

NEW INSTRUCTIONS for Accessing PBIS Assessments:

To login to PBIS ASSESSMENTS:

From your preferred internet browser (e.g., Internet Explorer, Firefox, Safari, Chrome) type in the website address www.pbisapps.org to access PBISApps.

Once at PBISApps:

1. Click on PBIS Applications Login located in the black bar (app bar) at the top of the screen
2. Enter the email address and password associated with the PBIS Assessment account

Please note:

- a. **IF** you currently have access to SWIS, your login E-mail Address and Password for www.pbisapps.org, is the same as your SWIS login.

OR

- b. **IF** you do not have access to SWIS, you were added to your school's PBIS Apps account and should have received a "Welcome to PBIS Assessments" e-mail indicating you had 48 hours to set up your password. If you were unable to setup your password within that time frame, you can setup your password by:
 1. Clicking on the PBIS Applications Login
 2. Clicking "Change Password"
3. Click Login
4. Once logged in, slide over to the left side of the app bar and click on PBIS Assessment to access the PBIS Assessment account dashboard (this page will automatically come up).

Taking the Benchmarks of Quality (BoQ) Survey:

To take the Benchmarks of Quality (BoQ) Survey, from the Dashboard:

1. Click the BoQ from the Survey's Currently Open section
2. Locate your school for whom the survey will be submitted and click the Take Survey link
3. Enter the survey responses for the displayed section
4. Click the >> to move to the next page
5. Click the Submit Survey button at the end of the survey to save the responses

Taking the Self-Assessment Survey (SAS):

To participate in the SAS, a link to the survey is required. The school's team member(s) (ie. PBIS School/SU/SD Coordinators and Administrator) have access to this link within PBIS Assessment and can provide it to anyone interested in responding to the survey.

To access and share the Self-Assessment Survey (SAS) link, from the Dashboard:

1. Click the SAS from the Survey's Currently Open section

2. Locate your school taking the survey and click Link
3. Highlight the URL and copy it, or click the Copy URL button to copy the link to your clipboard
4. Click Close
5. Paste the copied link in an email to anyone invited to submit a survey response

To take the Self-Assessment Survey (SAS):

1. Copy and paste the received link into your preferred internet browser
2. Enter the survey responses for the displayed section
3. Click the >> to move to the next page
4. Click the Submit Survey button at the end of the survey to save the responses

Taking the Benchmarks for Advanced Tiers (BAT) Survey:

To take the Benchmarks for Advanced Tiers (BAT) Survey, from the Dashboard:

1. Click the BAT from the Survey's Currently Open section
2. Locate your school for whom the survey will be submitted and click the Take Survey link
3. Enter the survey responses for the displayed section
4. Click the >> to move to the next page
5. Click the Submit Survey button at the end of the survey to save the responses

To Generate Reports:

You will be able to access your **SAS data approximately 24 hours after the SAS window closes.** If you'd like to view your SAS data prior to the close of the window, please contact Anne Dubie at anne.dubie@uvm.edu and she will close your window.

You will be able to access your **BoQ data immediately after you complete the assessment.** To view reports related to any survey submitted through PBIS Assessment:

1. Click the Report menu at the top of the screen
2. Select Report Options from the left hand side of the screen
3. Click Generate

Report Options Include:

1. **Select Surveys:** Select a survey about which to report from the drop-down menu
2. **Report Type:** Select Total Score, Subscale, Items, or Download from the drop-down menu to define which data to display related to the selected survey
3. **From Date:** Select a school year from the drop-down menu as the starting school year from which data will be included in the report
4. **To Date:** Select a school year from the drop-down menu as the last school year from which data will be included in the reports. Note: This school year must be the same as or after the selected From Date.