



## Instructions for Using the Northwest Florida State College Website for Reaffirmation of Accreditation

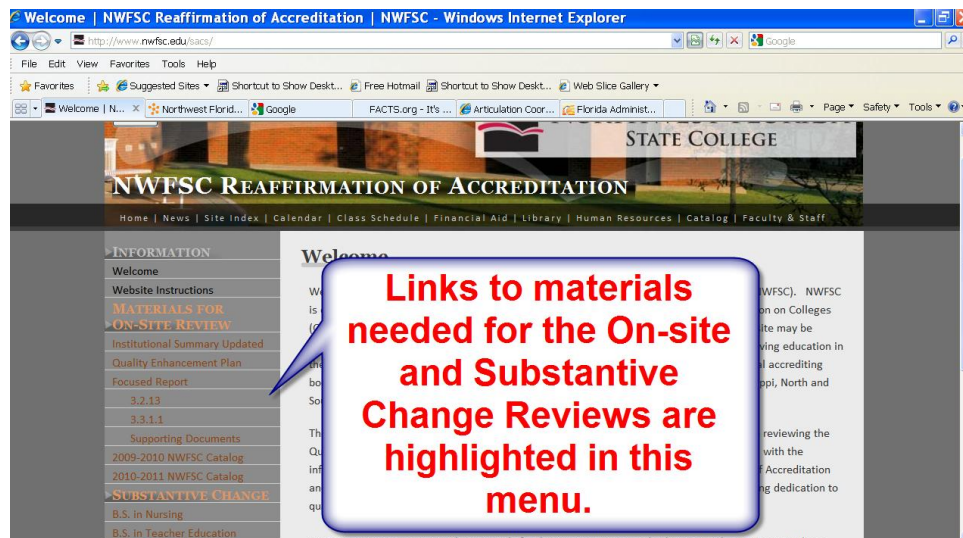
The *NWFSC Reaffirmation of Accreditation* website, <http://www.nwfsc.edu/SACS>, contains materials needed for the Onsite Committee's review. Please note that these instructions for using the website apply to PCs; Mac users may find some differences.

Under the heading *Materials for the On-site Review*, reviewers will find the following:

- Quality Enhancement Plan (QEP)
- Focused Report
- Other relevant documents, including the appropriate year's catalog.

Under the heading *Substantive Change*, reviewers will find the following:

- Updated Substantive Change Prospectus for the Bachelor of Science in Nursing
- Updated Substantive Change Prospectus for the Bachelor of Science in Teacher Education.



The directions below provide guidance on the following:

- Contacts for Assistance
- Software/Settings Needed to View the Site
- Navigation within the Site
- Printing and Copying Narrative Sections
- Accessing Library Resources.

### Contacts for Assistance

Technical assistance: Mr. Gregg Laird, Network Administrator, (850) 974-2024, [lairdg@nwfsc.edu](mailto:lairdg@nwfsc.edu)

SACS Liaison: Dr. Melinda Stein, (850) 729-5366, [steinm@nwfsc.edu](mailto:steinm@nwfsc.edu)

### Software/Settings Needed to View the Site

Sites for Free Downloads and Updates	
Browser: Internet Explorer version 8 or higher is optimal	<a href="http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx">http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx</a>
File Reader: Adobe Acrobat Reader*, version 9	<a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>
Screen Resolution: 1024x768	
Internet Access: Broadband, high speed	

*\*Please note that if you have Adobe Professional on your computer, this too may need to be updated to the current version, available at the following site: <http://www.adobe.com/downloads/>*

