

# SAI Survey Facilitator's Guide

- ✓ Access the site
- ✓ Distribute Survey and Report Tokens
- ✓ Access your reports
- ✓ Assisting users

**Username (or e-mail address):**

\_\_\_\_\_  
**Password:**

\_\_\_\_\_  
**Coordinator's contact info:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Logging in

Once you've followed the "New Users" or "Registered Users" instructions at right, just access <https://sai.learningforward.org> and fill in your username and password and click the '**Login**' button.

## Need help?

Contact your survey coordinator.

## New Users:

Get the five-letter Report Viewing Token you received by e-mail or regular mail from USBE.

Go to <https://sai.learningforward.org> and click '**Register.**'

Fill in the "**Create an account**" form, including your token.

### Hints

Before leaving the page, record your username and password at left.

Also use the space at left to record contact information for your survey coordinator.

Click the '**Continue**' link to finish registering and log in.

On the "**Welcome**" screen, under "**Reports,**" click a report for the area you wish to examine.

You may need to wait several minutes for your report to appear, especially if it covers a large area.

## Registered Users:

Get your Report Viewing Token ready and log in. On the "**Welcome**" screen, locate the "**Add Token**" field.

In the "**Add Token**" field enter your Report Viewing Token. Click the '**Add Token**' button.

The screen should change to include a new set of links to your reports. Under "**Reports**" click a report for the area you wish to examine.

You may need to wait several minutes for your report to appear, especially if it covers a large area.

## Distributing Survey Tokens

### Cut and Paste Tokens

Individual school survey tokens must be copied into a welcome message, email or conventional mail, which will then be sent to the appropriate school. We suggest you copy and paste the tokens sent to you by USBE to minimize errors.

### Sample Message

The following is a sample message which may be sent to participating schools after you fill in each school's unique survey token (see **ADD TOKEN HERE**), or simply used as an example for your own message.

---START SAMPLE EMAIL---

Dear \_\_\_\_\_:

You have been identified to coordinate your school's online administration of the Standards Assessment Inventory (SAI), and this message contains directions for doing so. Results from the SAI provide data about professional learning at your school based on the *Utah Professional Learning Standards* and are intended to help school teams plan effective professional development impacting increased student success.

The SAI will be open to certified/licensed staff between **Oct 10<sup>th</sup>, 2016** and **Oct 21<sup>st</sup>, 2016**. The SAI takes about 15-20 minutes to complete, but the validity of a school's results depends on the number of staff completing the survey. Consequently, we strongly encourage all certified/licensed staff to complete the online survey before **Oct. 21<sup>st</sup>, 2016**.

Follow these steps for a smooth SAI administration.

1. The SAI can be accessed from any internet accessible device from any location. However, to get maximum participation, consider administering the survey during a faculty meeting or schedule your computer lab for teachers to use during/after school to take the survey in small, scheduled groups.
2. Share the memo below with your staff before **Oct. 10<sup>th</sup>, 2016**. The memo includes the token that gives access to the SAI.
3. Follow up with staff to ensure they understand how to access the SAI online.
4. With your Report Viewing Token you may see how many of your teachers have taken the SAI in real time by viewing the Standard Averages by School report. Consider checking participation regularly and issuing reminders periodically during the survey period to increase participation.

## Staff Memo Re: SAI administration.

Dear Staff Member:

As a school participating in the **Utah Professional Learning Audit in Data Analysis** we are using the Standards Assessment Inventory (SAI) as one source of valuable data to help us focus our planning for improving professional learning and student achievement in our school and district. Data from the SAI will also help the state obtain and target professional learning resources to our district and our school. The online survey will take about 15-20 minutes to complete, and your responses are completely anonymous. No one will be able to connect your password or username with your SAI answers. The SAI may be accessed from **Oct 10<sup>th</sup>, 2016 to Oct 21<sup>st</sup>, 2016**.

Below is all the information required to login or register at the *Utah State Board of Education Standards Assessment Inventory* website and begin completing your SAI. Follow the steps listed below and you will be ready to go in just a few minutes.

