

ACS WASC Templates

Using Google Drive (Docs)





Google Drive

- **Google Drive (previously Google Docs)** is a free, Web-based [word processor](#), [spreadsheet](#), [presentation](#), and [form application](#) offered by [Google](#). It allows users to create and edit documents online while collaborating in real-time with other users.
- Documents can be shared, opened, and edited by multiple users at the same time. You can keep track of changes (and of the person who made them), and even revert to an older version by using the Revision history.
- Google Drive is the home for Google Docs.
- Google Drive lets you do more than just store your files. You can also share files and edit them from any device.
- You can view over 20 file types in Google Drive in your browser, including videos, even if your device doesn't run the file's original software.
- Google Drive lets you share documents in folders, and all new documents added to the folder take on the same share properties.



Google Docs School Self-Study Templates

- Self-Study Report templates are available in Google Docs, in one document or broken out into separate categories for Chapter III.

ACS WASC/CDE 2017 Edition Self-Study School Report Template: [Word Doc Template](#) | [Google Drive \(Docs\) Template](#)

[Click here](#) for information on how to use Google Drive (Docs).

Each category of Chapter III is also available as a separate Word or Google Docs template.

Chapter III:

Category A: [Word Doc Template](#) | [Google Drive \(Docs\) Template](#)

Category B: [Word Doc Template](#) | [Google Drive \(Docs\) Template](#)

Category C: [Word Doc Template](#) | [Google Drive \(Docs\) Template](#)

Category D: [Word Doc Template](#) | [Google Drive \(Docs\) Template](#)

Category E: [Word Doc Template](#) | [Google Drive \(Docs\) Template](#)



Google Docs Visiting Committee Templates

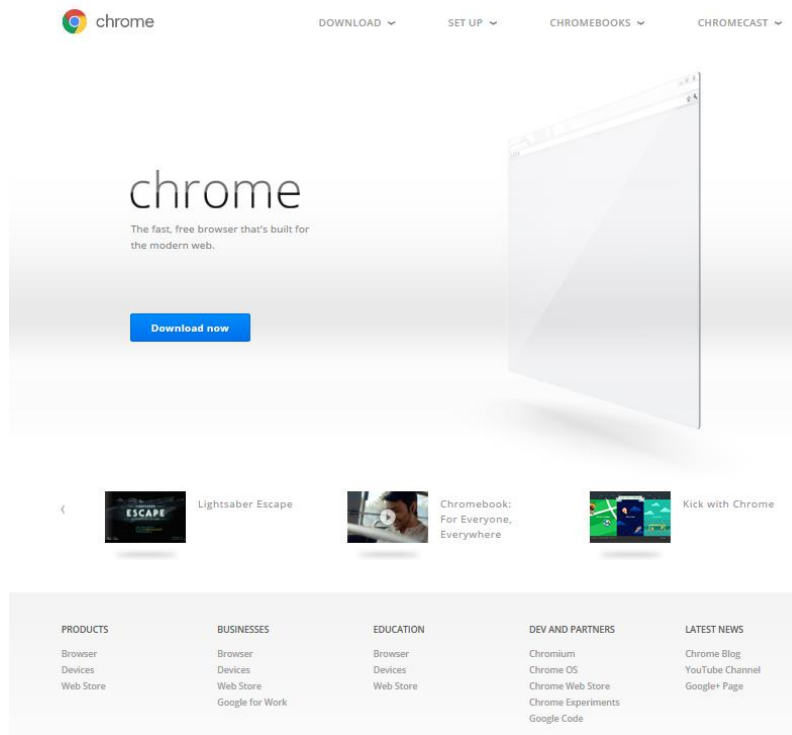
Visiting committee Google Docs templates are available for most accreditation protocols:

- Self-Study Previsit Preparation Worksheet Templates
- Self-Study Documentation and Justification Statement Templates
- Self-Study Visiting Committee Report Templates
- Mid-cycle Visiting Committee Report Templates




