

Getting Started with SchoolQualityReview.ai

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SchoolQualityReview.ai is an AI-powered platform that helps schools understand their performance through rigorous quality reviews. Upload your existing school documents, and the platform analyzes them against 85 quality indicators across academic, organizational, and financial standards — then generates a comprehensive performance report.

This guide walks you through the full workflow, from creating your school to generating your first report.

1. Dashboard

After signing in, you'll land on the dashboard. This is your home base — it shows your schools, quick-start steps, and account information.

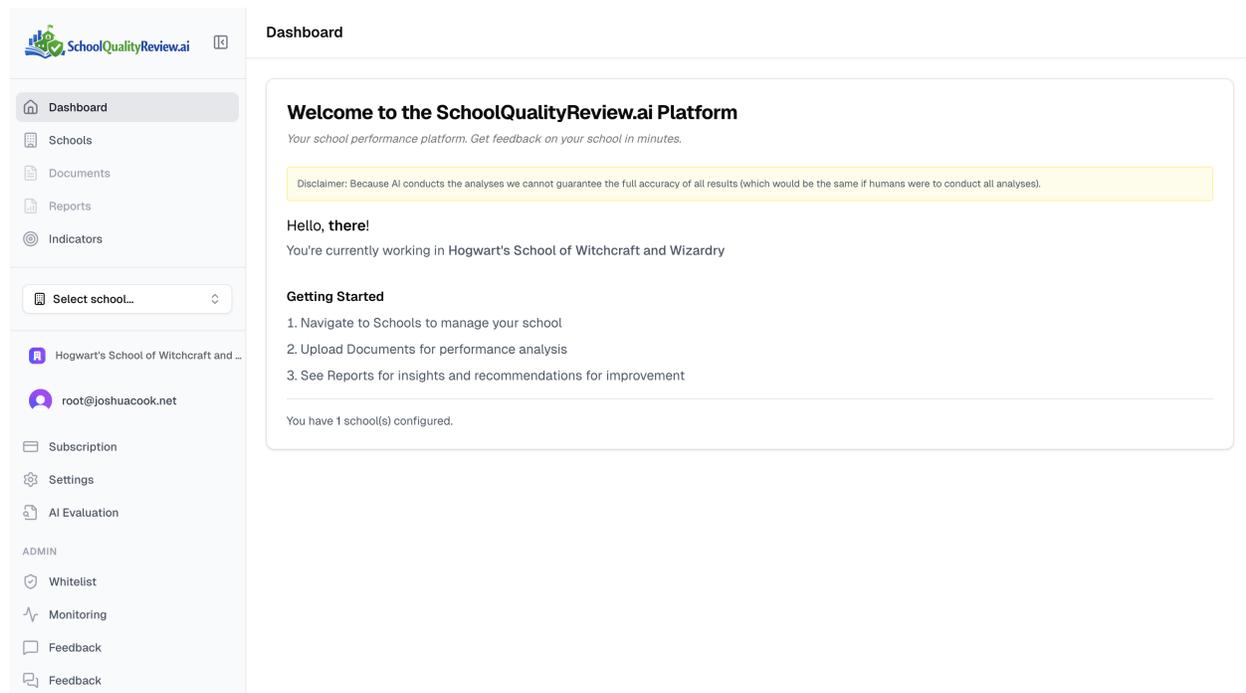


Figure 1: Dashboard

2. Create Your School

Click **Add School** from the Schools page to create your first school profile.

Fill in the school details:

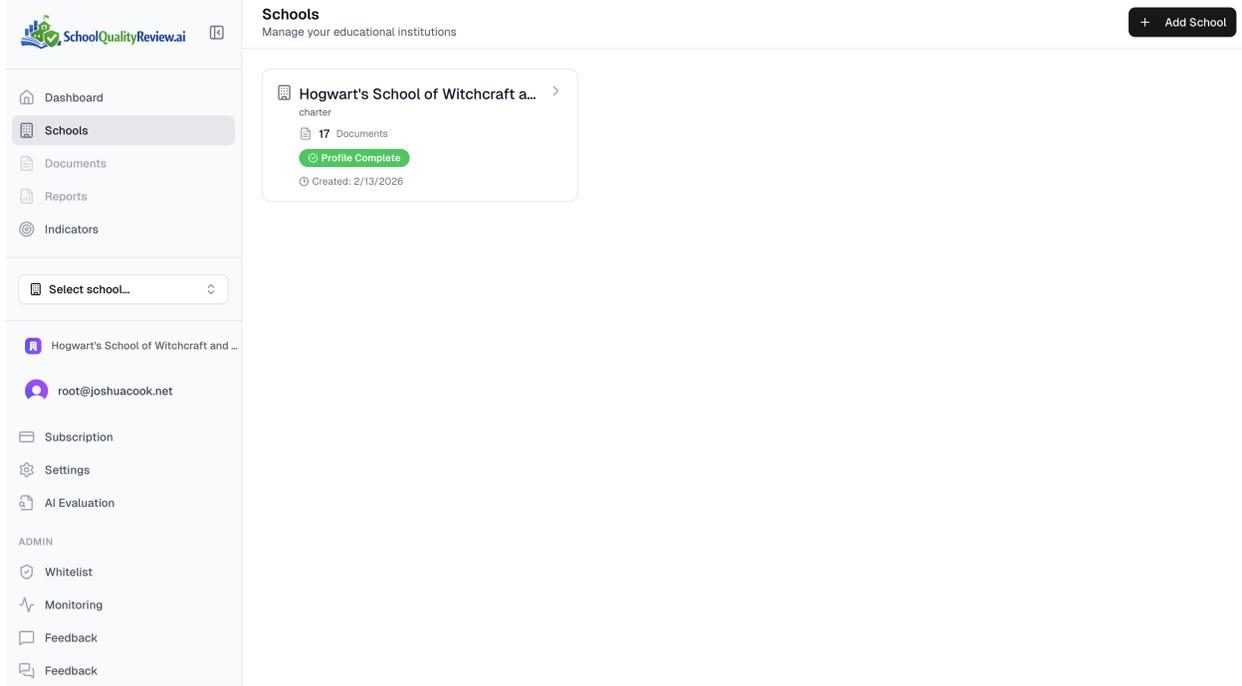


Figure 2: Schools page

- **School Name** — your school’s full name
- **Email** — contact email for the school
- **School Type** — charter, private, traditional public, or other
- **Grades** — use ranges like K-5, 6-8, 9-12, or TK-12
- **Location** — ZIP code, country, state, and city
- **Years in Operation** — less than 3, 3-5, or more than 5
- **Enrollment** — enrollment range

Once created, your school appears on the dashboard alongside any others in your organization.

