

Dear Principal:

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.

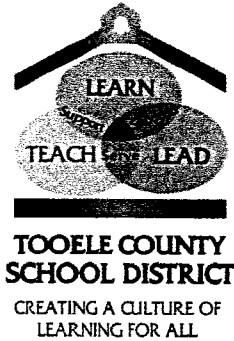
The SAI will be open to certified/licensed staff between **Oct 18th, 2016** and **Oct 28th, 2016**. The SAI takes about 15-20 minutes to complete, but the validity of a school's results depends on the number of staff completing the survey. Consequently, we strongly encourage all certified/licensed staff to complete the online survey before **Oct. 28, 2016**.

Follow these steps for a smooth SAI administration.

- 1 The SAI can be accessed from any internet accessible device from any location.
2. Share the memo below with your staff before **Oct. 18th, 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.
5. The website to access is <https://sai.learningforward.org/usbe.php>

Doelene Pitt

Assistant Superintendent



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 18th, 2016** to **Oct 28st, 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.

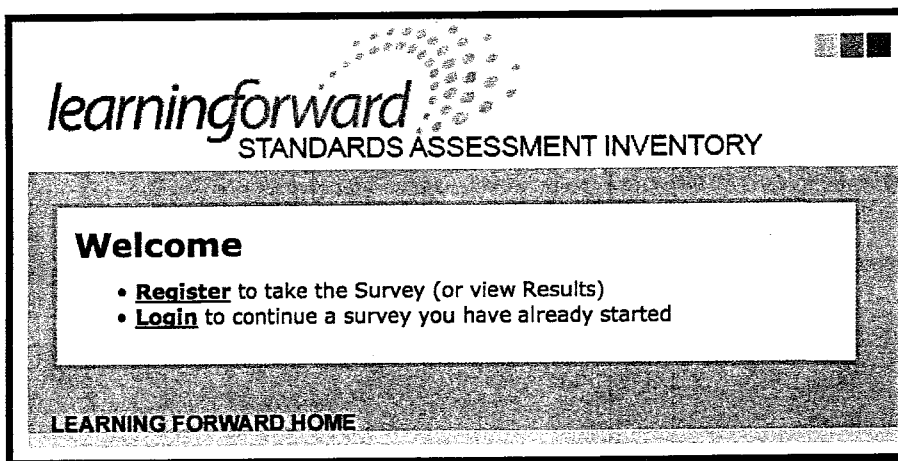
2. Visit <https://sai.learningforward.org/usbe.php> on your computer.
3. Click on the **'Register'** link.
4. Enter your school specific token which is _____,
5. Enter your e-mail address or create another username. It is a good idea to record your user name so you can remember it if you wish to return to the SAI at a later time.
6. 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.
7. Click **'Continue'** to complete your registration and start the SAI Survey.
8. Locate the survey link under the heading **"Surveys"**, it will contain your school's name. Click this link to start.
9. 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.
10. 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.
11. 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 (at dpitt@tooeleschools.org) so that I can either go over the problem with you or pass your issue on to the SAI project coordinator.

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 page. The title "Create An Account" is at the top. Below it, the text reads: "To continue, enter the token code you were provided along with your email address and a desired password." and "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." There are four input fields: "Token *", "Email Address/User Name *", "Password *", and "Password (Confirm) *". A tip below the email field says: "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" button.

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

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.