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Middle States Self-Study Report Window

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1 Do not use the browser's back button to navigate back to the TK20 home screen. If you need to return to the main screen click the three bars in the top left to open the left panel then click on **Accreditation Management**.

2 The title of the report you are working on appears in the dropdown menu.

3 Need additional help or have a question? Click **Need Help?** for instructions.

4 The default panel is **Dashboard**. As the MSCHE report is built status messages appear in this panel.

5 The **Overview** tab will display your team's standard and work area.

6 The **Responsible Parties** tab lists the team members assigned to a standard.

7 The **Document Repository** tab displays the main document collection. The items listed in the Repository have been added to your standards evidence collection. **DO NOT DELETE OR ADD ANY ITEMS TO THE DOCUMENT REPOSITORY**. If you require additional documents to be added please email Gabe Coleman - gbcolema@syr.edu.

Overview Tab

1. Title of the MSCHE standard assigned to your self-study team.

2. Name of one of the self-study team co-chairs.

3. Due Date for final self-study team draft.

4a. Overall Summary Standard # - the area where the team will answer "To what extent does Syracuse University meet MSCHE Standard # criteria." In this example Standard I criteria.

4b. Listing of each of the Standard's criteria. The numbers correspond to the MSCHE standards number as well as the Document Roadmap divisions. **Click on a criteria number** (e.g. 1.1) to enter the standard narrative and evidence window.

5. Name of the last person who accessed the listed area.

6. Tasks and due dates are listed.

7. Word limits. The **Overall Summary Standard #** sections are limited to 5500 words. Criteria narratives are limited to 1000 words.

8. A red arrow (🚩) next to a criteria number indicates that the criteria is "checked" out by another team member. While you can view the criteria you can not edit the narrative.

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Need additional help
or would you like to schedule
a training session?

Email us at:
middlestates@syr.edu