

Accessing and Using the NC4EA's Best Practice Self-Audit Tools and Reports

Registering as a Facilitator – In order to be able to view reports for all district or school faculty who take the self-audits, someone must first register as a group facilitator. Usually this is a district administrator or school principal who wants to be able to collect the audit results from those within the district or school.

NOTE: The results are reported to the facilitator anonymously. The facilitator only knows the position (i.e.: teacher, school administrator, etc) of each respondent.

- A. Go to <http://www.jftk-ca.org>
- B. Click on the “B” block on the left side then click on the Self Audit link.
- C. This will launch the main Self Audits page. Click on the option for “Start Your Own Self Audit Group”, a begin setting up a new account as the “Facilitator.”
- D. Type in your school name (you can leave out elementary, middle, etc.) and select the appropriate option from the list.
- E. Complete the registration information and create both a Username and Password for you as well as a Group Access Code (make them simple).
 - a. Username and Password: This is the password you will keep and use to take audits yourself and to access the reports on your group’s results. NOTE: your staff will also have to use your “username” initially to register to your account (along with the group access code below). So we recommend you use your email address or first name to make it easy.
 - b. Create a Group Access Code: This will be the password you hand out to the administrators or teachers in your group who will log in under your account.
- F. Click on the [Start Taking the Self Audits](#) link to begin the audits.

Self-Audit Registration

Returning Self-Audit User

Username

Password

Forgot Your Password?

[Click here to have it sent to you.](#)

Start Your Own Self-Audit Group

To become a **Self-Audit Facilitator** and start your own Self-Audit group to evaluate your school and/or district, [click here](#)

Join an Existing Self-Audit Group

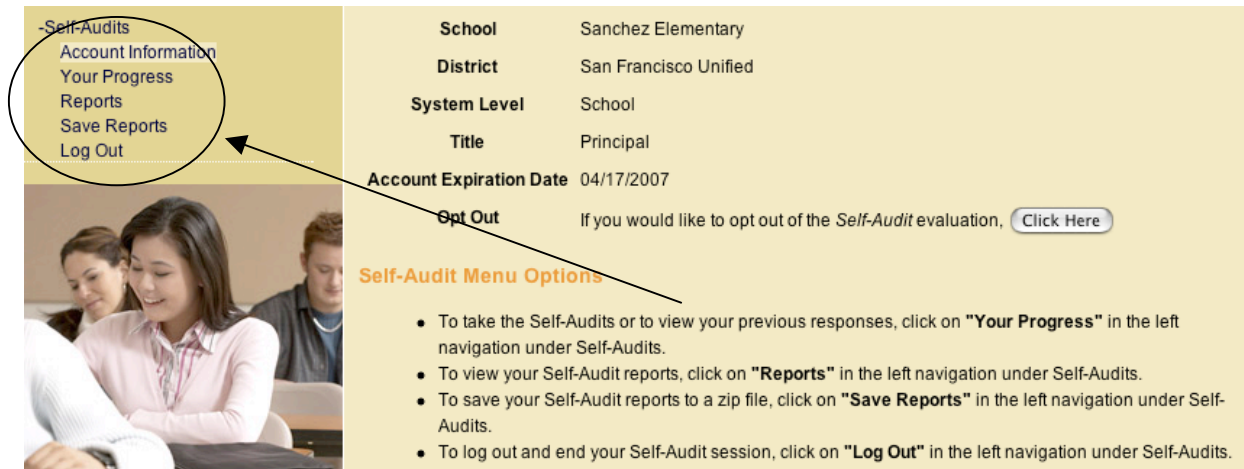
To join an existing Self-Audit group, find your group in the list below and click on the "Join" link next to that group.

School	District	Facilitator Information			Join
		First Name	Last Name	Position	
	Colusa Unified	Michael	Specchierla	Other Classroom Position	Join

Facilitators: Accessing the NC4EA's Best Practice Self-Audit Tools and Reports

Returning to View Reports – After your invitees have begun taking the self-audits, you will want to return to the site to view either individual or aggregate reports.

- A. Go to <http://www.jftk-ca.org>
- B. Click on the “B” block on the left side then click on the Self Audit link.
- C. This will launch the main Self Audits page. At the top right of this page is a section titled “Returning *Self-Audit* User” with a Login box underneath it. Enter in enter your username and password.
 - a. NOTE: this will be your Facilitator Password, not the Group Access Code that was given to all your invitees.
- D. The welcome screen will show you your account information and explains the options for taking the audits, viewing report, etc. Once you have five people take the audits, you can begin viewing reports.



School	Sanchez Elementary
District	San Francisco Unified
System Level	School
Title	Principal
Account Expiration Date	04/17/2007
Opt Out	If you would like to opt out of the <i>Self-Audit</i> evaluation, Click Here

Self-Audit Menu Options

- To take the Self-Audits or to view your previous responses, click on "**Your Progress**" in the left navigation under Self-Audits.
- To view your Self-Audit reports, click on "**Reports**" in the left navigation under Self-Audits.
- To save your Self-Audit reports to a zip file, click on "**Save Reports**" in the left navigation under Self-Audits.
- To log out and end your Self-Audit session, click on "**Log Out**" in the left navigation under Self-Audits.

Self Audits – How to Join a Group

Registering to Join an Existing Group – In order to register with the Best Practice Self-Audit site you will need to use the following group username and password:

Username: [Enter Yours Here]

Password: [Enter Yours Here]

You will only use this username and password one time, to create an account for yourself.

- A. Go to <http://www.jftk-ca.org>
- B. Click on the “B” block on the left side then click on the Self Audit link.
- C. You will see a list of existing accounts (these are schools or districts that have already registered). Find your school name (or district if applicable) and click “Join.”
- D. You will then be asked to enter the username and group access code mentioned above.
- E. The system will then display the name and information of the administrator who invited you to take the self-audits, so all that’s left is to enter your personal information and choose some passwords.
 - a. General Information: enter your email and select your position
 - b. Create a Password: This is your password, which you will use to take the individual audits.
- F. You will then be forwarded to a confirmation page. Use the [click here](#) link to select and begin taking one of the 5 best practice self-audits.

**If you need to return to the site at a later time to finish taking self-audits, follow Steps A and B and under the section titled “Returning *Self-Audit* User” you will see a login box, enter in your username and the password you created for yourself in Step E above. Then click Login.

Self-Audit Registration

Returning Self-Audit User

Username

Password

Forgot Your Password?

[Click here to have it sent to you.](#)

Start Your Own Self-Audit Group

To become a **Self-Audit Facilitator** and start your own Self-Audit group to evaluate your school and/or district, [click here](#)

Join an Existing Self-Audit Group

To join an existing Self-Audit group, find your group in the list below and click on the "Join" link next to that group.

School	District	Facilitator Information			Join
		First Name	Last Name	Position	
	Colusa Unified	Michael	Specchierla	Other Classroom Position	Join