



Navigating your District & School Online Application



Webinar Agenda

- Levels of certification
- Overview of district & school dashboard
- Using your online application
- 2015 certification cycle
- Final Thoughts
- Technical Assistance/Questions



Overview

- Sustainable Jersey for Schools offers an online application for certification.
- Districts and schools submit applications, but only schools are certified
- Points earned on the district application flow to their schools
- **Application Deadline: Rolling Submissions accepted February 2015 – March 30, 2015**



Levels of Certification

150

Bronze

- Green team
- 2 out of 11 priority actions
- Actions completed in 6 of 17 categories

350

Silver

- Green team
- 3 out of 11 priority actions
- Actions completed in 8 of 17 categories



District and School Dashboard

- This is where you can access your application, update your profile, add users, and view registration documentation

District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

! TEST DISTRICT (ATLANTIC)

Update Application

Update your existing application

Update District Profile

Update the primary contact, secondary contact, and certification report "introduction"

Manage District Users

Manage applicant owners and contributors

Download Registration Documentation

Click to download district registration documentation

- **In order to have access to a dashboard you must:**
 - Create an account (if you do not have)
 - Be linked to a district or school through the registration process or by someone already linked



Accessing the Dashboard

- Click **Sign in or sign up.** → Login → **You are signed in. [sammc29@comcast.net]**
- Click on right hand side → **District and School Dashboards**
- You will go to a page that lists the districts and/or schools that you are linked to

District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

TEST DISTRICT (ATLANTIC)

Update Application	Update your existing application
Update District Profile	Update the primary contact, secondary contact, and certification report "Introduction"
Manage District Users	Manage applicant owners and contributors

TEST SCHOOL A (ATLANTIC)

Begin Application	Begin a new application
Update School Profile	Update the primary contact, secondary contact, and certification report "Introduction"
Manage School Users	Manage applicant owners and contributors

ACTIONS & CERTIFICATION

- Program Benefits
- Register
- Certification Overview
- Actions
- District and School Dashboards**
- Review
- Participating Districts and Schools

Update District/School Profile

- Use this primarily to update contact information
 - Please keep this information up to date since these contacts will receive important emails regarding the program and the application processes
- Click Update Profile to save changes

Update Your Profile

Information from your profile is included in the public version of your application.

PRIMARY CONTACT

First Name	Last Name
<input type="text" value="jane"/>	<input type="text" value="rosenblatt"/>
Position Title	<input type="text" value="Info"/>
Department	<input type="text" value="Info"/>
Phone	Email Address
<input type="text" value="6092030759"/>	<input type="text" value="rosenbj@tcnj.edu"/>
Address: <input type="text" value="207 Burd St."/>	

SECONDARY CONTACT

First Name	Last Name
<input type="text"/>	<input type="text"/>

ACTIONS & CERTIFICATION

- Program Benefits
- Register
- Certification Overview
- Actions
- District and School Dashboards**
- Review
- Participating Districts and Schools



Manage Users

- Allows you to add or remove users to the district/school dashboard
- Can be designed as owner (limit 5) or contributor
 - Both can work on application (edit, upload, submit for review, etc.)
 - Owners can add/remove other owners & contributors
 - Contributors can add other contributors

Manage Users

Multiple users may contribute to an application for certification. 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 application. Both owners and contributors can contribute to the school or district's application for certification by adding action submissions, uploading documentation, and submitting the application for review.

OWNERS

1. First Last	Owner	Update	Remove
2. Renee Halder	owner		
3. Samantha McGraw	Owner	Update	Remove
4. Veronique Lambert	Owner	Update	Remove
5. Heather McCall	Owner	Update	Remove

CONTRIBUTORS

ADD A USER

Email: Role:



Manage Users

- Those that have already created an account on the website can be added immediately and will receive a confirmation email
- Those without a website account can be sent an invitation email instructing them to create an account in order to have access to the dashboard

Manage Users

Multiple users may contribute to an application for certification. 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 application. Both owners and contributors can contribute to the school or district's application for certification by adding action submissions, uploading documentation, and submitting the application for review.