3. Upload Documents

Navigate to **Documents** for your school. You’ll see a list of suggested document categories organized by the quality standards they support.

Drag and drop your files — or click to browse. The platform accepts:

- PDF
- Word (.docx)
- PowerPoint (.pptx)
- Excel (.xlsx)
- Markdown (.md)
- Plain text (.txt)

Upload the documents your school already has: board minutes, test scores, handbooks, budgets, self-evaluations, strategic plans, and more. The more documents you provide, the more complete the analysis.

Files upload in parallel. You’ll see progress for each file.

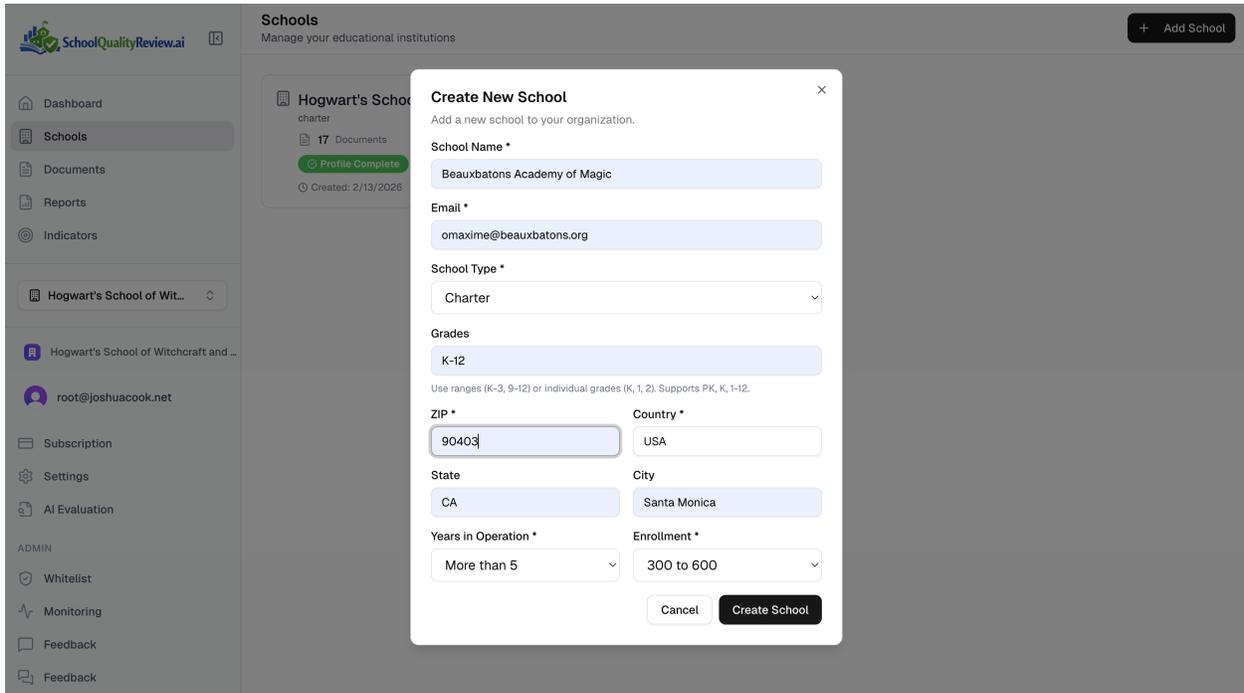


Figure 3: Add School form

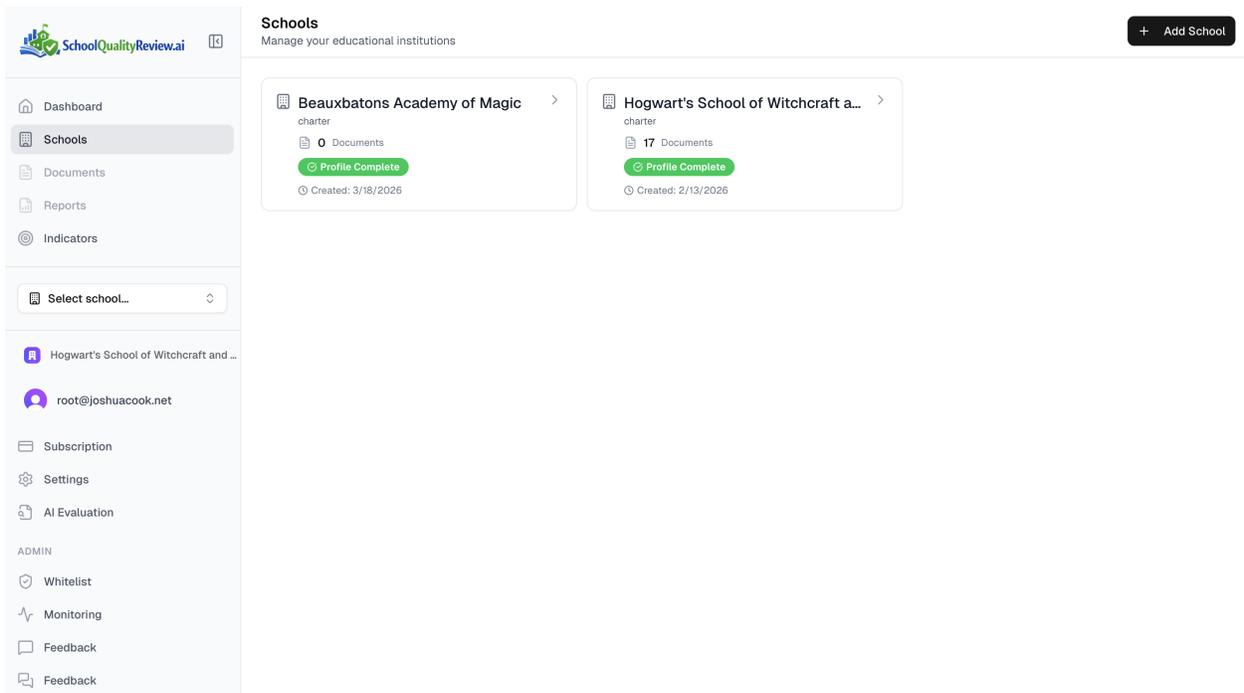


Figure 4: School on dashboard

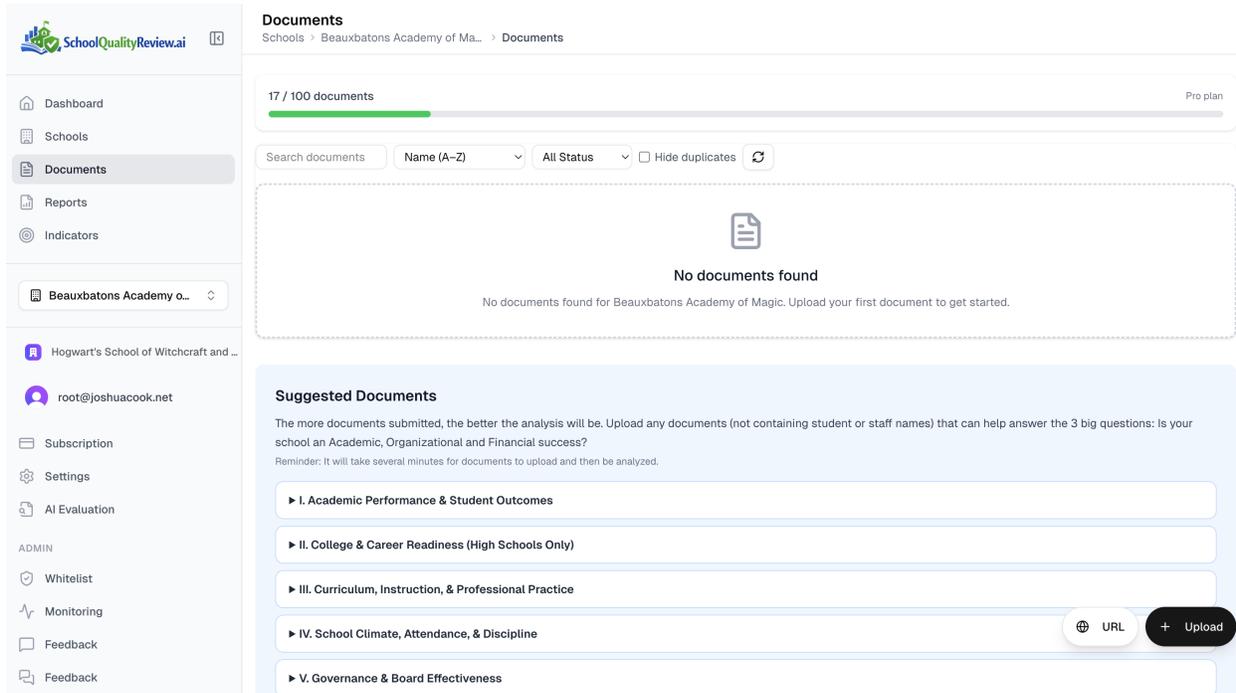


Figure 5: Empty documents page

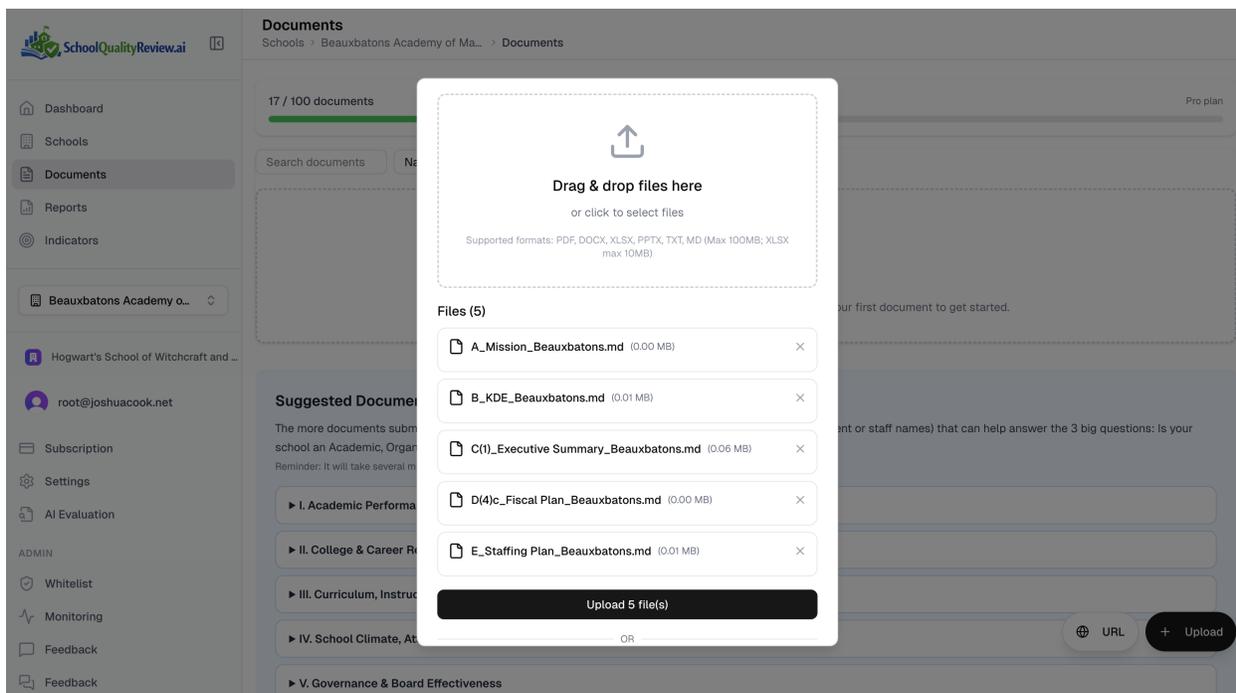


Figure 6: Drag and drop upload

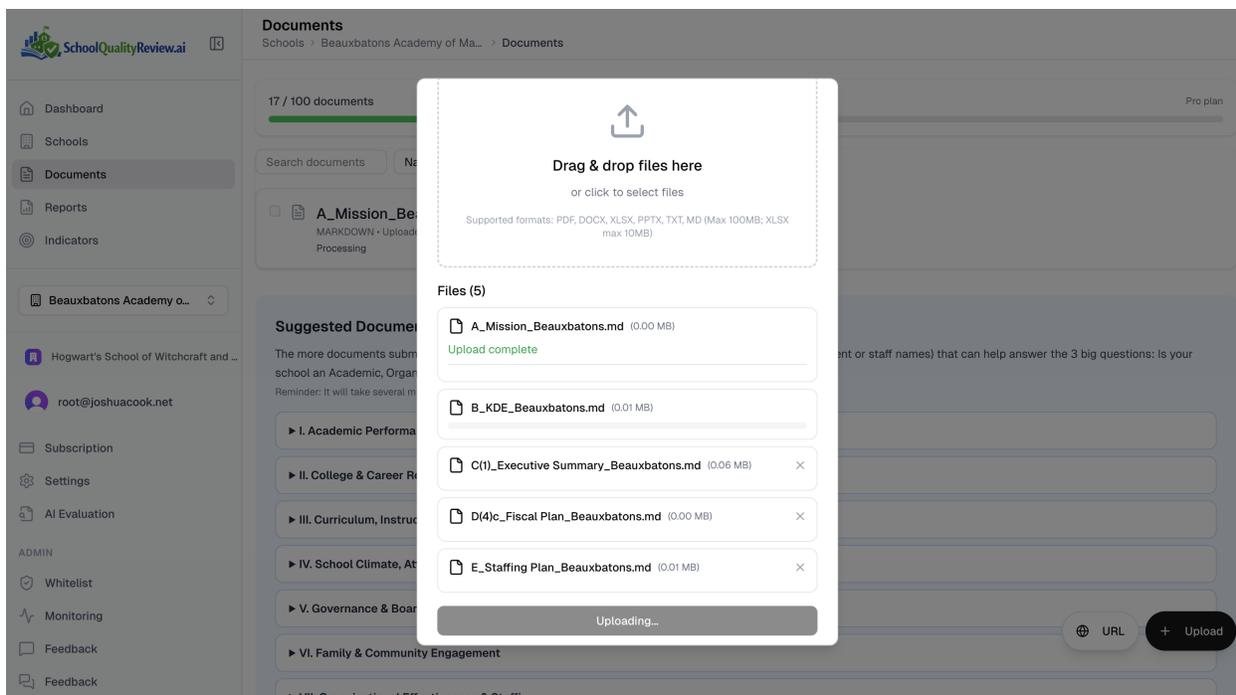


Figure 7: Upload in progress

4. Processing

Once uploaded, the platform processes your documents automatically in two stages:

1. **Extraction** — AI reads every page, extracting text and understanding document structure
2. **Analysis** — each page is assessed against relevant quality indicators across academic, organizational, and financial domains

