**Building Leader**

**Step 1: Create Account** (Every building leader will have their own unique log-in)

1. Go to sapp.missouripd.org.
2. Click “Register” (top right corner).
3. Enter your full name.
4. Enter your district or work-provided email.\*
5. Choose a password (8 characters minimum).
6. Select building leader as your role.
7. Select your RPDC.
8. Select your district.
9. Select your building.
10. Click “Sign Up.”

\*A confirmation email will be sent to the address you provided and you will be asked to confirm your account to complete your registration. You may also need to check your Spam folder for the confirmation email.

**Step 2: Verify your Information**

1. In the top box, the data for your account is shown. Make sure it is correct.
2. In the second box, you will see all the people at your building listed in the order that their Self-Assessment results were saved. These are the results that you can include in your building reports.

**Step 3: Create a Report**

1. At the bottom of the last box, click “Create Report.”
2. Name the report, or it will default to “Building Report as of Year-Month-Day.”
3. Select the teachers you want included in the building report. (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.
4. Click “Create Building Report.”
5. You can now see the report. The report shows the number of teachers in each proficiency category for the essential functions.
6. At the bottom of the report, you can see each individual teachers’ practice profile. Scroll to the bottom, click on a teacher’s name (e.g. “John Smith Collaborative Teams Practice Profile”) to see that practice profile.
7. Click back to go back to your home page.

**Step 4: Share a Report**

1. On the Leader home page, the last box shows all the reports that you have created, with the newest at the top.
2. In the Actions column, click “Share Building Report” to share a building report with your district and RPDC.
3. You can click “Stop Sharing Building Report” to stop sharing, (for example if you clicked the wrong report).