OWNERS

1. First Last	Owner	Update	Remove
2. Renee Haider	owner		
3. Samantha McGraw	Owner	Update	Remove
4. Veronique Lambert	Owner	Update	Remove
5. Heather McCall	Owner	Update	Remove

CONTRIBUTORS

ADD A USER

Email: Role:

↑
Enter email
address

↑
Designate
role

↑
Execute



Download Registration Documentation

- View the resolution submitted to register your district/school.
- This does **not** need to be updated, and should **not** be removed from your district/school profile.

District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

! TEST DISTRICT (ATLANTIC)

Update Application	Update your existing application
Update District Profile	Update the primary contact, secondary contact, and certification report "introduction"
Manage District Users	Manage applicant owners and contributors
Download Registration Documentation	Click to download district registration documentation



Application – “Living Document”

Application Overview

! Test District (Atlantic) Application

Application Overview **IN PROGRESS**
[View details and history](#) | [Help](#) | [View School Applications](#) Reviewer Feedback: 0 comments

Search Features

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Action Listing

[Back to Top](#) [Expand All](#) [Collapse All](#)

Diversity & Equity

Accessible Communications Status: Unplanned
10 Points Unplanned

Breakfast After the Bell Status: Unplanned
20 Points Unplanned

Diversity on District Task Forces & Committees Status: Unplanned
10 Points District Only Unplanned

Energy Efficiency

[← My Dashboard](#)

ACTION TOTALS

(Completed, Approved)

Mandatory 0/1

Priority 0/3

Total 0/370

Categories 0/17

Actions 0/35

When you have completed all the actions you would like to include in your application, click on the button below.

Point Calculations and Submission



Application Overview

- At the top of the application, click “View details and history” to see:

Hopewell Valley Regional School District (Mercer) Application

Application Overview
[View details and history](#) | [Help](#) | [View School Applications](#) **IN PROGRESS**
Reviewer Feedback: 0 comments

Current Status
This application is **IN PROGRESS**

Application History
This applicant has applied 0 times

Reviewer Feedback
0 comments

Current status: All new applications are marked In Progress – you have started working on your application

Check on reviewer feedback: Once you have submitted your application it has been reviewed

Get help: Access more detailed instructions on navigating the application

View school applications: District users can view the applications of registered schools in the district



Application Overview

- At the top of the application, click “View details and history” to see:

Bear Tavern Elementary School (Mercer) Application

Application Overview View details and history Help	IN PROGRESS Reviewer Feedback: 0 comments
Current Status This application is IN PROGRESS	IN PROGRESS
Application History This applicant has applied 0 times	
Reviewer Feedback	0 comments
District Application Hopewell Valley Regional School District	IN PROGRESS Visit application

Current status: All new applications are marked In Progress – you have started working on your application

Check on reviewer feedback: Once you have applied for certification and the application has been reviewed

Get help: Access more detailed instructions on navigating the application

View district actions: School users can view the applications of the district



Search Features

SEARCH ACTIONS

food

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All

- Climate Mitigation & Renewable Energy
- Diversity & Equity
- Energy Efficiency
- Food & Nutrition
 - Promote Locally Grown Foods Status: Unplanned
10 Points Unplanned
 - Healthy Food Choices Status: Unplanned
10 Points Unplanned

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All



- Climate Mitigation & Renewable Energy
 - Buy Renewable Electricity Status: Planned
10 Points School Only Planned
Last updated 01/27/15
- Diversity & Equity
- Energy Efficiency
- Food & Nutrition
 - Promote Locally Grown Foods Status: Planned
10 Points Planned

- Search for actions using key words in the action title **OR** by action status
- Actions that meet search criteria will expand
- Clear search when complete



