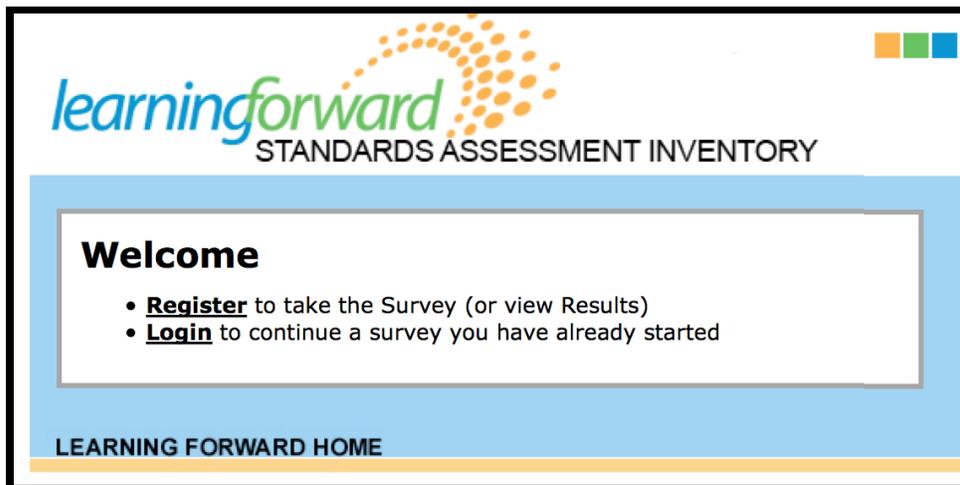


# SAI Survey Participant's Guide

This document details how to use Learning Forward's Standards Assessment Inventory website (<https://sai.learningforward.org>) to register, access surveys you are participating in, and to take a new survey.

## Registering

Before you can use the SAI survey application for the first time, you must register. Enter <https://sai.learningforward.org> in the address bar of your web browser, and click on the 'Register' link.



This will take you to a page titled "Create an Account."

A screenshot of the "Create An Account" registration form. The form has a white background with a black border. At the top, there is a yellow header bar with the text "Create An Account" in bold black font. Below the header, there is a paragraph of text: "To continue, enter the token code you were provided along with your email address and a desired password." followed by another paragraph: "As you work through the survey your work will be saved with this account. You may **login** to this site at anytime to continue the survey." Below the text, there are four input fields, each with a red asterisk indicating it is a required field. The first field is labeled "Token" and is a small rectangular box. The second field is labeled "Email Address/User Name" and is a long rectangular box. Below the second field, there is a tip: "Tip: You can use any name you like. If you don't have an email address or would like to use some other name just enter that instead." The third field is labeled "Password" and is a rectangular box. The fourth field is labeled "Password (Confirm)" and is a rectangular box. At the bottom right of the form, there is a legend: "\* = Required Fields". Below the legend is a yellow button with the text "Continue" in black font.

The facilitator for your school or district should have given you a five-letter survey token. Enter the token, as well as your email address (or other username of your choosing).

## Create An Account

To continue, enter the token code you were provided along with your email address and a desired password.

As you work through the survey your work will be saved with this account. You may **login** to this site at anytime to continue the survey.

**Token** \*

**Email Address/User Name** \*

**Tip:** You can use any name you like. If you don't have an email address or would like to use some other name just enter that instead.

**Password** \*

**Password (Confirm)** \*

\* = Required Fields

When you are finished, click “Continue.” This will bring you to your SAI Home Page. Once you have registered for the SAI Survey Tool you will **not need to register again**. To return to your Home Page simply log in with your username and password at <https://sai.learningforward.org/login.php>.

## Your SAI Home Page

For the duration of the SAI Survey being run at your school, you will be able to access the survey (and future survey instances) from your SAI home page. After your initial registration, you will see a link (usually the name of your school) to the particular survey instance you have been asked to complete.

**Please note:** The following images are only examples and may not correspond exactly with what you will see once logged into the application.

### Welcome, utsample@example.com

From this home page you can:

- Continue **surveys** you have begun.
- Start a new **survey** (you may add your **new survey** token in the Add Token box below).
- **Logout.**

Have an additional token? Enter it here:

### Surveys

- ARLINGTON ELEMENTARY SCHOOL: SAI Survey Pre Sample

Click on the name of the survey to begin.

# Standards Assessment Inventory

## SAI Survey Pre Sample

Welcome, utsample@example.com

School: ARLINGTON ELEMENTARY SCHOOL

**Directions.** Thank you for taking the time to complete this survey. It is best to complete this survey alone. Completing this survey will take approximately 15-20 minutes. There will be 58 questions.

