# Program Review Web-Based SharePoint Site Reviewer Training

October 2017

# Contents

## Prior to Accessing the Program Review SharePoint Site

In order for you to be granted access to the Program Review SharePoint Site, you must (in order):

1. Be registered with PA Login (PA Login Registration).
2. Provide the email address and username you used to register with PA Login to your PDE Program Review representative.
3. The representative grants you access to the Program Review SharePoint Site and notifies you that you've been granted access.

**Note:** Just because you have access to one PDE SharePoint site doesn't mean you have access to the Program Review SharePoint Site. You will have access to the Program Review SharePoint Site only after you've registered with PA Login AND you've been granted access by a Program Review program representative.

## Accessing the Program Review SharePoint Site

After you've been notified that you've been granted access, **using Internet Explorer (Version 7 or higher) on a Windows machine connected directly to the internet**, follow the instructions below to access the Program Review SharePoint Site:

**IMPORTANT:** You may experience issues when using SharePoint through other browsers (such as Chrome, Firefox, or Safari) or on other operating systems (such as MAC/Apple). You will also likely experience issues when connected wirelessly to the internet.

**IMPORTANT:** Using Microsoft Edge requires that you add the Program Review SharePoint Site to your browser's compatibility view settings.

1. Click on Program Review External Application Review.

2. On the *Commonwealth of Pennsylvania* page, click **Login to USER and MUSER click here**.



3. In **Username**, enter "user\\*your PA Login username*". Note the following:

- *Your PA Login username* is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can't remember your PA Login username, visit [PA Login Password Recovery](#).
- Make sure you provided your PDE program representative your email address associated with the username you are entering (To verify, you can visit [PA Login Password Recovery](#)). Everyone has multiple email addresses these days, and often times we forget which email address we entered where. So, it's important that you make sure you provided us with the email address you entered in your PA Login account.
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter "user\\" before your PA Login username (No quotes).
- Your MUST enter a backslash (\\) NOT forward slash (/) after "user" (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after "user", the backslash (\\), or your PA Login username.
- Do NOT capitalize "user" (no quotes).

For example, if my PA Login username is "mytestmachine", I would enter the following in the Username: "user\\mytestmachine" (no quotes)

4. In **Password**, enter *your PA Login password*.

**Note:** If you forgot your password, visit [PA Login Password Recovery](). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.

5. Click **Sign In**. The *External Application Review* page appears.



Program Review    **External Application Review**    External Document Review    Training    Search this site

## External Application Review

You have been designated as a reviewer for the applications listed below. Applications that you've already reviewed and can not be edited are in the **Reassessed** or **Reviewed** status. Applications that require your review and can be edited are in the **Under Review** or **Under Assessment** status. Applications that are being reviewed by PDE and/or the institution are not displayed. Do the following to complete your review of an application:

**Note:** You may need to refresh your browser to see application status and property changes.
**Important:** Using Internet Explorer will ensure the best possible experience with SharePoint.

1. In the Applications table below, click on the name of an application.

   **IMPORTANT:** DO NOT download a copy of the application, or save a copy of the application, on your computer. Whenever you open the application, you must be doing so from the Program Review SharePoint Site.

2. In the application, review each tab of the application.

   **Note:** You may also need to review associated supporting documents, which are noted in each section of the application, in External Document Review.

3. When you're ready to enter your findings and recommendations, click on the **Review Rubric** tab.
4. For each data point (section), do the following:

   **IMPORTANT:** You must save your work **EVERY TEN MINUTES**, and any time you leave your computer. Our SharePoint environment has a ten minute timeout, which means that you'll be automatically logged out after ten minutes of inactivity in SharePoint. Entering information in the application is NOT considered activity. Saving your work in SharePoint is considered activity. To save your work to SharePoint, click the **Save My Work** button in the **Review Rubric** tab in the application. Doing so will ensure that your changes are saved to SharePoint.

   1. Choose whether (**Yes** or **No**) the data point meet requirements.
   2. In the **Reviewer Finding** field, enter comments that lead you to choose the assessment.
   3. In the **Reviewer Recommendation** field, if you chose *Does Not Meet Requirements*, enter recommendations that will help the program provider move towards meeting the requirements.