Action Listing

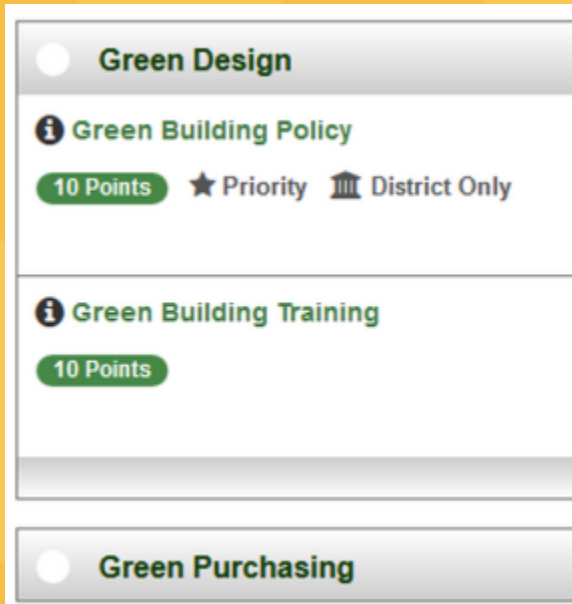
- District and School applications function the same
- Actions shown on application varies by
- Types of actions

Type of Action	District Application	School Application
District Only 	Yes	Yes in View Only Mode
School Only 	No	Yes
Both	Yes	Yes but in View Only Mode if District has claimed



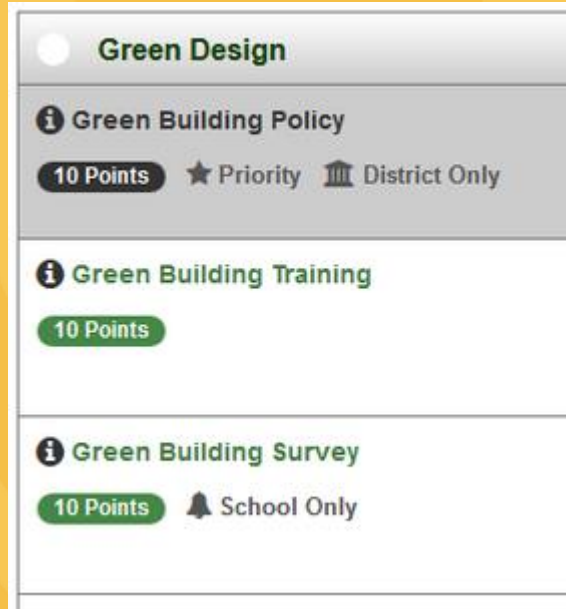
Examples of Action Listing

District Application View



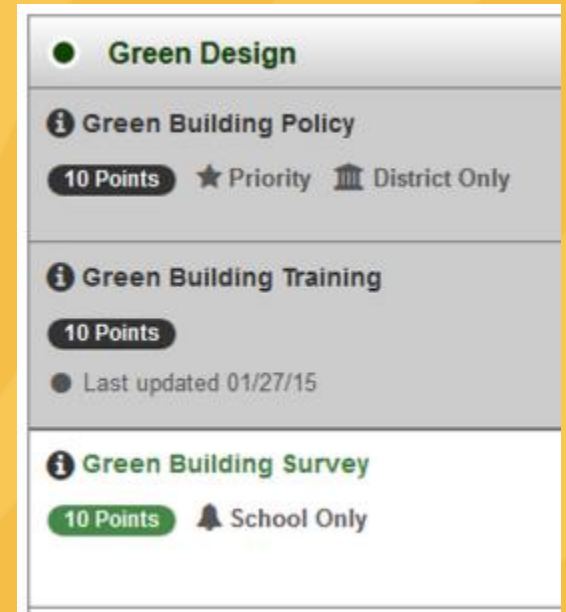
This screenshot shows a mobile application interface for a District Application. It features a scrollable list of actions under the heading "Green Design". The first action is "Green Building Policy", which is marked as "10 Points", "Priority", and "District Only". The second action is "Green Building Training", marked as "10 Points". Below this list is a section for "Green Purchasing".