Please mark the responses that most accurately reflect your experiences at your school

To start the survey, click the ‘Next’ button. If you do not finish the survey, you can click the ‘Save’ button at any time. To return to your survey, open <https://sai.learningforward.org/login.php> in your Web browser. Enter the user name and password you selected when registering and click on the survey link on your Home Page.

**Directions.** Thank you for taking the time to complete this survey. It is best to complete this survey alone. Completing this survey will take approximately 15-20 minutes. There will be 58 questions.

Please mark the responses that most accurately reflect your experiences at your school

### 1. Role

- Content Area Teacher
- Support Teacher
- Elective or Special Area Teacher

When you have completed the survey click the ‘Done’ button.

## Taking additional SAI Surveys

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 survey application first and then add the new survey token to your SAI Home Page. It is

suggested that you retain your login information that you created when registering the application the first time so you can access your SAI Home Page for all subsequent applications of the SAI.

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

### Adding New Survey Tokens

To access your second survey instance take the new token your school or district SAI Facilitator 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:

- Continue **surveys** you have begun.
- Start a new **survey** (you may add your **new survey** token in the Add Token box below).
- **Logout.**

Have an additional token? Enter it here:

**Surveys**

- ARLINGTON ELEMENTARY SCHOOL: SAI Survey Pre Sample (survey closed)

Once you have entered the token code click the ‘Add Token’ button and a link to the new survey will appear on your Home Page as the first link under the heading Surveys.

**Welcome, utsample@example.com**

From this home page you can:

- Continue **surveys** you have begun.
- Start a new **survey** (you may add your **new survey** token in the Add Token box below).
- **Logout.**

Have an additional token? Enter it here:

**Surveys**

- **ARLINGTON ELEMENTARY SCHOOL: SAI Survey Post Sample**
- ARLINGTON ELEMENTARY SCHOOL: SAI Survey Pre Sample (survey closed)

Click on the survey’s Name to begin the new survey.

## Common Problems

### 1. I have taken an earlier survey but do not recall my login information. What can I do?

If you have been asked to take a second SAI survey and do not recall your user name and password information you have two options.

**Option 1.** If you did register using your email address as the username and have forgotten your password you can reset your current SAI password by going to <https://sai.learningforward.org/resetpw.php>

### Reset Your Password

If you have lost or forgotten your password, you may enter your email address below and a new password will be sent to your email address.

Please note that if you did not register using your email address this function will not work.

Your Email Address:

Enter in your email address and your new password will be emailed to you.

```
Dear sample@sample.net,  
  
Your SAI Survey password has been reset. Below is your new login  
information:  
  
=====  
Username: sample@sample.net  
New Password: 9qJry8j437z  
=====
```

You may login with this information at <https://sai.learningforward.org/login.php>  
After logging in you can reset your password by clicking your User Name link right after the  
word Welcome on your SAI Home Page

Thank You!  
SAI Site Administrator

Take the username and password contained in the email and go to <https://sai.learningforward.org/login.php> to access your SAI Home Page.

**Option 2.** The second option available to you if you can not recall your SAI Login information is to create a new SAI account. Go to <https://sai.learningforward.org/newuser.php> and register with the application. See directions at the beginning of this guide on how to register.

### **2. I tried to register but the page says “A user with that name already exists”. What is happening?**

If you have participated in an earlier survey instance you may already have an SAI account. The application will allow only a given user name to be used once. If you are seeing this error (see below) you likely have an account with the user name you tried to use to register and should be accessing the application on <https://sai.learningforward.org/login.php> with that username.

## Create An Account

To continue, enter the token code you were provided along with your email address and a desired password.

As you work through the survey your work will be saved with this account. You may **login** to this site at anytime to continue the survey.

A user with that name already exists. Please try again.

**Token** \*

**Email Address/User Name** \*

Tip: You can use any name you like. If you don't have an email address or would like to use some other name just enter that instead.

**Password** \*

**Password (Confirm)** \*

\* = Required Fields

If you are attempting to register with an email address and receive this message you can use the Reset Your Password function at <https://sai.learningforward.orgresetpw.php> to have a new password sent to you.

**3. When trying to login the application says “User name or password is incorrect,” what should I do?**

## Login

If you don't yet have an account but do have a "token code" you may **create an account**.

If you have lost or forgotten your password you may **reset your password**.

User name or password is incorrect. Please try again.

**Email Address/User Name**

**Password**

This error can be one of two things. Either your User Name or Password is incorrect or you are not a registered user of the survey application. If you are sure that you have registered in the past you can contact your SAI Coordinator to confirm that you are a registered user. Your Coordinator will not be able to access your password but if you registered with an email address as your user name, you can then reset your password and access the application (see Question 1, Option 1 above). If your Coordinator cannot confirm that you have a SAI account you may simply start fresh and register with the application at <https://sai.learningforward.org/newuser.php>.