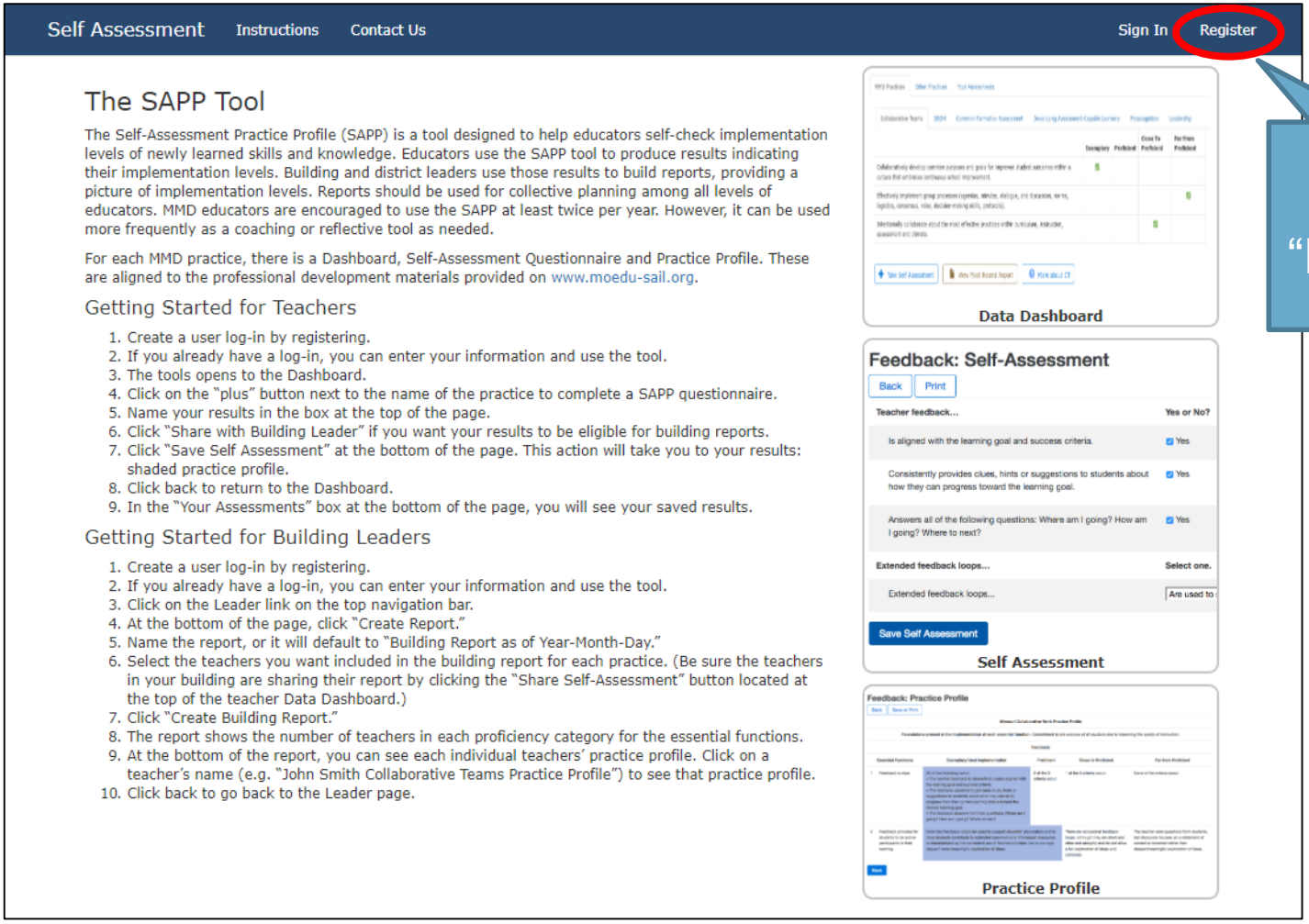
