

***Guidelines for the  
Use of Digital  
Content in  
Accreditation Visits  
2020 Conditions  
for Accreditation***

April 22, 2021  
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**NAAB**

National  
Architectural  
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## Introduction

Welcome to the NAAB's "Guidelines for the Use of Digital Content in Accreditation Visits." This document was first published in response to increased interest from programs that wanted to present digital content in visits. When first published, the inclusion of digital content was optional, but due the COVID-19 pandemic, and the NAAB's decision to conduct visits virtually, the NAAB now requires digital content in all accreditation visits. Refer to the 'NAAB Virtual Visit Supplement to the *2020 Procedures for Accreditation*.'

As with earlier editions, these guidelines are a minimum level. Programs with sufficient resources, technological support, and ambition are welcome to go above and beyond these guidelines, but they should communicate their intent to do so with the team chair. This will ensure that visiting teams receive adequate training and have a good understanding of how the digital content will be organized and presented.

We hope you find these guidelines useful and thank you for helping to move the accreditation process forward! The NAAB welcomes your feedback on the guidelines at [accreditation@naab.org](mailto:accreditation@naab.org).

## File Type, Size, and Legibility

### File Type

Files must be accessible on multiple operating systems and should not be in an editable form. All static documents, including text and images, must be presented as PDFs. Videos must be a file type that can be viewed on any machine and operating system.

### File Size

A maximum file size of 25 mb is recommended, but programs should consider this simple concept: **speed of access is just as important as image quality**. Files and their embedded images should not be slow to load, and downsizing files and images should not be at the detriment of legibility.

#### *Best practices for file size*

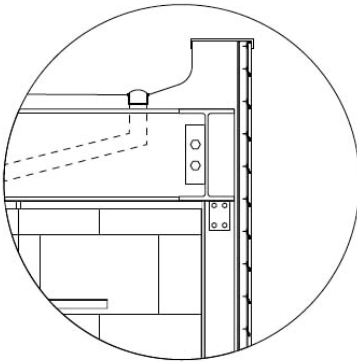
- Photoshop files should be flattened.
- Vector line files should not be rasterized for legibility.

### Legibility

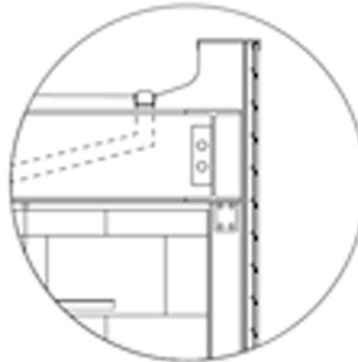
Image legibility and file size go hand in hand. As evidence for accreditation, it is imperative that all images, and enlarged detail images, are legible. Original file format plays a part in this. If an original file is formatted for 8 ½" x 11" paper, a reviewer will not need to zoom in and out as frequently as an original file formatted for 34" x 44". Please consider that visiting team members may be reviewing evidence on a single laptop screen between 13-15" (the most common screen sizes).

#### *Best practices for legibility*

- Can you see the parts and pieces of an image when it is blown up on the screen?
- Are large drawings legible if zoomed to see the individual parts?



Vertigo wood plastic composite cladding  
section assembly details  
1/2" = 1'



Vertigo wood plastic composite cladding  
section assembly details  
1/2" = 1'

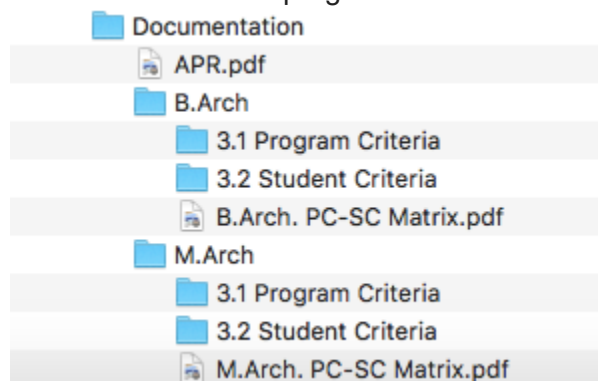
## Organizing Digital Content

The program director will inform the team chair on how the content for review will be provided to the visiting team. Several options are available:

- File hosting service (i.e., Dropbox, Google Drive) with a downloadable desktop app, so that files are accessible through Apple Finder or Windows Explorer
- Learning management software with individual user accounts created for each team member (i.e., Blackboard, Canvas)
- Password-protected school-administered platform (i.e., virtual private network)

