustive evidence. Also, while this is a password-protected site, you should be extremely cautious regarding the upload of any sensitive information. You should **not** upload student or personnel information, nor should any confidential financial data be entered or uploaded. You are always welcome to indicate to the chair where, on campus, files of a confidential or sensitive nature are located for review.

The Team View

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.

Your Visit Report is at the bottom of the page – there are general instructions and a helpful video to watch to make sure that you understand your responsibilities and the writing conventions specific to an SAIS accreditation report. Once you click Open in any section, there are more instructions available.

CONFIDENTIALITY: The Visiting Team deliberations and the final report should be treated as confidential. Once the 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.

Marking Complete

Edit	Item	Last Edit	Status
View	SAIS Standard 1: Mission	12-20-2012 11:07am	Re-Open
View	SAIS Standard 2: Governance & Leadership		Re-Open
View	SAIS Standard 3: Teaching & Learning	01-12-2013 2:47pm	Re-Open
Edit	SAIS Standard 4: Stakeholder Communication & Relationships	01-12-2013 2:47pm	Mark Complete
Edit	SAIS Standard 5: Resources & Support Systems	01-12-2013 2:47pm	Mark Complete

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. 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. After this point, SAIS will review the report and follow the procedures outlined in the SAIS Guidebook.

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.