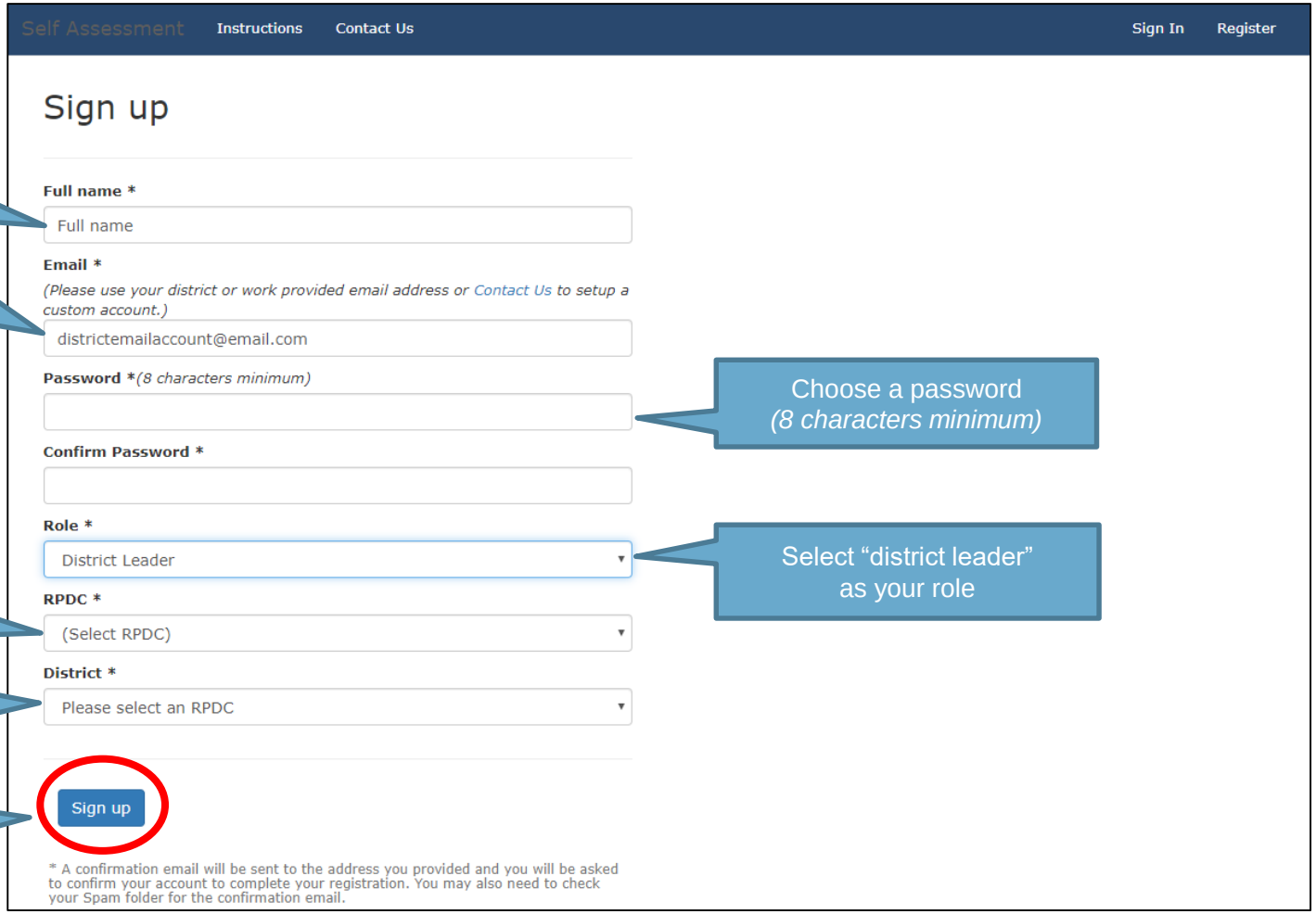
District SAPP Instructions

