Application User Guide



www.sustainablejerseyschools.com

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Access the Dashboard

The dashboard allows districts and schools to easily view their application, update their profile, manage users, and download/view their resolution to participate.

In order to have access to a dashboard you must:

- Create an account (if you do not already have one)
- Be linked to a district or school registered in the program

Steps to access dashboard:





Step 2: Enter login credentials

Step 3: Click "District and School Dashboards" on left-hand side.

District and School
Dashboards

Update User Profile

Welcome back! Please enter your email and password below to sign in.

Email Address:

Password:

FORGOT PASSWORD?



Step 4: You will go to a page that lists the dashboards of the districts and/or schools that you are linked to.

District & School Dashboards

The district and school accounts for which you are an identified user are listed below. To gain access to additional accounts, you must be invited by a current user.

Update Your Personal Profile: If you would like to update your personal profile, change your password, or edit your contact information, click <u>here</u>.

Need Help?

If you have questions contact us at schools@sustainablejersey.com or 609-771-3427.

Sign Out of the Website

Click the same button you used to sign-in that is now "Sign Out."





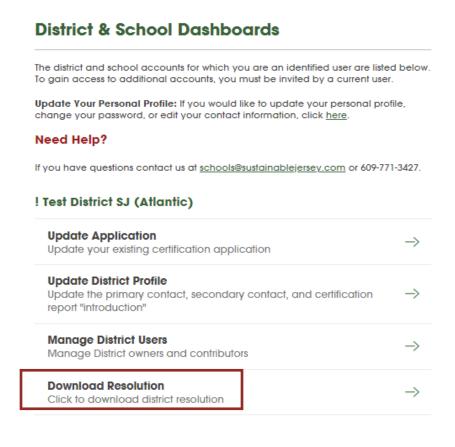
District Dashboard

The district dashboard was created to allow districts to easily view their application, update the profile, manage users, and download/view the resolution.

What You Will See

- All accounts for which you are a user will appear
- Four options allow you to perform different functions: Update Application, Update District Profile, Manage District Users, and Download Resolution
- Note: The Download Resolution section allows you to view the resolution (for districts) or letter (for schools) submitted to register with the program. It is different from the green team letter required for certification and does not need to be updated.





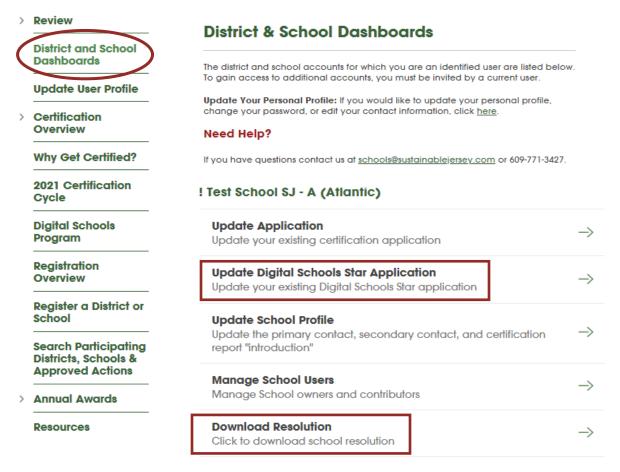


School Dashboard

The school dashboards were created to allow schools to easily view their application, update the profile, manage users, and download/view the resolution.

What You Will See

- · All accounts for which you are a user will appear
- Five options allow you to perform different functions: Update Application, Update Digital Schools Star Application, Update School Profile, Manage School Users, and Download Resolution
- Note: The Download Resolution section allows you to view the resolution (for districts) or letter (for schools) submitted to register with the program. It is different from the green team letter required for certification and does not need to be updated.
- Note: Schools applying for certification that have completed the required Digital Schools actions may also apply for Digital Schools Star recognition. Learn more about this program on our <u>Digital Schools Star</u> Recognition page.





