**AKCIS Administration Site Instructions**

**for Educators with an AKCIS Staff Account\***

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| **\*Your staff account must be created by the AKCIS administrator or coordinator at your school or institution AKCIS site before you can use the AKCIS Administration area on your site.** | |
| ***Create an individual student AKCIS portfolio*** | * Go to <http://akcis.org> * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Portfolios**”. * Select “**Add New User**”. * Fill in the required fields, including username and password, and first and last name for the new portfolio. * Select “**Add**”. * Students will access “**My Personal Information**” the first time they get into their AKCIS portfolio and can add additional information. They must select “**Yes, it is ok for the school counselor to view my comments”** to make their portfoliocontents viewable by staff. |
| ***Creating multiple student accounts*** | * Go to <http://akcis.org> * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Upload Portfolios**”. * Download the **Portfolio Upload Template**. * Using the directions, complete the template to include the new student portfolios you wish to create. * Save the spreadsheet to your computer. * Under **Upload Portfolios**, browse and select the portfolio creation spreadsheet you wish to upload. * **Check the “Trial Run” box**, and then select “Upload Portfolios”. * Correct any errors using the **Portfolio Upload Status Codes.** * When the spreadsheet has successfully completed the Trial Run, upload the portfolio spreadsheet to create multiple AKCIS student accounts. * Students will access “**My Personal Information**” the first time they get into their AKCIS portfolio and can add additional information. They must select “**Yes, it is ok for the school counselor to view my comments”** to make their portfoliocontents viewable by staff. |
| ***Organizing individual portfolios into groups*** | * Go to <http://akcis.org> * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Groups**”. * Select “Add New Group”. * Create a group name, and select “**Add**”. * Find the group name and select “**Members**”. * Select “**Add Accounts to Group**”. * Search for individual portfolios by **last name**, **graduation year**, or select “**List all users**”. * Check the boxes of the files you want to add to your group, then select “**Add to Group**”. * You can add or delete individual portfolios to your group, or you can delete an entire group once you no longer need to use it. Deleting portfolios from a group will not delete the portfolio from the AKCIS site. | |
| ***Creating Individual Parent Accounts*** | * Go to <http://akcis.org> * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Portfolios**”. * Select the portfolio you want to connect to a parent account. * Under **Parent** in the user file, select “**Create**”. * Select “**Add New Parent Account**”. * Complete a parent **username** and **password**, and **first** and **last name**. If you include a valid email address, an automated email will be sent to parents with their usernames and passwords. * Select “**Add**”. * Once a parent account is connected to an individual portfolio, you can add additional parent accounts, or delete parent accounts connected to the individual portfolio. | |
| ***Creating Multiple Parent Accounts*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Upload Parent Accounts**”. * Download the **Parent Upload template**. * Using the directions, complete the template to include the new parent portfolios you wish to create. * Save the spreadsheet to your computer. * Under **Upload Portfolios**, browse and select the parent account spreadsheet you wish to upload. * **Check the “Trial Run” box**, and then select “Upload Parents”. * Correct any errors using the **Parent Upload Status Codes.** * When the spreadsheet has successfully completed the Trial Run, upload the parent account spreadsheet to create multiple AKCIS parent accounts. | |
| **Managing and Viewing User Portfolios** | | |
| ***Reviewing Individual user portfolios*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Reports**, select “**Individual Portfolio**”. * Find portfolios by last name, graduation year, or from a specific group * For an individual portfolio, Select “**View**”. * Select the items you want to review, and then click “**View Selected Items**”. | |
| ***Viewing group progress in completing AKCIS activities*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Reports**, select “**Group Reports**”. * Select the group you want to review, or select all portfolios in a specific graduation year. * Select the category or activity you want to review. * Select the date range you want to review. * Select “**Generate Report**”. * The report will generate a list of portfolios that have completed the activity during the date range selected. * Depending on the activity, it may be possible to select full details by student, summaries of student activity completion, or categories selected by users within a desired date range. | |
| ***Reviewing group secondary-postsecondary transition activities*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Reports**, select “**Group Reports**”. * Select the group you want to review. * To check financial aid status, select “**Financial Aid Sort**”. * Select a date range, and then select “**Generate a Report**”. * A list will be generated of all portfolios in the group and if they have completed the Financial Aid Sort activity. * To check school sort, select “**School Sort**”. * Select a date range, and then select “**Generate Report**”. * A list will be generated of all portfolios in the group and if they have completed the School Sort activity. * To check course planner status, select “**Course Planner**”. * To see group use of the course planner, select “**Summary**”. * A list will be generated of all portfolios in the group and if they have used the Course Planner activity * To see individual use of course planners for postsecondary, select “**Detail**”. * Select the grades, i.e., “**12th Grade- Senior**” and “**Freshman Year Postsecondary**”, and select “**Print Student’s Condensed Course Plan**”. * Select “**Generate Report**”. * The report will include all portfolios that have saved the selected grades, and a list of the specific courses selected by each user. | |
| ***Reviewing Summaries of Content Saved to Portfolios*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Reports**, select “**Group Reports**”. * Select the group you want to review. * Select “**Content Saved**”. * Select the component you want to review * Select a date range, and then select “**Generate Report**”. * A count will be displayed showing items within a component (for example, specific scholarships selected in “Financial Aid “) and a count of the number of portfolios that have saved that item * For each item saved, you can click “**Select**” to see which specific portfolios have saved that item. | |

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| **Sending Messages to User Portfolios\***  \* **Any users with an e-mail address in their Alaska Career Information System account also will have a copy of the message sent via e-mail.** | |
| ***Sending messages to individual users*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Messages**”. * Select “**Send New Message**”. * Find portfolios by last name, graduation year, or from a specific group * Select the individual portfolio you want to send a message to, and then select “**Send Message**”. * Complete the subject line, and the message you want to send. * Review the recipient who will receive the message. * Select “**Send**”. |
| ***Sending messages to groups of users*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Messages**”. * Select “**Send New Message**”. * Find multiple portfolios by last name, graduation year, or group. * Check the box of each portfolio you want to send a message to, and then select “**Send Message**”. * Complete the subject line, and the message you want to send. * Review the recipients who will receive the message. * Select “**Send**”. |
| ***Sending messages to individual user parent accounts***  ***(it is not possible at this time to send messages to parent accounts in multiple user portfolios)*** | * Log into AKCIS using your staff username and password and **Sign In***.* * Under **Data Maintenance**, select “**Messages**”. * Select “**Send New Message**”. * Find a user portfolio by last name, graduation year, or from a specific group * In the parent column, select “**Edit**” * Check the box of each parent account in the user portfolio you want to send a message to, and then select “**Send Message**”. * Complete the subject line, and the message you want to send. * Review the recipients who will receive the message. * Select “**Send**”. |