Navigating the Application for First Time Users

October 13, 2016

Veronique Lambert, Schools Program Coordinator

Sustainable Jersey for Schools

Upcoming Events

VISIT US AT:

THE NJ SCHOOL BOARDS ASSOCIATION "WORKSHOP 2016"
October 25-27, 2016

THE NJEA CONVENTION
November 10-11, 2016

*CHECK THE SUSTAINABLE JERSEY CALENDAR and THE SUSTAINABLE JERSEY FOR SCHOOLS CALENDAR
ON OUR WEBSITES FOR FURTHER DETAILS AND MORE INFORMATION ON UPCOMING EVENTS or to
REGISTER FOR EVENTS!*

NJSBA Workshop – October 25-27

- Procuring Local Foods for School Cafeterias
- Green Purchasing
- Sustainable Facilities
- Energy
- Building Strong Partnerships between Municipal and School Green Teams
- Funding Your Sustainability Initiatives: Sustainable Jersey Small Grants
- Sustainability Champions
- Case Studies in School Energy Improvement

NJEA JEA Convention – November 10-11

- Linking Health, Physical Activity & Student Learning with School Gardens

- Engaging Students & the School Community in Healthy School

- Connecting Resources to Your Classroom

- Applying Principals of Environmental and Sustainability Education Across Academic Disciplines, K-5

- Using the school as a learning tool to engage students and utilize curriculum related to energy savings and conservation

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Available Funding

This fall grant cycle of the 2016 Small Grants Program funded by NJEA will award:

Applicant		Funding Level	Number of Grants
	District or School	$10K	10
	School	$2K	40

Applications are due
October 28th 2016 by midnight

Applications must be completed online at

$10,000 Grant:
https://app.wizehive.com/appform/login/sjsnjea10k2016
$2,000 Grant:
https://app.wizehive.com/appform/login/sjsnjea2k2016

Webinar Agenda

- Overview
- Levels of certification
- Overview of district & school dashboard
- Using your online application
- 2017 certification cycle
- Final Thoughts
- 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

- **1st Application Deadline: January 18, 2017**

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

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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.
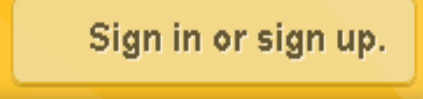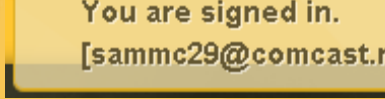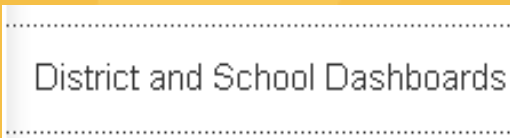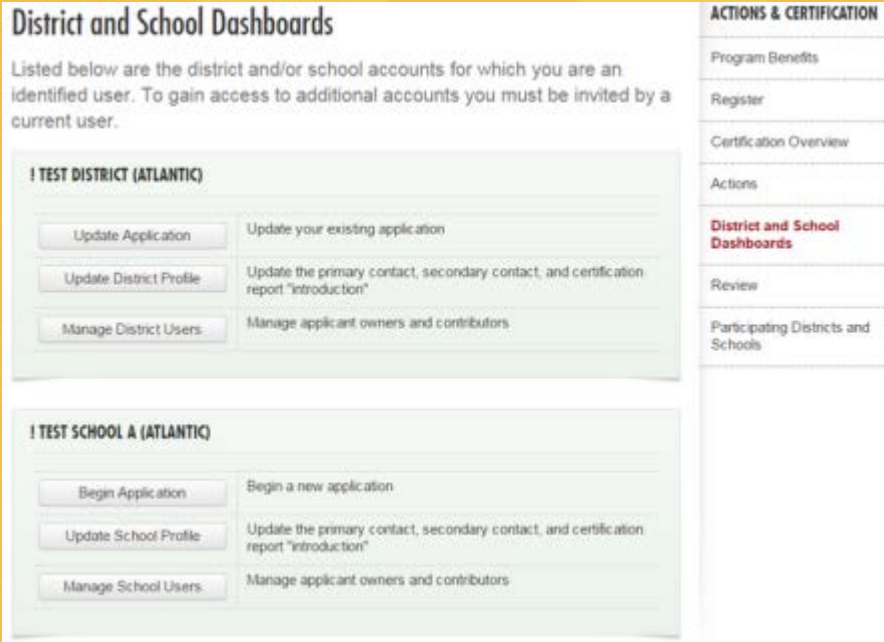
! TEST DISTRICT (ATLANTIC)

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:**
  - Sign up for a personal account (if you haven't already done so)
  - 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

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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
jane

Last Name
rosenblatt

Position Title
Info

Department
Info

Phone
6092030759

Email Address
rosenblj@tcnj.edu

Address:
207 Burd St.

