PBIS*Assessments* Coordinators' Guide

MO SW-PBS

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Introduction

This document is being written for individuals with Coordinator level access in PBIS*Assessments*. These individuals will typically have access to a district or multiple districts in a state. District level coordinators will have access to *all* schools within the district.

Only PBIS*Assessments* can grant Coordinator level access to an individual. Contact your State Coordinator for more information on the process for gaining coordinator level access. The current State Coordinator in Missouri is Dr. Gordon Way, wayg@missouri.edu.

Once you are a Coordinator in a given state, the State Coordinator can grant you access to additional organizations that should be in your scope, as appropriate.

About PBIS*Apps* and PBIS*Assessments*

PBIS*Assessments* is an application of PBIS*Apps*. Applications available to schools include PBIS*Assessments* and SWIS. Applications available to consultants may also include SAMI SWIS.

PBIS*Assessments* is a survey site. Most of the surveys measure implementation fidelity at the different tiers of implementation. A small number of surveys measure climate or safety.

You can think of the surveys as falling into two categories: 1) Single response surveys and 2) Multi response surveys.

Single response surveys include surveys such as the TFI, where the team engages in a self-reflection process, but only enters one response per survey administration into the survey site. Single response surveys are completed by logging on to the survey site, and clicking on "take survey" under open surveys in the row of the desired survey.

A multi-response survey is a survey where multiple people respond to the survey. An example of a multi response survey is the Self-Assessment Survey, which the entire staff is encouraged to complete. Typically, a hyperlink that is unique to the survey, the organization, and the survey window is sent to the potential respondents. They click on the link, respond to the items, then submit the survey. The responses are recorded for that survey, school, and window.

Logging On

Go to PBIS*Apps*

In the upper right-hand corner, you will see "PBIS Applications Login." Click on this.
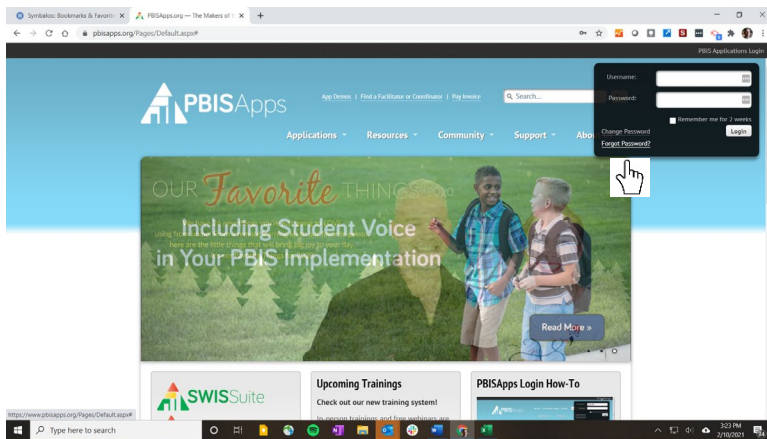
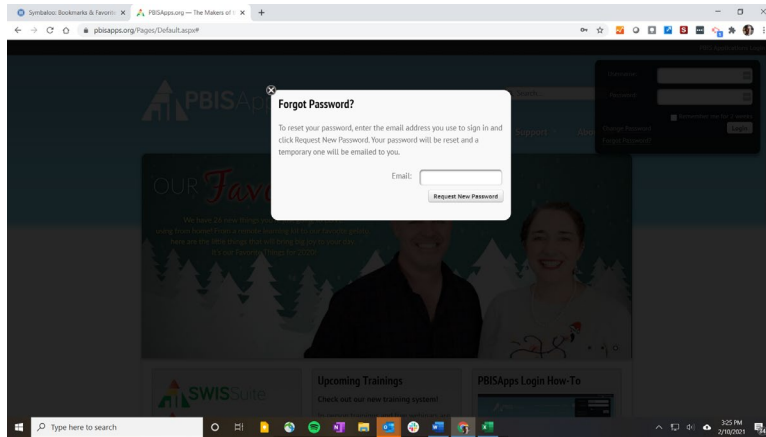Enter your user name and password, then click "Login"

Reset Your Password

If you have forgotten your password, there is an option to click on "Forgot Password."

This will open a dialogue box where you will enter your email address. The system will email you a link that you can use to reset your password. This link has a two-hour expiration date.

Once you have logged on, if you have access to more than one application, you will be directed to your dashboard. If you do have access to more than one application, they will appear on the menu ribbon at the top.
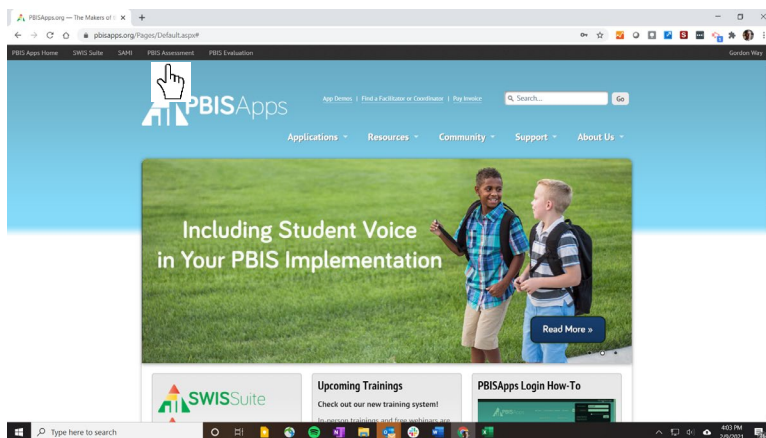
If you are not redirected to your school's dashboard, click on "PBIS Assessments" on your menu ribbon.

Tour of Dashboard

An organization's dashboard shows open surveys, closed surveys, users, and organization information. Organization information will include any parent organizations, or child organizations if applicable. For example, a district dashboard will show schools in the district as child organizations. In addition, a PBIS*Assessments* menu ribbon has been added just beneath the PBIS*Apps* menu ribbon. The PBIS*Assessments* menu ribbon includes links to the following:

- The organizations dashboard

- Surveys
  - Survey List
  - Open Survey
- Organizations to which you have access
- Users
- Reports
  - Survey Reports
  - Survey Status

There is a sidebar menu that provides links to open a survey, add team members, or open a back enter window.
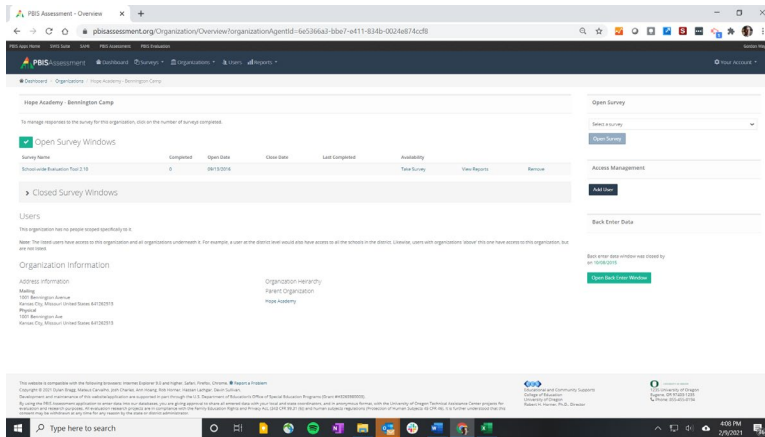

