



*Quick Start Guide for Kentucky Schools and Districts*

# ASSIST™

Adaptive System of School Improvement Support Tools

**Questions**

888.413.3669

[contactus@advanc-ed.org](mailto:contactus@advanc-ed.org)

# Table of Contents

<b>ASSIST Overview</b> .....	2
What is ASSIST?.....	2
Navigating ASSIST.....	4
<b>Accessing ASSIST</b> .....	5
Logging in.....	5
Technical Assistance & Support.....	6
<b>Frequently Asked Questions</b> .....	7

# About This Guide

This guide has been developed specifically for Kentucky schools and districts. It provides an overview of the AdvancED® Adaptive System of School Improvement Support Tools (ASSIST™) and step-by-step instructions for accessing and navigation the system.

## ASSIST Overview

### What is ASSIST?

ASSIST is a state-of-the-art, web-based platform designed to broaden and sharpen thinking about continuous improvement, performance and accreditation.

Through a partnership, AdvancED and the Kentucky Department of Education (KDE) have customized ASSIST to guide and support a common, statewide improvement planning process for all Kentucky schools and districts. All Kentucky schools and districts have access to ASSIST.

**ASSIST is designed to guide and streamline the improvement planning process and help eliminate duplication of effort.**

Learn more at: [www.advanc-ed.org/kde](http://www.advanc-ed.org/kde)

### ASSIST Basics

- ASSIST was the tool used to submit Program Reviews in the summer of 2013 and all Kentucky schools and districts now have access.
- ASSIST is a fully web-based system that does not have any specific network or system requirements. We recommend using the most recent versions of the following internet browsers for the best user experience: Mozilla® Firefox®, Apple® Safari®, Microsoft® Internet Explorer® or Google Chrome™.
- If your institution is required to submit a report in ASSIST, a task will be set and the Head of Institution (Principal, Superintendent, etc.) and the primary contact listed in ASSIST will receive an email notification.

### ASSIST Terminology

#### ASSIST

A web-based school improvement platform used by schools, districts, independent school districts (ISD) and educational service agencies (ESAs) around the world to facilitate improvement planning and streamline compliance, accountability and accreditation reporting requirements.



## Diagnostics

Tools designed to help schools and districts self-assess strengths and areas in need of improvement related to organizational effectiveness, performance and stakeholder perceptions in order to support ongoing improvement processes and practice.

**NOTE:** *Diagnostics always are available for self-activation in ASSIST. You no longer have to wait for them to be activated. (The following diagnostics are referenced in this guide for the purpose of improvement planning: Executive Summary, Improvement Plan Stakeholder Involvement, School Data Analysis, Title I Schoolwide, Title I Targeted Assistance, Additional Requirements, Program Evaluation and Health & Safety).*

## Assurances

Compliance and/or accountability statements or questions that require a Yes or No certification response. Completion of Assurances in ASSIST also will support the upload of documentation as well as narrative comments.

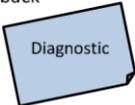
## ASSIST Components

Requirements assigned to an institution that identify which reports need to be completed by a specified date. The components are requirements that are defined and assigned by MDE or AdvancED/NCA CASI.

**NOTE:** The head of institution and primary contact listed in the system will receive an email notification when a new ASSIST task has been assigned for their institution.

## Navigating ASSIST

The primary navigation of ASSIST takes place using a series of tabs across the top of the screen. Specific tools are provided within each tab. The following diagram provides a basic overview of the ASSIST tabs and what is located within each.

Portfolio	Profile	Diagnostics & Surveys	Assurances	Goals & Plans	Actions & Reviews
<p>Due dates for required tasks—upcoming, past due and completed</p> <p>Contains task/document submission, review and approval workflow</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> <li>School Improvement Plan</li> <li>District Improvement Plan</li> </ul> 	<p>Basic institution, demographic, affiliation, accreditation and accountability status information (e.g., Priority, Focus, Title I)</p> <p>Performance section is currently blank</p>	<p>Tools to facilitate the collection and analysis of data and information to inform the improvement planning process</p> <p><b>School Diagnostics:</b></p> <ul style="list-style-type: none"> <li>Executive Summary</li> <li>Self Assessment</li> <li>Title I Schoolwide</li> <li>Title I Targeted Assistance</li> <li>Student Performance</li> <li>Stakeholder Feedback</li> <li>School Data Analysis</li> </ul> <p><b>District Diagnostics:</b></p> <ul style="list-style-type: none"> <li>Executive Summary</li> <li>Self Assessment</li> <li>Additional Requirements</li> <li>Student Performance</li> <li>Stakeholder Feedback</li> </ul> <p><b>Surveys:</b></p> <ul style="list-style-type: none"> <li>Parent</li> <li>Staff</li> <li>Middle/High Student (6-12)</li> <li>Elementary Student (3-5)</li> <li>Early Elementary Student (K-2)</li> </ul> 	<p>Yes/No Certification Questions –</p> <p>AdvancED and KDE state and federal Assurances</p> 	<p>Build and manage goals and improvement plans</p> 	<p>SACS CASI Accreditation — Scheduled External Reviews and Required Actions</p> <p>Tools to facilitate a process of checks and balances to ensure appropriate goals and strategies are in place</p>

# Accessing ASSIST

## Logging in

Log directly into ASSIST at

[www.advanc-ed.org/assist](http://www.advanc-ed.org/assist)

Enter your email address and password and select **Login**. This would be the same email and password used to access other AdvancED online systems.

You will need your institution's access code in order to complete the account setup process. If you need to obtain an access code, contact your AdvancED state office or [contactus@advanc-ed.org](mailto:contactus@advanc-ed.org).

If you have not created an AdvancED account, select the **Create New Account** link on the right and complete the account creation steps.

Once successfully logged in, you will be directed to the following page where you will select the ASSIST link to continue logging into ASSIST.

Institution users, select the **ASSIST** link to build plans or use tools in ASSIST.

Accredited institutions, select the **Accreditation Management System** link to view historical accreditation reports and information or manage user access codes.

## Frequently Asked Questions

### **Can multiple people be in a school's ASSIST account at the same time?**

Yes, multiple users can be working in ASSIST at the same time. If two users happen to respond to the same question, the last one to select **Save and Continue** will be the response that is saved.

### **Who can view the information we enter into ASSIST?**

Any authorized individual with permission to your institution's ASSIST account will have the ability to view information in the system. This includes all individuals within your institution's hierarchy with proper permissions such as district personnel. If your institution is engaged in the AdvancED Accreditation Process, the External Review Team also will have the ability to view submitted documents in ASSIST.

### **Where can we find ASSIST Training?**

General ASSIST training can be found at [www.advanc-ed.org/assistresources](http://www.advanc-ed.org/assistresources). Additional information and resources for Kentucky schools and districts can be found at [www.advan-ed.org/kde](http://www.advan-ed.org/kde).