

## QUICK-START GUIDE for project coordinators

# Welcome

Print out this guide and write in the following information.

Username:

Password:

SAI administrator's  
contact info:

The contact information appears near the end of the e-mail that you received with the *SAI Coordinator's Packet* for (name of your school or district) in the subject line.

THIS GUIDE describes the process to launch the *Standards Assessment Inventory* in three easy steps. You'll also learn how to **view** SAI reports, **troubleshoot** common problems, and **close** your SAI. (NOTE: the red words hyperlink to the appropriate section of the document.)

### STEP 1. Set up account

- Get the five-letter "token" you received by e-mail or regular mail.
- Access [www.sai-learningforward.org](http://www.sai-learningforward.org) and click **Register**.
- Fill in the **Create an Account** form.

#### TIP

Before leaving the page, record in the space at left:

- Your username
  - Your password
  - Your SAI administrator's contact information
- Click **Continue** to finish registering and log in.

From now on, you'll need only your username and password to log in.

You cannot complete the SAI with your coordinator's token. If you are a school-based staff member, use your school SAI token to take the SAI. If you are a central office staff member, contact your SAI administrator to get a token to take the SAI.

## STEP 2. Find your SAI access tokens.

If you haven't logged in, do so now.

On the **Welcome** screen, look under "Projects" and click your project's name. Project names vary and may not necessarily be your school name.

You should arrive at the **Overview** screen. Click **Participating Schools**.

On the **Participating Schools** screen, you will see each school currently assigned to your project. Next to each school is its five-letter SAI access token.

Following the instructions below, either meet with school leaders to share the SAI access process or include the appropriate SAI access token in a letter or e-mail to the staff of each school.

## STEP 3. Distribute SAI access tokens to participating schools.

Project coordinators can increase participation in the SAI if they reduce access problems. One way to do that is to meet with school administrators and/or teacher leaders to share the access process. In turn, principals and teacher leaders meet with teachers to share information about the SAI.

When face-to-face meetings are not possible, information can be shared through written communication. A [sample letter](#) to adapt for each school is included at the end of this Quick-Start Guide.

When creating any written communication related to access tokens, it is better to copy and paste the tokens from the **Participating Schools** screen ([see Step 2 above](#)) to avoid errors in transposing the codes. Learning

## DIRECTIONS FOR ALL TEACHERS AND ADMINISTRATORS

Preferably at a staff meeting, school coordinators share these directions and demonstrate the steps. These are simple steps, yet problems can be avoided if all staff get the same directions visually and in writing. Therefore, be sure to include these directions in a handout the teachers can take away from the meeting or follow up in an email. Directions can be posted to a school web site for staff to access at their own convenience.

Please emphasize the following:

- Registration results in a personal web site for each teacher to which they return each time they open the SAI. Some schools and districts opt to ask teachers to complete the SAI in the fall and spring of the same school year or over multiple years.
- Because the SAI is often repeated multiple times, it is a good idea to enter one's e-mail address as his or her user name to avoid problems on the second administration of the SAI.
- No one will be able to connect your password or user name with your SAI responses.

To avoid confusion, DO NOT distribute SAI report tokens at this time.

Instead, give each school's report token to the principal or leadership team ONLY AFTER the schools have begun their inventory. In this way, school SAI coordinators will not inadvertently distribute the report token instead of the inventory token.

## DIRECTIONS FOR ACCESSING THE SAI

1. Visit [www.sai-learningforward.org](http://www.sai-learningforward.org) on your computer.
2. Click on the **Register** option on the welcome screen.
3. Enter your school-specific token.
4. Enter your e-mail address or create a username. If you do not use your e-mail address, record your user name in a safe place so you can remember it if you wish to return to the inventory at a later time.
5. Choose a password, which must be entered twice in order to confirm. It is a good idea to record your password in a safe place so you can remember it if you wish to return to the inventory at a later time.
6. Click on **Continue** to take the inventory.
7. If you are unable to complete the inventory in one session, you may click **Save** at any time to save your results and then return to the inventory at a later date. Return to SAI by visiting [www.sai-learningforward.org](http://www.sai-learningforward.org) again and entering your e-mail address or user name and password. You will not need your token to log in again, if you return to the inventory.

