www.districttools.org

General Site Usage Instructions

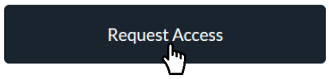
Thank you for your interest in using districttools.org. This site contains a variety of resources for school personnel.

In this document, you will find instructions for:

1. **Requesting Access to the Site**
2. **Signing Up**
3. **Logging In**
4. **Adding Buildings**
5. **Inviting/Removing Users**
6. **Creating Surveys**
7. **Currently Available Surveys**
8. **Additional Assistance**

Section 1: Requesting Access to the Site

If you do not currently have access to the site, request access by going to districttools.org and clicking the *Request Access* button. Anyone in your district who already has access can add you to the district and bypass the need to request access.



Section 2: Signing Up

If you already have an account for ksdetasn.org, skip to **Section 3: Logging In**. If you do not already have an account:

1. Go to accounts.ksdetasn.org/login.
2. Click *Sign Up*.

3. Enter all of the required information and click the *Sign up* button at the bottom of the screen.

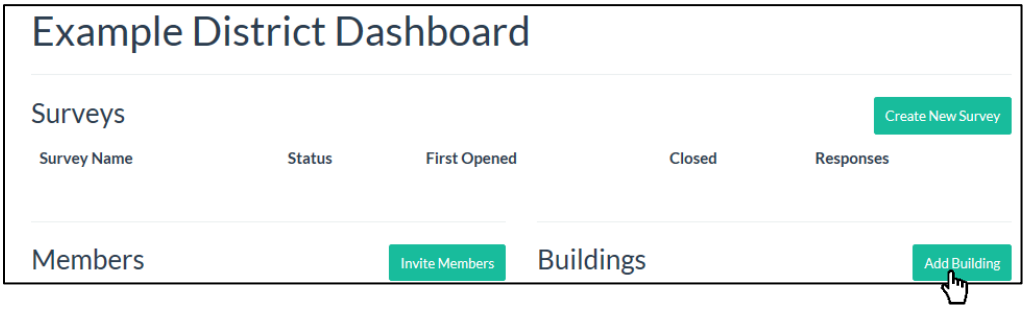
Section 3: Logging In

Once you've been given access to the site and have signed up, return to districttools.org. Log in to the site by clicking the *Log In* button and entering the email address and password you've registered with ksdetasn.org.

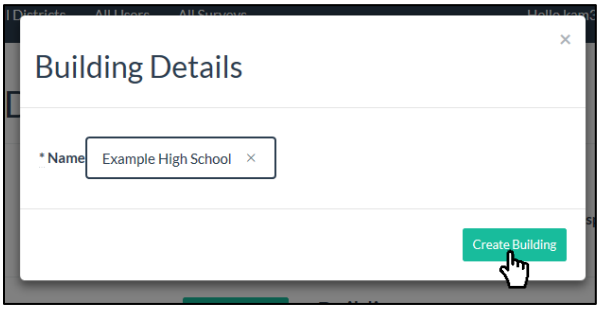
Section 4: Adding Buildings

One of the options you have after logging in to the site is to create or add to a list of your district's buildings.

1. Click *Add Building* on your district's Dashboard.



2. Type in a building's name and click *Create Building*.

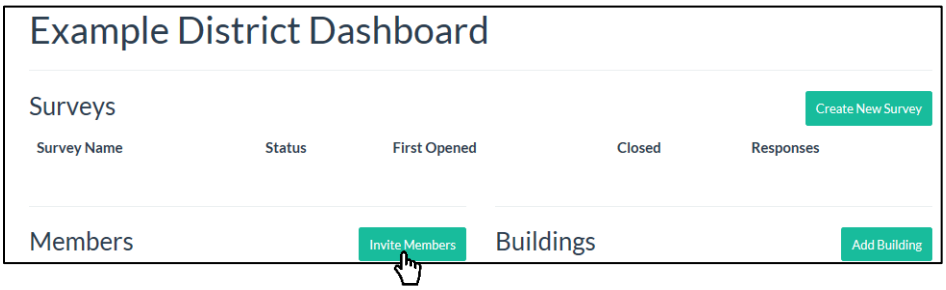


3. Edit a building's name by clicking on the name, editing the text, and clicking *Save Changes*. **Note that buildings will be listed in the order they are entered and cannot be deleted without contacting tasneval@ku.edu.**

Section 5: Inviting/Removing Users

Anyone who has access to a district on the site may grant access to others or remove others from the Members list.

