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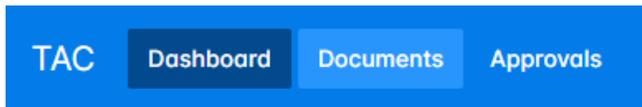
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1.1 Log In to EDvera for the First Time

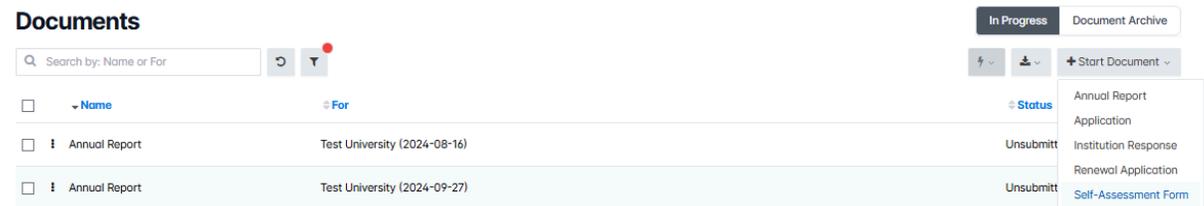
1. Go to <https://tac.edvera.com/>
2. Click “Forgot Your Password?”
3. Complete necessary steps to create your own password.
4. Enter new login information.
5. If there is an error or you do not receive the email to reset your password, please contact a Project Manager at TAC.

2.1 Start/View Self Assessment Form

1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



2. Open the “+Start Document” drop down menu and select Self Assessment Form.



3. Select National Program Accreditation Self Assessment Form from the drop down menu.
**select this option even if this is a renewal accreditation, the renewal feature is currently being built and not working properly yet.*

Self-Assessment Form

Template

- Option to access General Learning Outcomes for Technician and Technology programs via the highlighted links (this option is also available when working in the Self Assessment Form).

Self-Assessment Form

National Program Accreditation Self-Assessment Form

Welcome

Thank you for submitting your TAC National Program Accreditation application and welcome to the National Program Accreditation Self-Assessment Form. Completing the self- assessment form is the next step in our accreditation process. This is best done in Chrome.

The self-assessment form provides TAC with the required information for review by the audit team to determine whether the program is compliant with the National Accreditation Components.

[GENERAL – TECHNICIAN \(GLON 2023\)](#)

[GENERAL – TECHNOLOGIST \(GLOY2023\)](#)

GENERAL - APPLIED SCIENCE

Thank you for your support of TAC. We look forward to working together.

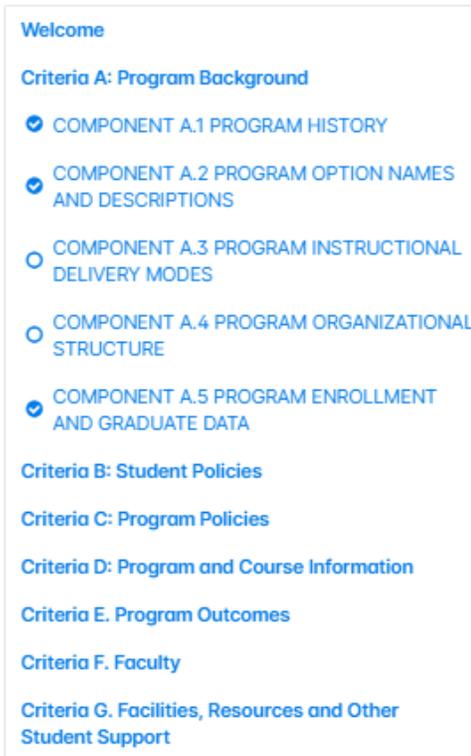
To get started, please click Continue below.

Template

To prevent session timeouts and losing unsaved work, click **Save** often, but at a minimum every 25 minutes. Note, clicking **Save and Proceed** will also prevent a session timeout.

- Click Continue to open Self Assessment Form.