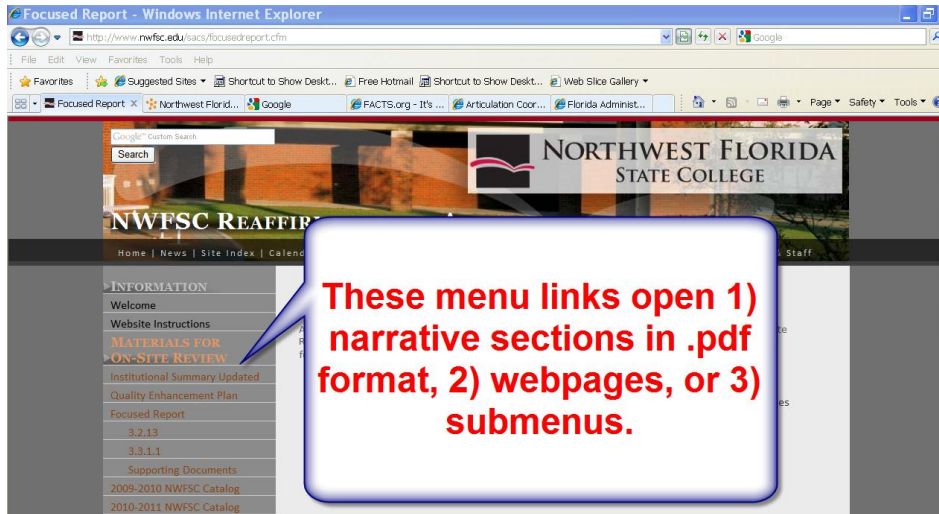
Depending on computer settings, you may need to clear your cache if your computer locks up after viewing multiple .pdf files.

## Navigation within the Site

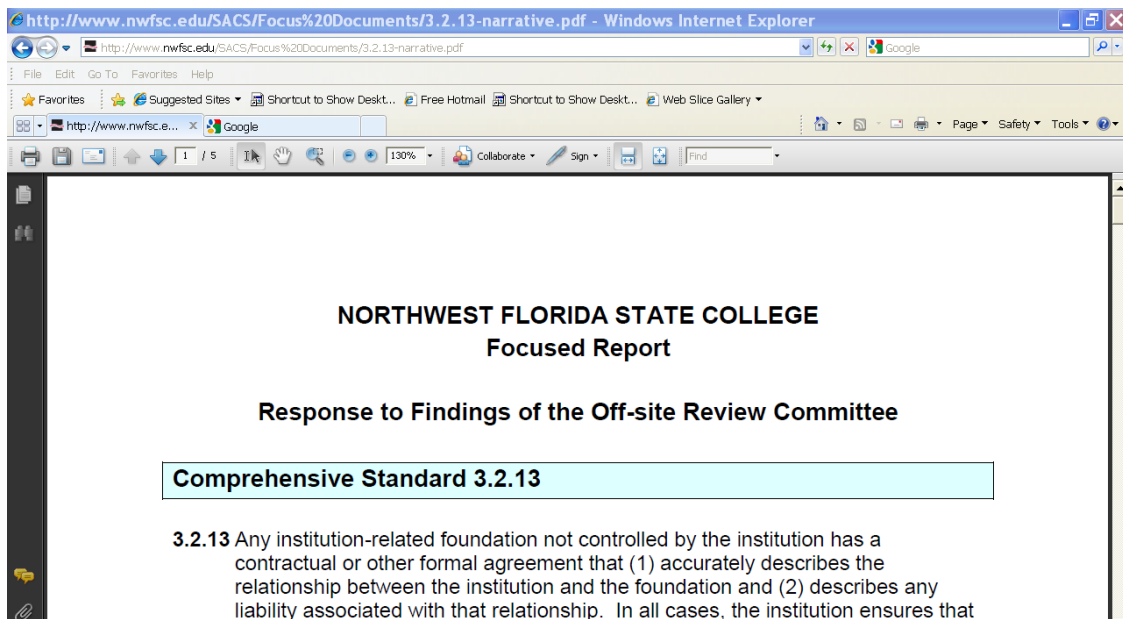
The screen shots in this section are from Internet Explorer; other browsers may display differently.

There are essentially three “layers” to the Materials for On-site Review and Substantive Change sections of the NWFSO Reaffirmation of Accreditation website:

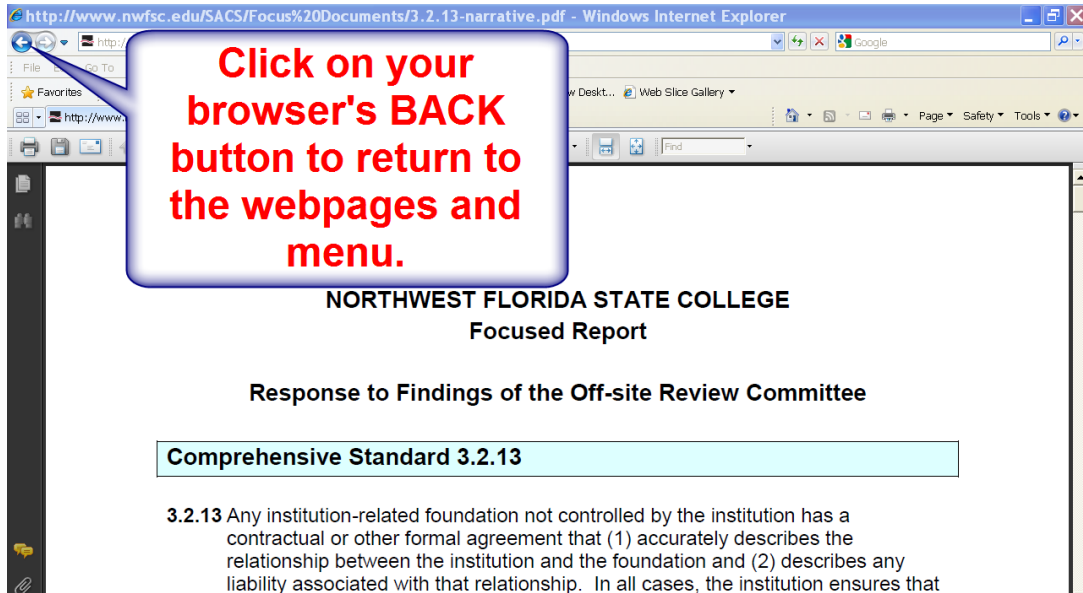
1. **The main site**, which includes the menu.



2. **The narrative sections, in .pdf**, which provide the QEP, the Focused Report’s response to the off-site team’s findings, and the Updated Substantive Change Prospectuses for the Bachelor of Science in Nursing and the Bachelor of Science in Teacher Education.



From a narrative section, use your browser's BACK button to return to the Reaffirmation of Accreditation website and menu.




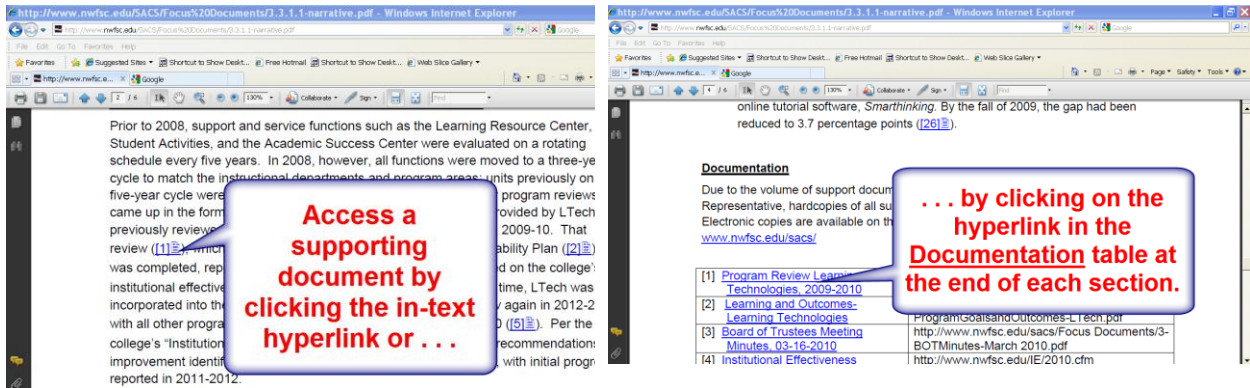
### 3. The supporting documentation

**For the QEP and the Updated Prospectuses for Substantive Change**, supporting documents are attached to the narrative, included as appendices. Links within the narrative take the reader to the appendices.

Please note that to return to the narrative of a Prospectus or QEP from an appendix, you can hold down the ALT key and tap the back arrow (in some cases more than once) in order to return to your place in the narrative. Using the BACK key will take you to the NWFSC Reaffirmation of Accreditation website.

**For the Focused Report**, supporting documents are available through both links within the narrative and the Supporting Documentation link on the Focused Report submenu (see below for screen shots).