Update Profile

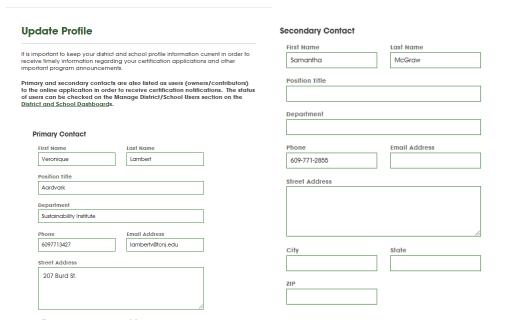
The Update district or school profile button allows for the update of the primary and secondary contact. This contact information is used for official Sustainable Jersey for Schools certification mailings and outreach, so please keep this information up to date.

As a participating district/school, the resolution/letter to participate does not need to be updated. However, if you would like to update it, you may do so at the bottom of the page.

Steps to Follow

- Enter all relevant information into the fields
- Click Update Profile at the bottom of the page to save changes

Update Profile



Update Registration Resolution/Letter

- Your resolution/letter to register does not need to be updated, and is different than the green team letter.
- If you would like to update it, click "browse" and select the file from your computer.
- Click **Update Documentation** button to save changes.

Document Tit	le		
School Board	-		
	ution (required) No file chosen		
Update R	analution		



Manage Users

The manage district and/or school users button allows you to easily add others to your account to contribute to your application. Both owners and contributors have the same privileges on the application (edit, upload, submit for review, etc.).

Permission Restrictions for Users

- Owners: Maximum of 5, can add and remove other owners & contributors
- Contributors: Unlimited, can only add other contributors.
- Both can work on application (edit, upload, submit for review, etc.)

How to Add Users

- 1. Enter the user's email address.
- 2. Designate their role as either an owner or contributor.
- Click Add User.
- Those that have already created a personal account on the website can be added immediately and will receive a confirmation email.
- Those without a website account will be sent an invitation email instructing them to create a personal account in order to have access to the dashboard.

Manage District & School Users Multiple users may contribute to an application. There are two types of users: owners and contributors. Owners may add and remove other owners and contributors Contributors may add other contributors, but may not remove users from the district or school. Both owners and contributors can contribute to the application for certification by adding action submissions, uploading documentation, and If district or school officials such as the business administrator, superintendent, principal, etc., wish to receive notifications about the status of your application, please add them as a user to the account. **Owners** 1. Samantha McGraw Owner Update Remove 2. Heather McCall Owner 3. Veronique Lambert Owner 5. Megan McParland Contributors 1. Samantha Mo Contributor Add a user Owner



District Application Overview

On first entry into the application, the dashboard button will read "Begin Application". Afterwards it will read "Update Application". The online application functions as a "living" document. It can be continuously updated to reflect your most recent activities and house your documentation for certification. All users linked to the application have access to edit and submit the online application. Uploaded documentation will remain in the application until removed by users.

General Application Information

Click "Details and history" to see:

- 1. **Help:** Access more detailed instructions on navigating the application.
- 2. **View School Applications**: District users may view the application status of school applications, but not edit them.
- Current status: Status of the application; "In Progress" school/district working on actions, "Submitted" - turned over to SJ staff, "Under Review" - submissions currently being reviewed, "Awaiting Updates" - turned back over to school/district for updates, "Review Completed" - for districts only post-review period
- 4. Application History: How many times the application has been reviewed/certified
- Reviewer Feedback: Available to view once your application has been submitted and reviewed.



District

Status: AWAITING UPDATES Reviewer Feedback: 0 comments		
Details and history Help View School Applications		
Current Status This application is AWAITING UPDATES	AWAITING UPDATES	
Application History This applicant has applied 0 times		
Reviewer Feedback	0 PUBLISHED COMMENTS 18 ARCHIVED COMMENTS	



School Application Overview

On first entry into the application, the dashboard button will read "Begin Application". Afterwards it will read "Update Application". The online application functions as a "living" document. It can be continuously updated to reflect your most recent activities and house your documentation for certification. All users linked to the application have access to edit and submit the online application. Uploaded documentation will remain in the application until removed by users.