1. Visit <https://sai.learningforward.org/usbe.php> on your computer.
2. Click on the **'Register'** link.
3. Enter your school-specific token, which is **ADD TOKEN HERE**.
4. Enter your e-mail address or create another username. It is a good idea to record your user name so you can remember it if you wish to return to the SAI at a later time.
5. Choose a password that must be entered twice in order to confirm. It is a good idea to record your password so you can remember it if you wish to return to the SAI at a later time.
6. Click **'Continue'** to complete your registration and start the SAI Survey.
7. Locate the survey link under the heading **"Surveys"**, it will contain your school's name. Click this link to start.
8. If you are unable to complete the SAI in one session, you may click **'Save'** at any time to save your results and then return to the SAI at a later time.
9. Return to SAI by entering <https://sai.learningforward.org/login.php> again and entering your email address or user name and password. You will not need your token to log in again if you return to the SAI.
10. If you encounter problems registering and/or taking the survey, please visit our USBE SAI homepage at <https://sai.learningforward.org/usbe.php> and look for the link at the bottom of that page to the **SAI Survey Participant's Guide**. Here you may check the details of your registration procedures. If your problem is not resolved, please contact me (**insert your contact information here**) so that I can either go over the problem with you or pass your issue on to the SAI project coordinator.

Sincerely,

(Insert your name here)

---END SAMPLE EMAIL---

## Distributing Report Tokens

Please send individual school report tokens to a school level administrator for the survey so they can view the progress of the survey at their school.

**Please note: The Report Tokens are not meant for the survey takers themselves and should be sent separately, after the survey tokens have been sent, to a school's SAI Administrator to avoid confusion with the survey tokens.**

### Sample Message

The following is a sample message which may be sent to participating schools after you fill in each school's name and unique report token (see **ADD TOKEN HERE**), or simply used as an example for your own message.

**---START SAMPLE EMAIL---**

Dear \_\_\_\_\_:

The token included at the end of this email is the one you use to access your school's SAI results from the **USB Fall 2016** administration of the SAI.

Please start on the SAI Login page <https://sai.learningforward.org/login.php>, using the same login information (your user ID and password only) created for the SAI Survey. Once you have successfully logged into your SAI account enter your school's **report token** into the '**Add Token**' field, click the '**Add Token**' button and a new set of links will appear under the heading '**Reports**'.

**SCHOOL NAME HERE**  
**USB Fall 2016 Report Token: ADD TOKEN HERE**

Sincerely,

(Insert your name here)

**---END SAMPLE EMAIL---**

# Accessing Your Reports

From your SAI Home page you will be able to access all district and school reports. **Please note reports by year are available after the second administered survey at a school or district.**

**Welcome, utsample@example.com**

From this home page you can:

- See **reports** of the completed surveys.
- **Logout.**

Have an additional token? Enter it here:

**Reports**

- Sample Charter or District
  - [Standard and Question Averages](#)
  - [Standard and Question Averages by Year](#)
  - [Frequency Counts by Standard Question](#)
  - [Frequency Counts by Standard Question by Year](#)
  - [Standard Averages by School](#)
  - [More Detailed Reports](#)

- Standard and Question Averages (Aggregate)
- Standard and Question Averages by Year (Aggregate)
- Frequency Counts by Standard Question (Aggregate)
- Frequency Counts by Standard Question by Year (Aggregate)
- Standard Averages by School (All schools)
- More Detailed Reports (All available reports, includes your district and school level Demographic Report)

Clicking on the Standard and Question Averages or Frequency Counts by Standard Question links will display the aggregate report for all of your schools.

Clicking on the Standard and Question Averages by Year or Frequency Counts by Standard Question by Year will display comparison reports from each survey taken.

Clicking on the Standard Averages by School will display each school's indicator scores and each school name is a link to its Standard and Question Averages report for that school.

## Standard Averages by School

School	N	Learning Communities	Leadership	Resources	Data	Learning Designs	Implementation	Outcomes
<a href="#">Able</a>	0							
<a href="#">Alternative Placement</a>	0							
<a href="#">Arlington Elementary School</a>	2							
<a href="#">Ashland Elementary School</a>	0							
<a href="#">Athens-chilesburg Elementary</a>	0							
<a href="#">Beaumont Middle School</a>	45	2.4	4.1	2.3	2.7	4.4	1.6	3.2
<a href="#">Blackburn Education Center</a>	0							
<a href="#">Bluegrass Youth Development Center</a>	0							
<a href="#">Booker T Washington Academy Elementary</a>	50	3.4	3.6	2.0	3.7	2.8	2.3	4.1
<a href="#">Bryan Station High School</a>	0							
<a href="#">Bryan Station Traditional Magnet Ms</a>	31	4.3	2.0	2.9	3.9	1.8	3.4	3.7
<a href="#">Cardinal Valley Elementary School</a>	38	3.3	2.2	3.8	2.7	2.6	4.3	2.0
<a href="#">Cassidy Elementary School</a>	27	1.5	3.2	4.0	2.0	3.5	3.2	2.2