Web Browser Recommendation

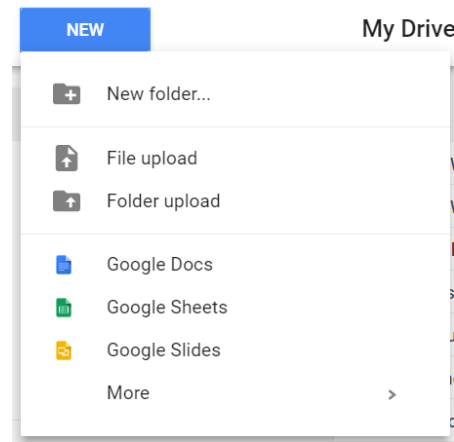
- Although Google Drive works on all browsers, the Chrome browser is always a good choice as Google Drive and Chrome are both Google products. Chrome also allows offline editing.
- To download the free Chrome browser, go to www.google.com/chrome.





Google Drive: Getting Started

- Clicking the red **New** button . You can then select whether to create a New Folder, File upload, Folder upload, Google Docs, Google Sheets, or Google Slides. You can also create Google Forms, Google Drawings, Google My Maps, etc.



- [Share](#) with exactly who you want — without email attachments.
- [Search](#) or [sort](#) your list of files, folders, and Google Docs.
- [Preview](#) files and Google Docs.

More information about Google Drive can be found at

<https://support.google.com/drive/bin/answer.py?hl=en&answer=2374855&topic=14941&rd=1>.




Create a Google Drive Account

- You will need to create a Google account to use Google Drive if you don't already have one.
- You can use your current email address to sign up. You will be prompted to create a password.

Create your Google Account

One account is all you need
One free account gets you into everything Google.



Take it all with you
Switch between devices, and pick up wherever you left off.



Name
First Last

Choose your username
 @gmail.com
[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone

Your current email address

Location
United States

[Next step](#)



Google Docs Procedures

- Log into Google Drive and then go to the ACS WASC website: www.acswasc.org.
- Find the Google Drive (Docs) template that you would like to use and click on the link
- The document will appear.

ACS WASC CDE Initial Visit VC Report Template

File Edit View Insert Format Tools Table Add-ons Help Last edit was yesterday at 12:51 PM

100% Normal text Arial 16

**ACCREDITING COMMISSION FOR SCHOOLS
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES**

**INITIAL VISIT
VISITING COMMITTEE REPORT —
CALIFORNIA PUBLIC SCHOOLS**

This form is to be used in conjunction with the ACS WASC [Initial Visit Procedures Manual for California Public Schools](#) and is to be used for [all California Public and California Charter Schools](#). Note: Criterion A6 pertains only to California Charter Schools.

Part I

Name of School: _____

School Address: _____

Grades Reviewed: _____

School Type(s): _____

Comprehensive, Community Day School, Alternative Education/Continuation, Independent Study, Charter School, Home Study, Online Distance Learning, etc. (If more than one school type, list approximate percentages)



Google Drive (Docs) Procedures (*cont.*)

- Go to the File pulldown menu and select Make a copy...

A screenshot of a Google Docs document titled "ACS WASC CDE Visiting Committee Report Template-2016 Ed.". The document content includes the text "ACS WASC/CDE Visiting Committee Report", "VISITING COMMITTEE REPORT", "ACCREDITING COMMISSION FOR SCHOOLS, ASSOCIATION OF SCHOOLS AND COLLEGES", "STATE DEPARTMENT OF EDUCATION", "FOR", "SCHOOL NAME>", "<Address>", "<City, State ZIP>", and "< School District>". The "File" menu is open, and the "Make a copy..." option is highlighted with a red arrow. Other menu options include "Share...", "New", "Open...", "Rename...", "Move to...", "Move to trash", "See revision history", "Language", "Download as", "Publish to the web...", "Email collaborators...", "Email as attachment...", "Document details...", "Page setup...", and "Print". The top right corner shows the user email "cnewton@acs-wasc.org" and a "Share" button.