Users

Add User

There should be a Team Member associated with each school. Team Members can take single response surveys, and can copy multi-user survey links to send out to target stakeholders.
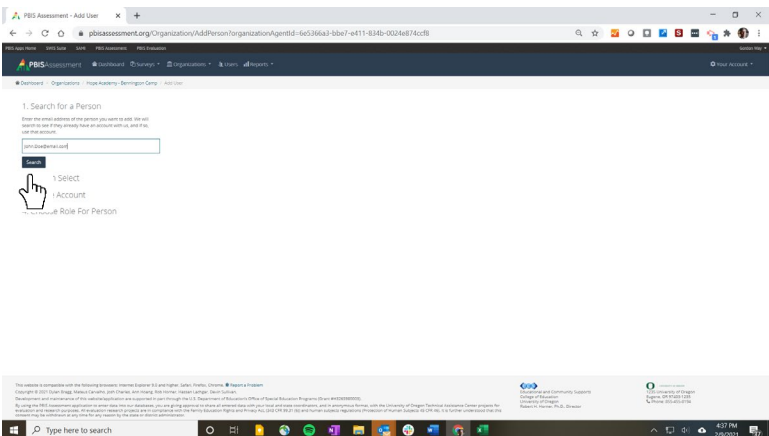
To add a team member to a school, go to the school's dashboard, and click on "add user" in the sidebar menu.
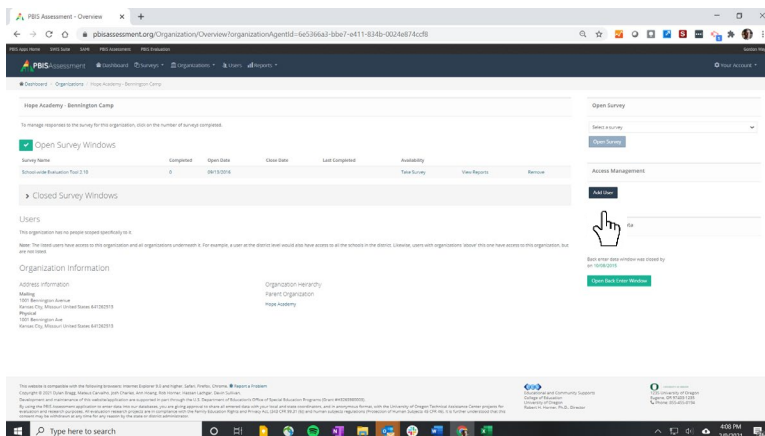
This takes you to a page where you can search for users already in the system by email addresses. Please note that people who are in the system as a SWIS user *already have an account in PBIS Assessments* by default.
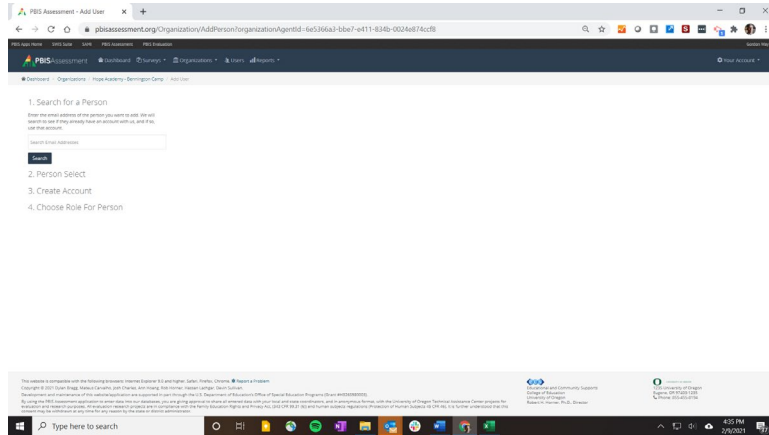

Add the email address in the search box, and click "Select"

If the email is not in the system, you will be prompted to do another search or "create a new account." Please note that "create a new account" is embedded in the sentence, and can be hard to see. If you mouse over the phrase, a line will appear beneath the phrase to indicate that the phrase is a link. Click on the link.
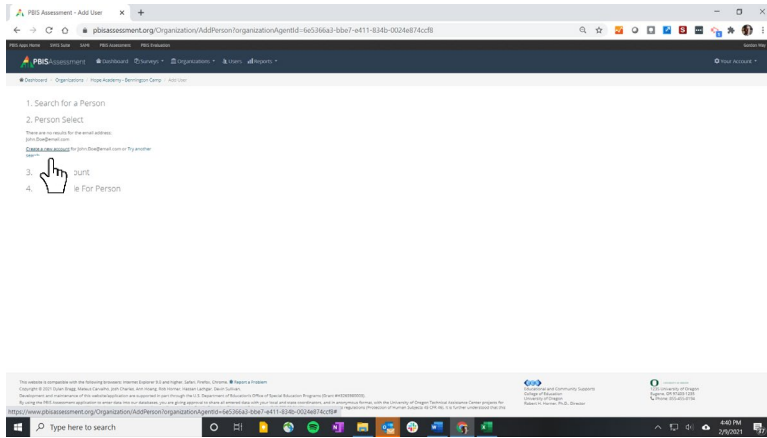
Enter the users first and last name, then click on the "Create Account" button.
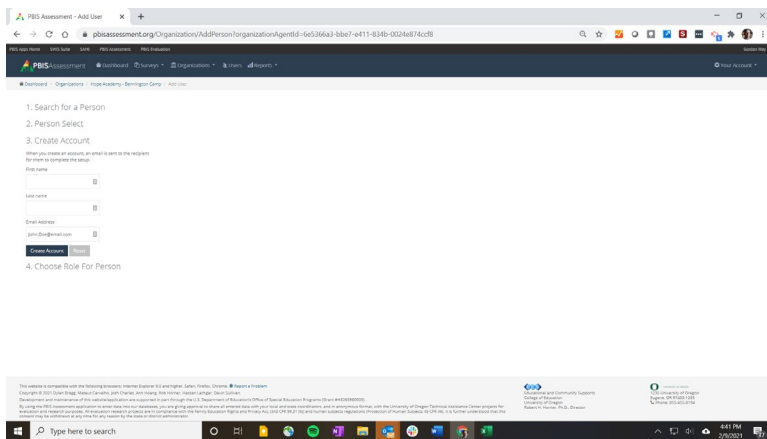
Roles

Once you have created the account, you will be prompted to choose a role. You will have two choices: Read Only and Team Member.

- **Read Only** access can only run reports. They *cannot* share survey links or take a single response survey.
- **Team Member** access can run reports, copy survey links, take single response surveys, and copy multi-user survey links in order to send them to target respondents. Team members receive automated email alerts when a survey is opened.