School Application View with "Both" Action Not Claimed by District



This screenshot shows a mobile application interface for a School Application. It features a scrollable list of actions under the heading "Green Design". The first action is "Green Building Policy", marked as "10 Points", "Priority", and "District Only". The second action is "Green Building Training", marked as "10 Points". The third action is "Green Building Survey", marked as "10 Points" and "School Only".

School Application View with "Both" Action Claimed by District *



This screenshot shows a mobile application interface for a School Application. It features a scrollable list of actions under the heading "Green Design". The first action is "Green Building Policy", marked as "10 Points", "Priority", and "District Only". The second action is "Green Building Training", marked as "10 Points" and "Last updated 01/27/15". The third action is "Green Building Survey", marked as "10 Points" and "School Only".

Action Status

The screenshot displays a list of actions under the heading "Climate Mitigation & Renewable Energy". Each action has a status dropdown menu. The first action, "School Carbon Footprint", has a status of "Unplanned". The second action, "Buy Renewable Electricity", has a status of "Planned". The third action, "Collaborate with Municipality on Government Energy Aggregation Program", has a status of "Completed". Blue arrows point from the explanatory text on the right to each of these status dropdown menus.

Action Name	Status
School Carbon Footprint	Unplanned
Buy Renewable Electricity	Planned
Collaborate with Municipality on Government Energy Aggregation Program	Completed

Default unless changed by user

Changed by user to indicate it will or has been worked on

Changed by user to indicate the action submission is completed including the uploading of supporting documentation

A “Both” Action is **Claimed by District** when a district user changes the status to “Planned” or “Completed” in the District Application



Variable Point Actions

Energy Efficiency

Energy Audit

5 Points ★ Priority 🔔 School Only

This action has variable points: 5, 10, 15, 20

Building Efficiency Measures

5 Points ★ Priority 🔔 School Only

This action has variable points: 5, 10, 20, 30

- The points awarded for the action will vary based on what has been accomplished
- For example, Building Efficiency Measures points are based on the decrease in energy use achieved
- Application view defaults lowest point value until changed by user

Variable Point Actions

ACTION SUBMISSION: BUILDING EFFICIENCY MEASURES

You are editing the action submission for the action "Building Efficiency Measures."
[Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

<input checked="" type="checkbox"/> Status Current action submission status: Planned	Planned
<input checked="" type="checkbox"/> Requested Points Point level requested for this submission	20

- User selects point value supported by the documentation as part of the submission from the drop down menu
- Reviewer confirms point value selected or changes based on review of the documentation



Action Listing

Back to Top Expand All Collapse All

Climate Mitigation & Renewable Energy

i Buy Renewable Electricity ← Status: Planned

10 Points School Only Planned

Last updated 01/27/15

- Click on action title to go to **Action Submission Page**

- Click on to view action

Buy Renewable Electricity 10 Points School

Why is it important?

Who should lead and be involved with this action?

Timeframe

Project costs and resource needs

What to do, and how to do it ("How to")

What to submit to earn points for this action

Spotlight: What New Jersey schools are doing

Resources

Print Action Description

Download PDF Version

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 the school can often reduce its energy costs while also reducing its 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 on-site. Both can be done in tandem.

This action can only be requested for certification by schools, but this specialized energy purchase is typically implemented at the district level. In that case, all participating schools within that district can apply for certification points under this action.

Why is it important?