To register, go to sapp.missouripd.org



Complete registration fields



Enter your full name

Enter your district or work-provided email

Choose a password *(8 characters minimum)*

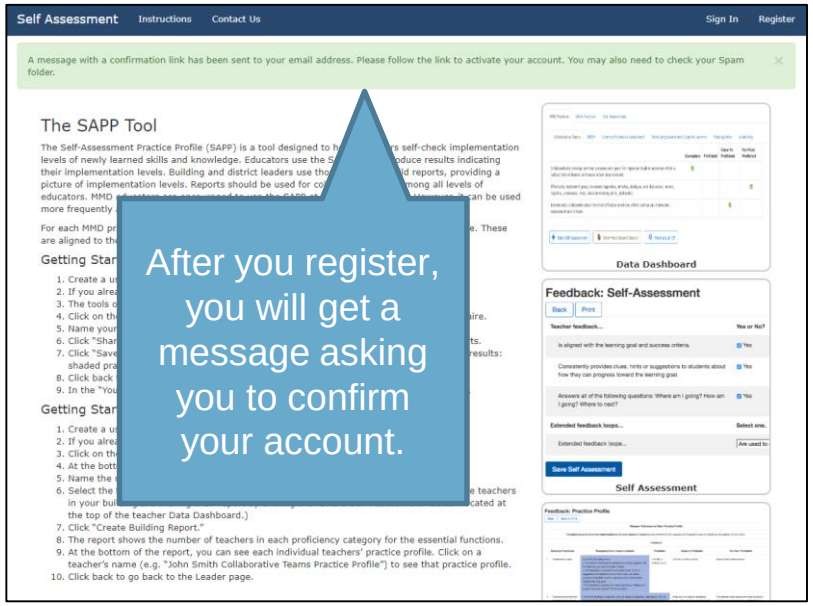
Select "district leader" as your role

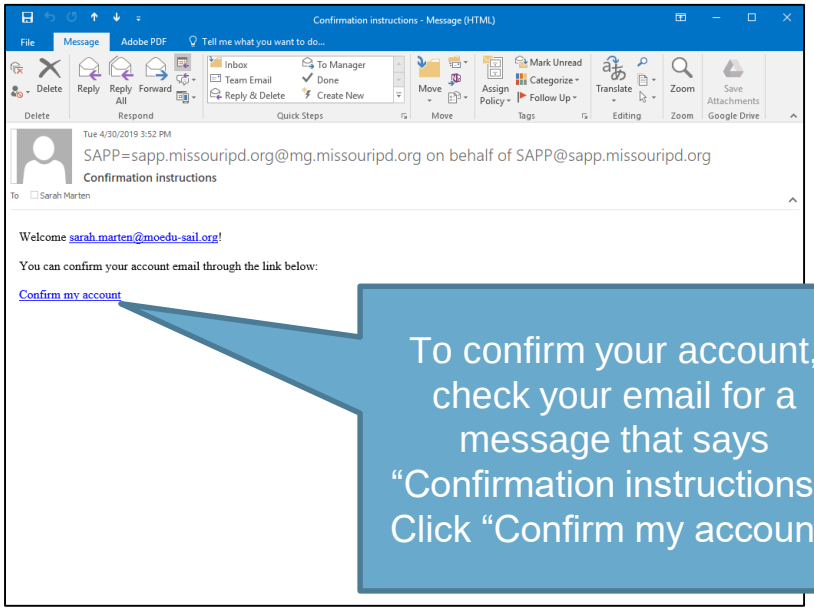
Select your RPDC

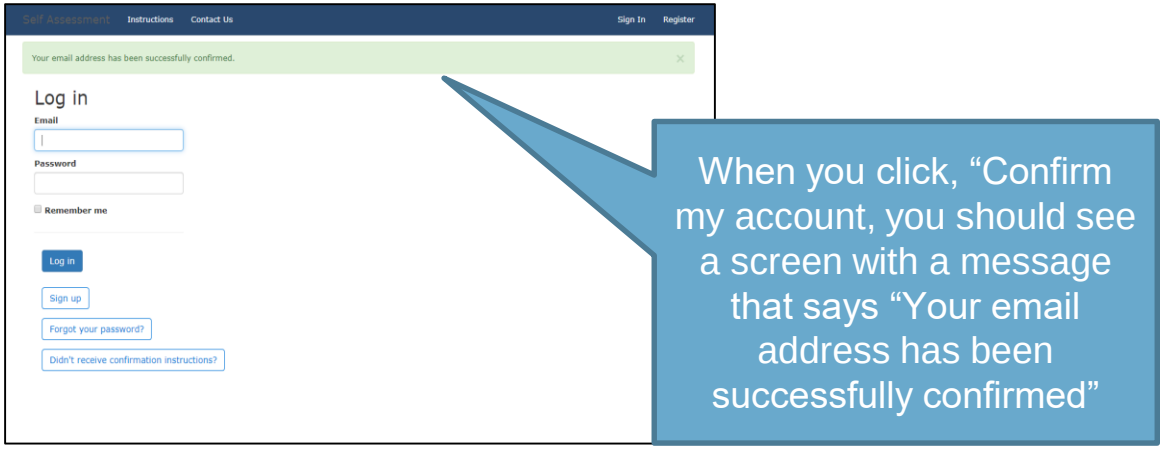
Select your district

Click "Sign up"