While a coordinator cannot provide anyone with coordinator level access, it is important to understand the access that you have:

- **Coordinator** access can run reports, copy survey links, take a single response survey, copy multi-user survey links in order to send them to target respondents, add users, and open survey windows.
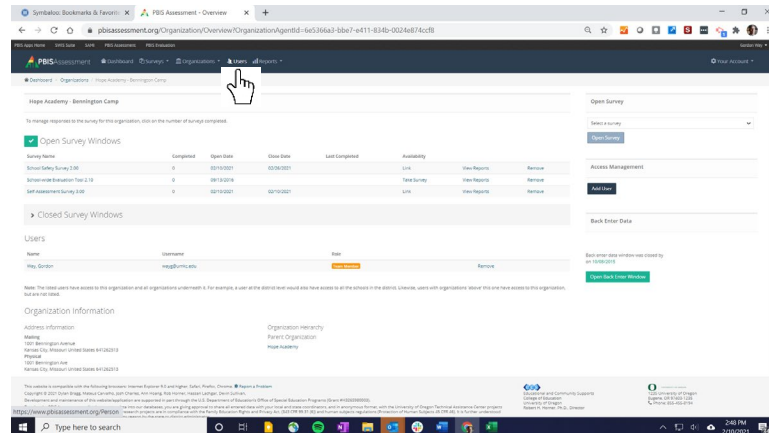
Remove User

To remove a user, click on "remove" next to their name on the School's Dashboard.
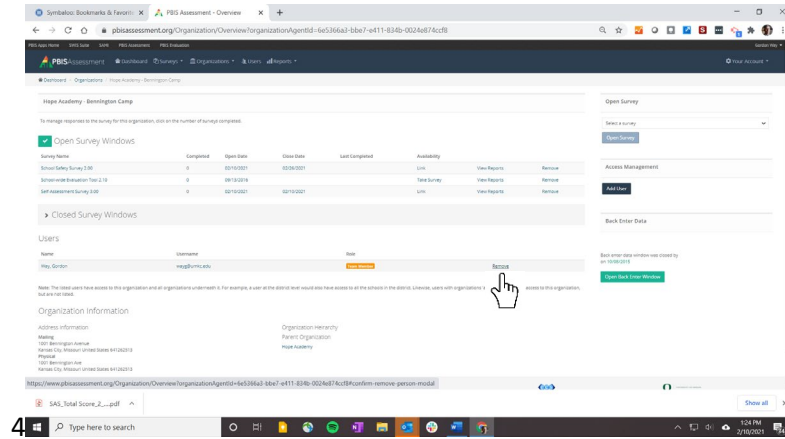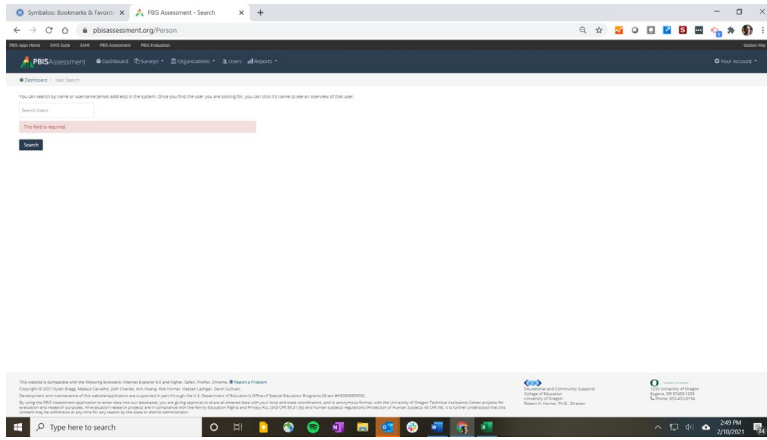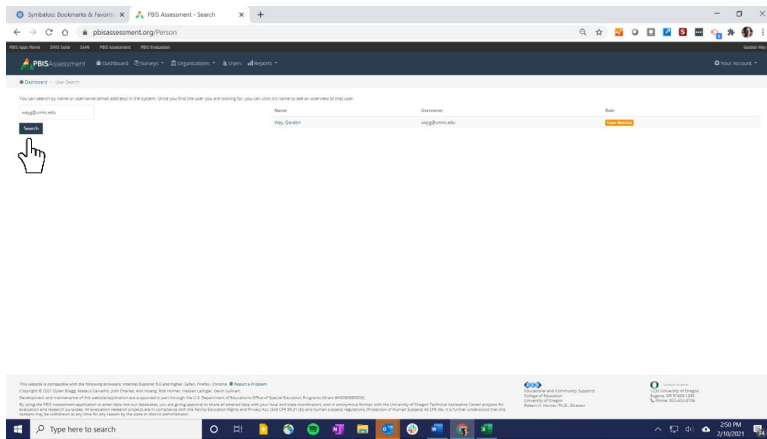

Edit User Information

Coordinators can edit information associated with users within their purview. From the Dashboard, click on "users" on the menu ribbon.
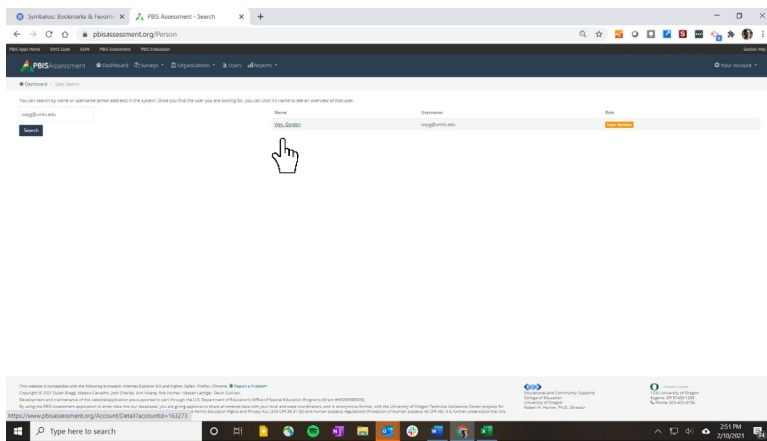

This will pull up a search window.

Enter the email address associated with the account that you would like to edit.


Click on the name of the user.