### File Organization

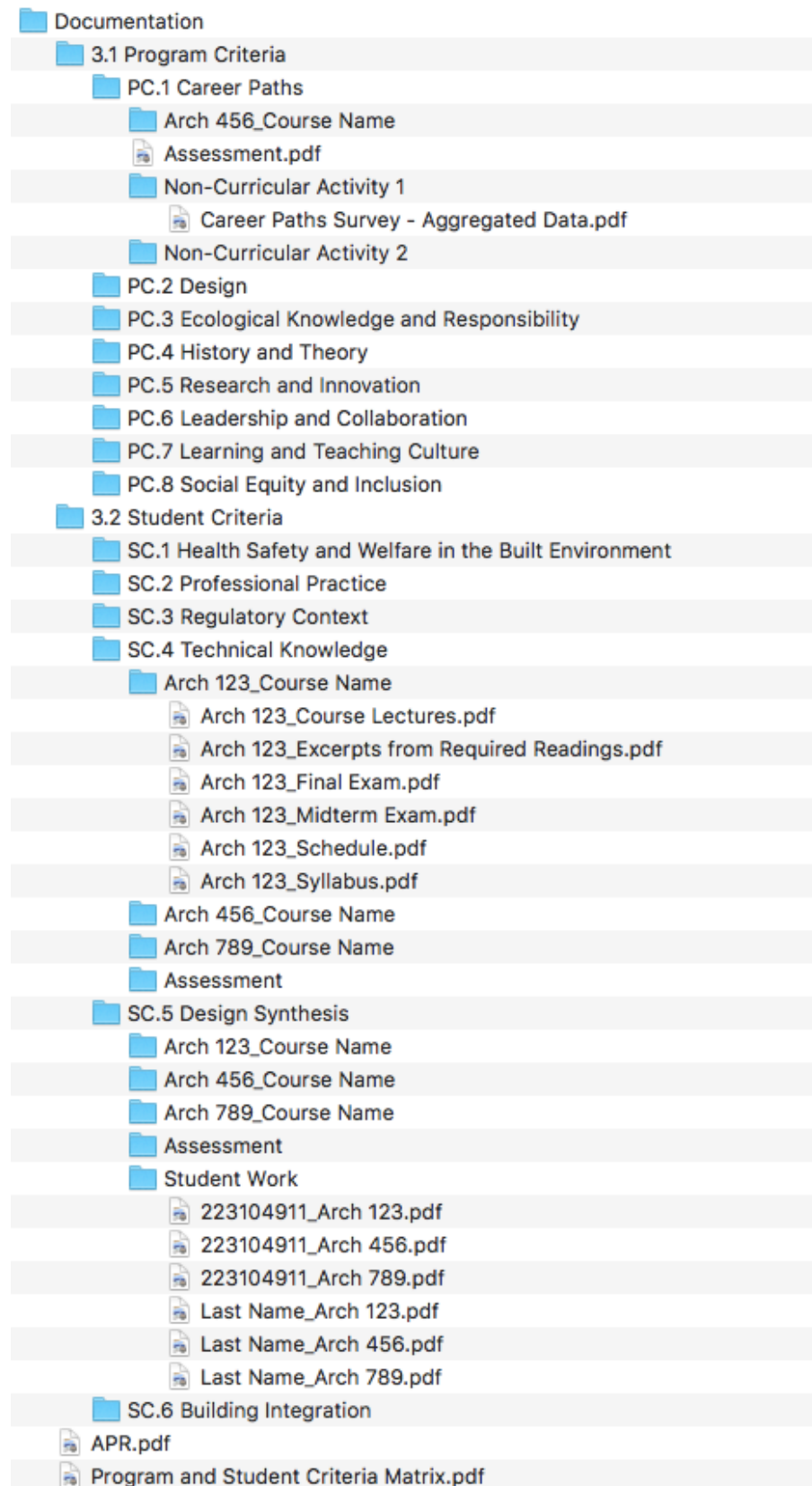
1. Create a 'base folder' titled "**Documentation**" with evidence in support of the Program Criteria (PC) and Student Criteria (SC). The Documentation folder should contain:
  - a. A PDF of the Architecture Program Report (APR).
  - b. For institutions with one NAAB-accredited program:
    - i. A PDF of the PC/SC Matrix.
    - ii. Two folders: "3.1 Program Criteria" and "3.2 Student Criteria."
  - c. For institutions with two NAAB-accredited programs, two folders: "**B.Arch.**" and "**M.Arch.**"
    - i. The B.Arch. and M.Arch. folders should each contain two folders: "**3.1 Program Criteria**" and "**3.2 Student Criteria**."
    - ii. The B.Arch. and M.Arch. folders should each contain a PDF of the PC/SC Matrix for the program.