Increasing the adoption of renewable energy is a key strategy for developing a more

! Test School A (Atlantic) Application for Certification

ACTION SUBMISSION: BUY RENEWABLE ELECTRICITY

You are editing the action submission for the action "Buy Renewable Electricity". [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

✓ Status Current action submission status: Planned	Planned
✓ Points Points for this action are not variable.	10

DESCRIPTION OF IMPLEMENTATION:



Action Submission Page

- This is where you upload documentation for a specific action.
- Four main sections
 - Action Information: Status and Points
 - Description of Implementation
 - Upload Supporting Documentation
 - Reviewer Feedback

! Test School A (Atlantic) Application for Certification

ACTION SUBMISSION: BUY RENEWABLE ELECTRICITY

You are editing the action submission for the action "Buy Renewable Electricity."
[Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

<input checked="" type="checkbox"/> Status Current action submission status: Planned	Planned <input type="text"/>
<input checked="" type="checkbox"/> Points Points for this action are not variable.	10

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.



Action Information

View action text →

Update status
and select point
level if variable
point action →

! Test District (Atlantic) Application for Certification

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

✓ Status Current action submission status: Planned	Planned
✓ Requested Points Point level requested for this submission	10
✓ Schools working on this action The number of schools in this district who have begun working on this action.	0

APPLICATION NAVIGATION

Jump to another planned action submission:

← Back to Application

Save Action Submission

If **district application** and a **"both"** action, you will see how many schools in the district are working on the action. Districts should **not change the status** of an action if schools are working on it without consulting the schools first. The district submission will override the schools.



Description of Implementation

Input a short summary of what was accomplished and the impact it had or will have on the district and/or school.

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.

This is where you tell us what you did and the impact it had on the district and/or school.



Upload Supporting Documentation

Select the file from your computer to upload

Many types of files can be uploaded, up to 20MB.

You can rename it to be whatever you like.



Once successfully uploaded it will appear in the box below

UPLOAD 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. Simply enter a document title, click on the **Choose File** button to select the file, and then click on the **Upload** button. Up to six files can be uploaded. Each file must be uploaded individually. Individual files cannot exceed 20 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.

Document Title (optional)

No file selected.

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	

Easily remove files by clicking "X" under Delete



Be Sure to Save Action Submission

At Top of Page

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

Sustainable Energy Transi ▾

← Back to Application

Save Action Submission


OR

At Bottom
of Page

Document Title (optional)

Sustainable Energy Transition Plan Documentation

Browse... No file selected. Upload

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	✕

Save Action Submission



Calculating Points

- Use the ACTION TOTALS chart in left column to track your point totals.
- The default values will be a combination of Completed and Approved actions.

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All

ACTION TOTALS
(Completed, Approved)

Mandatory	0/1
Priority	0/3
Total	0/370
Categories	0/17
Actions	0/35

When you have completed all the actions you would like to include in your application, click on the button below.

- You can view different combinations by checking the desired boxes under SEARCH ACTIONS

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

ACTION TOTALS
(Planned)

Mandatory	0/1
Priority	1/3
Total	70/370
Categories	7/17
Actions	7/35

When you have completed all the



Preparing to Submit District Application

- Once you are finished working on an action, mark it as “Completed”
- There are **no** minimum requirements districts must meet to submit an application
- When ready to Submit Application for Review, press the yellow submit button:
 - Confirm submission, and you will receive a notification in green at the top of the page the application has been submitted
 - All users on the account will receive an automatic email that your application has been submitted for review
- You will be locked from editing your application until review is complete

ACTION TOTALS

(Completed, Approved)

Mandatory	0/1
-----------	-----

Priority	0/3
----------	-----

Total	20/370
-------	--------

Categories	1/16
------------	------

Actions	1/34
---------	------

When you have completed all the actions you would like to include in your application, click on the button below.



