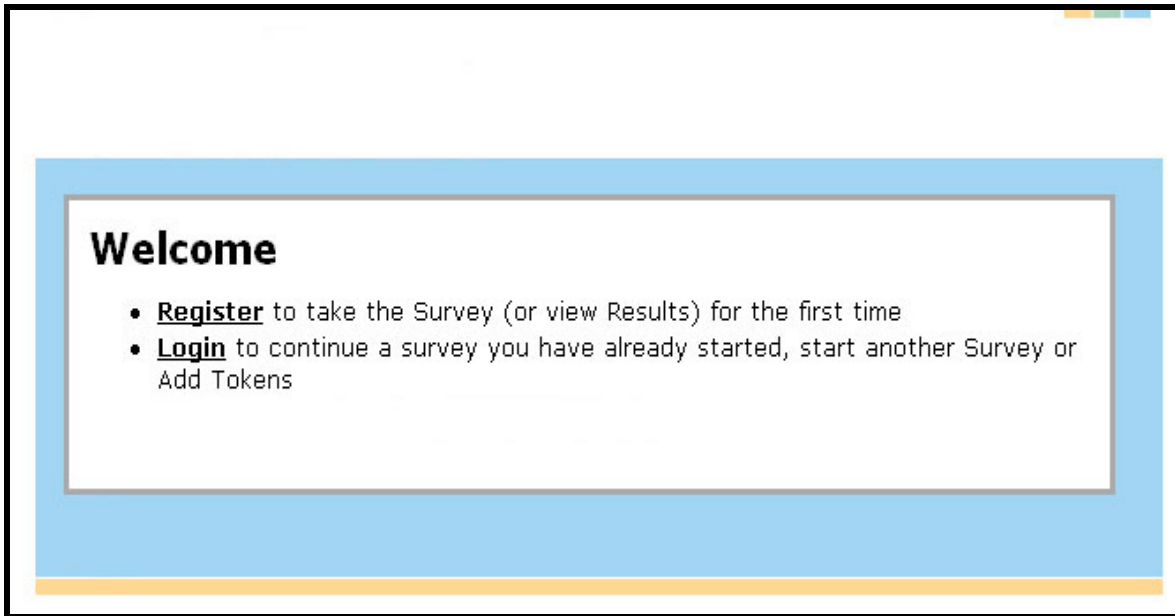


# SAI Survey User's Guide

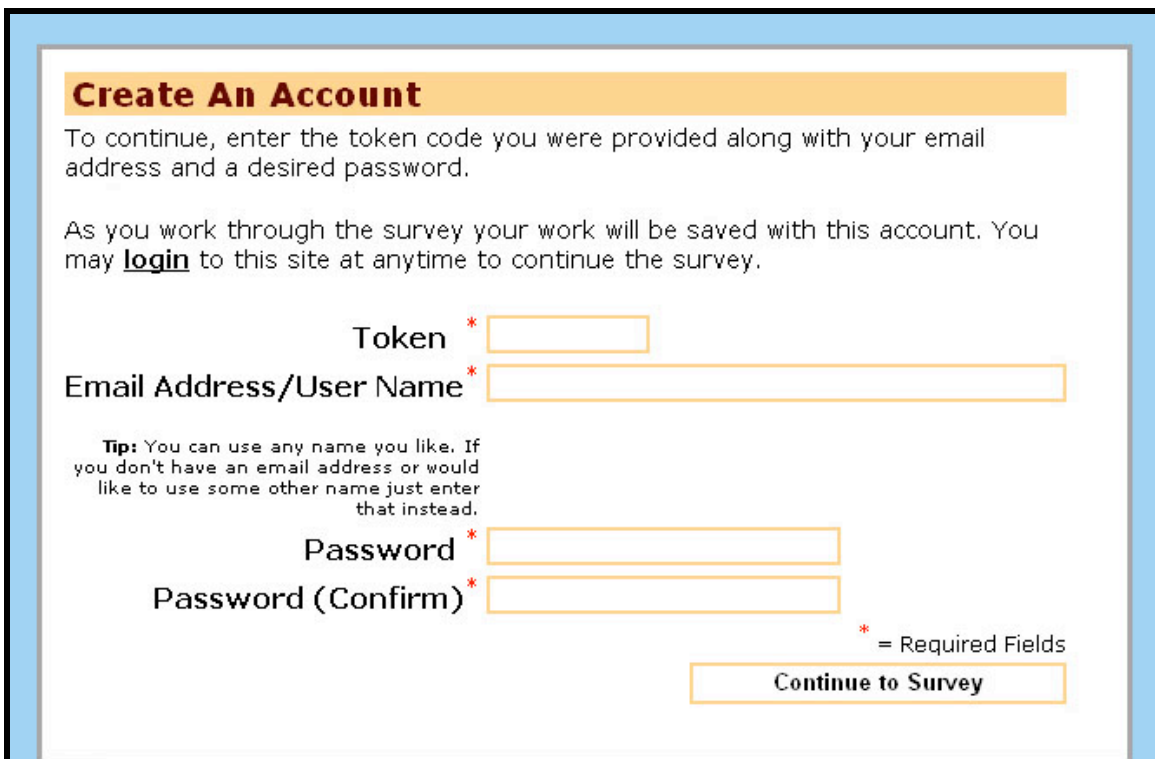
This document will describe how to use the Learning Forward Standards Assessment Inventory website (<http://www.sai-learningforward.org>) to register, to access surveys you are participating in, and to take a new survey instance.