This pulls up that user's account details page. On this page, you can edit the user's name, the user's role, the user's user name (email address), and you can send a "reset password" link. This link has an expiration date of two hours after it is sent. The user can click on the link, and reset the password during this time.
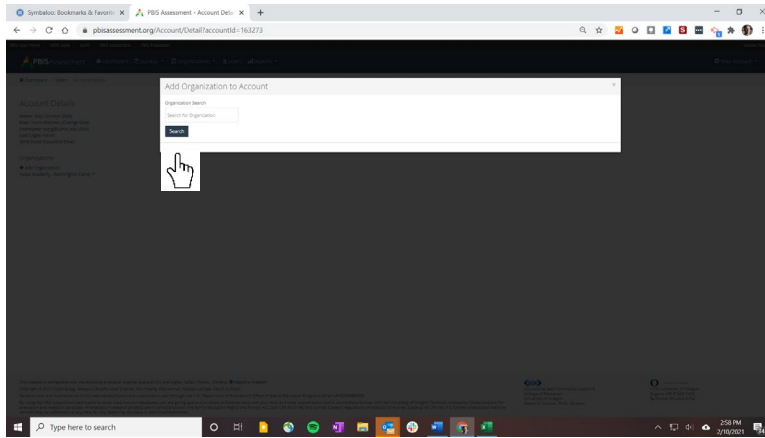
In addition, there is a list of every organization to which the user has access. From this screen, you can add or remove organizations in this user's purview. Click on the "X" to remove the organization.
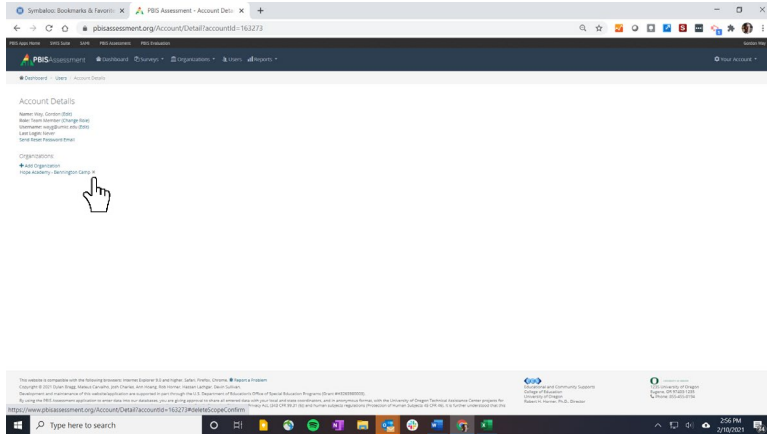
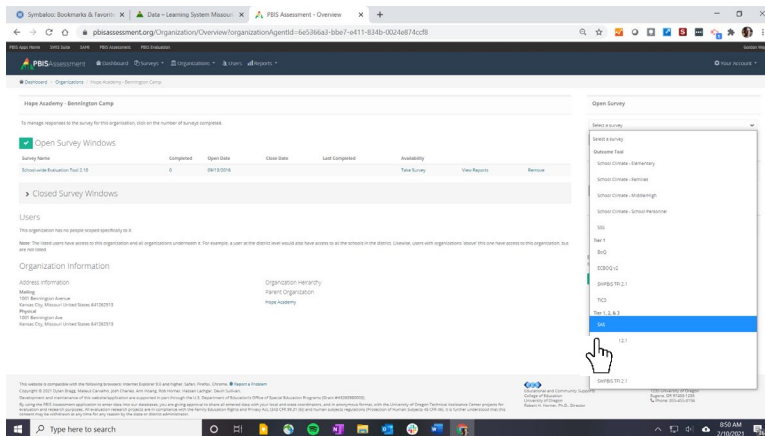Click on the "+ Add Organization" to add organizations to the user's purview.
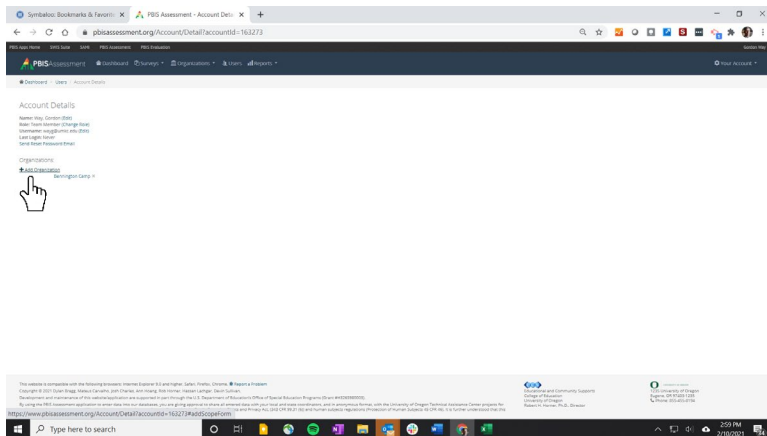
This pulls up a search box that you can use to search for the desired organization.
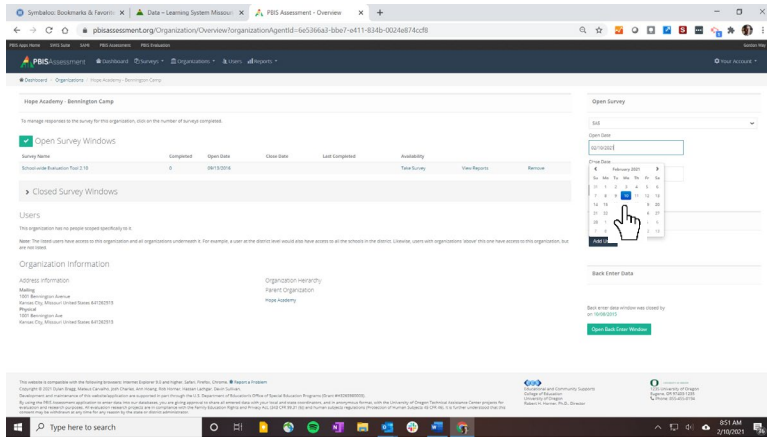
Surveys
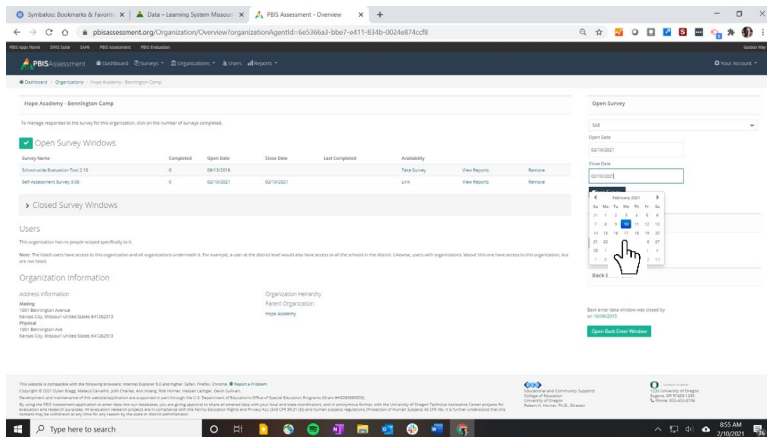
Open a Survey for a Single School

To open a survey for an individual school, go to that school's dashboard. From the Dashboard, go to Open Surveys, and use the dropdown to select a survey.

Click in the Open Date box, and use the calendar to select an open window date.

