**Learning Forward's
Standards Assessment Inventory**

Survey Report Guide

✓ **Find your reports**
✓ **Know what your reports mean**

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 www.sai-learningforward.org and click "**Login**." **on the Login** screen, fill in your username and password and click the "login" button.

Need help?

Contact the person who gave you this guide and/or your report tokens.

Finding Reports

New Users:

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

Go to www.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 on the cover of this guide. Also use the space at left to record contact information for the person who gave you this guide and/or your token.

Click "Continue to Survey" 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 the first time you view it.

What Your Reports Mean

The SAI asks teachers to assess their school's performance in seven teaching standards. These standards are Learning Communities, Leadership, Resources, Data, Learning Designs, Implementation, and Outcomes.

The survey has 50 questions, each asking how often the school follows a certain standard-related practice. For example, a question related to the Learning Communities standard asks "some of the learning community members include non-staff members, such as students, parents, community members".

All questions have the same multiple-choice answers. Each choice has a numerical value except Don't know. These values are Always (5) Frequently (4) Sometimes (3) Seldom (2) Never (1).

Once 10 teachers in a school have answered and submitted the survey, a report is generated for that school. The report is automatically updated as more teachers respond.

The SAI uses the numerical values of teachers' responses to generate reports.

A survey of a single school will have five reports that are generated:

1. Standard and Question Averages
2. Standard and Question Averages by Year
3. Frequency Counts by Standard Question by School
4. Frequency Counts by Standard Question by School by Year
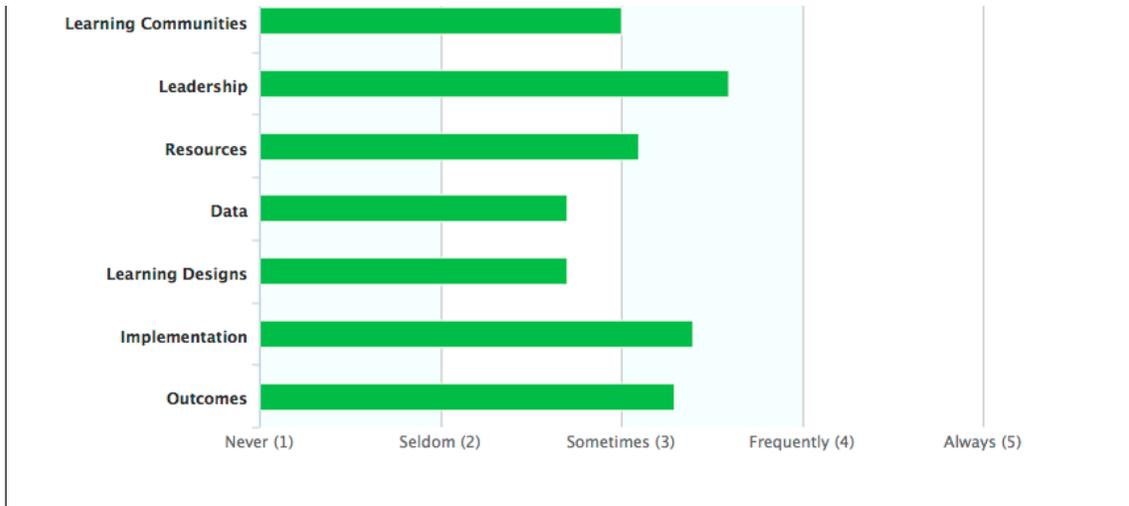5. School Demographic Report

For district wide surveys there are five additional reports that are generated:

1. Standard and Question Averages by School
2. Standard and Question Averages by Year
3. Overall District Frequency Counts
4. Overall District Frequency Counts by Year
5. Overall District Demographic Report

Reports by year are available after the second administered survey at a school or district.

Standards and Questions Averages

This report is available by school and by district. In both cases, the report consists of a **bar graph** and, below it, a **table**.

Details

The following table shows the average response values for each of the questions grouped by standard.

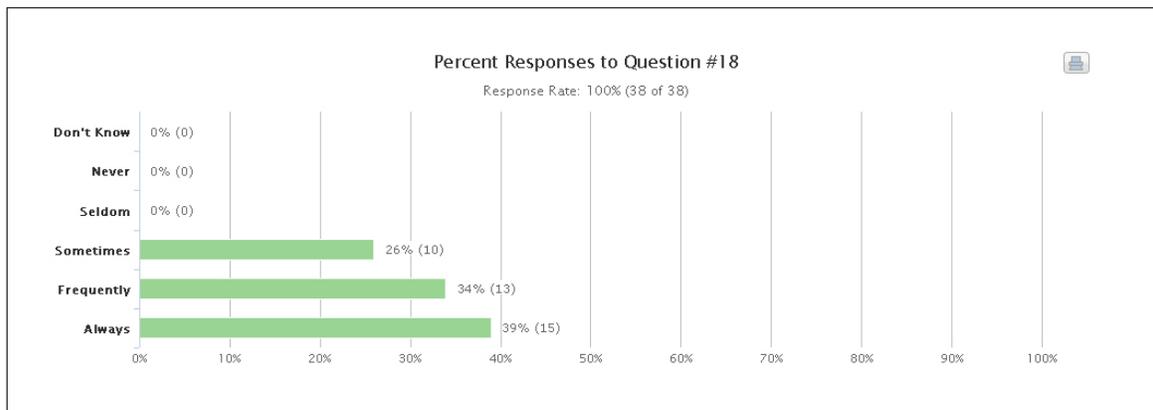| Learning Communities	Recommendations: The Learning Communities Standard (Please note this link will open a new window)	
1. My school system has policies and procedures that support the vision for learning communities in schools.		3.6
2. Learning communities in my school meet several times per week to collaborate on how to improve student learning.		2.3
3. Learning community members in my school believe the responsibility to improve student learning is shared by all stakeholders, such as all staff members, district personnel, families, and community members.		3.6
4. In my school, some of the learning community members include non-staff members, such as students, parents, community members.		2.6
5. My school's learning communities are structured for teachers to engage in the continuous improvement cycle (i.e., data analysis, planning, implementation, reflection, and evaluation).		3.0
6. In my school, learning community members demonstrate effective communication and relationship skills so that a high level of trust exists among the group.		3.3
7. All members of the learning communities in my school hold each other accountable to achieve the school's goals.		2.9
Average of the questions above.		**3.0**