5. Do one of the following:

   ○ If you're ready for PDE to review your findings and recommendations:

   1. At the bottom of the **Review Rubric** tab, click **Submit to PDE**.
   2. A confirmation page appears. Click **Yes, submit my review to PDE** . PDE is automatically notified that your review of the application is complete, and you will no longer be able to edit your review. In addition, application status automatically changes from *Under Review* to *Reviewed*, or *Under Assessment* to *Reassessed*. The *Reviewed* status also automatically changes Yes.

   ○ If you're not finished reviewing the application and/or providing your recommendations, do one of the following:

   1. In the **Review Rubric** tab, click **Save My Work**. PDE is NOT notified that your review of the application is complete, and the application is still editable. In addition, application status doesn't change.

### Applications for Review

| | Status | Name | Content Type | Institution | PDE Liaison | Program | Date Submitted | Date Reviewed | Date Reassessed | Date Response | Modified |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Under Review | 2018-2019_PDE University_COOPERATIVE ED 7-12_Post-Baccalaureate_Major_MD ⊞ NEW | Major Review | PDE University | | COOPERATIVE ED 7-12 | 4/19/2018 | | | | 4/20/2018 8:52 AM |

6. The *External Review* page displays instructions for reviewing Program Review applications, as well as all of the Program Review applications that have been assigned to you for review. See *Reviewing an Application* below.
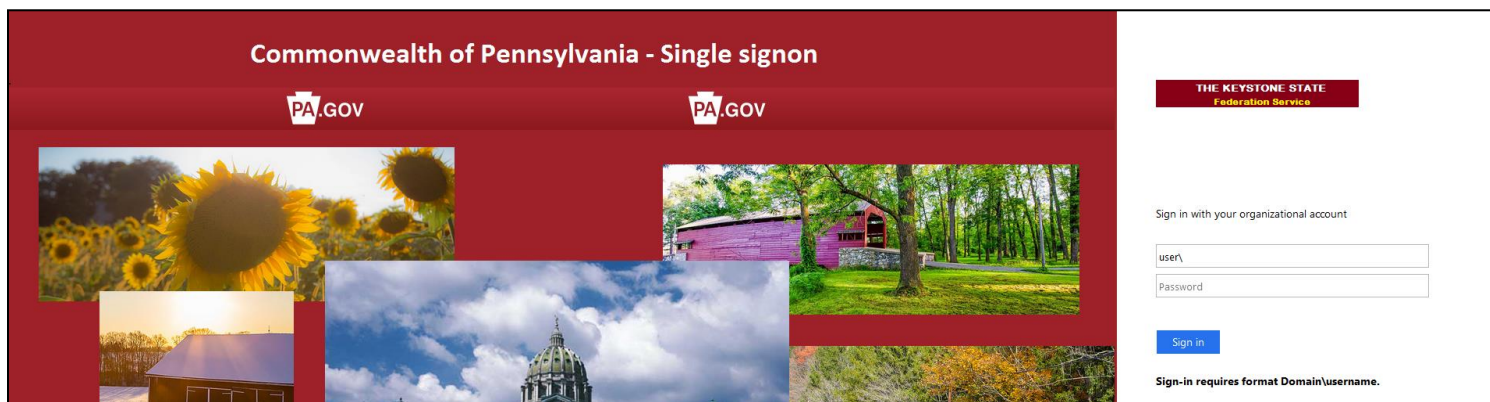
# Reviewing an Application

The External Application Review page displays instructions for reviewing an application, as well as lists all of the applications that you've been assigned to review. Applications that require your review and can be edited are in the **Under Review** or **Under Assessment** status. Applications that you've already reviewed and can not be edited are in the **Reassessed** or **Reviewed** status. Follow the instructions below to review an application in the Program Review Sharepoint Site:

**Note:** You may need to refresh your browser to see application status changes.

1. Click on [Program Review External Application Review](#).



2. On the *Commonwealth of Pennsylvania* page, click **Login to USER and MUSER click here**.

3. In **Username**, enter "user\*your PA Login username*". Note the following:

- *Your PA Login username* is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can't remember your PA Login username, visit [PA Login Password Recovery](#).
- Make sure you provided your PDE program representative your email address associated with the username you are entering (To verify, you can visit [PA Login Password Recovery](#)). Everyone has multiple email addresses these days, and often times we forget which email address we entered where. So, it's important that you make sure you provided us with the email address you entered in your PA Login account.
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter "user\" before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after "user" (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after "user", the backslash (\), or your PA Login username.
- Do NOT capitalize "user" (no quotes).

For example, if my PA Login username is "mytestmachine", I would enter the following in the Username: "user\mytestmachine" (no quotes)

4. In **Password**, enter *your PA Login password*.

**Note:** If you forgot your password, visit [PA Login Password Recovery](#). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.

5. Click **Sign In**. The *External Application Review* page appears.

The screenshot shows the External Application Review page:

**External Application Review**

Program Review | **External Application Review** | External Document Review | Training

You have been designated as a reviewer for the applications listed below. Applications that you've already reviewed and can not be edited are in the **Reassessed** or **Reviewed** status. Applications that require your review and can be edited are in the **Under Review** or **Under Assessment** status. Applications that are being reviewed by PDE and/or the institution are not displayed. Do the following to complete your review of an application:

**Note:** You may need to refresh your browser to see application status and property changes.
**Important:** Using Internet Explorer will ensure the best possible experience with SharePoint.

1. In the Applications table below, click on the name of an application.

   **IMPORTANT:** DO NOT download a copy of the application, or save a copy of the application, on your computer. Whenever you open the application, you must be doing so from the Program Review SharePoint Site.

2. In the application, review each tab of the application.

   **Note:** You may also need to review associated supporting documents, which are noted in each section of the application, in External Document Review.

3. When you're ready to enter your findings and recommendations, click on the **Review Rubric** tab.
4. For each data point (section), do the following:

   **IMPORTANT:** You must save your work **EVERY TEN MINUTES**, and any time you leave your computer. Our SharePoint environment has a ten minute timeout, which means that you'll be automatically logged out after ten minutes of inactivity in SharePoint. Entering information in the application is NOT considered activity. Saving your work in SharePoint is considered activity. To save your work to SharePoint, click the **Save My Work** button in the **Review Rubric** tab in the application. Doing so will ensure that your changes are saved to SharePoint.

   1. Choose whether (**Yes** or **No**) the data point meet requirements.
   2. In the **Reviewer Finding** field, enter comments that lead you to choose the assessment.
   3. In the **Reviewer Recommendation** field, if you chose *Does Not Meet Requirements*, enter recommendations that will help the program provider move towards meeting the requirements.

5. Do one of the following:

   o If you're ready for PDE to review your findings and recommendations:

     1. At the bottom of the **Review Rubric** tab, click **Submit to PDE**.
     2. A confirmation page appears. Click **Yes, submit my review to PDE**. PDE is automatically notified that your review of the application is complete, and you will no longer be able to edit your review. In addition, application status automatically changes from *Under Review* to *Reviewed*, or *Under Assessment* to *Reassessed*. The *Reviewed* status also automatically changes Yes.

   o If you're not finished reviewing the application and/or providing your recommendations, do one of the following:

     1. In the **Review Rubric** tab, click **Save My Work**. PDE is NOT notified that your review of the application is complete, and the application is still editable. In addition, application status doesn't change.

**Applications for Review**

| Status | Name | Content Type | Institution | PDE Liaison | Program | Date Submitted | Date Reviewed | Date Reassessed | Date Response | Modified |
|---|---|---|---|---|---|---|---|---|---|---|
| Under Review | 2018-2019_PDE University_COOPERATIVE ED 7-12_Post-Baccalaureate_Major_MD | Major Review | PDE University | | COOPERATIVE ED 7-12 | 4/19/2018 | | | | 4/20/2018 8:52 AM |

6. In the *Applications* table, under *Name*, click on the application name. The application opens in your browser.

**IMPORTANT:** DO NOT download a copy of the application, or save a copy of the application, on your computer. Whenever you open the application, you must be doing so from the Program Review SharePoint Site.