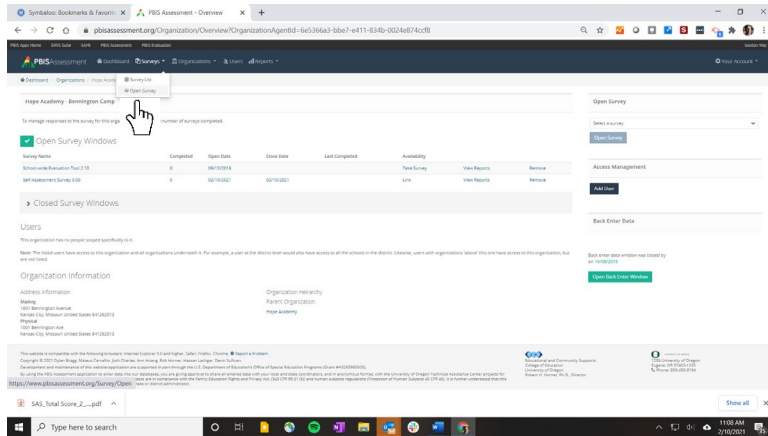Click in the "close date" box to set a date for the window to close.


Finally, click on the "open Survey" button.

Open Survey for Multiple Schools

To open a survey for multiple schools, click the down arrow under surveys, and click on "Open Survey"

This will take you to a survey page. You will have to click on each level of the organization that you have access to. A state level coordinator will have to start at the state. A district level coordinator will select the district, then schools.
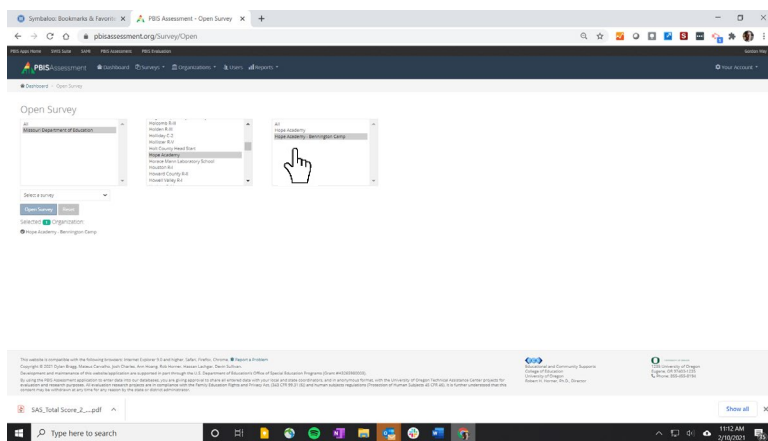

Note: you can open the survey for one school at a time, you can select *all* to open the survey for all schools in the district, or you can hold control (on a PC) to click on *non-contiguous* organizations on the list.

Important! Opening a survey for a *district* when the *school* is the unit of analysis will *not* open the survey for all schools in the district!

- There are currently *no* surveys where the district is the unit of analysis, although at some point the *District Systems Fidelity Inventory* (DSFI) or other district surveys may be placed on PBIS*Assessments*.

Once you have selected the organization or organization that you want to survey, select the survey.
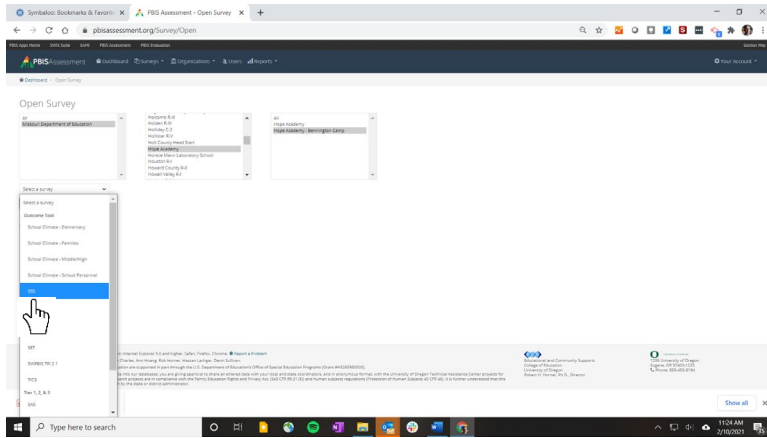
Finally, you have to open a survey window. The survey window includes the survey open date and the survey close date. Keep in mind, that you will not be able to run reports until 24 hours after the survey closes. Also, you want to provide adequate time for responders to take the survey, but not so much time that it loses urgency. Typically, 2-4 weeks should be adequate.
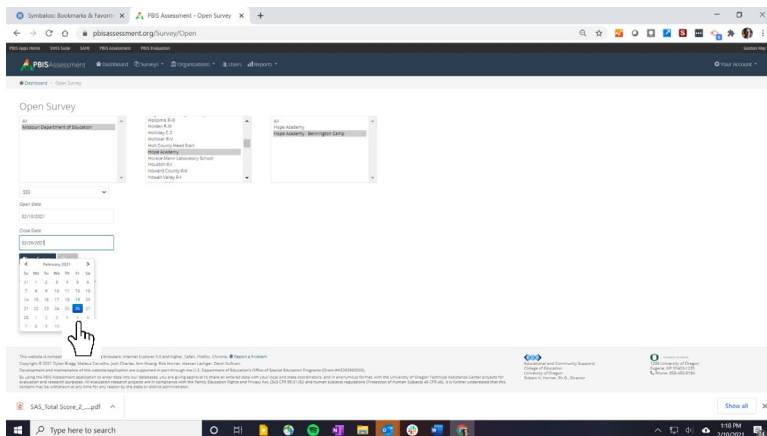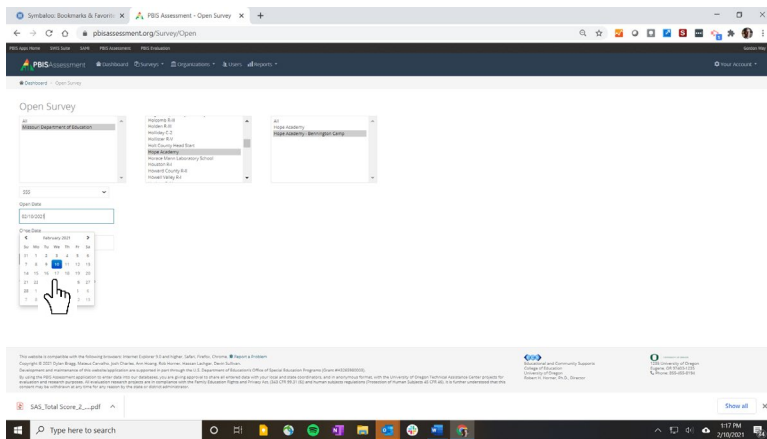
Finally, click on "Open Survey." The organization for which you have opened the survey will appear beneath the "Open Survey" button.
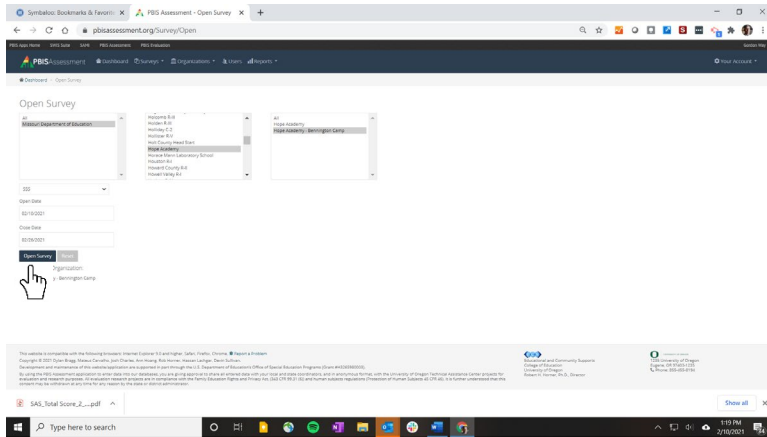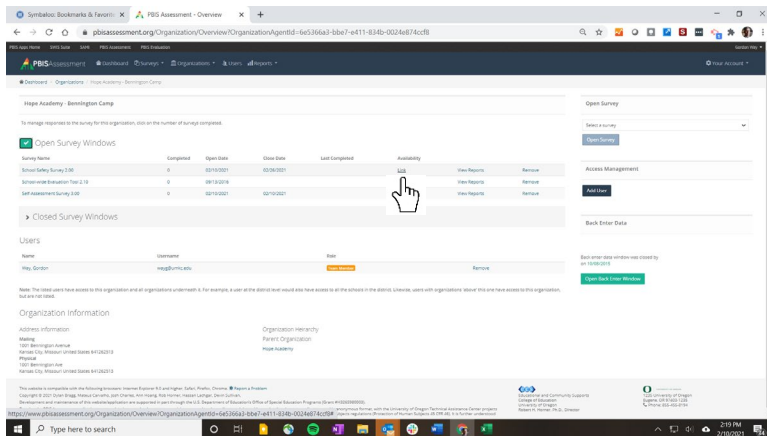