The **bar graph** shows the average rating for each of the 7 standards covered in the survey. Hovering your mouse above any bar in the graph displays the average response for that standard.

The **table** shows the average response for each survey question grouped by its standard and the average response for the standard. Learning Forward's recommendations for each of the standards are available on the table to the right of each standard's heading.
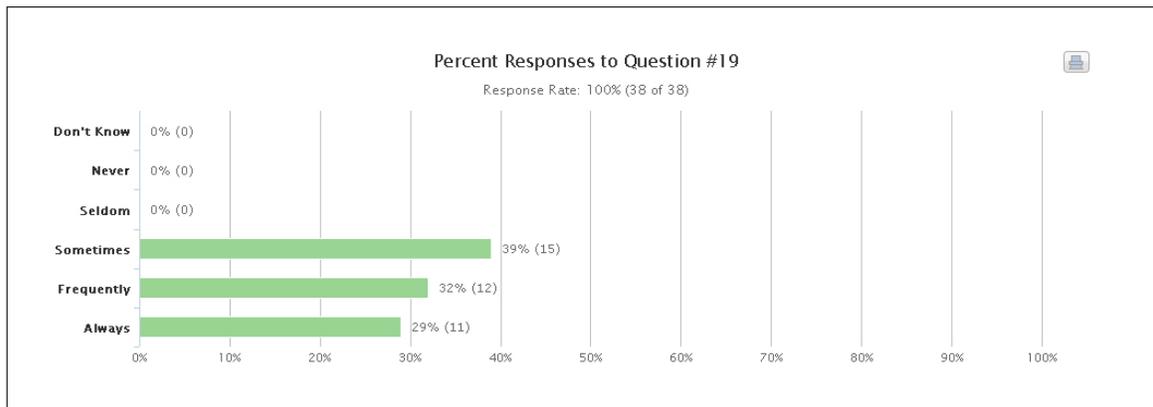
Frequency Counts by Question

For each question, this report gives the overall response rate, the count and response percentage of each question's option values.

18. In my school, time is available for teachers during the school day for professional learning.
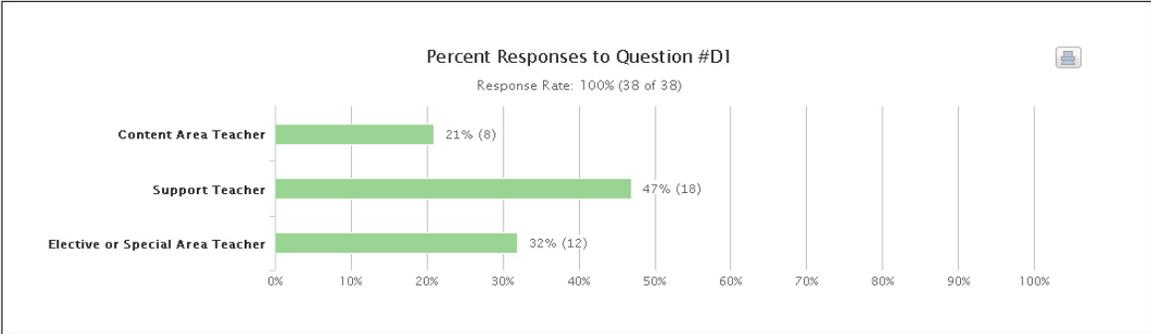

19. Teachers in my school are involved with the decision-making about how professional learning resources are allocated.

School Demographic Report

For each question, this report gives the overall response rate, the count and response percentage of each question's option values.

1. Role

Percent Responses to Question #D1
Response Rate: 100% (38 of 38)

Role	Percentage (Count)
Content Area Teacher	21% (8)
Support Teacher	47% (18)
Elective or Special Area Teacher	32% (12)

2. Experience Level as a Teacher

Percent Responses to Question #D2
Response Rate: 100% (38 of 38)

Experience Level	Percentage (Count)
Less than 1 year	0% (0)
1–4 years	0% (0)
5–10 years	0% (0)
11–16 years	26% (10)
17–25 years	34% (13)
More than 25 years	39% (15)

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