**Self-Assessment Practice Profile**

**Building Leader**

Step 1: Create Account

1. Go to sapp.missouripd.org.
2. Click Register (top right corner).
3. Enter your email and name, choose a password, select your RPDC, district, and building from the dropdowns. Select “Building Leader” as your role.
4. Click Sign Up.

Step 2: Log In (after you have an account)

1. Go to sapp.missouripd.org.
2. Click Login.
3. Enter your email and password.

Step 3: 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 can see all the people at your building. These are the people that you can include in your building reports.

Step 4: Create a Report

1. At the bottom of the last box, click “Create Report”.
2. Select the teachers you want included in the building report.
3. Click “Create Report”.
4. You can now see the report. The report shows how many of the teachers scored in each category on the self assessments.
5. 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.
6. Click back to go back to your home page.

Step 5: Share a Report

1. On the 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 RPDC.
3. You can click “Stop Sharing Building Report” to stop sharing, (if you clicked the wrong report).

**For further assistance** with the Self-Assessment Practice Profile

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