You can track progress on the Documents page. Each document shows its processing status and task completion percentage.

When analysis is complete, all documents show “Analysis Complete.”

You’ll receive an email notification when your documents are ready for review.

5. Review Indicators

Navigate to the **Indicators** tab on your school’s page. You’ll see:

- An **AI Summary** with your overall score and domain breakdown
- **Indicator Status** showing how many indicators meet standard, need review, or do not meet standard
- Indicators organized by **domain** (Academic, Organizational, Financial) and **standard**

Click into any indicator to see the full AI analysis, including:

- **Score** and assessment status
- **Evidence excerpts** pulled directly from your documents
- **Strengths** identified in your documentation
- **Areas for improvement** with specific recommendations

Financial indicators track metrics like fiscal controls, budget management, and compliance.

The screenshot shows the 'Documents' page for 'Beauxbatons Academy of Ma...'. A progress bar at the top indicates '22 / 100 documents' are being processed. Below this, five document cards are displayed, each with a status of 'Processing'. The cards are:

- A_Mission_Beauxbatons.md
- B_KDE_Beauxbatons.md
- C(1)_Executive Summary_B...
- D(4)c_Fiscal Plan_Beauxba...
- E_Staffing Plan_Beauxbat...

 Each card also shows 'MARKDOWN - Uploaded less than a minute ago'. Below the document cards is a 'Suggested Documents' section with five categories:

- I. Academic Performance & Student Outcomes
- II. College & Career Readiness (High Schools Only)
- III. Curriculum, Instruction, & Professional Practice
- IV. School Climate, Attendance, & Discipline
- V. Governance & Board Effectiveness

 At the bottom right of this section are buttons for 'URL' and '+ Upload'. The left sidebar contains navigation options like Dashboard, Schools, Documents, Reports, and Indicators, along with user information for 'root@joshuacook.net'.

Figure 8: Documents processing

This screenshot shows the same 'Documents' page as Figure 8, but the documents are now in an 'Analysis Complete' state. The progress bar remains at '22 / 100 documents'. The five document cards now show 'Analysis Complete' instead of 'Processing'. The 'Suggested Documents' section is identical to the previous screenshot, with the same five categories and 'URL' and '+ Upload' buttons. The left sidebar and user information are also consistent with the previous screenshot.

