



## Technical Instructions Site Visitor Report

To access your program profile, you will log-in to the NASPAA portal at [naspaa.civicoe.com](http://naspaa.civicoe.com), using your e-mail address and password. If you have not previously created a profile please contact the NASPAA Data Center ([drudy@naspaa.org](mailto:drudy@naspaa.org)).

### Public Affairs Education Data Center

**Login**

Email Address

Password

[Forgot Password?](#)

[Login](#)

[Click Here](#) to log in to the system as NASPAA Staff

[Click Here](#) to log in to your Annual Program Survey short form

Once you have accessed the portal, you will see three or four tabs associated with your Site Visit school: Basic Info, School Reps, Site Visitors, and Programs. (If you are a school representative, you will also have the ability to switch between your profiles on the left hand side of the screen).

First, select the Programs tab. Once opened, please select the program for which you are completing a site visit, using the magnifying glass button on the right.

Basic Info | School Reps (4) | Site Visitors (2) | **Programs (9)**

Full Name Of The Degree Program	Accreditation Cohort	Current Accreditation Status	Current Cycle FDM Survey Completed
Master Of Public Administration	2010-2011	Accredited for 6 years	0
Master Of Public Administration	2010-2011	Not Accredited	0

Once you have navigated to your program, you will see a new series of tabs. You will need to review the documents in the Self Studies tab, including all appendices, as well as the

Documents tab (interim report, interim report response, and any supplementary information uploaded by the program). To complete the site visit report, select the Site Reviews tab.

## Master Of Public Administration - COPRA University



Using the button on the right, create a new site review.



The Site Visit Report will open in edit mode.

\* - Required field

Site Visit Report

### Draft Management

- Check the "Make Report Visible To School And COPRA (Draft Ready)" box when you are ready for the report to be externally.
- Do not click the "Submit and Lock Site Visit Report" button until you are completely finished with the report; you will be able to edit the report after this button is checked and the report is saved.

**Make Report Visible To School And COPRA (Draft Ready)**

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**Submit and Lock Site Visit Report**

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**SECTION 1 INTRODUCTION:**

1. List Members of site visit team, with Title and University
2. Dates of the site visit
3. Upload of Site Visit Schedule

**Names of Site Visit Team**

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Begin filling out the blank fields with the appropriate information. Some of this can be done ahead of the visit (site visit team, dates, schedule). You will use the Submit button to save the report each time it is edited. **Please note, only one visitor can edit the page at a time. If multiple people are editing the page, the last one to save will overwrite any changes made simultaneously.** NASPAA suggests using the site visit report template, provided by staff, to work outside of the system, delegating one team member to compile (copy and paste) all parts in the system at once.

**\* - Required field**



Unlike other Civicore documents, the site visit report allows the site visitors to manage its visibility.

**Draft Management**

- Check the "Make Report Visible To School And COPRA (Draft Ready)" box when you are ready for the report to be viewed externally.
- Do not click the "Submit and Lock Site Visit Report" button until you are completely finished with the report; you will no longer be able to edit the report after this button is checked and the report is saved.

**Make Report Visible To School And COPRA (Draft Ready)**

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**Submit and Lock Site Visit Report**

Once the team has prepared its initial draft, check the “Make Report Visible to School and COPRA (Draft Ready)” box and submit the report. This allows the program to review the draft before it is final, while reserving all editing function to only the team. At no time can COPRA or the program edit the report.

Once the report is finalized, the team should check the “Submit and Lock Site Visit Report” check box and submit the report. At this time, the report will no longer be editable and will be considered ready for COPRA review.

*If you have any questions or issues regarding the Self-Study Report, its content, or Civicore, please contact Heather Gregory at [gregory@naspaa.org](mailto:gregory@naspaa.org).*