To access supporting documentation from within a section of the Focused Report: Within the narrative sections of the Focused Report, each piece of supporting documentation is indicated by a hyperlinked number and document symbol, e.g. (1 ) , and by the corresponding item within the References table at the bottom of the section. The References table contains both a hyperlink and an unlinked URL, in case you prefer to paste the latter into a browser.



Prior to 2008, support and service functions such as the Learning Resource Center, Student Activities, and the Academic Success Center were evaluated on a rotating schedule every five years. In 2008, however, all functions were moved to a three-year cycle to match the instructional departments and program areas. Units previously on five-year cycle were moved to a three-year cycle. Program reviews previously came up in the form of a three-year cycle. In 2009-10, that cycle was completed, and all units were reviewed. Representative, hardcopies of all supporting documents are available on the website. Electronic copies are available on the [www.nwfsc.edu/sacs/](http://www.nwfsc.edu/sacs/).

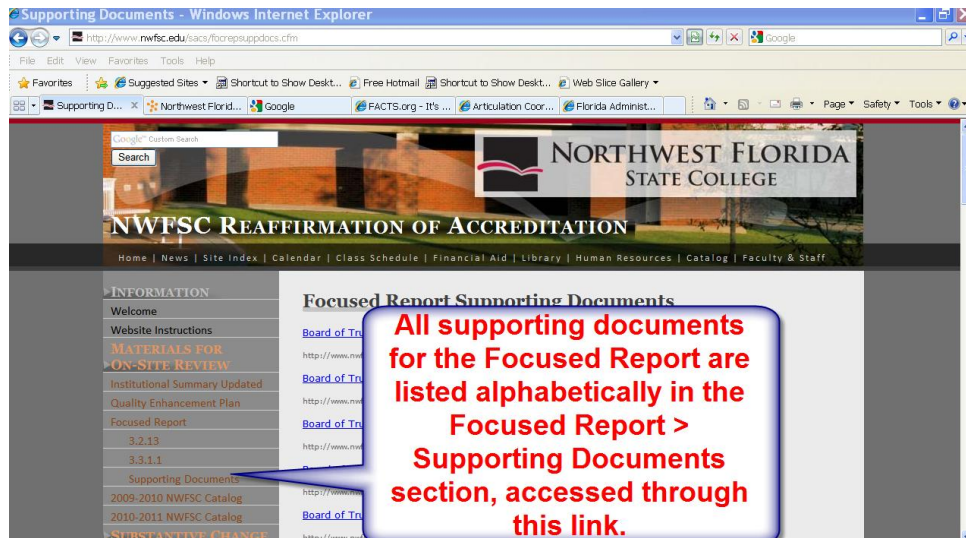
**Access a supporting document by clicking the in-text hyperlink or . . .**

**. . . by clicking on the hyperlink in the Documentation table at the end of each section.**

Documentation	
[1]	Program Review Learning Technologies, 2009-2010
[2]	Learning and Outcomes: Learning Technologies
[3]	Board of Trustees Meeting Minutes, 03-16-2010
[4]	Institutional Effectiveness

From a supporting document, use your browser's BACK button to return to the narrative.

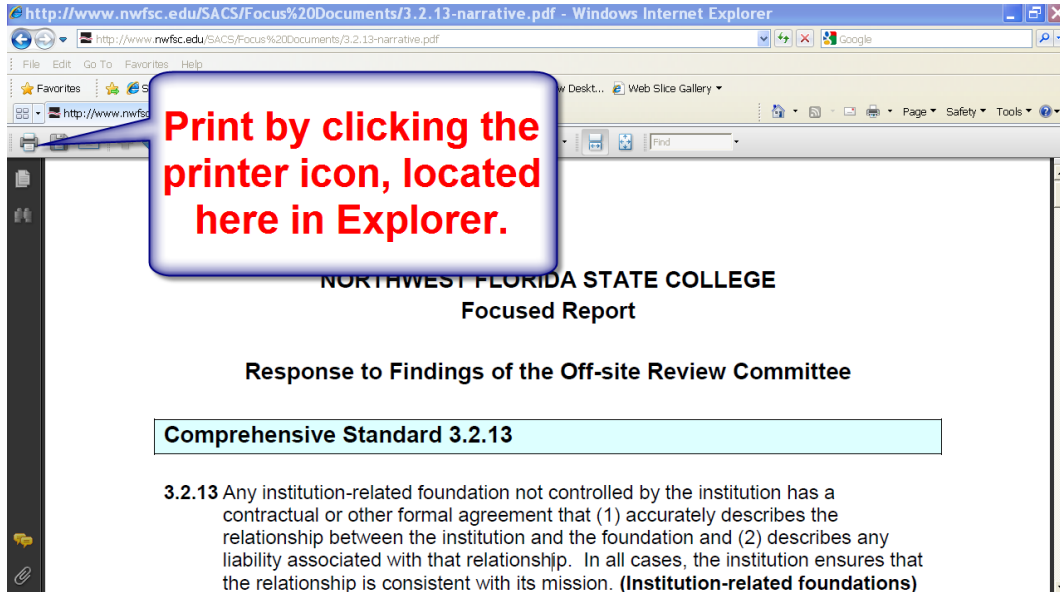
To access an alphabetical list of supporting documentation: From the menu, click on the Supporting Documents link under the Focused Report heading.