Figure 9: Analysis complete

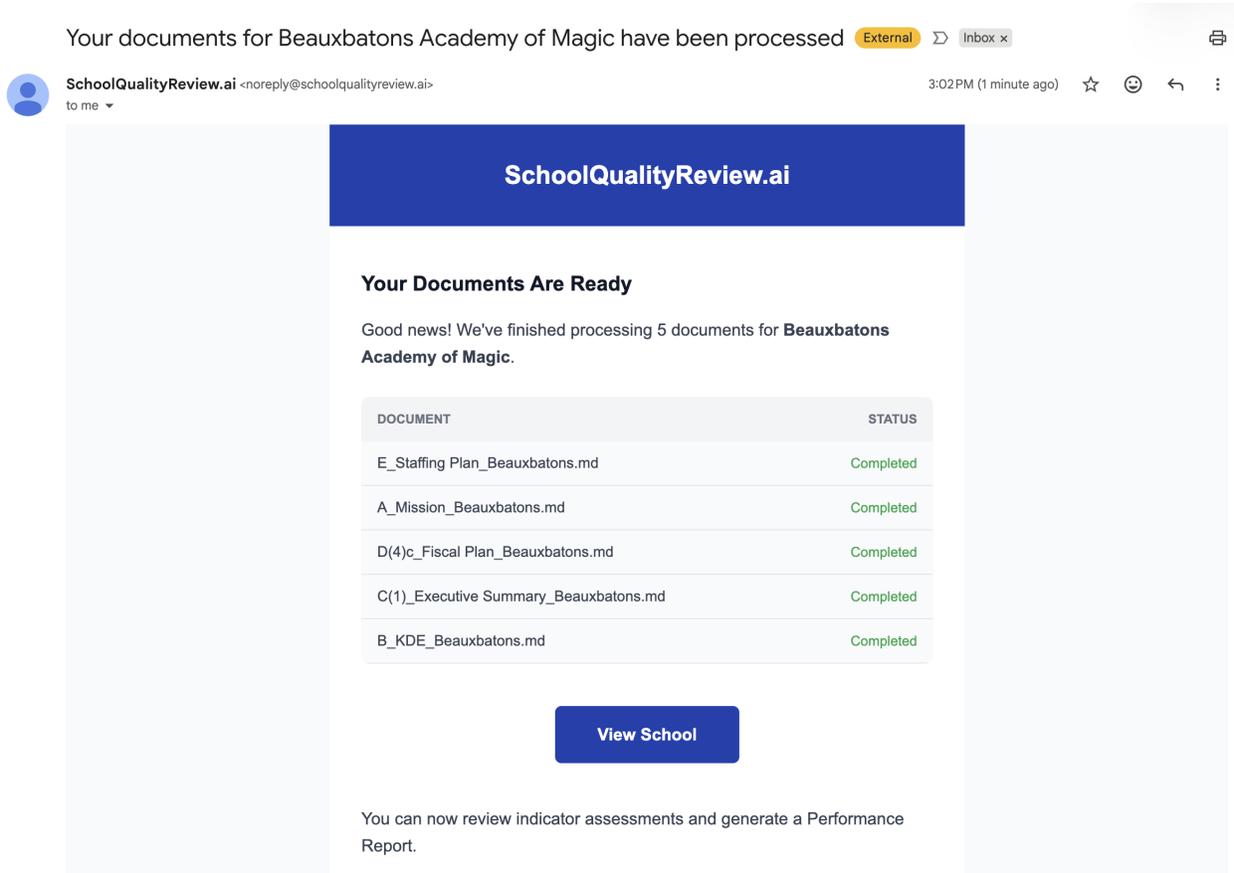


Figure 10: Email notification

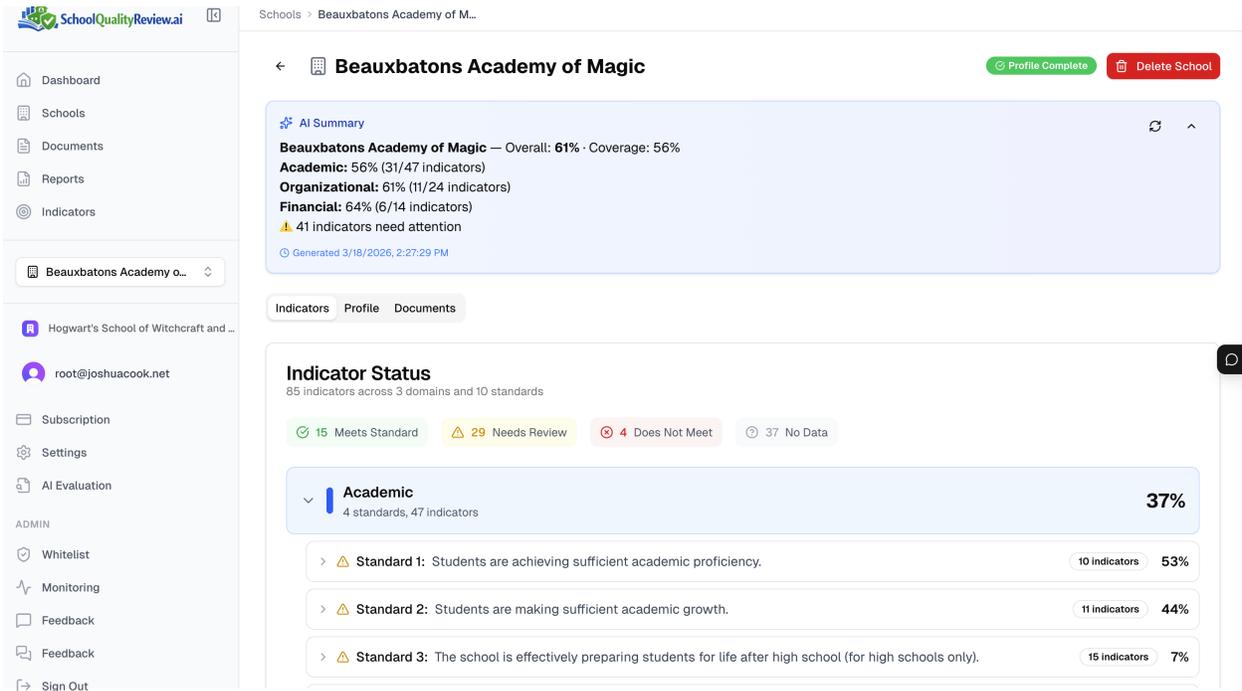


Figure 11: Indicators overview

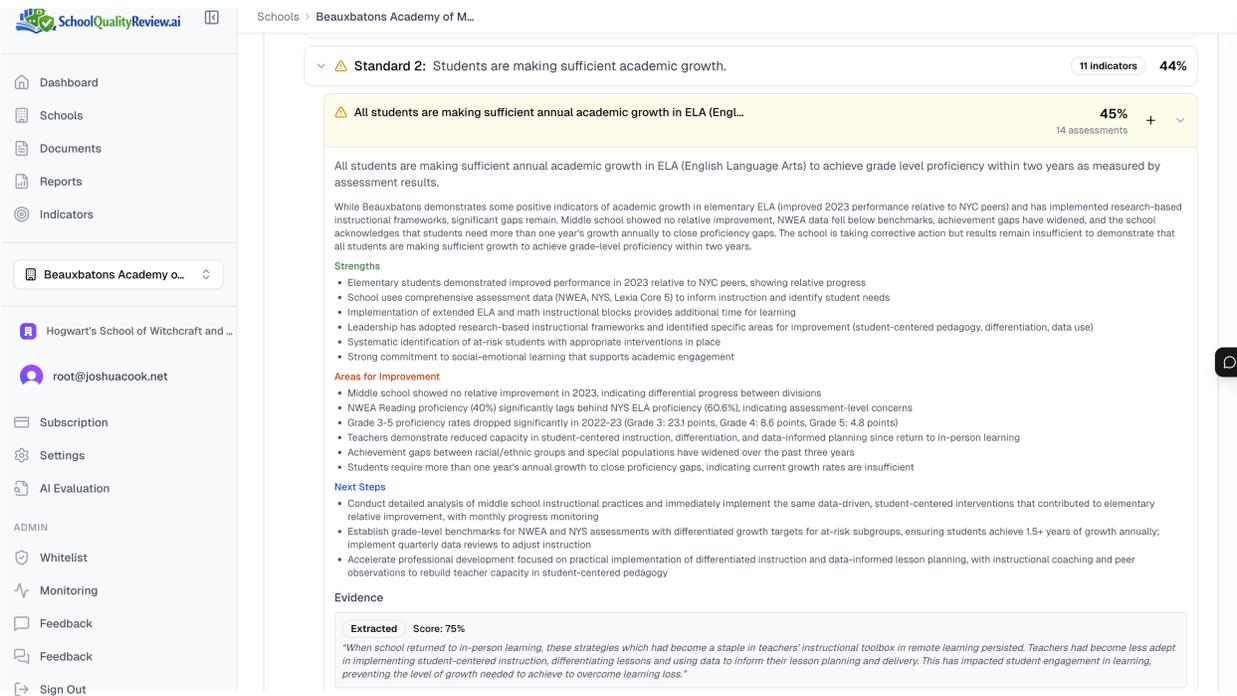


Figure 12: Indicator detail with evidence

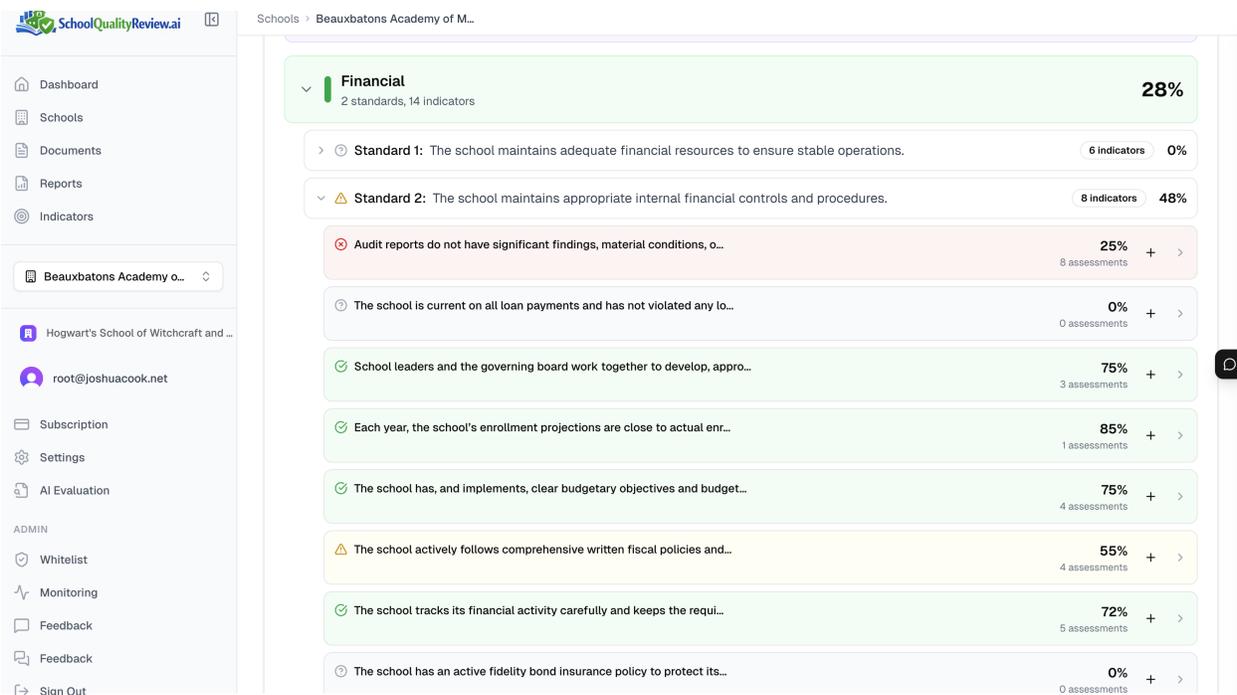