General Application Information

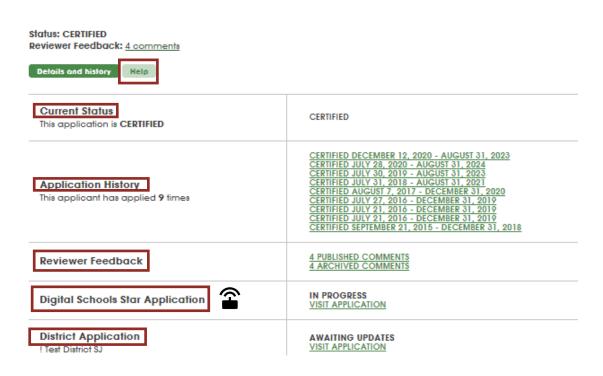
Click "Details and history" to see:

- 1. **Help:** Access more detailed instructions on navigating the application.
- Current status: Status of the application; "In Progress" school/district working on actions, "Submitted" - turned over to SJ staff, "Under Review" - submissions currently being reviewed, "Awaiting Updates" - turned back over to school/district for updates, "Review Completed" - for districts only post-review period



School

- 3. **Application History:** How many times the application has been reviewed/certified
- Reviewer Feedback: Available to view once your application has been submitted and reviewed.
- Digital Schools Star Application: Only visible if school has begun the application for Digital Schools Star Recognition
- District Application: School users may view the application status of district applications, but not edit them.

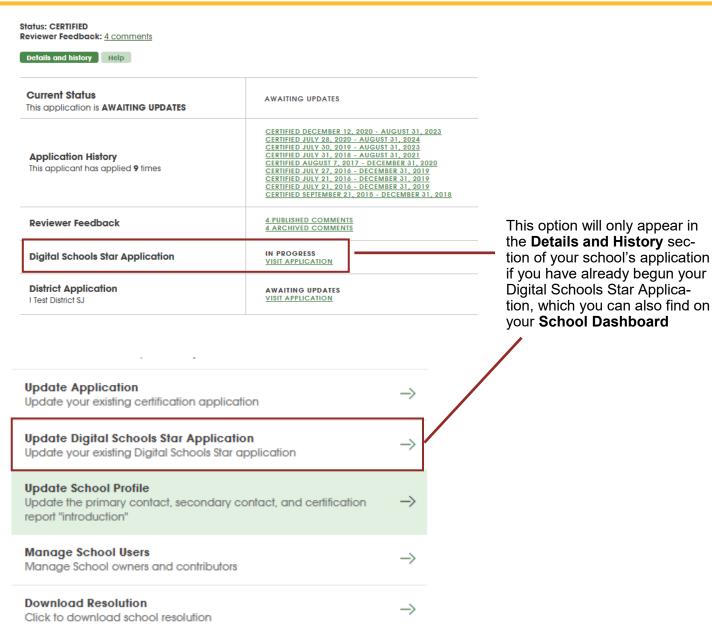




Digital Schools Star Application Overview

Schools that have met the Sustainable Jersey for Schools certification requirements are eligible to earn Digital Schools Star recognition in the same application cycle if they successfully complete the required actions. Completing Digital Schools actions will contribute toward both certification and Digital Schools Star recognition.

