

## **OLAC Assessment Instructions**

### **Create an account**

**Note:** If you have already created an account on any prior visits to the OLAC assessment site (either testing the site, completing another version of the assessment, etc.), you do not need to create another. You can proceed to **login**.

To create an account, visit:

[http://www.autisminternetmodules.org/lead/user\\_reg.php](http://www.autisminternetmodules.org/lead/user_reg.php)

Once you have completed the registration form and clicked “Sign Up”, you will receive an email that includes an activation link. Once you have clicked on the activation link, your account will be activated and you will be able to login.

### **Login**

To login, visit:

[http://www.autisminternetmodules.org/lead/user\\_reg.php](http://www.autisminternetmodules.org/lead/user_reg.php)

Once you login, you will be directed to the “Your Individuals and Teams” list.

## Superintendent Instructions

1. Click "Add an Individual or Team"
2. Select Superintendent from the Role drop-down
3. Select a district
4. Click "Add"
5. A Superintendent entry should now appear in the "Your Individuals and Teams" list
6. Click "Take Assessment"
7. Complete the assessment
8. **Note:** Save your assessment often to avoid losing any results
9. When the assessment is complete, click the Save button too
10. Print your results by clicking "Print Results (PDF)"

## **DLT and BLT Instructions**

**Note:** Only DLT and BLT team leaders should set up teams within this assessment. If you are not a DLT or BLT team leader, please log out and wait to receive an email from your team leader inviting you to participate in the assessment.

DLT and BLT team leaders will add all members of their team in this section and then generate an email to invite them to participate in the OLAC assessment, thus guaranteeing that all data is associated with the appropriate DLT or BLT.

### **Add an individual or team**

1. Click "Add an Individual or Team"
2. Select a role (District Leadership Team, or Building Leadership Team)
3. Select a district
4. If you selected Building Leadership Team for your team role, next select a building
5. When adding a team, you must also assign a due date by which assessments for this team should be completed – this date appears in the email that is sent to team members
6. **Note:** Assessment due dates may be changed at any time by clicking "Edit Assessment Due Date" in the "Your Individuals and Teams" list
7. Click "Add"
8. You will now see your team in the "Your Individuals and Teams" list

### **Add a member to your team**

1. Click "Team Members" for the team to which you would like to add a member
2. Click "Add a Member to this Team"
3. Enter first name, last name, and email – and click "Add member"
4. You will now see that member in the Team Members list
5. **Note:** Remember to add yourself to your team so that your results will be included with the other members of your team
6. **Note:** Once a team member is associated with results of an assessment he or she cannot be removed from that team. So once a team member has begun to take an assessment, in order to protect the integrity of the data associated with that team, the option for removing the team member will disappear.

### **Removing a team member**

1. Click the "Remove" icon to remove a member of a team
2. Once a team member begins an assessment, he or she can no longer be

- removed from a team. In order to protect the integrity of the assessment results data, the option to remove is only active prior to the member beginning the assessment.
3. Please see the directions for “Duplicating a Team and Members” for an alternative option

### **Send an email invitation to a team member**

**Note:** Once you have created your team, you will need to invite each member to participate in the assessment.

1. In the Team Members list, click “Send Email” by the member name to which you want to send the email invitation
2. Review the Email Preview to make sure it contains the correct information
3. Click “Send Email”
4. The number in parentheses in the Team Member list should now reflect the sent email
5. The member will now have received an email containing a link to the assessment – you can monitor the status of each member’s assessment by checking the “Assessment Status” column in the Team Member list – this column will read either “Not Started”, “In Progress”, or “Completed” based on the member’s assessment progress

### **Team member emails and assessments**

1. Once a team member receives the assessment email, he or she can click on the link within the email and take the assessment
2. The assessment can be saved and edited as needed – but once all questions in the assessment have been answered, the team member is given the option to submit the assessment
3. Once the assessment is submitted, it is locked and can no longer be edited
4. The team member can print his or her results after saving or submitting by clicking “Print Results (PDF)”

### **Viewing team results and submitting the final team assessment**

**Note:** This instrument has been designed for completion individually using the electronic assessment, and then by a group review of the data to come to a final consensus. These directions are for submitting that final team assessment.

1. Click on “Team Results” for the selected team
2. For each question in the assessment, you will be shown the “Average Team Result” – this will also be the default (selected) answer for that

- question
3. You can also view individual member results by clicking the “Individual Results Graph” below each question
  4. **Note:** Save your assessment often to avoid losing any results
  5. Once you have selected your team result for each question, click “Save Results”
  6. Print your results by clicking “Print Results (PDF)”
  7. Your team results can be edited as needed

### **Duplicating a team and members**

1. Click on “Duplicate team and members”
2. Review the team and members – and then click “Confirm Duplication”
3. The new team will now appear in the “Your Individuals and Teams” list
4. **Note:** This new team is not associated with any of the assessment results of the old team

**Note:** Individuals and teams can only be deleted if they are not associated with any assessment results and do not have any members.