Clicking on the “More Detailed Reports” link will display links to each available report for your district and its schools. Clicking on the View link under any report heading will open that report. Please note there will be 2 additional reports available in the view, an aggregate Demographic report and a Demographic report for each school.

Name	N	Report Viewing Token	Standard and Question Averages	Standard and Question Averages by Year	Frequency Count by Standard Question	Frequency Count by Standard Question by Year	Demographic Report	Standard Averages by School
<b>[ - ] FAYETTE COUNTY</b>		IDQGN	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
<a href="#">Arlington Elementary School</a>	2	FDCPR						
<a href="#">Ashland Elementary School</a>		BSPTA						
<a href="#">Athens-chilesburg Elementary</a>		KPIDM						
<a href="#">Beaumont Middle School</a>	45	BXRBP	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	
<a href="#">Booker T Washington Academy Elementary</a>	50	ZMYVA	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	
<a href="#">Bryan Station High School</a>		STLYN						
<a href="#">Bryan Station Traditional Magnet Ms</a>	31	CTIVM	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	
<a href="#">Cardinal Valley Elementary School</a>	38	WZMYI	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	
<a href="#">Cassidy Elementary School</a>	27	BJWRC	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	

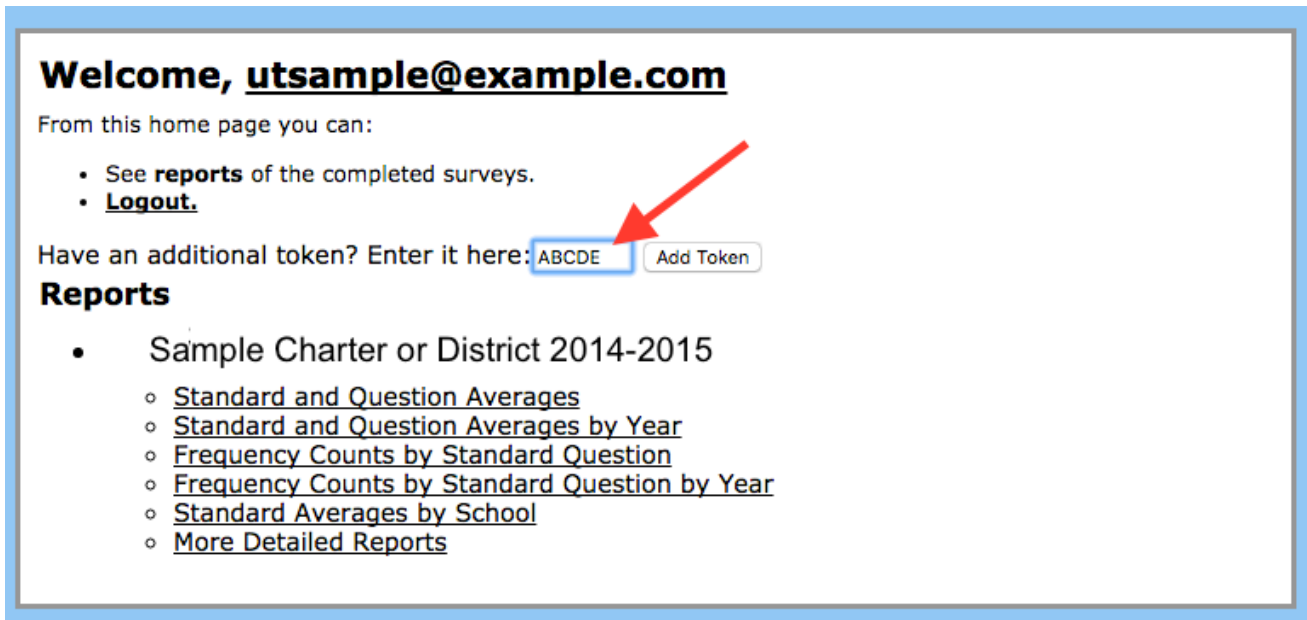
## Adding Additional Report Tokens

Most schools and districts incorporate the SAI into their regular annual needs assessment for school improvement planning. Some also use the SAI on a pre-post basis within the same school year. Each survey instance is unique and will require you to access the SAI application first and then add the new report token to your SAI Home Page.