Accessing Your Digital Schools Star Application



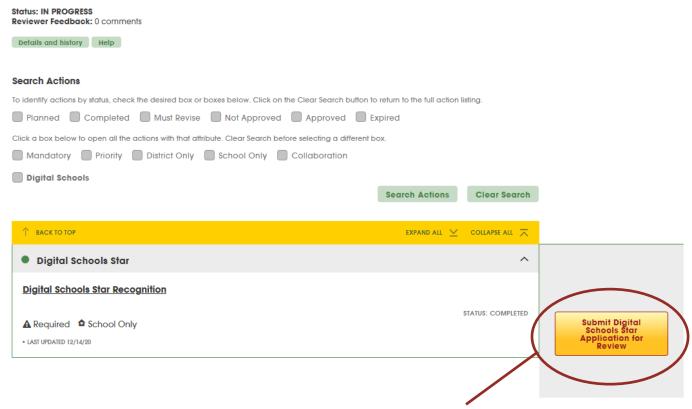


Digital Schools Star Application Overview

To apply for Digital Schools Star recognition a school must submit both a certification application and a Digital Schools Star application. The Digital Schools Star application comprises the one action below. The action requires the school to identify the Digital Schools actions in its certification application that have been approved or that are anticipated to be approved by the end of the certification cycle.

General Application Information

To learn more, visit our <u>Digital Schools Star Recognition page</u>.



It is recommended that a school wait until the second or final application submission deadline to submit the Digital Schools Star application since the recognition is contingent on actions being approved in its certification application.

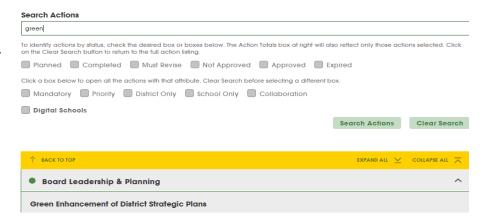


Search Features

Actions can be searched in the application by keyword, action status, and action attribute (mandatory, priority, district only, school only, collaboration, and Digital Schools).

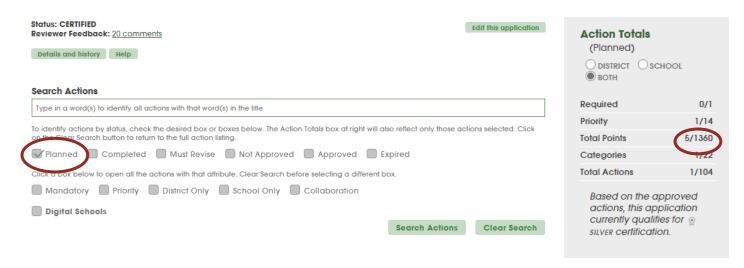
Search Box

- Enter key words from an action title into the **Search Actions** box.
 Actions that meet the search criteria will expand below.
- For example, type in the word "green" and all actions with "green" in the title will open below.
 Note: Remember to clear your search when complete.



Action Statuses

- Check one or more of the action status boxes and the points in the Action Totals box will update for those checked.
- This allows you to easily identify those actions that you have marked as planned, or identify the status
 of priority actions in the application. As a reminder, a minimum of two priority actions are required for
 bronze certification and three for silver.
- Clear search when complete.





District and School Applications

Some actions appear differently in district versus school applications. The chart below summarizes the differences.

Type of	Type of Can be viewed and accessed Action in district application?	Can be viewed and accessed	
Action		in school application?	
District-Only	Yes	Viewed only	
<u> </u>			
School-Only	No	Yes	
Both (district	Yes	Yes, but viewed only if district	
or school)		has claimed the action	



District Application: District actions are completed in the district application and earn points for all registered schools in the district. A District Only action can only be completed by the district and includes district policies and plans. Actions identified as School Only do not appear in the district application. All other actions can be completed by either a district or by individual schools. If the district opts to complete an action that could also be done by a school, then the schools will be blocked from working on that action in their applications. Schools are also locked out of District Only actions. But schools will see the points from any actions completed by the district in their applications.



School Application: A school application lists all the program actions. Actions identified as School Only can only be completed at the school level. They are building-specific efforts such as projects, procedures, installations, lessons, and events. Actions identified as District Only can only be completed at the district level. They include district policies and plans. An action NOT identified as School Only or District Only can be completed in either the district or school application. All District Only and other actions the district is working on will be locked in a school application but schools will see the current status of the actions and the associated points in their applications.



Actions that can be completed by either the district or schools do not have a symbol associated with them. District users can edit the action in the district application, but not the school application, and school users can edit the action in the school application but not the district application.

Note: This information is also always readily available on our <u>Action Types page</u>.