- Open each criteria using the navigation menu on the left side of your screen. A check mark will appear once that specific component contains text.



- Answer each question to the best of your ability using text, hyperlinks, and/or images within the relevant text box. Add attachments using the paperclip button under each question. Upload documents (course outlines, student work, policies, etc) as individual pdfs and ensure file names describe documents properly.

Criteria A: Program Background

Program background information is required for informational purposes only. It does not factor into the final accreditation decision.

Component A.1 Program History

The program has a documented history of educational delivery in the designated technician and technologist field.

Information Required:

- Provide a brief history of the program including key milestones.

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📎 To attach a file drag & drop here or click to choose

- Click Save & Proceed to advance to the next section.

Save and Exit

Save & Proceed

Save

Submit

2.1.1 Self Assessment Form Tables

1. Complete Section 2.1 to open Self Assessment Form
2. Within the header of most sections, there is a direct link to Self Assessment Form tables. Click on the appropriate download link for your program (technician program vs technology program)

Welcome

The self-assessment form provides TAC with the required information for review by the audit team to determine whether the program is compliant with the National Accreditation Components.

[GENERAL – TECHNICIAN \(GLON 2023\)](#)

[GENERAL – TECHNOLOGIST \(GLOY2023\)](#)

GENERAL - APPLIED SCIENCE

To achieve accreditation, programs must comply with all National Accreditation Components. [Information](#). The National Accreditation Components are the set of standards by which an engineering technology or applied science program are measured against for the purposes of national program accreditation. The standard is described next to each component, with the information required from the educational institution outlined below.

Please download and complete the TAC Self-Assessment Form Master Table Document as you progress through each Criteria. Instructions for every table will be included in each individual Criteria page as well as within the Excel file. Upload the TAC Self-Assessment Form Master Table file in Criteria E2 once all tables have been saved and completed.

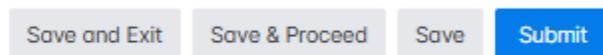
[Self-Assessment Form Master Table- Technician](#)

[Self-Assessment Form Master Table- Technologist](#)

3. Open the file onto your desktop and complete all tables (Tables 2-8) per the given instructions for each table. *Please note, the instruction tabs on the Master Table contain the same instructions as the Self Assessment Form.*
4. Save the Excel File onto your desktop and once complete, upload the table under Component E1.

2.1.2 Submit Self Assessment Form

1. Complete Section 2.1 to open Self Assessment Form.
2. After there is a check mark beside each component in the navigation menu, scroll down to the bottom of your screen and click Submit.



- There is a green popup and the status will show as “Submitted” iff the Self Assessment Form has been successfully submitted to TAC Staff for review.

Document has been submitted.

Self-Assessment Form

Submission Comments **0** Status **Submitted** History

2.2 Edit Self Assessment Form

- Access the Self Assessment Form directly by clicking the link in the email notification, or log in to EDvera and click the Documents tab from the navigation bar at the top of your screen.



- In the Documents table, look for the Self Assessment Form that has a status of “Reverted” and click on the document to open it.

Documents

In Progress Document Archive

Search by: Name or For ↻ 🔍

⚡ ⬇️ + Start Document ▾

<input type="checkbox"/>	Name	For	Status
<input type="checkbox"/>	Self-Assessment Form	Test University (2024-03-21)	Reverted

- Required changes will be listed in the Comments tab in the section shown below:

Self-Assessment Form

Submission **Comments 1** Status **Reverted** History Actions

 **Elizabeth Rozman** Posted 12:39 PM EDT on 24 Oct 2024 (2 minutes ago)

Please upload Master Table in Component E1

No supporting documents.

B I U                

Add your comment here.

To attach a file drag & drop here or click to choose

Add comment

- To make necessary changes, reply with a comment or click the Submission Tab and make changes directly in the Self Assessment Form.

Self-Assessment Form

Submission **Comments 1** Status **Reverted** History Actions

- After necessary changes are made, click Re-Submit.