Submit Application for Review



Preparing to Submit School Application

- Certification Criteria visible on right hand side
- Action Totals – In school application you can also view points by District, School or Both..
 - District points flow from the District Application
 - District and School point combined determine ability to Submit Application for Review and Certification
- Gray submit button turns yellow once minimum requirements met for bronze certification based on actions marked “Completed” and “Approved”
- Once submitted, the application is locked from editing until the review is complete

CERTIFICATION CRITERIA

	 bronze	 silver
Mandatory	1	1
Priority	2	3
Points	150	350
Categories	6	8

ACTION TOTALS

(Completed, Approved)

District School Both

Mandatory	0/1
Priority	0/10
Total	10/965
Categories	1/17
Actions	1/91

When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review and Certification

District and School Collaboration Required

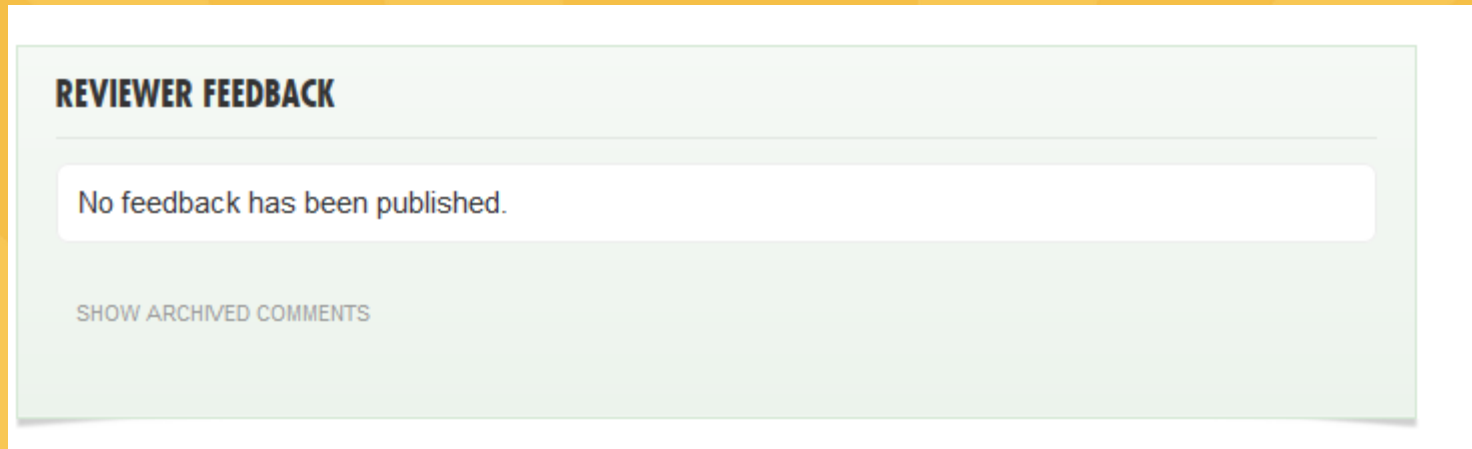
- Those working on the district application and those working on schools applications need to communicate with each other
 - Need to determine at what level “Both” actions will be completed
 - District application needs to be completed in same time frame as school applications



Review Feedback

All users will be notified by email when their application is unlocked and ready for editing.

After the application is submitted a subject matter expert will review the action and provide feedback. The action will be marked “Approved” or “Must Revise”.



“Must Revise” feedback will summarize what more is needed to have the action approved.



2015 Certification Cycle

- January 29th – March 30th: Rolling online application submission deadline
 - Indicate all actions you plan to complete for credit by marking “complete”
- Mid-April: First round review comments provided
- May 30th: Second application submission deadline for those who applied in March **only**
- Mid-June: Second round review comments provided
- August 30th: Third (final) application submission deadline
- Mid-September: Final decision on pending applications



Final Thoughts

- Sign up for an account and update your district/school profile.
- Take the lead!
- Collaborate with your district and other schools.
- When you are finished with your application, log out by clicking the “you are signed in” button and clicking “Sign out.”



Logout

You are currently signed in. To logout, click the button below. [Click here to update your account information](#)

Sign out

Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert
at 609-771-3427 or
schools@sustainablejersey.com

The webinar and presentation will be posted
on the [Past Webinars & Trainings Page](#)