Figure 13: Financial indicators

6. Generate Your Report

When you're ready, click **Generate Report** from the Reports page. Report generation typically takes a few minutes.

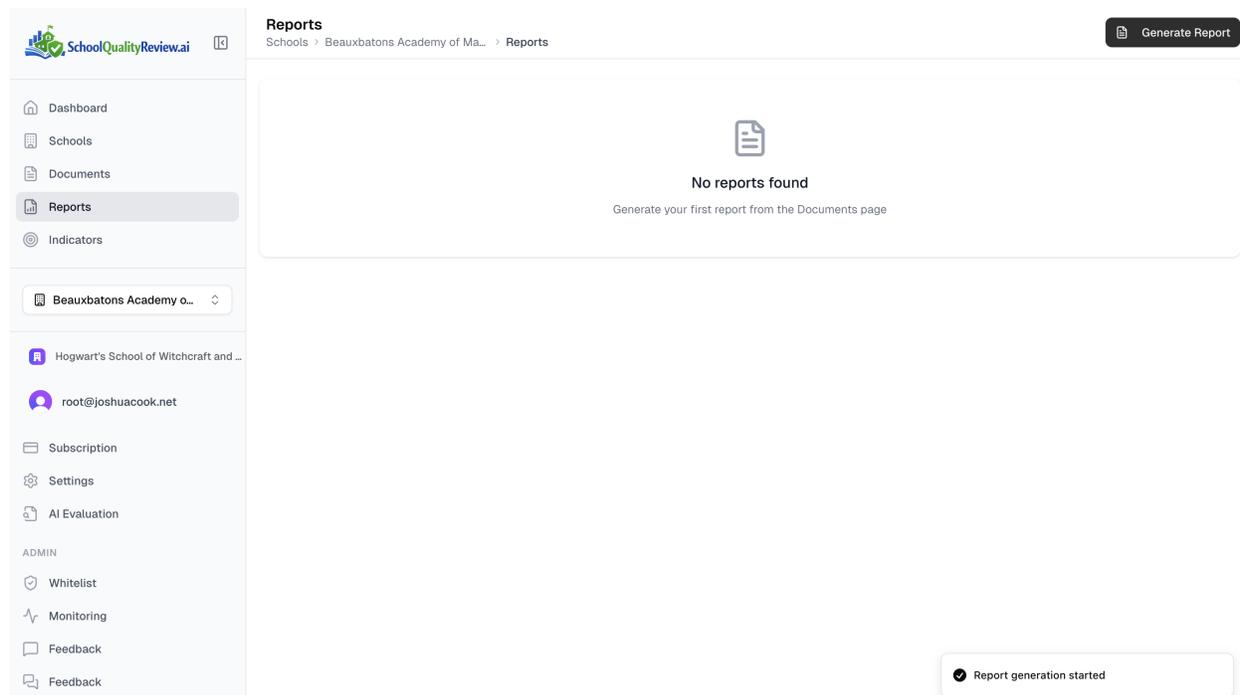


Figure 14: Generate report

Once complete, your report appears with an overall score and “published” status.

