www.districttools.org
General Site Usage Instructions

Thank you for your interest in using www.districttools.org. This website 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 website, request access by going to www.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.
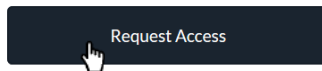
Section 2: Signing Up

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 www.ksdetasn.org.

2. Click the link to *Sign Up*.

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

4. Return to www.districttools.org and login using the email address and password you entered.

Section 3: Logging In

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

I've already been given access to the site, simply log in. If not, any representative from
ess. Any user who has access to a district is then able to grant access to other school o
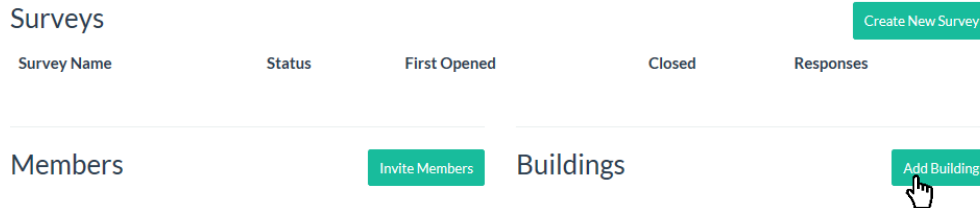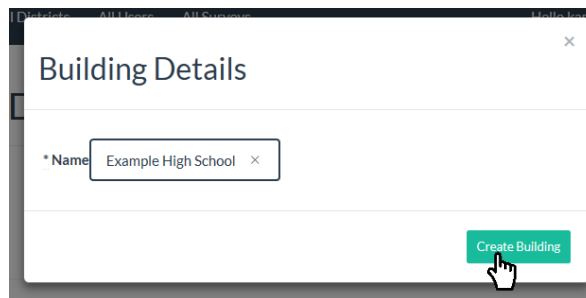
Log In

Section 4: Adding Buildings

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

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

Example District Dashboard

Surveys   Create New Survey

Survey Name	Status	First Opened	Closed	Responses

Members   Invite Members   Buildings   Add Building

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

Building Details ×
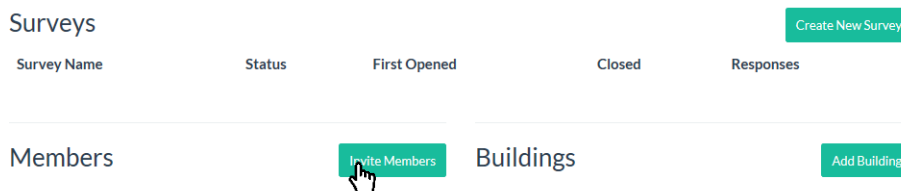
* Name | Example High School ×

Create Building

3. Building names can easily be edited 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 that buildings cannot be deleted without contacting tasneval@ku.edu.**

Section 5: Inviting/Removing Users

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

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

Example District Dashboard

Surveys   Create New Survey

Survey Name	Status	First Opened	Closed	Responses

Members   Invite Members   Buildings   Add Building

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


3. 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 login 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**.

4. 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.

5. It will say *Invitation Pending* beside a user's email address until they have successfully logged into 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.
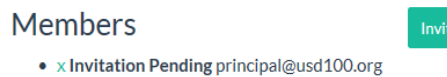
6. If it becomes necessary to remove a member for some reason (e.g., an email address was typed incorrectly, a member is no longer employed by your district), click the small *X* beside their name (or beside *Invitation Pending* if they have yet to log in).
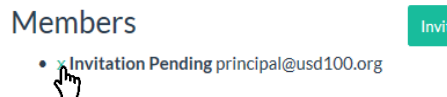
7. The website will prompt you to ensure that you're trying to remove this member. Click *OK* to confirm that the member should be removed from your district or click *Cancel* to maintain that member's access.
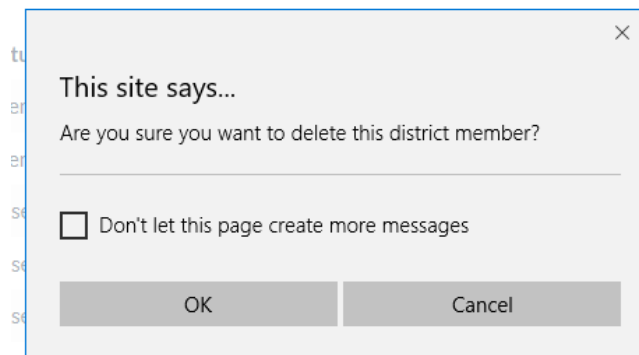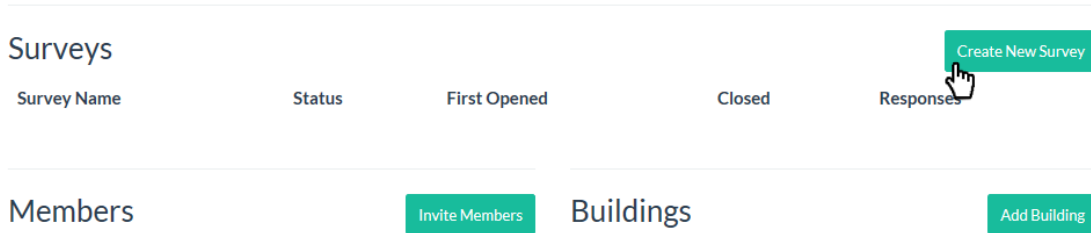

8. Note that **users can only have access to one district at a time**. To provide access for a user who is already a member of a different district, they must be removed from that other district. Contact tasneval@ku.edu for assistance in moving a user to a new district.

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.

Example District Dashboard

Surveys

Survey Name	Status	First Opened	Closed	Responses

[Create New Survey]

Members   [Invite Members]   Buildings   [Add Building]

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

Create a New Survey

*Survey

Family Engagement Survey

*Short URL:

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 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.

*Short URL:

https://districttools.org/	usd100families

This creates a short URL for your survey, like: https://districttools.org/example

Section 7: Currently Available Surveys

(click to access instructions specific to each survey)

- [Family Engagement Survey](#)

Section 8: Additional Assistance

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