Confirm your email

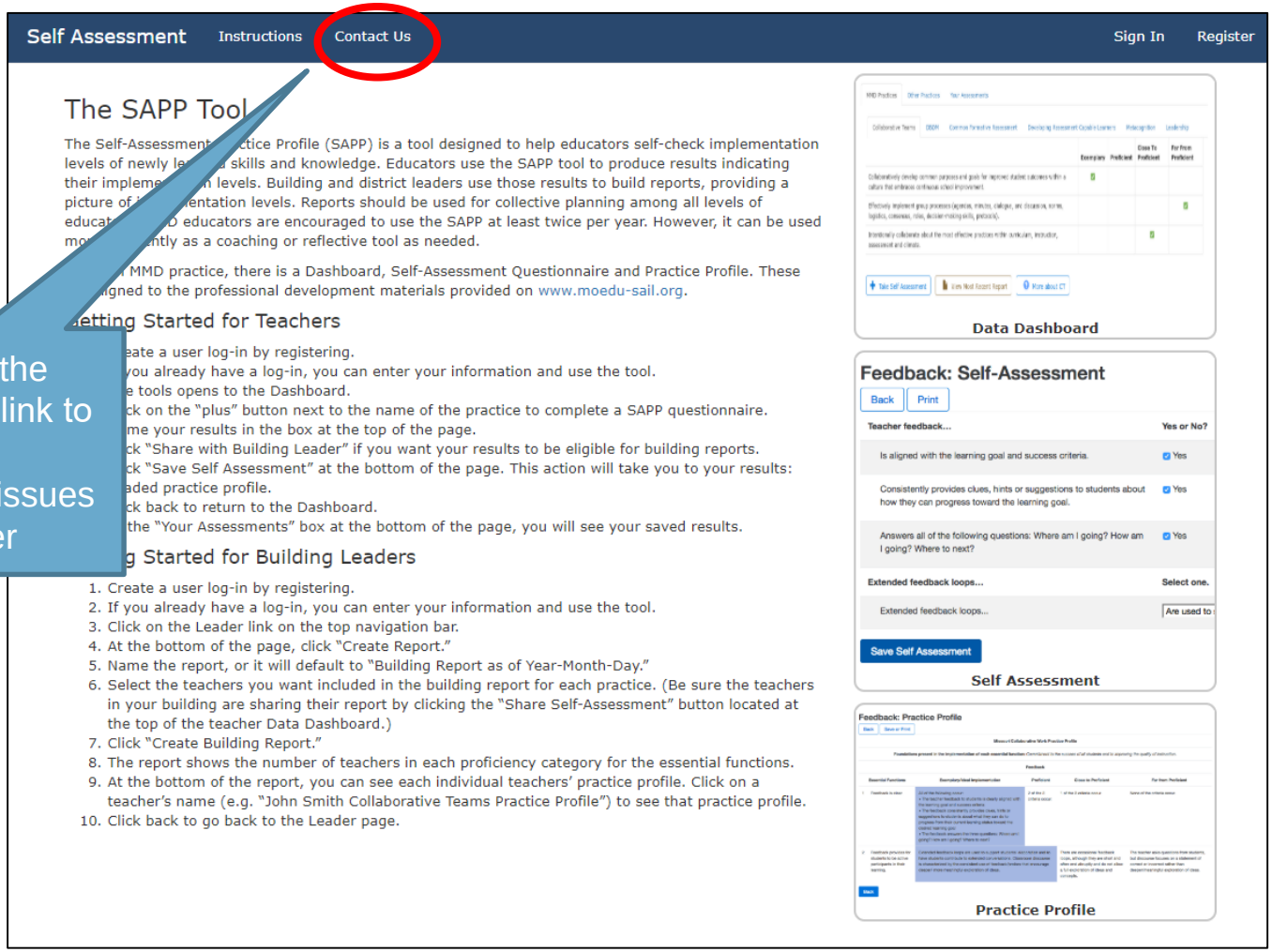






If you don't receive confirmation instructions, you can use the "Contact Us" link report it

You can use the "Contact Us" link to report any questions or issues you encounter