Action Statuses

In a new application, an action can have one of 3 statuses reflecting the current state of that action. For applications that have been submitted, an additional 4 statuses are possible.

New Application Action Statuses

- Unplanned default state of an action unless it is changed by a user
- Planned changed by a user to indicate it will or has been worked on
- Completed changed by user to indicate the action description and documentation is to be submitted for review as part of the certification application.
- An action that can be done by either the District or School is claimed by the District when a district user changes the status to "planned" or "completed" in the district application. The status must be "Completed" for the points to count towards the school's certification application points total.



Additional Action Statuses on Reviewed Applications

Approved	 Points currently included in your application. Expiration dates apply.
Must Revise	 After review, revision needed to be awarded points. Comments are provided about revisions needed .
Not Approved	 Credit not awarded after final review. Archived comments available.
Expired	Previously received credit, but, with expiration of approval period, points are no longer counted in application.



Variable Point Actions

Variable point actions allow credit to be received based on the scope of work completed. The user indicates a requested point value, which is then confirmed or revised by the reviewer.

Variable Points on Main Application Page

- Possible points for variable-point actions are listed on the main application page below the title of the action.
- Points awarded are based on the scope of work completed. For example, the Building Efficiency Measures points are based on the decrease in energy use achieved. The "tiers" of possible points are clearly stated in the full action description.
- Application view defaults to lowest point value until changed by user.

© Priority

• THIS ACTION HAS VARIABLE POINTS: 5 - 50 • 5 POINTS WERE REQUESTED FOR THIS ACTION •

Energy Efficiency for School Facilities

Selecting Your Points

- On the action submission page, the user selects the point value they believe is supported by the documentation as part of the submission from the drop down menu.
- Make sure to save action submission.
- The reviewer then confirms the point value selected or changes it based on review of the documentation.



Save Action Submission

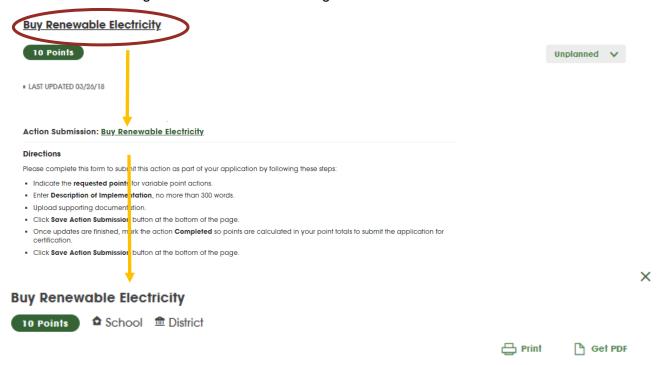


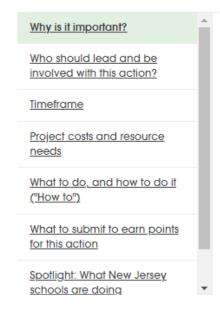
Action Listing & Description

Action categories are listed alphabetically, and then actions within the category are mostly alphabetical after mandatory, priority, and policy actions. View the full action description in your application to find out the requirements for the action as well as helpful resources.

View Full Action Description

Click on the action title to go to Action Submission Page and click on the link after "Action Submission:"





Revised March 2019

This action recognizes a school or district that buys electricity from a renewable source. Schools have the ability to buy electricity on the open market that is then delivered through their usual utility supply channel. Schools can specify the amount of green content in their electricity mix, either by buying directly from a green energy supplier, or (more commonly) participating in a buying pool that includes renewable power. By purchasing renewable electricity in this way schools can often lower energy costs while also reducing greenhouse gas emissions, become less vulnerable to fossil fuel costs, and help create demand for more sustainable sources of energy. Note that buying green electricity through the utility is different than installing your own renewables generator onsite. Both can be done in tandem.