**All supporting documents for the Focused Report are listed alphabetically in the Focused Report > Supporting Documents section, accessed through this link.**

## Printing and Copying Narrative Sections

The narrative files of the QEP, Focused Report, and Updated Substantive Change Prospectuses are in Adobe Acrobat .pdf format. You can print these pages as indicated below:

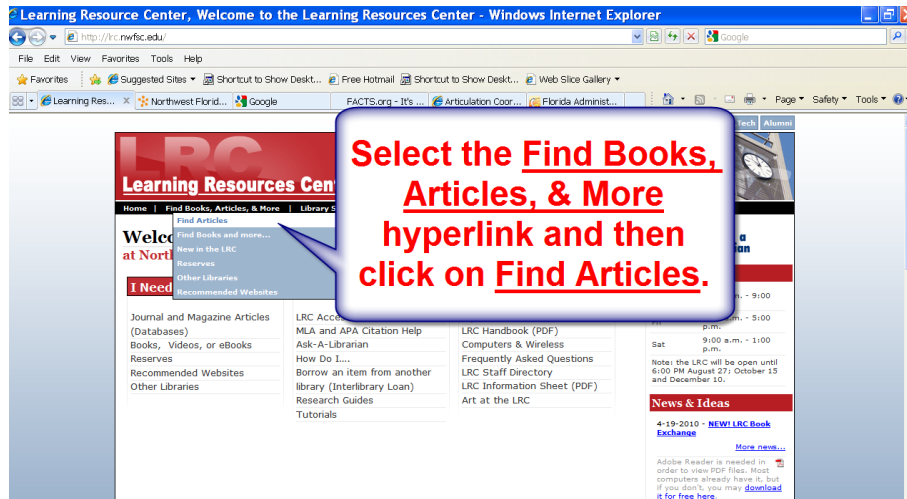


You can copy text from the narrative sections by highlighting it with your mouse, clicking on Edit, and then on Copy. In a Word file, click Edit and then Paste to copy the text into your document.

## Accessing Library Resources

To gain access to the NWFSC library's research databases and e-books from your computer, follow these steps:

- Go to the Learning Resource Center website (<http://lrc.nwfsc.edu>)
- Choose '**Find Articles**' in '**Find Books, Articles, and More**' menu in order to open the Electronic Resources page.



- When prompted to do so, log in as follows:
  - select **Northwest Florida State College** in the drop down box,
  - enter your assigned number (below) as your **borrower ID**,
  - and **1111** as the PIN;
  - then click **Log On**.

Reviewer	Assigned Borrower ID for Accessing LRC Electronic Resources
Dr. Carol Corbat, Chair	218991500
Dr. Henry Codjoe	218991501
Dr. Pamela Elfenbein	218991502
Mr. Lee Fruitticher	218991503
Mr. Juan R. Sandoval	218991504
Dr. William Serrata	218991505
Dr. Jane Upshaw	218991506
Dr. Marti Venn	218991507
Dr. Nancy Warren	218991508
Dr. Jennifer Methvin	218991509
Dr. Morgan Phillips	218991510
Dr. Claudette Williams	218991511