Save and Exit **Save & Proceed** **Save** **Re-submit**

- If the Self Assessment Form has been successfully re-submitted, you will see the green text box at the top and the Status will go back to “Submitted”.

Document has been submitted.

Self-Assessment Form

Submission **Comments 1** Status **Submitted** History

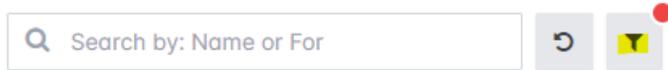
3.1 Filter Document List

1. After logging in, click the Documents tab from the navigation bar at the top of your screen.

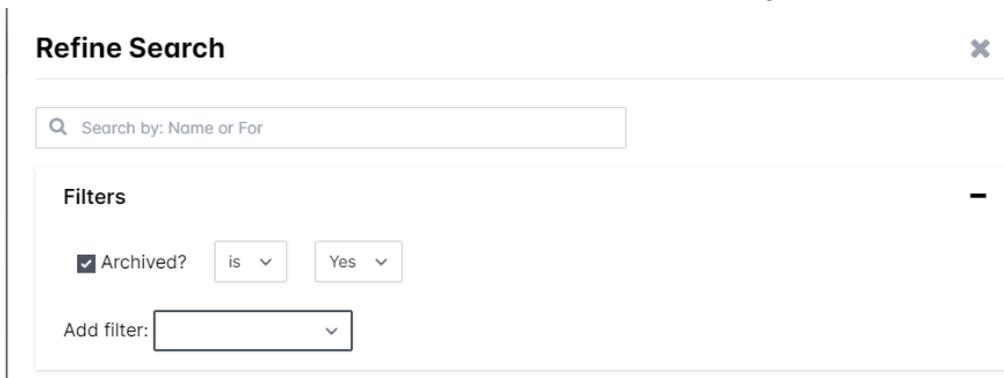


2. Click the Filter Icon

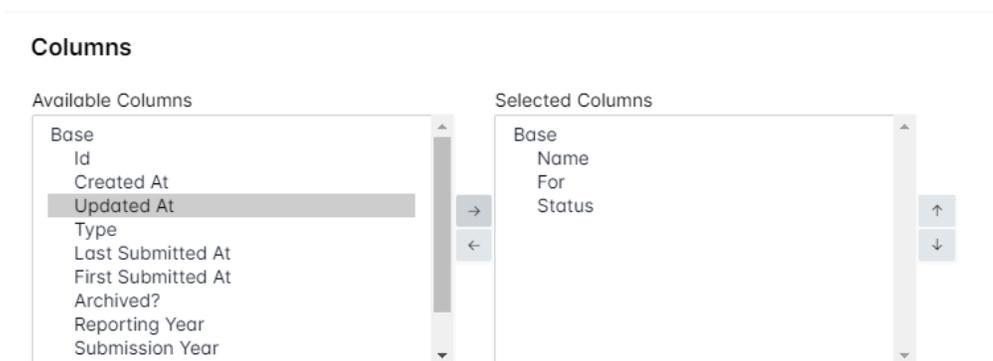
Documents



3. Add custom amount of filters on document information using the AddFilter dropdown



4. Add columns to the Document table by transferring available information from Available Columns list to Selected Columns

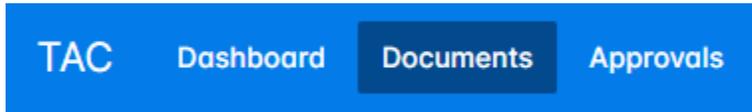


5. Click Apply Filter



3.2 View Self Assessment Form History

1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



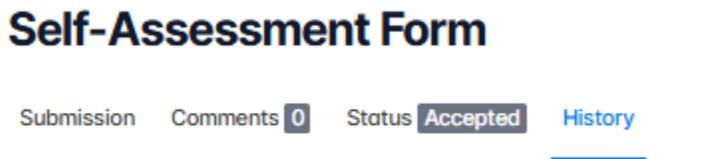
2. If the Self Assessment Form has been approved, select the Document Archive tab.



