**Teacher**

**Step 1: Create Account** (Every teacher 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 teacher 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: Complete a Self-Assessment**

1. Next to the name of the practice, click the plus icon.
2. In the box under the word “Name,” name your results (shaded practice profile) to access after you submit your questionnaire. A default name is prepared for you.
3. Complete the Self-Assessment questionnaire.
4. To share your data with the Building Leader, click the button next to “Share with Building Leader.” When shared, your Self-Assessment results can be accessed for building level reports.
5. Click “Save Self-Assessment” at the end of the questionnaire. This action saves your answers to produce your results (shaded practice profile).
6. When you click “Save Self-Assessment,” you will see your shaded practice profile indicating proficiency levels for each essential function.
7. Click “Save or Print” (if you want to save a PDF or print a paper copy).
8. To find a copy of your shaded practice profile, click Data Dashboard at the top of the screen.
9. You will find a copy of your shaded practice profile by clicking on the document icon in the Your Assessments box at the bottom of the page.

**Step 3: View your Practice Profile**

1. Next to the name of the practice, click the document icon.
2. Click “Save or Print” (if you want to save a PDF or print a paper copy).
3. Click “Back” to take you back to the Data Dashboard.

**Step 4: Using the Data Dashboard**

1. Click on “Data Dashboard” at the top of the page.
2. Clicking on the name of a practice you have completed (e.g. “Collaborative Teams”) will reveal your proficiency level for each essential function.
3. Click the title again to hide the essential function proficiency levels.
4. In the top right, you can click “Collapse All” or “Expand All” to hide or show your proficiency levels for all self-assessments you have completed.
5. The “Your Assessments” box at the bottom of the Data Dashboard lists all of your questionnaire results (shaded practice profiles), so you can monitor your progress over time. Click on the document icon underneath the results column to see your shaded practice profile.

**Step 5: Share your Self-Assessments**

1. To share your data with the Building Leader, go to the Your Assessments box at the bottom of the Data Dashboard page.
2. Under the column “Sharing,” click the box next to the report you want to share. If you shared it when you completed the questionnaire, it will be checked already. When shared, your Self-Assessment results can be accessed for building level reports.
3. If you uncheck the sharing box, your results will no longer be available for building level reports.