7. In the application, review the following read-only tabs:

- Instructions (Reviewer instructions only)
- General
- Program
- Courses
- Faculty

**IMPORTANT:** You may also need to review associated supporting documents, which are noted in each section of the application, in the External Document Review document library – see Reviewing a Supporting Document.

8. When you're ready to enter your findings and recommendations, click on the **Review Rubric** tab.
9. For each data point (section), do the following:

**IMPORTANT:** You must save your work EVERY TEN MINUTES, and any time you leave your computer. Our SharePoint environment has a ten minute timeout, which means that you'll be automatically logged out after ten minutes of inactivity in SharePoint. Entering information in the application is NOT considered activity. Saving your work in SharePoint is considered activity. To save your work to SharePoint, click the **Save My Work** button located throughout the application form. Doing so will ensure that your changes are saved to SharePoint.

- Choose whether (Yes or No) the data point meet requirements.
- In the **Reviewer Finding** field, enter comments that lead you to choose the assessment (Required when you choose whether the data point meets requirements).
- In the **Reviewer Recommendation** field, if you chose that the data point did NOT meet requirements, enter recommendations that will help the program provider move towards meeting the requirements (Required when you indicate the data point does not meet requirements).

    **IMPORTANT:** You cannot save or submit your review unless you've entered a Reviewer Finding for each data point for which you have chosen (Yes or No) whether it meets requirements. You also cannot save or submit your review unless you've entered a Reviewer Recommendation for each data point for which you have chosen (No) that it does not meet requirements.

10. Do one of the following:

- If you're not finished reviewing the application and/or providing your recommendations, click **Save My Work**. PDE is NOT notified that your review of the application is complete, and the application is still editable. In addition, application status doesn't change.

- If you're ready for PDE to review your findings and recommendations:

    1. At the bottom of the Review Rubric tab, click **Submit to PDE**.
    2. On the confirmation page, click **Yes, submit my review to PDE**. PDE is automically notified that your review of the application is complete, and you will no longer be able to edit the application. In addition, application status automatically changes from Under Review to Reviewed, or Under Assessment to Reassessed. The Reviewed status also automatically changes Yes.

    **Note:** You may need to refresh your browser to see application status and property changes.

## Reviewing a Supporting Document

The External Document Review page displays instructions for reviewing a document, as well as lists all of the supporting documents that you've been assigned to review. Follow the instructions below to review a supporting document in the Program Review Sharepoint Site:

**Note:** You may need to refresh your browser to see application status changes.

1. Click on Program Review External Document Review.

2. On the *Commonwealth of Pennsylvania* page, click **Login to USER and MUSER click here**.



3. In **Username**, enter "user\*your PA Login username*". Note the following:

- *Your PA Login username* is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can't remember your PA Login username, visit PA Login Password Recovery.
- Make sure you provided your PDE program representative your email address associated with the username you are entering (To verify, you can visit PA Login Password Recovery). Everyone has multiple email addresses these days, and often times we forget which email address we entered where. So, it's important that you make sure you provided us with the email address you entered in your PA Login account.
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter "user\" before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after "user" (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after "user", the backslash (\), or your PA Login username.
- Do NOT capitalize "user" (no quotes).

For example, if my PA Login username is "mytestmachine", I would enter the following in the Username:
"user\mytestmachine" (no quotes)

4. In **Password**, enter *your PA Login password*.

**Note:** If you forgot your password, visit [PA Login Password Recovery](). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.

5. Click **Sign In**. The *External Document Review* page appears.

6.  In the *Supporting Documents* table, under *Name*, click on the document name. The document opens in the default software application for that document type.

**IMPORTANT:** DO NOT download a copy of the document, or save a copy of the document, on your computer. Whenever you open the document, you must be doing so from the Program Review SharePoint Site.

7.  When you're finished reviewing the document, simply close the document.