Google Docs Procedures (*cont.*)

- The document will now open in Google Drive.
- Rename the document. Go to **File -> Rename...** and rename it with the name of the school.

ACS WASC CDE Visiting Committee Report Template-2016 Ed. ☆ ■ cnewton@acswasc.org

File Edit View Insert Format Tools Table Add-ons Help Last edit was yesterday at 8:23 AM Comments Share

Share...

New ▶

Open... Ctrl+O

Rename...

Make a copy...

Move to...

Move to trash

See revision history Ctrl+Alt+Shift+H

Language ▶

Download as ▶

Publish to the web...

Email collaborators...

Email as attachment...

Document details...

Page setup...

Print Ctrl+P

ACS WASC/CDE Visiting Committee Report

VISITING COMMITTEE REPORT

ACCREDITING COMMISSION FOR SCHOOLS,
ASSOCIATION OF SCHOOLS AND COLLEGES

STATE DEPARTMENT OF EDUCATION

FOR

SCHOOL NAME>

<Address>

<City, State ZIP>

< School District>



Google Docs Procedures (*cont.*)

- To share the document with your team members, click on the **Share** icon on the upper top right side of the document.

The screenshot shows the Google Docs interface for a document titled "ACS WASC CDE Visiting Committee Report Template-2016 Ed.". The document content is centered and reads:

ACS WASC/CDE Visiting Committee Report

SELF-STUDY VISITING COMMITTEE REPORT


**ACCREDITING COMMISSION FOR SCHOOLS,
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
CALIFORNIA STATE DEPARTMENT OF EDUCATION
FOR
<SCHOOL NAME>
<Address>
<City, State ZIP>**

The interface includes a menu bar with options like File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The top right corner shows the user's email address (cnewton@acs-wasc.org) and a "Share" button, which is highlighted by a red arrow.




Google Docs Procedures (*cont.*)

- To add people, enter the email addresses in **People** field. You can set permissions: “Can edit”, “Can comment,” or “Can view.” You can also get a shareable link. The default for a shareable link is for people to view the document. This means that they can view and/or print the document.

Share with others Get shareable link 

People

 Can edit ▾

↙

Done Advanced



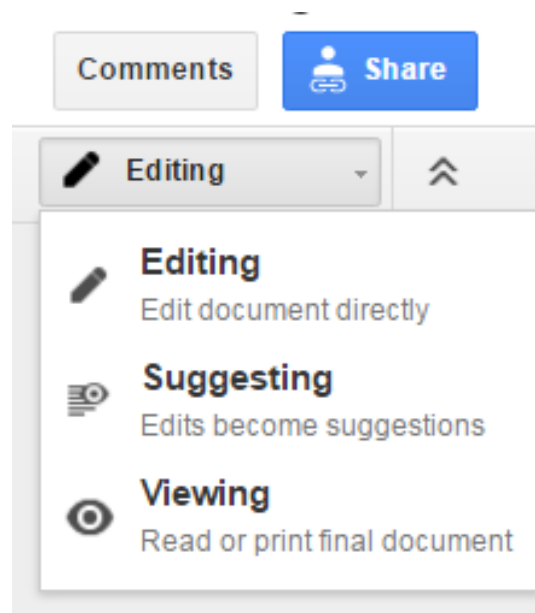
Google Docs Features

- Google Docs has a revision history pane that allows you to view all changes made to a document by each collaborator. Google Docs revision history lets you view and revert to earlier versions of your doc, and see which collaborators made edits to each of these versions. Select **File -> See revision history** to access.
- You can email your documents to other people as attachments or you can share a link. You can limit the permissions of other viewers to View only. This is a good way to share your visiting committee report with the school. You can also allow them to make Comments only and not actually modify the document.
- You can make comments throughout the document and “chat” with other people who are online at the same time.
- Changes **do not** need to be saved, they save automatically.