Access Survey Links

From the Dashboard, Team Members and Coordinators can copy survey links that can be emailed to the targeted respondents. Find the desired survey in the Open Surveys section, and click on the link.

A dialogue box will open that provides the option to copy the survey link, or take the survey. The survey link is unique to the survey, the school, and the survey window. Copy the link.
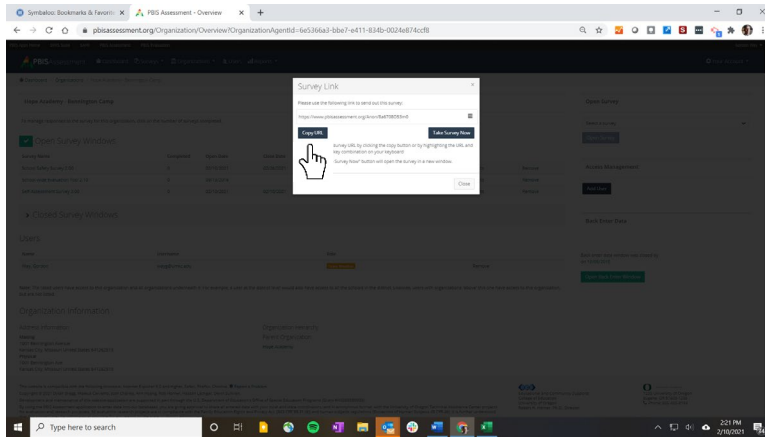
You can then open an email and paste the link in the email, along with directions to take the survey.
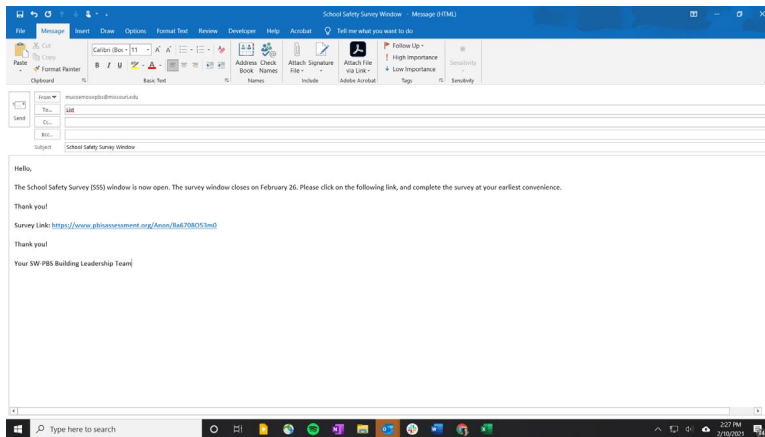
Single User Survey Response

Team Members can enter data for single response surveys, such as the Schoolwide Evaluation Tool (SET), or the Tiered Fidelity Inventory (TFI), by clicking on the "Take Survey" link next to the desired survey.
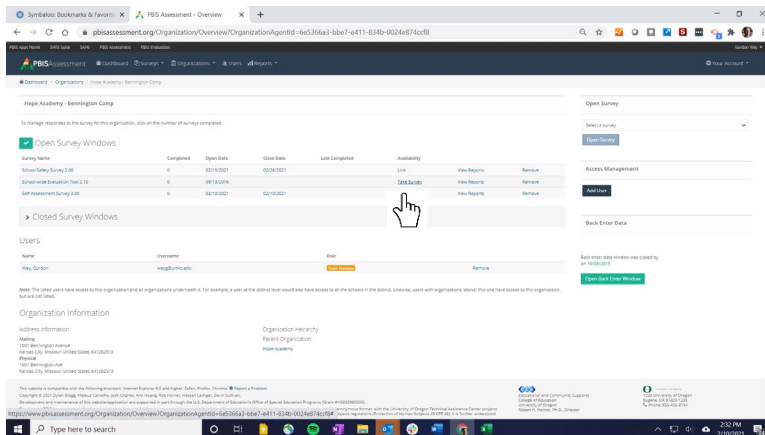
Modifying Open Surveys