SECONDARY CONTACT

First Name

Last Name

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 designated 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

- 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:	
	Owner ▼	Add User

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)

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Application – "Living Document"

Application Overview

Search Features

Action Listing

Point Calculations and Submission

! Test District (Atlantic) Application

Application Overview
View details and history | Help | View School Applications

IN PROGRESS
Reviewer Feedback: 0 comments

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**

○ **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.

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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	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	IN PROGRESS
View details and history	Help	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 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 way

- Actions shown on application vary by type 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

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

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

Action Status

Climate Mitigation & Renewable Energy

School Carbon Footprint
Status: Unplanned
10 Points ★ Priority 🔔 School Only
Unplanned ▾

Default unless changed by user

Buy Renewable Electricity
Status: Planned
10 Points 🔔 School Only
Planned ▾

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

Collaborate with Municipality on Government Energy Aggregation Program
Status: Completed
10 Points 🔔 School Only
Completed ▾

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.

| ✓ | **Status**
Current action submission status: **Planned** | Planned ▾ |
| ✓ | **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

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

- Click on 🛈 to view action

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.

✓	**Status** Current action submission status: **Planned**	Planned ▾
✓	**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)

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	✕

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 Transit ▾

← 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

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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
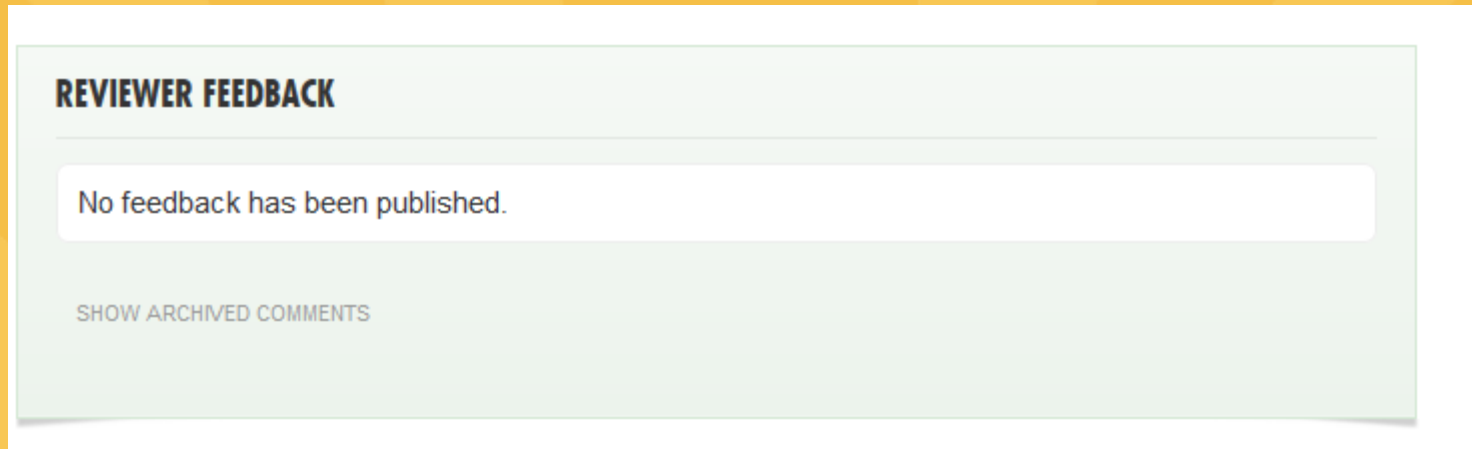
District and School Collaboration Required

- Those working on the district application and those working on schools applications need to communicate with each other
  - Need to determine whether District or School will complete "Both" actions
  - 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".

REVIEWER FEEDBACK

No feedback has been published.

SHOW ARCHIVED COMMENTS

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

2017 Certification Cycle

- January 18: First application submission deadline
  - Indicate all actions you plan to complete for credit by marking them as "Complete"
- Late February: First round review comments provided
- April 10: Second application submission deadline
- Early May: Second round review comments provided
- June 29: Third (final) application submission deadline
- Mid-August: Final Certification Notification to schools
- See Certification Overview page on website for more details

Final Thoughts

- Sign up for an account and update your district/school profile.

- Check out *Application User Guide* and *Master Action Tracking Spreadsheet* on Green Team Resources page on website.

- 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