**Self-Assessment Practice Profile**

**Teacher**

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 “Teacher” 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: Enter a Self-Assessment

1. Click (Self-Assessment) for the topic you want.
2. Fill out the Self-Assessment form.
3. Click “Save Self-Assessment” at the end of the form.

Step 4: View Your Practice Profile

1. Click (Practice Profile) for the topic you want.
2. Click Save or Print (if you want a paper copy).
3. Click Back when you’re done.

Step 5: Using the Data Dashboard

1. Click on a topic title (For example, click “Collaborative Teams”).
2. The dashboard criteria will show, along with your scores (based on your self-assessment).
3. Click the title again to hide that topic.
4. In the top right, you can click “Collapse All” or “Show All” to hide or show all topics at once.

Step 6: Share your Self-Assessments

1. In the top left, click “Share Self-Assessment” to share the data with your building leader.
2. You can click the button, which now says “Stop Sharing Self-Assessment,” again to stop sharing (if you clicked it by mistake).

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

contact Stefanie (lindsays@umkc.edu) or Alex (TracyAB@umkc.edu)