

Navigating ASSIST Quick Guide

Logging In:

- Go to <https://cas.advanc-ed.org/cas/login?service=http%3A%2F%2Fwww.advanc-ed.org%2Fassist%2Fs%2Fhome>

Once Logged In:

- You will be able to access all institutions associated with your user credentials simply by clicking “search” at the bottom of the screen or hitting the enter key. You do not need to enter any information under “institution,” “parent institution,” etc.

Institutions Reports Administration

Search Institutions

Search Criteria (hide)

Please enter one or more fields to search for institutions. You can also leave all fields on this screen blank to return all institutions associated with your login.

Institution
Enter all or part of the institution name

Parent Institution
Enter all or part of the parent institution name

Country/Location
Choose...

City
Enter all or part of the city name

State/Province
Choose...

State Issued ID
Enter Unique Institution ID

AdvancED Customer Number
[Text Input]

Client Status
 Include inactive institutions

Organization Status Clear

- Applicant
- Candidate
- Accredited
- Dropped
- Affiliate
- Closed
- Inactive
- Merged
- Newly Accredited
- Non-Member
- Reinstated
- Withdrawn

Search Reset

Completing Reports:

- To begin working on a new document in ASSIST, click on the school/district you are trying to access. **Always work from the portfolio menu,** as the latest due dates and assignments will be neatly displayed from this screen (shown below):

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.
 Select a document for additional details and to begin or continue your work.

2016-2017 School Year			
Days Past Due	Due Date	Status	Document
	October 1, 2016	Approved	Closing the Achievement Gap
	October 1, 2016	Submitted	School Safety Report
	December 29, 2016	Not started	Comprehensive School Improvement Plan
	December 29, 2016	Not started	KDE Title I Report

2015-2016 School Year

2014-2015 School Year

2013-2014 School Year

2012-2013 School Year

2011-2012 School Year

- Select the report you wish to begin. All reports in ASSIST include components. Each component must be attached and completed in order to submit the report. **Click on the blue pencil icon under Components to create**

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

Portfolio

Comprehensive School Improvement Plan (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
 This document is due on **Nov 1, 2016**

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Phase I - Equitable Access to Effective Educators School Diagnostic	<input checked="" type="checkbox"/>	
Diagnostic	Phase I - The Missing Piece	<input checked="" type="checkbox"/>	
Diagnostic	Improvement Plan Stakeholder Involvement	<input checked="" type="checkbox"/>	
Diagnostic	Phase I - Needs Assessment	<input checked="" type="checkbox"/>	
Goals and Plans		<input checked="" type="checkbox"/>	
Assurance	Phase II - KDE Assurances - Schools	<input checked="" type="checkbox"/>	
Diagnostic	Phase II - KDE Compliance and Accountability - Schools	<input checked="" type="checkbox"/>	
Diagnostic	Executive Summary	<input checked="" type="checkbox"/>	

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

[Submit](#)

- Once you have clicked the blue pencil, the “Manage Document Components” window will appear as shown below. Click the gray “Create a New” tab to create a new component.

The screenshot shows a web interface for a school improvement plan. The main window is titled "Sample KDE High School" and has a navigation bar with tabs: Portfolio, Profile, Diagnostics & Surveys, Assurances, Goals & Plans, Reviews, and Progress. The "Portfolio" tab is active, showing a "Comprehensive School Improvement Plan (In Progress)" section. Below this, there is a "Required" section with a table of components. A modal window titled "Manage Document Components" is open, showing a list of diagnostic components with checkboxes. The component "Phase I - Equitable Access to Effective Educators School Diagnostic" is selected and highlighted. Below the list, there is a note: "* Indicates that the diagnostic has been archived". At the bottom of the modal, there are "Save Selection" and "Cancel" buttons.

Section	Template
Diagnostic	Phase I - Equitable A
Diagnostic	Phase I - The Missin
Diagnostic	Improvement Plan St
Diagnostic	Phase I - Needs Ass
Goals and Plans	
Assurance	Phase II - KDE Assur
Diagnostic	Phase II - KDE Comp
Diagnostic	Executive Summary

- Once you create a new component, the most recently created component will always appear at the bottom of the “Manage Document Components” window screen. **It is very important to rename the component. Do this by clicking the blue hyperlink. This will allow you to edit the name as shown below:**

Example KDE High School

Phase I - Equitable Access to Effective Educators School Diagnostic

[Back to Diagnostics](#)

Phase I - Equitable Access to Effective Educators School Diagnostic [\(Edit\)](#)

Additional data show that poor and minority students, English Language Learners and students with disabilities are more likely to be taught by inexperienced, out-of-field or ineffective teachers. As a result, the United States Department of Education (ED) required states to develop equity plans and use evidence based strategies to address this issue. Strategies include: teacher preparation; recruitment, hiring and placement of teachers; providing supports for on-going professional development; and strategies to retain teacher and leaders.

