Introduction to the MSA-CESS Shared Drive

Whether you are hosting an accreditation visit at your school or serving as a volunteer on a visit, you will be using a unique Google shared drive throughout your visit. The MSA-CESS staff will provide you with access to the drive, where the school's self-study, evidence, and other materials will be made available for the team to view. The team will also rely on their shared drive for resources, the visit schedule, and writing the report itself.

Purpose of the Shared Drive

The overall purpose of the shared drive is to provide a consistent location for all of the resources that visiting teams will need, available through a single link, and organized according to the MSA-CESS standards.

The primary purpose for the **school** is to provide a simple, accessible, and confidential storage space for the self-study, evidence, and tour video, along with instructions for uploading all of them.

The primary purpose for the **visiting team** is to provide a one-stop link where the team will be able to review the self-study and evidence, watch the tour video, refer to sample interview questions, and write the team report.

Access to the Shared Drive

The **school** leadership, including the head of school, MSA primary contact, and internal coordinators will receive access to their shared drive soon after the visit has been scheduled. Only the school and MSA-CESS staff will have the ability to edit these files at first. About four weeks before the visit, once the school has finished uploading all required documents, the team will have the ability to view the contents of the school's shared drive but will not be able to edit them.

The **visiting team**, including the chair and all team members, will receive their shared drive about four weeks before the visit. It will have shortcuts to the school's self-study, evidence, and tour video. The team's drive will also contain sample interview questions, the visit schedule, templates for the team report, and other team member resources. While the school will still have access to their own documents, they will <u>not</u> have access to any of the other resources or report templates. The team's work remains confidential until the chair submits its report to the school after the visit.

Requirements

Although there is no need for a Gmail address, you will need access to a Google account. If you have a Google account that is associated with your school email address (the one that MSA-CESS uses to contact you), accessing the drive should be quick and easy. If your school email address is not already connected to a Google account, you can create one <u>using these</u>

[instructions](#) in less than five minutes. <u>We recommend that you do this as soon as possible if your email is not already associated with a Google account.</u>

Any computer (Mac or Windows) should be able to access Google Drive. For your web browser, we generally recommend using Chrome or Firefox, but most browsers should work as well.

<u>Complete Instructions</u>

You will receive an email from MSA-CESS with instructions and a link for your shared drive. Your shared drive will contain a set of detailed instructions. Please review these instructions as soon as you receive your drive.

If you need help with this process before you receive access to your shared drive, please contact the MSA-CESS staff for support.

<u>Demonstration Videos</u>

For a five-minute demonstration of how your shared drive will work, please watch one of the videos below (available on our website):
[For Schools - Intro to MSA Shared Drive](#)
[For Visiting Teams - Intro to MSA Shared Drive](#)