## Registering

Before you can use the SAI survey application for the first time you must register. To do this, enter <http://www.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 a web page titled "Create An Account" in bold red text on a yellow background. Below the title, there is a paragraph: "To continue, enter the token code you were provided along with your email address and a desired password." Another paragraph follows: "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." The form contains four input fields: "Token" with an asterisk, "Email Address/User Name" with an asterisk, "Password" with an asterisk, and "Password (Confirm)" with an asterisk. A tip is provided: "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." At the bottom right, there is a legend: "\* = Required Fields" and a "Continue to Survey" button.

The project coordinator for your school or district should have given you a survey token. You will need to enter the token, as well as your email address (or other username of your choosing), and a password.

### 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 to Survey”. 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 for the rest of the survey simply login with your username and password at [www.sai-learningforward.org/login.php](http://www.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 to the particular survey instance you have been asked to complete.

### Welcome, **sample@sample.net**

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

- **EUGENE FIELD ELEM.: Sample Project**

Click on the Survey's Name to begin.

<< PREVIOUS    NEXT >>    SAVE

# Standards Assessment Inventory

## Sample Project

Welcome, sample@sample.net

School: NORTHWEST TECHNICAL SCH.  
NCES ID: 292049001094  
State: MO

**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 60 questions.

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

-----

<< PREVIOUS    NEXT >>    SAVE

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 [www.sai-learningforward.org/login.php](http://www.sai-learningforward.org/login.php) in your Web browser. Enter in your user name and password you selected when registering and click on the survey link on your Home Page.

<< PREVIOUS    DONE

# Standards Assessment Inventory

**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 60 questions.

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

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Never    Seldom    Sometimes    Frequently    Always

51. We use students'				
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When you have completed the survey click the 'Done' button.

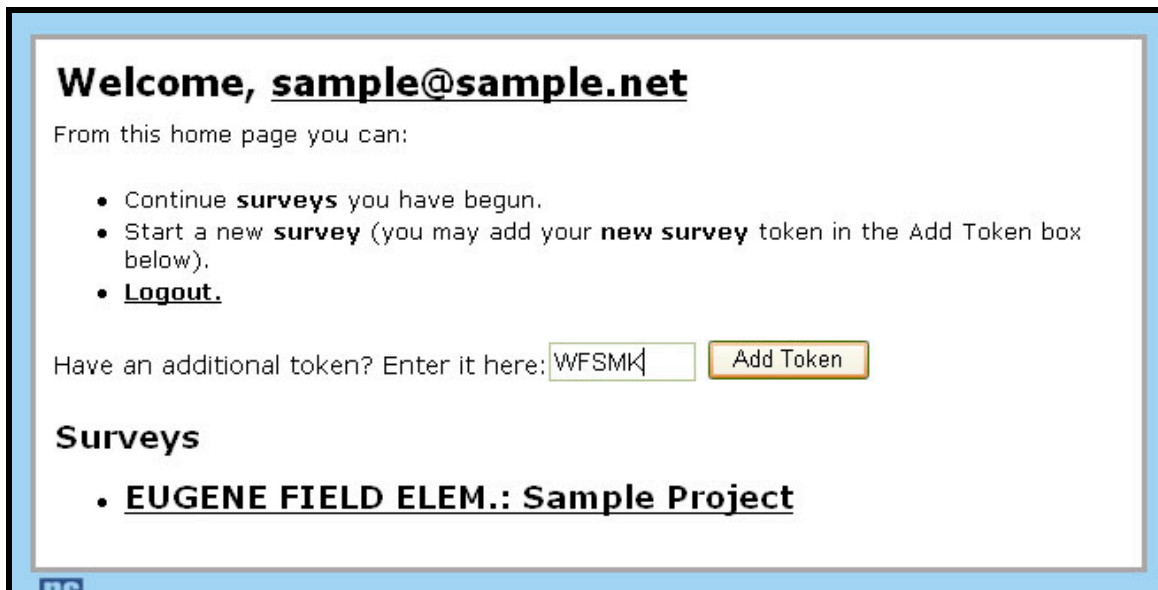
## Taking additional SAI Surveys

Your school or district may ask that you take the SAI survey more than one time over the course of the 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 with the application the first time so you can access your SAI Home Page.

To start a new survey instance open your Web browser to [www.sai-learningforward.org/login.php](http://www.sai-learningforward.org/login.php) and enter in your user name and password you selected when registering with the application. 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 Coordinator sent to you and place it in the 'Add Token' field on your SAI Home page.



**Welcome, sample@sample.net**

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**

- **EUGENE FIELD ELEM.: Sample Project**

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.

## Welcome, sample@sample.net

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

- **EUGENE FIELD ELEM.: Sample Project**
- **NORTHWEST TECHNICAL SCH.: Sample Project**

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 2 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 [www.sai-learningforward.org/resetpw.php](http://www.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 [www.sai-learningforward.org/login.php](http://www.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 [www.sai-learningforward.org/login.php](http://www.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 [www.sai-learningforward.org/newuser.php](http://www.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 and should be accessing the application on [www.sai-learningforward.org/login.php](http://www.sai-learningforward.org/login.php)

### 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 outline in question 1.

## 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 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

Login

This error can be one of 2 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 you can then reset your password and access the application. If your Coordinator cannot confirm that you have a SAI account you may simple start fresh and register with the application at [www.sai-learningforward.org/newuser.php](http://www.sai-learningforward.org/newuser.php)