Suggesting Mode

- Google Docs now has a Suggesting Mode so that you can track suggested edits. **Suggestion mode** allows anyone who can edit the document to **suggest** edits to the document owner. The owner can accept or reject edits. When you make changes to the document in **Suggesting mode**, your typed text is surrounded on the top and bottom by a bracket, and deletions are shown with a strike-through.





Comments

- Comments are a handy way of adding notes to your regular document text and are visible to viewers and collaborators. These can be invaluable for communicating with collaborators about specific parts of the document, as well as making notes about changes you've made or would like to make. When you publish your document or print it, the comments will disappear.
- General comments can be made by clicking on the Comments icon at the top right of the screen.
- Anchored comments can be made by selecting text in the document and right click and select comment. This comment will be anchored to the text you selected.
- Comments can be replied to, creating a thread of the comments made.



Adding a Comment

- To add a comment to your document:
- Place your cursor where you'd like your comment to appear or highlight text that you would like to comment on.
- Go to the **Insert** menu and select comment.
- Select the **Comment** icon.
- Type your comment in the box that appears to the right of the document and press the **Comment** button.
- To resolve a comment or discussion thread, click the comment and click **Resolve**.
- To view the comment history on a thread, including resolved comments, click the **Comments** drop-down menu in the upper right of your document and select **Show comment stream**.



Comments

- All comments (anchored and unanchored) can be viewed by clicking on the Comments icon.

SC CDE Previsit Prep Worksheet Template--2011 Edition ☆

Insert Format Tools Table Help All changes saved

Normal text Arial 10 B I U A - A -

WASC/CDE Visiting Committee Previsit Preparation Worksheet

VISITING COMMITTEE PREVISIT PREPARATION WORKSHEET WASC/CDE FOCUS ON LEARNING, 2011 EDITION

Directions: Use these previsit preparation worksheets to write questions (notes) about clarifications, and observable evidence to be pursued during the visit.

These notes will be used in your Visiting Committee discussions and decision-making. These notes will identify critical areas of focus for evidence review during the visit. In addition, these notes will assist you in the more formal writing of the tentative narrative statements for your sections of the Visiting Committee Report.

CHAPTER I: STUDENT/COMMUNITY PROFILE

- What appear to be significant findings revealed by the student/community especially regarding student achievement?
- What are possible pertinent items that were not included that need to be explored with the school?

Comments icon: cnewton@acs.wasc.org

Comments Share

Add a comment

Notification settings

Unanchored text Comment

Marked as resolved 12:26 Today

Adding a comment will re-open this discussion...

Selected text: Use these previsit preparation worksheets to write

Anchored text comment Comment - Resolve

You can reply to someone's comment 12:21 Today

etc. 12:21 Today

Reply to this comment...



Anchored Comments

- Here is an example of an anchored comment with several comments

Copy of WASC CDE Previsit Prep Worksheet Template--2011 Edition ☆

File Edit View Insert Format Tools Table Help All changes saved

Normal text Arial 10 B I U A

WASC/CDE Visiting Committee Previsit Preparation Worksheets

VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS WASC/CDE FOCUS ON LEARNING, 2011 EDITION

Directions: Use these previsit preparation worksheets to write questions (notes) about concerns, clarifications, and observable evidence to be pursued during the visit.

These notes will be used in your Visiting Committee discussions and decisions on the critical areas of focus for evidence review during the visit. In addition, these thoughts will assist you in the more formal writing of the tentative narrative statements for your assigned sections of the Visiting Committee Report.

CHAPTER I: STUDENT/COMMUNITY PROFILE

- What appear to be significant findings revealed by the student/community profile, especially regarding student achievement?
- What are possible pertinent items that were not included that need to be explored with the school?

Comments

Anchored text comment Resolve
Edit Delete

You can reply to someone's comment
Edit Delete

etc.
Edit Delete

Reply to this comment...



Resolving and Deleting Comments

- Resolved Comments will still appear in the Comments but will appear as resolved. They can be reopened.
- Deleted Comments (and threaded comments) can be deleted by the owner of the original Comment only. They will be deleted permanently.