3. Click on the Self Assessment Form from the Document table to open it.



4. Click on the History tab to see the dates, users, and milestones of the Self Assessment Form.



3.3 Download Self Assessment Form

1. Complete steps 1-4 from section 3.2.
2. Click on the Download button to download the Self Assessment Form as a zip file, or click on the Print button to open the Self Assessment Form as a pdf with working links.



4.1 Best Practices

- Discipline Learning Outcomes:
 - Program must meet 5 (five) Discipline Learning Outcomes
 - Select the Discipline Learning Outcomes which best represent the program.
 - May submit up to 2 custom discipline learning outcomes
 - May combine learning outcomes from multiple disciplines
- General Learning Outcomes:
 - Program must meet all 10 (ten) General Learning Outcomes
 - GY01: suggest assessing your Technology Report against General Learning Outcome GY01 before submission. Refer to the National Technology Report Guideline for support.
 - GY02: For Technology programs, programs must achieve mathematics learning outcomes consistent with discipline requirements. See mathematics learning outcome chart for requirements.
- Student Work is evidence to verify achievement of the selected course learning outcomes for both discipline and general learning outcomes. Must provide 3 pieces of the same student work (low grade, average grade, and high grade) as well as a marking rubric to demonstrate student achievement.
 - Student work must be from current or previous years' class.
 - May include tests, quizzes, labs, assignments, projects, or exams.
 - If the same piece of student work is applicable to multiple learning outcomes, please indicate this on Table 4 and/or 7.
 - Technology Report must be submitted for the most significant contributing course selected for GY01.

4.2 Frequently Asked Questions

1. Can I see the questions in a Self Assessment Form before I want to start/submit one?

Yes, a Self Assessment Form can be opened on EDvera without any application submitted prior. Once opened, you can move through each criteria on the navigation menu to see required information. Please note, to successfully submit a Self Assessment form within the TAC Accreditation process, you must receive an approved Application first.

2. Can multiple people work on the same Self Assessment Form?

Yes, any user from your institution can open and edit the Self Assessment Form. However, multiple people cannot work on the form at the same time without the potential of losing data. For multiple users to work on the Self Assessment Form, User 1 must complete their work and save it before User 2 can open the form and complete their work.

3. Will I get timed out?

If there is no activity on your screen for 30 minutes, the form will time out. All information saved will remain on the Self Assessment Form; however, any information that you have entered in a text box that is not saved may be lost. We encourage you to click the Save button at the bottom of the screen any time you are leaving the form for any period of time.

4. Can I rename the MASTER TABLE Excel File?

Yes, you can rename the Excel File as desired to include your institution name and/or program name. Please keep the words "Master Table" within the file name for reviewing purposes.

5. Some of the drop down menus are not showing up properly on the MASTER TABLE. What's wrong?

Please download the MASTER TABLE as an Excel file on a desktop. If it is opened on an online browser (i.e. Google Sheets) some functions of the document will not work properly.

6. How many pieces of student work will I need to collect in total?

Student work is required to demonstrate 5 (five) discipline learning outcomes and 10 (ten) general learning outcomes. Therefore, 15 pieces of student work are required to successfully submit the Self Assessment Form. Please note, for each piece of student work, a low grade, average grade, high grade, and marking rubric is required.

7. How do I upload the MASTER TABLE file onto the Self Assessment Form?

After completing all tabs (Table 2-8) and saving the MASTER TABLE Excel file onto your desktop. Upload the MASTER TABLE once to your Self Assessment Form in Component E1. It is not required to upload the same file under each table throughout the Self Assessment Form.

8. Can I edit the Self Assessment Form after clicking Submit?

Once the Self Assessment Form has been submitted, it is sent to TAC Staff for review and cannot be edited. If you accidentally clicked Submit or would like to make changes before review, please contact the Project Manager assisting you with accreditation and request to have your Self Assessment Form reverted back to the institution. Complete steps in Section 2.2 to make changes.