Getting Started for Teachers

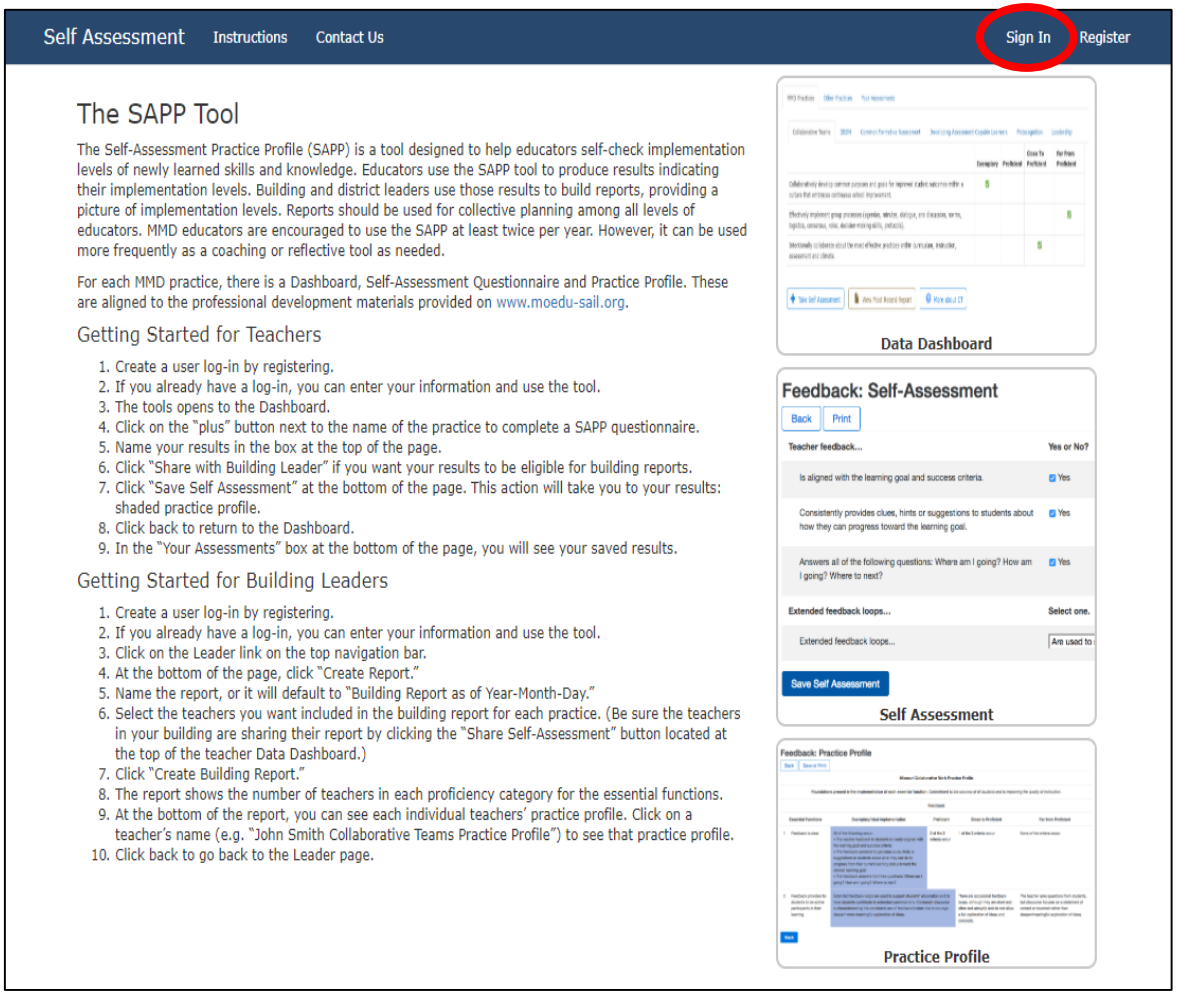
1. Create a user log-in by registering.
2. If you already have a log-in, you can enter your information and use the tool.
3. Click on the tools opens to the Dashboard.
4. Click on the "plus" button next to the name of the practice to complete a SAPP questionnaire.
5. Name your results in the box at the top of the page.
6. Click "Share with Building Leader" if you want your results to be eligible for building reports.
7. Click "Save Self Assessment" at the bottom of the page. This action will take you to your results:
8. Added practice profile.
9. Click back to return to the Dashboard.
10. In the "Your Assessments" box at the bottom of the page, you will see your saved results.

