

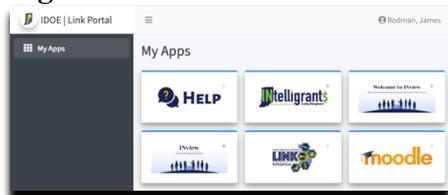
## INview Content Management System (CMS)

### Purpose

The INview Content Management System (INview CMS) allows corporation and school users the ability to login in order to supplement the information provided by the Indiana Department of Education (IDOE) to parents and the public. The INview site fulfills the reporting requirements of the federal, Every Student Succeeds Act (ESSA). INview CMS allows schools to add additional information such as a profile picture, a paragraph of text offering a narrative about your school's purpose and goals, the addition of clubs/programs/IHSAA sports, as well as a highlights section.

In addition, to support the interpretation and consumption of the school-level spending data posted on INview (<https://inview.doe.in.gov>), the IDOE also provides school corporations with the ability to write corporation and school-level explanations of their spending data to provide additional context at the top of the Finances page just above the per/pupil spending figure.

### Login and Access



Login access to the INview CMS system is provided via the LINK portal (<https://link.doe.in.gov>). The LINK portal recognizes either the local Google G-Suite or Microsoft 365 usernames/passwords of every corporation and school in the state. Choose either “Login with Google” or “Login with Microsoft”.

The persons at the school who have access to the INview CMS application are the following:

- Onboarding (The superintendents who accepted LINK assurances/ named security coordinators)
- Security Coordinators
- LEA Administrator—For corporation-level staff
- School Administrator—For principals of both public/charter and non-public schools

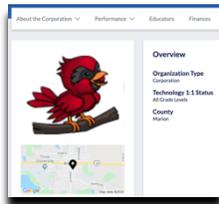


Individuals with these roles will have the INview CMS icon when they login to the LINK portal. Once the icon is selected, navigate to the “Manage Entities” link. This will load a list of available entities. Select a school to edit by clicking on the name or ID of that school.

### Editing your data

Most information on INview is provided centrally through IDOE and not editable. INview CMS allows schools the ability to supplement these data with information from the schools. Adding additional information is optional, yet highly encouraged to create a rich profile of your school(s).

## Profile Picture



A single picture can be uploaded to the site, which will display on the overview page, directly above the map. This could be the school's logo, a picture of the school, or a picture of the school mascot.

This image should be either a .jpg or .png, have a *landscape orientation* and should not exceed 10MB in file size. The site will auto-scale the image for best display, although an aspect ratio of 16:9 works best. After clicking the Submit button at the bottom of the page, the “Preview” button will allow editors to view how the image will look on the site once published.

To add an image, click on the “Choose File” button. The file explorer will open allowing a file to be selected. Once the image is uploaded, it will appear on the screen. To replace an image, check the box for Delete below the image and click the “Submit” button.

## Note from the Corporation/Note from the School

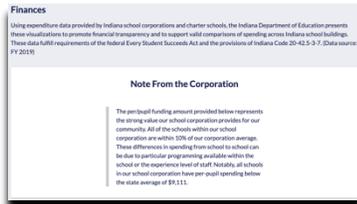
The Profile Note should be a paragraph of text offering a narrative about your school's purpose and goals. This is best kept to about 1500 characters (~300 words) for best display/fit in the application and not contain special characters. The text box can be expanded to view all of the

Profile Note (Max 1500 Characters)



text entered by utilizing the triangle at the bottom left of the textbox.

## Finance Note



We encourage school corporations to review their school-level spending figures prior to posting the Finance Note. The Finance note is intended for corporations and schools to provide context for their per pupil spending amounts—any detail that may not be readily apparent and which may influence the per-pupil amount.

The text box can be expanded to view all of the text entered by utilizing the triangle at the bottom left of the textbox.

Some corporations may want to issue a single statement that applies to the corporation level as well as all of the schools. Other corporations may find it useful to have individual statements prepared for each school. This functionality is entirely optional—if no additional context is provided, the first piece of information on the INview Finances page will be the per/pupil spending amount.

## Highlights



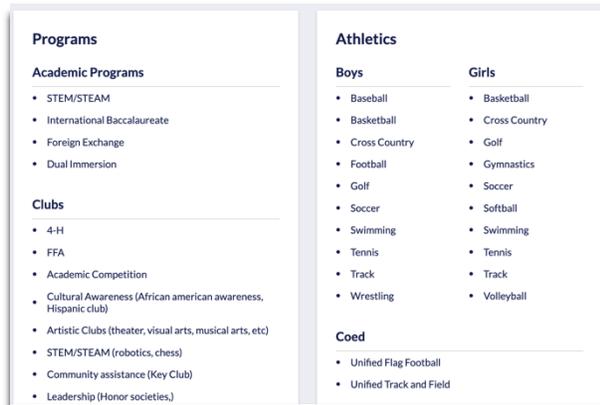
Corporations or schools may highlight up to six programs or areas of distinction. A highlight is comprised of a representative image, a title, and a text descriptor/narrative.

The images should be either a .jpg or .png, have a *landscape orientation* and

should not exceed 10MB in file size. The site will auto-scale the images for best display, although an aspect ratio of 16:9 works best.

To add an image, click on the “Choose File” button. The file explorer will open allowing a file to be selected. Once the image is uploaded, it will appear on the screen. To replace an image, check the box for Delete below the image and click the “Save” button. After clicking the Save button at the bottom of the page, the “Preview” button will allow editors to view how images will look on the site once published.

## Programs (Academic Programs, Clubs, Athletics)



IDOE also offers the ability for schools to select some common academic programs, clubs and IHSAA sports that are offered.

Select all options that apply by checking the adjacent checkbox.

The list provided by the IDOE is not meant to be exhaustive or encompass every offering a school has. If there is a general category that is missing, please do let us know and it will be

considered for future releases of the platform.

Keep in mind the Highlights feature described above gives corporations and schools the most flexibility in featuring programs and offerings not available from the pick list.

## Superintendent and Principal Key Contacts

Superintendent and Principal information, including the name and email, is updated by your corporation or schools’ Security Coordinator via the LINK Security Portal.

### **Publishing Data**

When you are happy with how the content looks under the “Preview” option, you may utilize the “Publish” button to publish directly to the public INview website

Preparing data for publishing is easy – that is, if you know how to do it. Follow these three easy steps:

1. **Save-** Always save your work. (If not, it won't be there)
2. **Preview-** Allows you to preview what saved content will look like on the site
3. **Publish-** Publishes directly to the INview website

### **Contact**

If you experience an issue or error with the site, please complete a help ticket at [help.doe.in.gov](http://help.doe.in.gov)

To provide feedback for future improvement: [Feedback survey](#)

For questions regarding accountability data, contact [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov)

For questions regarding the financial data the schools reported to the IDOE, please contact [Form9@doe.in.gov](mailto:Form9@doe.in.gov)

Questions regarding the LINK initiative should be directed to [link@doe.in.gov](mailto:link@doe.in.gov)