To earn 10 points for this action the school district must purchase electricity with at least 5% renewable energy above and beyond the Renewable Portfolio Standard (RPS) in force at the time the energy contract is executed, with all of the additional renewable content coming from PJM Class 1 RECs (Renewable Energy Credits). Either a current contract or one that has terminated no more than 12 months prior to the January submission deadline of the certification



Action Submission

The action submission page is where you upload your documentation to support the submission requirements for the action. On the submission page you will also find information about the action's status, points, and reviewer feedback.

Top of Action Submission Page

- 1. **Status**: Current status of the action. Make sure to select "completed" once finished working on the action to include it as part of your application submission.
- 2. Points: Lists the number of points the action is worth.
- 3. **Description of Implementation**: Enter a short narrative about what you did and the impact it had on the district and/or school.
- 4. **Save Action Submission** scroll to below the documentation to the save button any time you make a status or description of implementation update.

Status Current action submission status: Unplanned	Unplanned
Points Points for this action are not variable.	10
Schools working on this action The number of schools in this district who have begun working on this action.	1
Description of Implementation In the text box below, please provide a short summary (300 word maximum) of what was accomplist on the school community. Include relevant references to the uploaded materials. If updating a prevoutdated or unnecessary information.	
4	
Save Action Submission	



Action Submission

The action submission page is where you upload your documentation to support the submission requirements for the action. On the submission page you will also find information about the action's status, points, and reviewer feedback.

Upload Supporting Documentation

 Select the file from your computer to upload and rename the file to reflect the document.

Many file types are accepted, and each file can be up to 50MB. You can rename the file to whatever you like.

- 2. Once successfully uploaded it will appear in the box below
- 3. Easily remove files by clicking "x" under Delete.
- Save Action Submission after uploading files. Remember to modify the action status at the top of the page if applicable.

Supporting Documentation

Please upload the supporting documentation required as outlined in the "What to submit to earn points for this action" section of the action and follow these steps:

- . Enter the name of your file. Otherwise, it will automatically insert what the document is called on your local drive
- . Click Choose File, select the file from your computer
- Click Attach File
- Click Save Action Submission.

Up to six files can be uploaded. Each file must be uploaded individually. Individual files cannot exceed 50 MB

If there is a need to provide more than six documents, please combine documents into one PDF file. To remove any uploaded file, simply click the "X" in the column labeled "Delete." Be sure to click on the Save Action Submission before exiting this page.

By submitting this action in your application, you affirm that the information provided is true and accurate. You also grant permission to Sustainable Jersey for Schools to use any photographs and electronic media images for general program publicity. All information submitted as part of the application will be published in your certification report which can be viewed by Sustainable Jersey for Schools website visitors and should therefore not contain any confidential information.





Reviewer Feedback

- Following all review periods, feedback will be available for the submitted actions.
 - If currently in cycle, comments will be visible at the bottom of an actions' page.
 - After the end of the cycle, all comments are archived and can be viewed by clicking "show archived comments"

Reviewer Feedback

No feedback has been published.

Show archived comments



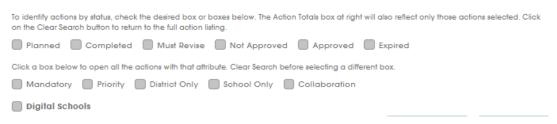
Calculating Points

Easily track the progress on your application using the Action Totals box on the right hand side. Along with the submit button, it will indicate when your application qualifies for certification.

Default View

 The Action Totals box defaults to show points from completed and approved actions. Only points from actions with completed and approved statuses are counted towards the submission requirements. When these points meet the criteria for bronze certification, the "Submit Application for Review" button becomes yellow and clickable in school applications.

Use the ACTION TOTALS chart in the right column to track your point totals.





Custom View

 View different combinations by checking the desired boxes under Search Actions. Remember to clear search when complete.