2. Inside "3.1 Program Criteria" create a folder for each criterion.
  - a. Inside each PC criterion folder, provide the supporting materials and evidence of assessment required to demonstrate compliance, organizing with additional sub-folders as needed.
    - i. For curricular activities, organize the evidence using the file structure identified below for 3.2 Student Criteria.
    - ii. For non-curricular activities, include a sub-folder of each activity referenced in the PC matrix that led to the achievement of the criterion, with supporting, aggregated data.
3. Inside '3.2 Student Criteria', create a folder for each criterion.
  - a. Inside each SC criterion folder, create a 'course folder' for each course where evidence of compliance is demonstrated.
    - i. Name Each folder, "Course Number\_Course Name."

- ii. Inside each course folder create PDFs with appropriate file names such as “Course Number\_Syllabus.pdf,” “Course Number\_Schedule.pdf,” and “Course Number\_Short Description.pdf.”
- b. Inside each SC criterion folder, create an “**Assessment**” folder. This folder will contain evidence of the holistic assessment method(s) described in the APR for each criterion.
- c. For student work required in SC.5 and SC.6, programs should create a folder inside the criterion folder: “**Student Work.**”
  - i. In the student work folder, create one PDF for each student’s work for each course. Name each PDF “**Last Name\_Course Number**” or “**Student ID#\_Course Number.**”
    - a. The PDF should contain all the student’s work from that course that demonstrates compliance.
    - b. If the PDF contains work samples from multiple assignments/projects, programs should clearly differentiate the work samples and present the work samples in the same order for each student (*i.e., every student PDF from Arch 410 has the site analysis project first and the building design project second, differentiated by bookmarks and/or cover pages*).
  - ii. For group work, include a description of individual student contribution to the group work in each student work PDF.
    - a. If demonstration of compliance is accomplished via one course but the student work PDFs contain both group and individual work, programs must submit all students who pass the course as individuals on the roster it submits to NAAB.
    - b. If demonstration of compliance is accomplished via multiple courses, programs must submit all students who pass the courses as individuals on the roster it submits to NAAB, regardless of group work.
    - c. If demonstration of compliance is accomplished via one course, and the course is completed entirely in groups, the program may create the roster using the groups, rather than individual students. In this scenario name each PDF “Group#\_Course Number. (*i.e., A studio course that demonstrates compliance with SC.6 has 41 students. Nineteen (19) groups of two (2) students and one (1) group of three (3) students work together for the entirety of the course. The program may submit a roster of 20 groups to NAAB for the random selection of approximately 20%. In this example, four (4) groups would be selected at random, and the program could self-select an additional two (2) groups. A narrative description of individual student contribution would still be required.*)

## Example File Organization



## Random Selection of Student Work Examples

Per the *2020 Procedures*, Section 3.5.3, Student Criteria 5 and 6 require programs to submit student work examples from approximately 20% (no less than three and no more than thirty) of students who passed the course, or courses, in which the learning outcomes were achieved. The process for selecting and submitting the student work is as follows:

1. Programs send a roster (or rosters) of passing students from the course(s) that satisfy SC.5 and SC.6 to NAAB. Rosters are due to NAAB:
  - a. At the end of the fall semester/term for visits scheduled to take place in spring.
  - b. At the end of the spring semester/term for visits scheduled to take place in fall.
2. NAAB staff uses a [random number generator](#) to identify the student work examples and informs the program of the selected students. The number of examples is equal to three (3) plus one (1) for every five (5) students above 15 submitted to NAAB on the roster:

Students on Roster	Examples Required
3-15	3
16-20	4
21-25	5
...	...
136-140	28
141-145	29
146+	30

3. The program uses the list to prepare the student work examples, so they are ready for the team 45-days in advance of the visit.

## Program Selection of Student Work Examples

Per the *2020 Procedures*, Section 3.5.3, programs may self-select additional student work examples for Student Criteria 5 and 6, up to 10%. If a program with more than 150 students on its roster elects to submit this additional work, the 10% is limited to 15 student work examples. This work is due at the same time as the required work examples.