Downloading a Google Drive file

- To download a Google Drive file, go to **File -> Download as ->** and you will have a number of different file options to save as.

Copy of ACS WASC CDE Previsit Prep Worksheet Template-2015 Edition ☆

File Edit View Insert Format Tools Table Add-ons Help Last edit was 5 minutes ago

Share...

New ▶

Open... Ctrl+O

Rename...

Make a copy...

Organize...

Move to trash

See revision history Ctrl+Alt+Shift+G

See new changes

Language ▶

Download as ▶

Publish to the web...

Email collaborators...

Email as attachment...

Page setup...

Print preview

Arial 15 B I U A

ACS WASC/CDE Visiting Committee Previsit Preparation Worksheets

VISITING COMMITTEE PREVISIT PREPARATION WORKSHEETS

ACS WASC/CDE FOCUS ON LEARNING, 2015 EDITION

Directions: Use these previsit preparation worksheets to write questions (notes) about concerns, clarifications, and observable evidence to be pursued during the visit.

These notes will be used in your Visiting Committee discussions and decisions on the critical areas of focus for evidence review during the visit. In addition, these thoughts will assist you in the more formal writing of the tentative narrative statements for your assigned sections of the Visiting Committee Report.

STUDENT/COMMUNITY PROFILE

What are the most significant findings revealed by the student/community profile, regarding student achievement?

What are the most possible pertinent items that were not included that need to be explored in your school?

Microsoft Word (.docx)

OpenDocument Format (.odt)

Rich Text Format (.rtf)

PDF Document (.pdf)

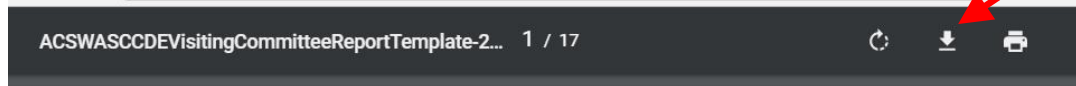
Plain Text (.txt)

Web Page (.html, zipped)



Creating a pdf file to upload to ACS WASC

- First download your Google Docs file, go to **File -> Download as ->** and select PDF Document (.pdf).
- The PDF file should open or may appear minimized at the bottom of your Google Docs screen.
- Open the file and click on the Download button at the top and save it to your computer.



ACS WASC/CDE Visiting Committee Report

SELF-STUDY VISITING COMMITTEE REPORT

ACCREDITING COMMISSION FOR SCHOOLS,
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

CALIFORNIA STATE DEPARTMENT OF EDUCATION

FOR

<SCHOOL NAME>



Uploading a pdf file to ACS WASC

- To upload the file to ACS WASC
- Go to Document Upload on ACS WASC website: www.acswasc.org/document-upload/
- Fill out the appropriate form and select the type of document.
- Click on Browse to attach the file from your computer
- Click on “Submit”

Document Upload

Please fill out the correct form below to upload school or visiting committee documents; make sure to select the correct type of document from the drop-down list.

Note: Documents must be uploaded one at a time in a single PDF (preferred) or MS Word file that may not exceed 50 MB, please send an email to file@acswasc.org if you have a large file to submit.

* = required field.

School Documents

Fill out the form below to upload school documents:

School Name *

Title and Name of Person Submitting Document *

Email *

Type of School Document (choose from drop-down list) *

-- PLEASE SELECT FROM LIST BELOW --

Report/Document: *

No file selected.

Visiting Committee Documents

Fill out the form below to upload Visiting Committee documents:

School Name *

Title and Name of Person Submitting Document: *

Email *

Visit Date (MM/DD/YYYY)

Type of Visiting Committee Document (choose from drop-down list) *

-- PLEASE SELECT FROM LIST BELOW --

Report/Document: *

No file selected.



Questions/Comments

- If you have questions or comments, contact :

Cynthia Newton

Document Specialist

Accrediting Commission for Schools

Western Association of Schools and Colleges

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Burlingame, CA 94010-2009

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