Executive Summary

The report opens with an executive summary that includes:

- **Overall Assessment** with your school’s score
- **Key Strengths** across all domains
- **Areas for Improvement** with priority recommendations

Performance Overview

The Performance Overview breaks down your score by domain and standard, with color-coded indicators showing which areas meet standard and which need attention.

Indicator Details

Each indicator section includes specific **Strengths**, **Areas for Improvement**, and **Next Steps** — all grounded in evidence from your uploaded documents.

7. Improve Your Scores

Your school overview page shows your current standing at a glance. Upload additional documents at any time to strengthen your scores — the platform will re-analyze and update your indicators automatically.

The screenshot shows the 'Reports' section of the School Quality Review AI interface. On the left is a navigation sidebar with options like Dashboard, Schools, Documents, Reports (selected), and Indicators. Below this is a dropdown menu for 'Beauxbatons Academy o...' and a list of schools including 'Hogwart's School of Witchcraft and ...'. The main content area is titled 'Reports' and shows a breadcrumb path: 'Schools > Beauxbatons Academy of Ma... > Reports'. A 'Generate Report' button is in the top right. The main report card displays:

- Title: Performance Report for Beauxbatons Academy of Magic - March 2026
- Overall Score: 50.1%
- Status: published
- Metadata: Beauxbatons Academy of Magic, Created 1 day ago, 5 documents analyzed

Figure 15: Report published

This screenshot shows the detailed view of the 'Performance Report for Beauxbatons Academy of Magic - March 2026'. The left sidebar is identical to Figure 15. The main content area shows the report title and a breadcrumb path: 'Reports / Performance Report for Beauxbatons Academy of Magic - March 2026'. A 'Back to Reports' link is present. The report title is prominently displayed with an 'Archive' button to its right. Below the title, the following information is shown:

- Beauxbatons Academy of Magic
- Generated Mar 18, 2026
- 5 documents analyzed

 The 'Executive Summary' section contains:

- Overall Assessment:** Beauxbatons Academy of Magic received an overall score of 50.1% across five analyzed documents, reflecting a school in the early stages of building the systems and practices necessary to meet rigorous academic, financial, and governance standards. The majority of indicators fall within the *needs_review* range, signaling that while foundational elements are in place, meaningful and sustained improvement efforts are required across nearly all domains.
- Key Strengths:** The school demonstrates its strongest performance in areas related to instructional infrastructure and staff development, with several indicators meeting standard — including teacher professional development (78%), staff analysis of quantitative and qualitative data (75%), progress monitoring systems for individual students (75%), and the development of uniquely human skills such as critical thinking and collaboration (75%). Enrollment projections are well-managed, with an 85% score reflecting reliable operational planning. Additionally, the school shows promising instructional practices in curriculum selection and collaborative teacher planning, both scoring in the low-to-mid 70s, suggesting a foundation upon which stronger academic outcomes can be built.
- Areas for Improvement:** The most urgent concerns center on financial health and governance accountability, where multiple indicators scored 0%, including Cash on Hand, Debt-to-Asset Ratio, Debt Service Coverage, Total Margin, Current Ratio, and Debt Ratio — all rated *does_not_meet_standard* — indicating a potentially serious fiscal crisis requiring immediate intervention. Governance also presents critical gaps, with the board's principal evaluation process (20%) and board self-evaluation process (35%) both falling well below standard, alongside audit findings (25%) that signal significant financial control weaknesses. On the academic side, long-term student enrollment cohort growth in ELA (20%) is a pressing concern, and proficiency outcomes for English Learners, Students with Disabilities, and Economically Disadvantaged students in both ELA and Math consistently require targeted, data-driven intervention across