## Adding New Report Tokens

To start, open your Web browser to <https://sai.learningforward.org/login.php> and enter the user name and password you selected when registering. This will open up your SAI Home Page.

Take the new token for your district that your SAI Coordinator or USBE sent to you and place it in the 'Add Token' field on your SAI Home page.



**Welcome, utsample@example.com**

From this home page you can:

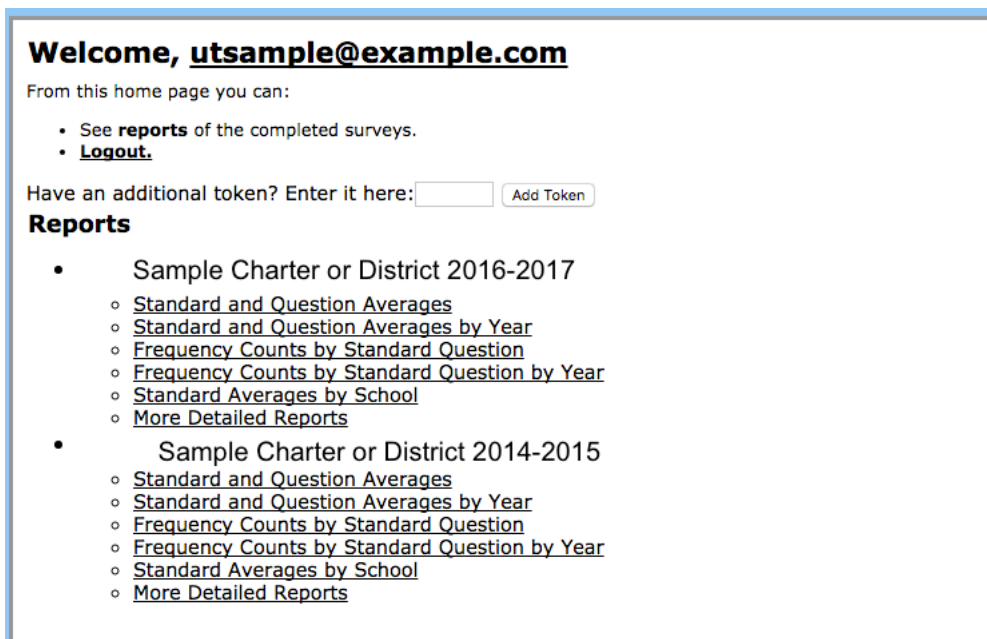
- See **reports** of the completed surveys.
- **Logout.**

Have an additional token? Enter it here:

**Reports**

- Sample Charter or District 2014-2015
  - [Standard and Question Averages](#)
  - [Standard and Question Averages by Year](#)
  - [Frequency Counts by Standard Question](#)
  - [Frequency Counts by Standard Question by Year](#)
  - [Standard Averages by School](#)
  - [More Detailed Reports](#)

Click the Add Token button and a new set of Report links will appear on your SAI Home page. Click on any new link to access a report or access to your school level reports.



**Welcome, utsample@example.com**

From this home page you can:

- See **reports** of the completed surveys.
- **Logout.**

Have an additional token? Enter it here:

**Reports**

- Sample Charter or District 2016-2017
  - [Standard and Question Averages](#)
  - [Standard and Question Averages by Year](#)
  - [Frequency Counts by Standard Question](#)
  - [Frequency Counts by Standard Question by Year](#)
  - [Standard Averages by School](#)
  - [More Detailed Reports](#)
- Sample Charter or District 2014-2015
  - [Standard and Question Averages](#)
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  - [Frequency Counts by Standard Question](#)
  - [Frequency Counts by Standard Question by Year](#)
  - [Standard Averages by School](#)
  - [More Detailed Reports](#)