Districts and schools in Kentucky are required to identify barriers and develop strategies to address inequitable access to effective educators for students most at risk. This is being incorporated within the Comprehensive Improvement Plans. This diagnostic should be used as tool for identification of barriers and a catalyst for improvement. Strategies will be incorporated into the Comprehensive Improvement Plan to result in novice reduction for gap closure.

Resources:

[Equitable Assessment](#)

[Equity](#)

[Equity Practices](#)

[Equity Strategies](#)

[Equity Initiatives](#)

[Equity Summary](#)

[50-90 Day Plan](#)

[50-90 Day Explanation](#)

Phase Note: In some cases, all items may not be required.

- Use the description tab below to give the component a unique name; Click Update when finished

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

Edit Information

Description

Use this field to distinguish the diagnostics you create from one another

- Return to the “Manage Document Components Tab” and select newly named document by clicking inside the checkbox

Sample KDE High School

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

Portfolio

Comprehensive School Improvement Plan for Priority Schools (Not started)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
This document is due on **Nov 1, 2016**

Required
All components in this section must be complete

Section	Template
Diagnostic	Phase I - Equitable Access to Effective Educators School Diagnostic
Diagnostic	Phase I - The Missing Link
Diagnostic	Improvement Plan Summary
Diagnostic	Phase I - Needs Assessment
Goals and Plans	
Assurance	Phase II - KDE Assurance
Diagnostic	Phase II - KDE Comprehensive Review
Diagnostic	Executive Summary

Additional
In some cases you must select at least one component

None

Manage Document Components

Diagnostic | Phase I - Equitable Access to Effective Educators School Diagnostic

Check those components to be included in this document.

Create a New Phase I - Equitable Access to Effective Educators School Diagnostic

- Kaycee Test
- Brandon Initial Test 804
- JAB Test 804
- JAB and BQ Test 808
- Phase I - Equitable Access to Effective Educators School Diagnostic
- BQ JAB Final Review
- Cathy Test
- Phase I - Equitable Access to Effective Educators School Diagnostic 2016-17 BQ

* Indicates that the diagnostic has been archived

Save Selection Cancel

- Once complete, you will see the new component attached to the report in the portfolio menu. Click on the hyperlink to begin working in the component. Once all questions have been answered a green check mark will appear in the “Complete” column. All components must show the green check mark in order for the entire report to be submitted.

Sample KDE High School

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

Portfolio

Comprehensive School Improvement Plan for Priority Schools (In Progress)

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Section	Template	Components	Complete
Diagnostic	Phase I - Equitable Access to Effective Educators School Diagnostic	Phase I - Equitable Access to Effective Educators School Diagnostic 2016-17 BQ	<input checked="" type="checkbox"/>
Diagnostic	Phase I - The Missing Piece		<input checked="" type="checkbox"/>
Diagnostic	Improvement Plan Stakeholder Involvement		<input checked="" type="checkbox"/>
Diagnostic	Phase I - Needs Assessment		<input checked="" type="checkbox"/>
Goals and Plans			<input checked="" type="checkbox"/>
Assurance	Phase II - KDE Assurances - Schools		<input checked="" type="checkbox"/>
Diagnostic	Phase II - KDE Compliance and Accountability - Schools		<input checked="" type="checkbox"/>

Updating Goals

- A school must frequently update its goals in order to truly be involved in the process of continuous improvement. Goals should be updated before submitting any reports in ASSIST that require goals to be attached.
- From the “Goals and Plans” tab located at the top of the screen in ASSIST, you can create new goals, edit existing goals, and hide/archive old goals to reduce clutter on the screen.

Goals & Plans

Streamline the process of developing and managing goals.

Goals Plans Reports

Create a Goal



Show All Hide Archived

Goal Name	Objectives	Strategies	Activities	
Increase the averaged combined reading and math K-Prep End-of-Course scores for high school students from 45.9% to 73.1% in 2017	1	4	12	Archive
Increase the average freshman graduation rate from 86.1% to 88.7% by 2015	1	3	15	Archive
Increase the percentage of students who are college and career ready from 54.1% to 67% by 2015	1	7	31	Archive
Increase the average combined reading and math proficiency ratings for all students in the non-duplicated gap group from 34.5% in 2012 to 66.6% in 2017	1	3	11	Archive
Ensure that all teachers and principals receive training and are provided support and guidance of the Professional Growth and Effectiveness System (PGES).	1	1	4	Archive
test Incomplete	0	0	0	Archive
dfjdfkldjfkldjfdki Incomplete	1	0	0	Archive
All Goal building in ASSIST is efficient. Incomplete	0	0	0	Archive
Testing Academic Goal Incomplete	0	0	0	Archive
We will show an increase in proficiency from 35%- 50% for 2015-2016 school year. Incomplete	0	0	0	Archive

New Features

- Flexible Goal Building
- 30-60-90 Day Planning Template and KDE Resources