Figure 16: Executive summary

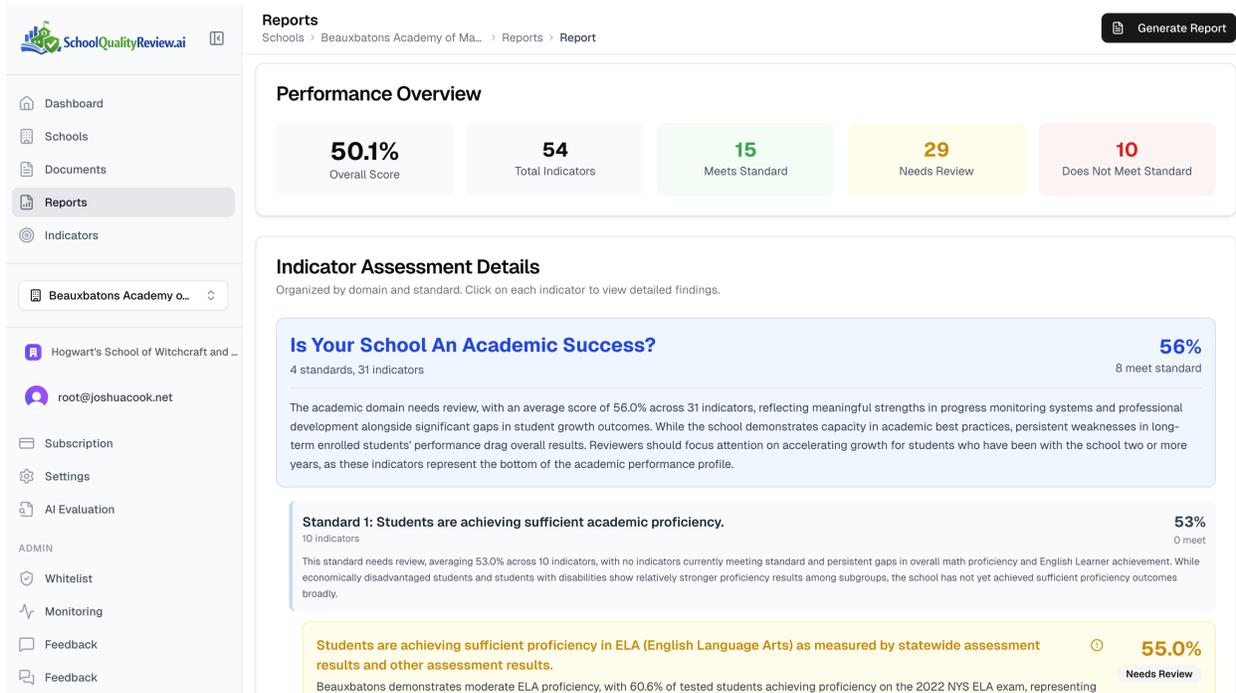


Figure 17: Performance overview

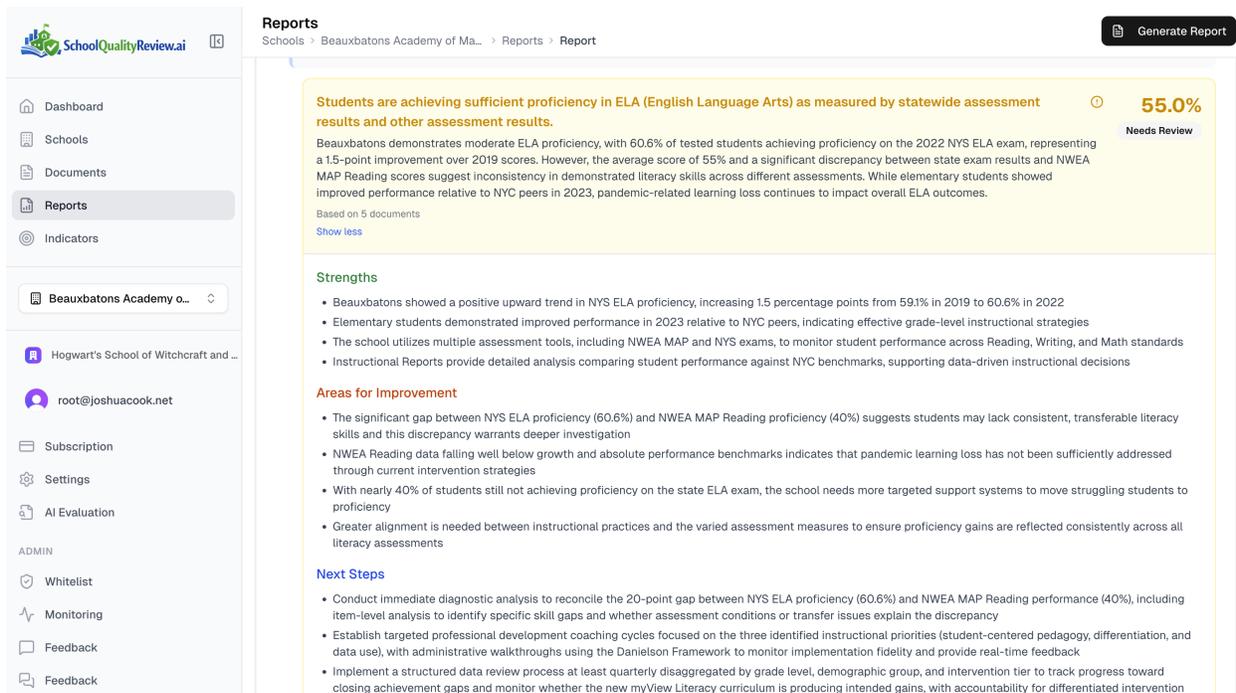


Figure 18: Indicator details in report

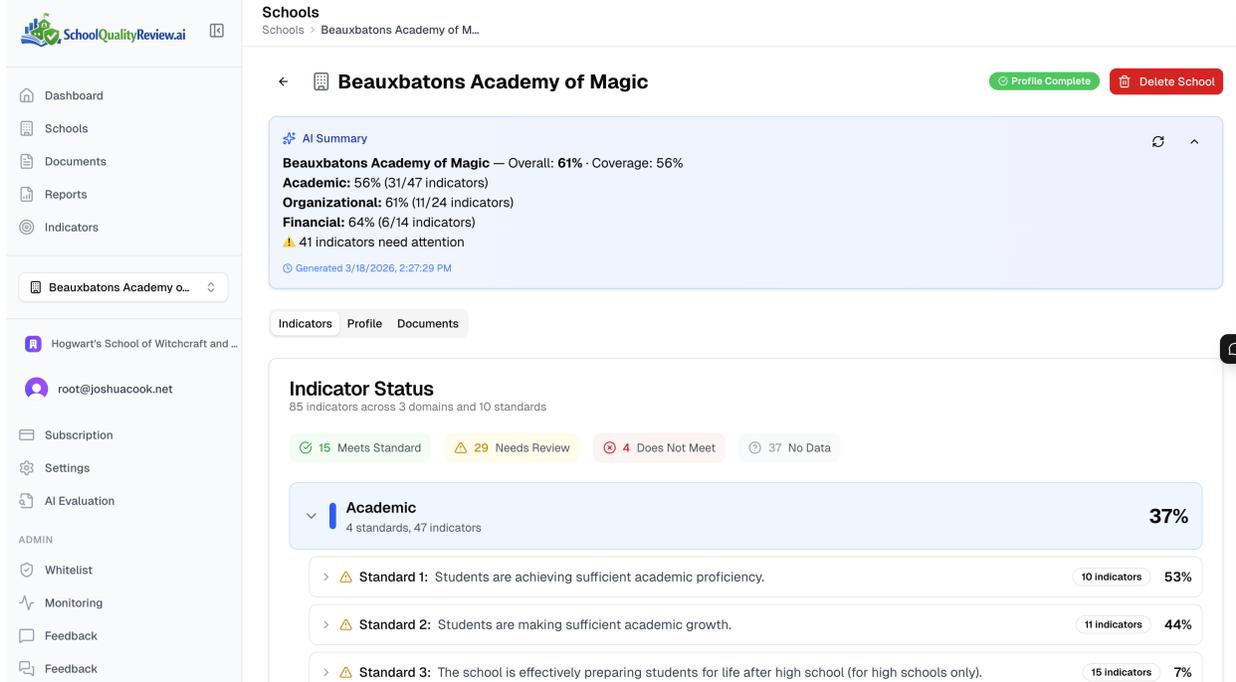


Figure 19: School overview

Need Help?

- Email: support@schoolqualityreview.ai
- Website: schoolqualityreview.app