Getting Started for Building Leaders

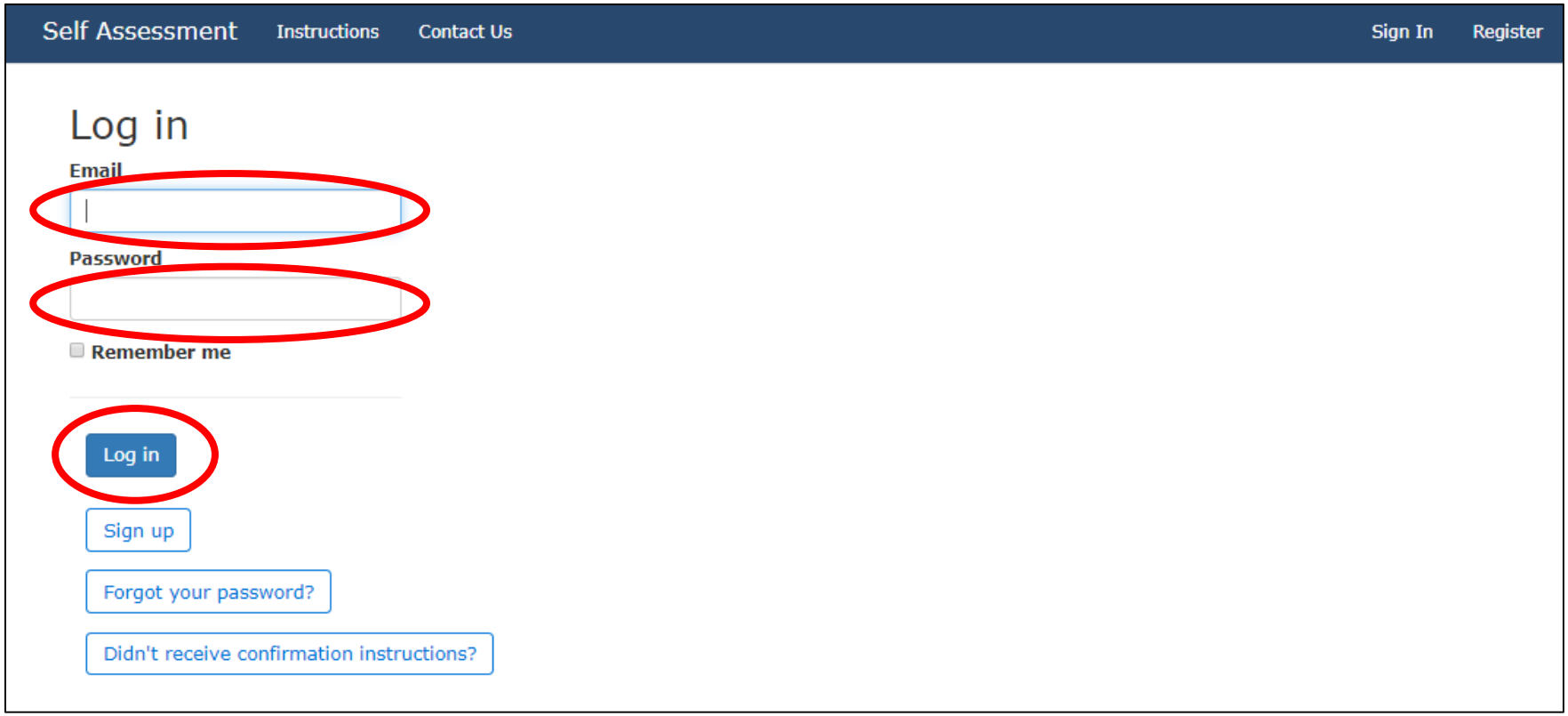
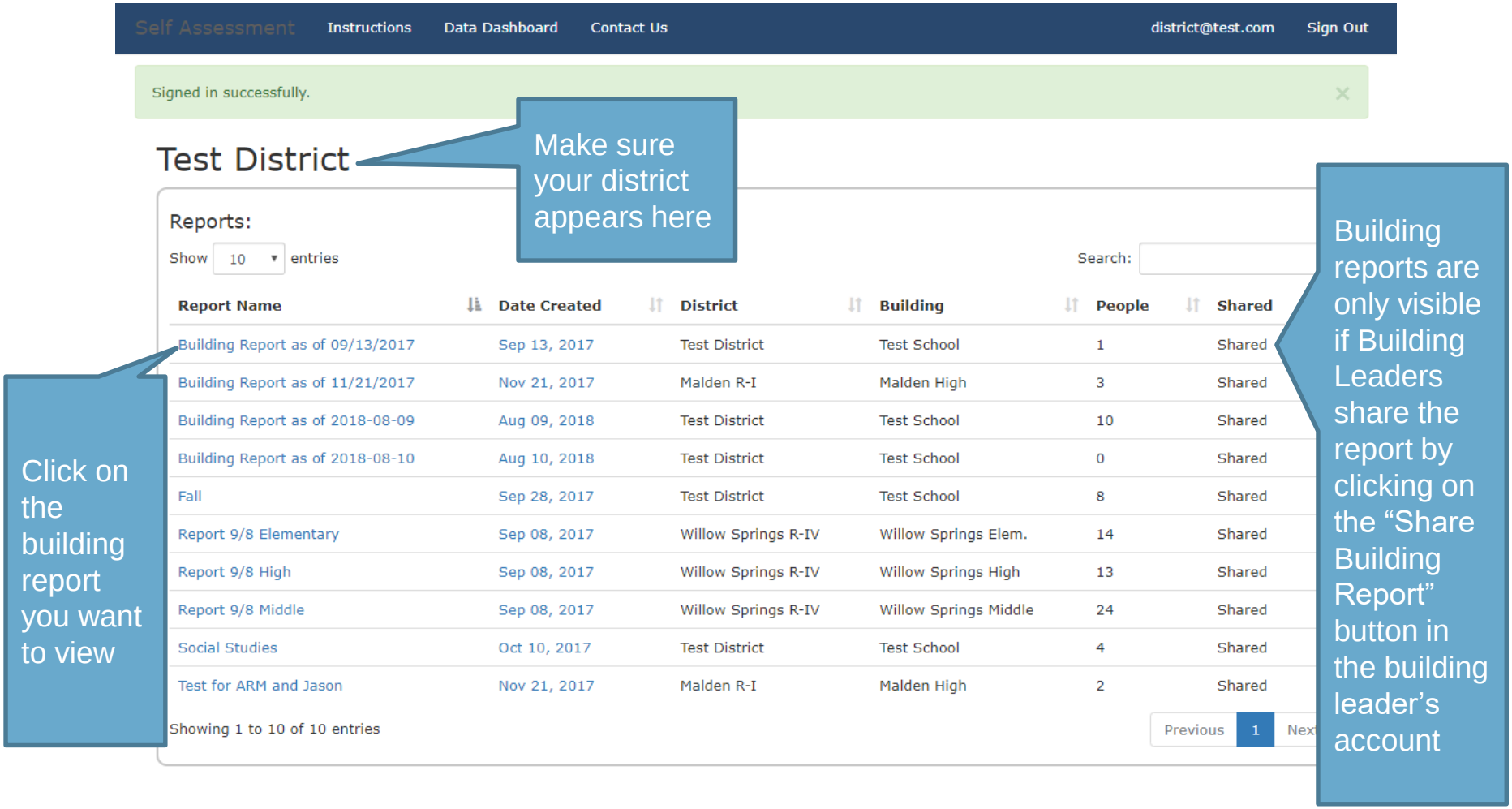
1. Create a user log-in by registering.
2. If you already have a log-in, you can enter your information and use the tool.
3. Click on the Leader link on the top navigation bar.
4. At the bottom of the page, click "Create Report."
5. Name the report, or it will default to "Building Report as of Year-Month-Day."
6. Select the teachers you want included in the building report for each practice. (Be sure the teachers in your building are sharing their report by clicking the "Share Self-Assessment" button located at the top of the teacher Data Dashboard.)
7. Click "Create Building Report."
8. The report shows the number of teachers in each proficiency category for the essential functions.
9. At the bottom of the report, you can see each individual teachers' practice profile. Click on a teacher's name (e.g. "John Smith Collaborative Teams Practice Profile") to see that practice profile.
10. Click back to go back to the Leader page.

To access your account, click "Sign In"

http://sapp.missouripd.org/instructions



Log in with your account email and password



View building reports