1. Click *Invite Members* on your district's Dashboard.



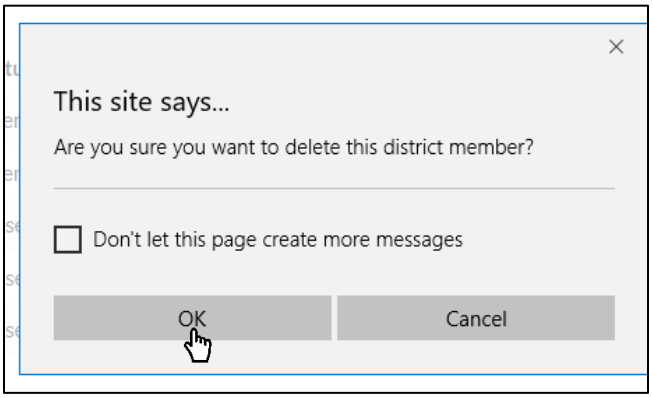
2. Type in the email address of the user you'd like to add, and click *Create User*.

- An automatically generated email will be sent to the address you've provided. If the person you're inviting already has a ksdetasn.org login linked to the email address you've entered, they can now simply log in to the site (see **Section 3: Logging In**). If that person does not yet have an email address and password at ksdetasn.org, see **Section 2: Signing Up**.

- If an invited member **does not receive the automatically generated email**, contact your district IT department and ask them to allow messages generated by ksdetasn.org.
- *Invitation Pending* will appear beside a user's email address until they have successfully logged in to the site. Once they've logged in for the first time, this text will be replaced by the first and last name they entered when registering with ksdetasn.org.

3. If it becomes necessary to remove a member for some reason (e.g., an email address was typed incorrectly, a member is no longer employed by your district), click the small ***X*** beside their name (or beside *Invitation Pending* if they have yet to log in).

4. The site will prompt you to ensure that you're trying to remove this member. Click *OK* to confirm that the member should be removed from your district, or click *Cancel* to maintain that member's access.

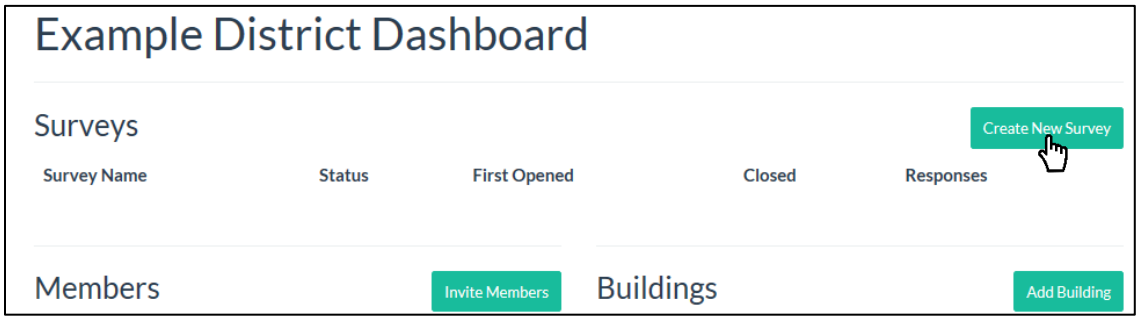


5. Note that **users can have access to only one district at a time**. To provide access for a user who is already a member of a different district, they must be removed from that other district. Contact tasneval@ku.edu for assistance in moving a user to a new district.

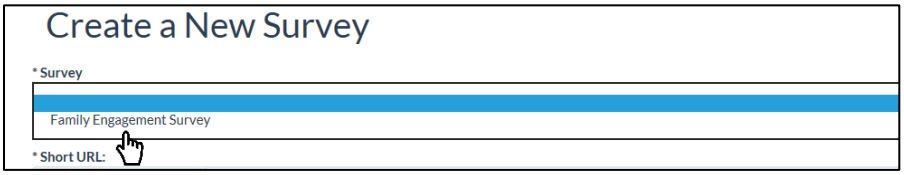
www.districttools.org

Section 6: Creating Surveys

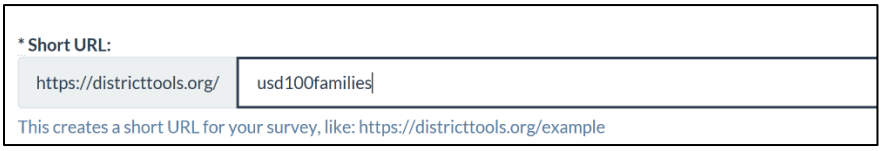
1. Once you've added all of the necessary buildings and are ready to create/launch a new survey, click the *Create New Survey* button on your district's Dashboard.



2. Select a survey from the *Survey* dropdown menu.



3. Create a short URL for your survey by typing text in the *Short URL* box. This gives respondents a simple option for accessing the survey. In the example below, respondents could type "https://districttools.org/usd100families" into their web browser to access the survey. Additional ideas to simplify survey distribution are included in the individual instructions for each separate survey.



Section 7: Currently Available Surveys

Click to access instructions specific to each survey.

- Family Engagement Survey
- Inclusive MTSS Implementation Scale

Section 8: Additional Assistance

For additional assistance or any questions regarding districttools.org, please contact tasneval@ku.edu.