From the dashboard, you can also make adjustments to surveys. For example, you can click on the open or close date to change the window.
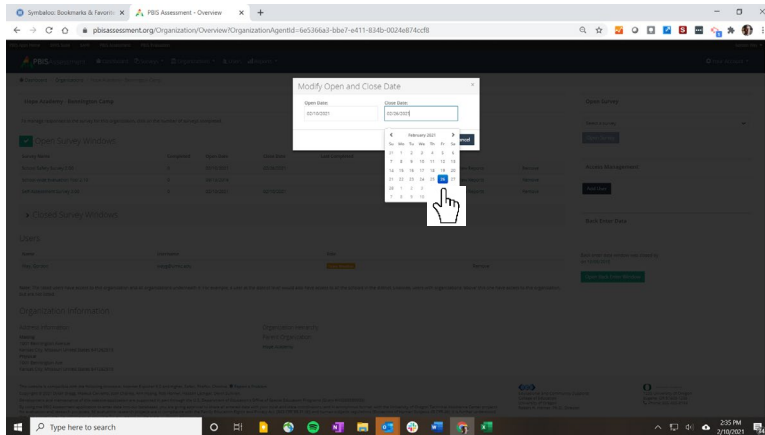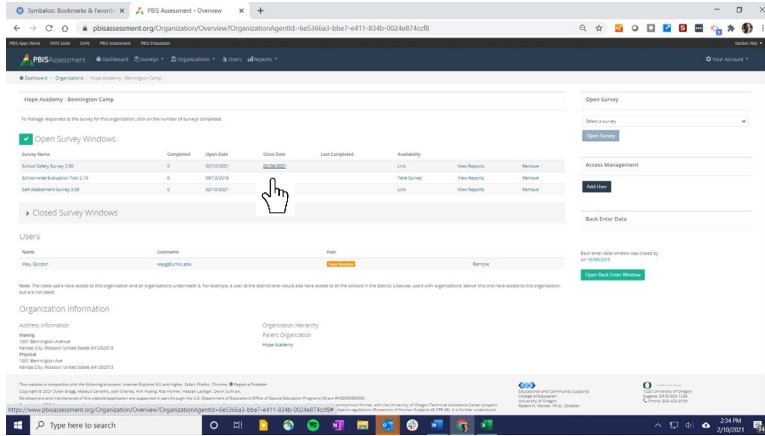
In addition, you can click on "remove" next to the survey to remove it.
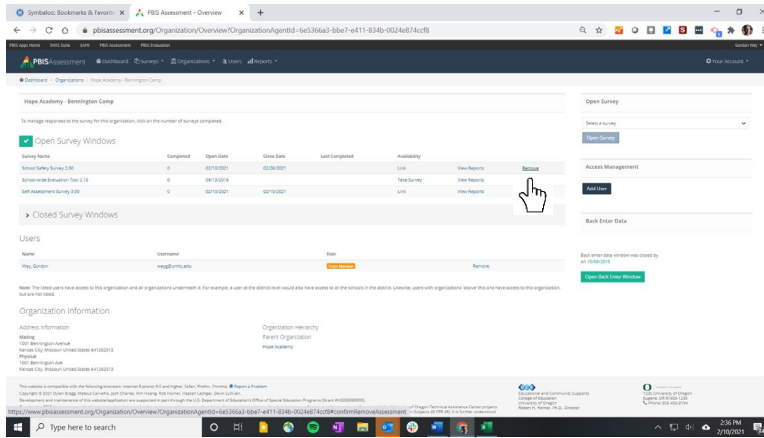
Modifying Recently Closed Surveys

You can also extend/reopen a closed survey. **Be careful with this option; you only want to extend the survey that just closed, not a survey that closed in past school years.**

Click on the dropdown menu next to the "Closed Surveys."
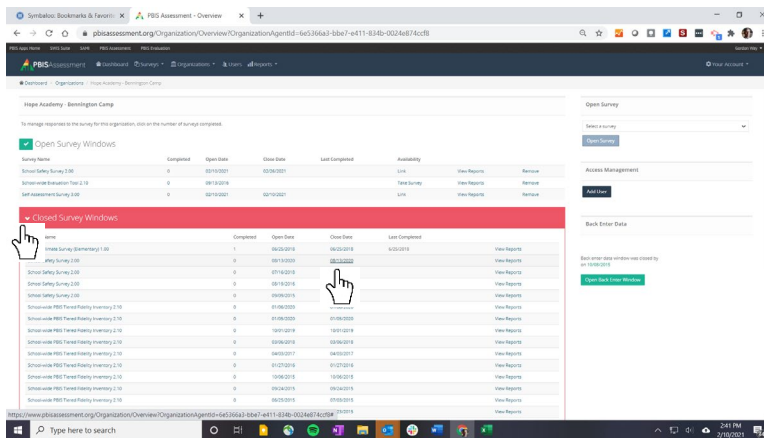
Then click on the closed date of the window specific to the survey and survey window that you want to reopen/extend. This will pull up a dialogue box that gives you the option of changing the close date of the window.
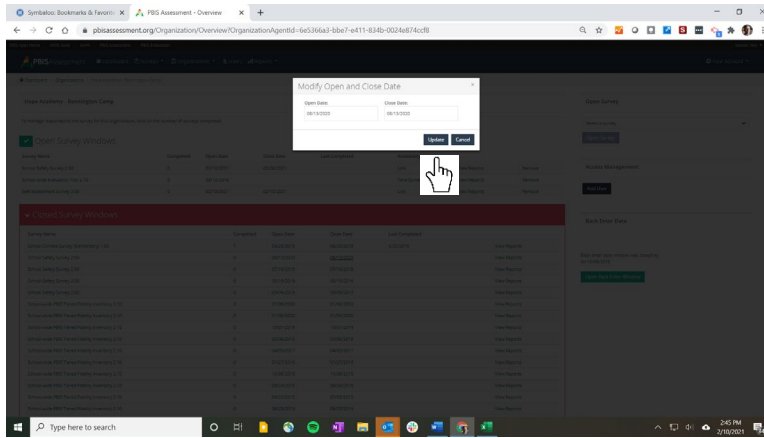
Reports

Status Reports

Status reports allows you to see the organizations within your scope that have completed a survey during the current school year, and to see the last date that there was a response to that survey.