## DIRECTIONS FOR GETTING ASSISTANCE

If any participant needs assistance, please refer him or her to SAI User's Guide at [www.sai-learningforward.org/SAI-UsersGuide.pdf](http://www.sai-learningforward.org/SAI-UsersGuide.pdf)

Also provide the name, email, and phone number of a school and district contact person for further assistance.

## Viewing SAI reports

1. Log in. Click your project's name on the **Welcome** screen to access the **Overview** screen.
2. At the top of the **Overview** screen, click **Reports**.
3. Project coordinators do NOT need a second token in order to view reports.
4. Principals may also use this procedure to view the reports for their school. They will need their school report token. [Back to top.](#)

## Troubleshooting

### RESETTING PASSWORDS

You cannot retrieve a lost password. Users who registered using an email address as their user name and have forgotten their password may reset their password by going to [www.sai-learningforward.org/resetpw.php](http://www.sai-learningforward.org/resetpw.php). Users can reset their own passwords ONLY if an email address was used as a username during registration. Project coordinators can reset passwords for others by following the directions below,

1. Log in. On the **Welcome** screen, click your project's name.
2. At the top of the **Overview** screen, click **Users**.
3. On the **Project Users** screen, scroll or search to find the username of the person who lost his/her password.
4. Click the appropriate username.
5. On the **User Information** screen, delete the row of dots in the **Password** field and enter a new password.
6. E-mail the person to tell him/her that the password has been reset. Include the new password in the e-mail. Encourage the user to reset his or her password after logging onto [www.sai-learningforward.org](http://www.sai-learningforward.org) with the new password. On the **Welcome** screen click on the username link in the upper left to open the SAI user profile where a new password can be reset. [Back to top.](#)

## ENTERING TOKENS

If a user has trouble entering his or her token, a project coordinator can enter it.

1. Follow steps 1-4 in resetting passwords, above.
2. On the **User Information** screen, enter the user's token in the **Enter Token Code** box and click the **Add Token** button.
3. Notify the user that his or her token has been entered.

## SOLVING OTHER REGISTRATION PROBLEMS

Refer participants to the SAI Users Guide at [www.sai-learningforward.org/SAI-UsersGuide.pdf](http://www.sai-learningforward.org/SAI-UsersGuide.pdf). Some participants will feel more comfortable with phone or in-person support. Sometimes walking a whole group of participants through the steps at one time can solve some registration problems. Project Coordinators need to be ready to provide support to alleviate as many registration problems as possible to increase response rates.

# Closing SAI to new responses

1. Log in.
2. On the **Welcome** screen, click your project's name.
3. On the **Overview** screen, click the box next to **Closed to Responses**. A check mark should appear in the box.
4. Click the **Save** button at the bottom of the screen before exiting. [Back to top.](#)

# Sample SAI participation request letter

PLEASE SUPPLY ALL MISSING INFORMATION.

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

\_\_\_\_\_ School District/ \_\_\_\_\_ School encourages all staff members to complete the Learning Forward's Standards Assessment Inventory (SAI). Results from the SAI will provide data regarding professional learning in our district/school(s) using Standards for Staff Development as criteria (<http://www.learningforward.org/standards/index.cfm>). This information will help us plan effective professional development that results in increased student success. Your input is valued. By completing the SAI, about 15-20 minutes, you will be providing valuable input. All information collected is anonymous. We appreciate your input.

This letter/e-mail contains all the information required to register at the [www.sai-learningforward.org](http://www.sai-learningforward.org) website and begin completing your SAI. Follow the steps listed below and you will be ready to go in just a few minutes.

The SAI may be accessed between (Add dates the SAI opens and closes here.)

1. Visit <http://www.sai-learningforward.org> on your computer.
2. Click on the Register option on the welcome screen.
3. Enter your school-specific token, which is (enter token here).
4. Enter your e-mail address or create a 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, which 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 on Continue to SAI to complete the SAI.
7. 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 date. Return to SAI by entering <http://www.sai-learningforward.org> 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.

No one will be able to connect your password or username with your SAI answers.

In case of difficulties, please feel free to contact me at: Add coordinator's contact information.

Thank you,  
(Your name)

NOTE: Effective invitation letters include specific information about the purpose of the SAI, how the data will be used, who will use the data, and when respondents can expect to see the complete results. [Back to Step 3.](#)