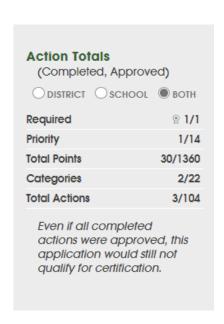


Submit District & School Applications

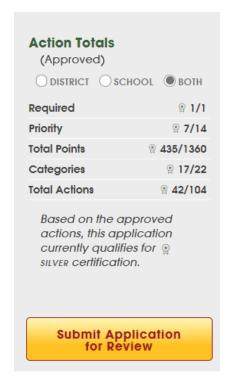
District and school applications are both submitted for review by clicking the submit button found on the right hand side of the main application page under the action totals.

Steps to Submit

- When finished working on an action mark it as "Completed." Make sure all actions that are ready for review have the "Completed" status.
- Press the submit button on the application main page. In school applications, a bronze or silver
 medal appears next to the action total once the certification criteria are met. Confirm submission
 and you will receive a notification at the top of the page that the application has been submitted.
- All users on the account will receive an automatic email that the application has been submitted for review.
- You will be locked from editing actions you submitted until the review is complete.







Current Status
This application is
SUBMITTED

SUBMITTED

THIS APPLICATION IS CURRENTLY LOCKED FOR REVIEW. ACTION SUBMISSIONS FOR COMPLETED OR APPROVED ACTIONS MAY NOT BE MODIFIED WHILE THE APPLICATION IS LOCKED.



Submit District & School Applications

District and school applications are both submitted for review by clicking the submit button found on the right hand side of the main application page under the action totals.

Requirements & Submission View

<u>Applicant</u>	Requirements to Submit	Action Totals Box
		Action Totals (Completed, Approved)
		Required 9 1/1
	None	Priority
<u> </u>		Total Points 115/630
<u></u>		Categories
		Total Actions 11/49
District		Submit Application for Review
_		Certification Criteria
		e e
	Points from Completed and Approved	Required 1 1
	actions in "Both" district and school applications meet minimum require- ments for bronze certification	Priority 2 3
		Points 150 350
		Categories 6 8
School		Show requirements for:
		☑ ② BRONZE ☑ ② SILVER



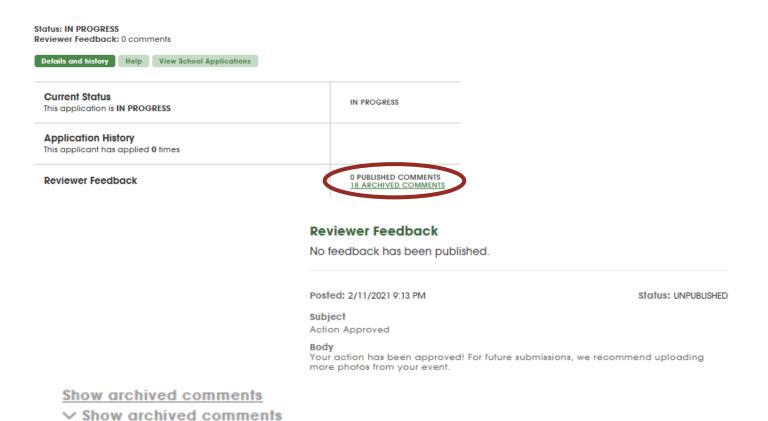
Review Process & Resubmission

Reviewer Feedback & Application Updates

After submitting your application, subject area specialists review your submissions to see if they meet the requirements for each action. Once your application's review is complete, you will have the opportunity to update it and resubmit for additional review.

Reviewer Feedback

- Reviewer feedback can be found in one of two places:
 - By clicking "Published Comments" in the Reviewer Feedback area at the top of the application. It will return a list of the actions with comments associated with them in the order they appear in the application.
 - 2. By clicking on the **action name** and scrolling to the bottom of the submission page to the "Reviewer Feedback" area.
- Reviewer feedback will provide guidance on the updates needed for action approval.
- Once all of your updates have been made, mark the updated actions as "Completed" and resubmit the application for review.
- At the end of the review cycle, all comments will be archived and accessible either at the top of the application, or at the bottom of each action's submission page.







Questions? Sustainable Jersey for Schools is here to help!

Contact schools@sustainablejersey.com or call 609-771-3427