To view Survey Status, click on the dropdown of the Reports menu on the menu ribbon.
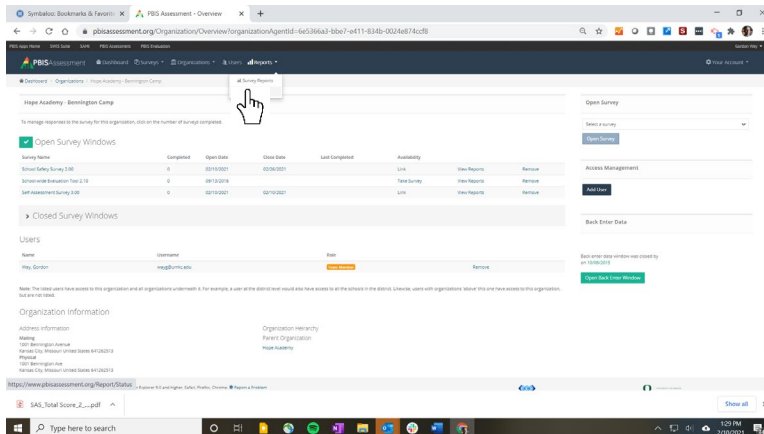
Once you click on "Survey Status," you will be taken to a page where you must first select those organizations that you want to view survey status. Once you have selected the organization or oragnizations that you want to view, click "Get Survey Status Report."
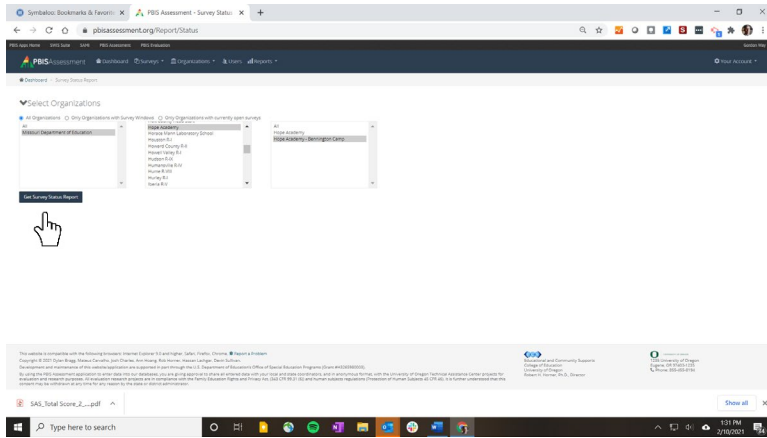
This will pull up a status report for the organization or organizations that you want to check.
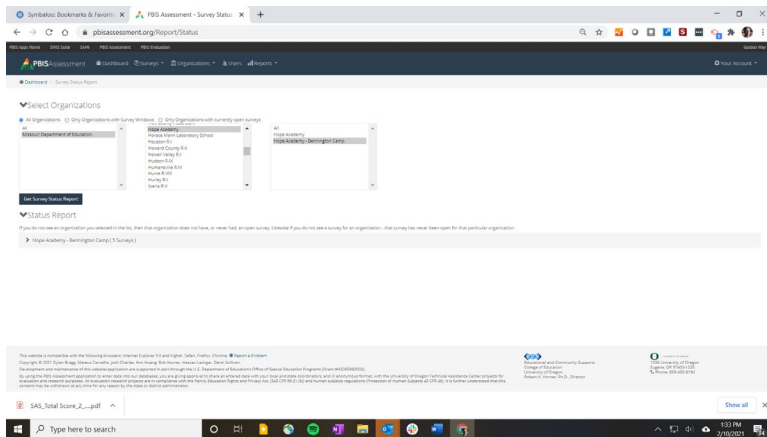
Click the dropdown carrot to view the report.
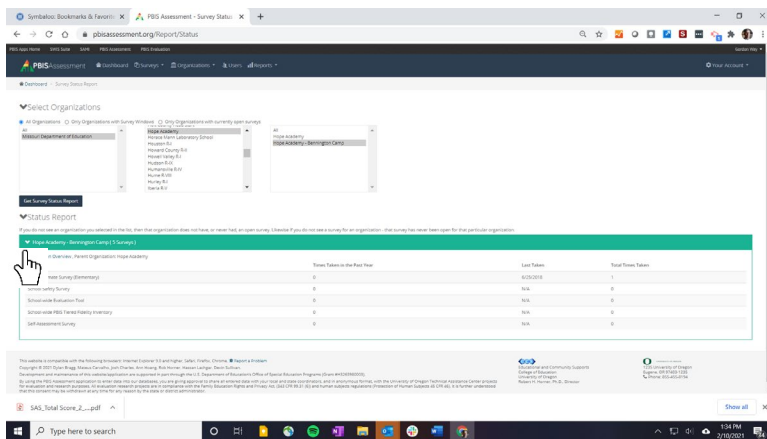
(Please note that this school has closed, and is being used to demonstrate the survey status report).

Run Reports

To run reports for one or more school, click on "Reports" from the menu ribbon. Then click on "Survey Reports."
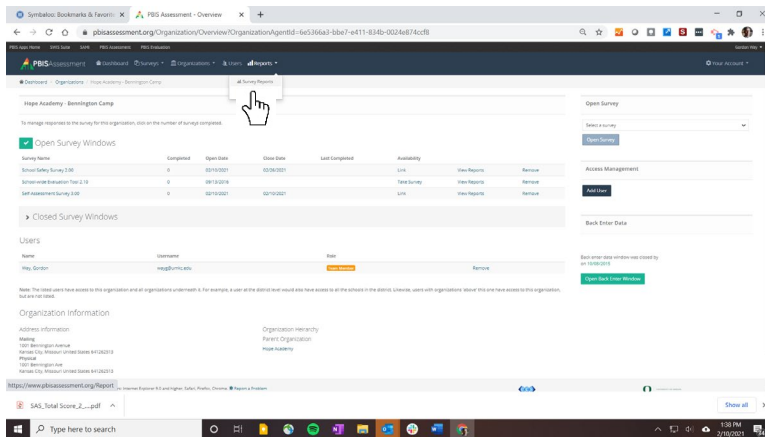
This takes you to the reporting page, where you set the parameters of the reports you want to run. You will need to choose the survey, choose the type of report, select the years you would like to include in the report, and select the organization.
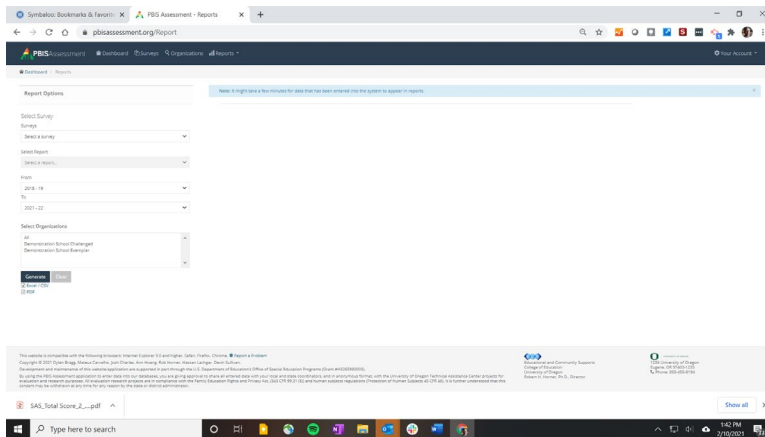
First, use the dropdown menu to select the survey of interest.

Then, select the type of report that you want to run.

Note: Some of the items reports, such as the SAS items reports, will have a checkbox in which you can run the report as a heat map. This makes it easier for teams to identify opportunities to celebrate, and specific opportunities to improve

Once you have selected the survey type, you will want to select the range of years that you want to include in the report. PBIS*Assessments* will only allow you to run five years at a time. Use the dropdown to select a beginning school year and an end school year for the time range you want to include in the report.

Next, select the organization or organizations you would like to run a report for. You can select one school, you can select *all* schools in the district, or you can select non-contiguous schools from the list by holding the control key as you click on the desired schools.

Once you have selected the organization, click "Generate" to generate the report (note: this must be done before you can click on either of the download options).

Once you have generated the report, you have two options of download this report. Selecting pdf will download a pdf version of the report you see on the screen.

Selecting the Excel/csv will download an Excel data base of this particular report. Thus, if you select the SSS Items report for a 5-year period, the Excel data base will include an *average* of the responses to each item and for each year. It does *not* include every response on the survey.

However, each survey has a survey type option of "Download." This option will download an excel data base of *all* responses (each individual) to the survey.

Resources

MO SW-PBS Resources

State Coordinator: Dr. Gordon Way, wayg@missouri.edu

PBIS*Assessments* Resources

PBIS*Apps*

Email Support: support@pbisapps.org

Manual

PBIS Assessments Manual

PBIS Assessments Video Tutorials

PBIS Assessments Overview

Coordinators' Overview

Adding Users

Multi-Response Surveys