**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.
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| ***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.
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| ***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.
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| ***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.
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| ***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.
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| **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**”.
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| ***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.
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| ***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.
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| ***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**”.
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| ***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**”.
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| ***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**”.
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