

## Healthy Schools Program Website: Step-by-Step Guide

### How To: Access and Complete the District Assessment

The District Assessment can be used for any questions that are best answered at the district level and not change for each school in the district. 20 questions have been identified as having the potential to be answered at the district level. A district is not required to use the District Assessment and if it does it is not required to answer every question. Some answers may be different at the school and district levels and for this reason the District has the option to lock certain questions (meaning the schools can't change the answer). The functionality of the District Assessment is the same as the School Assessment.

### Access the District Assessment

You must have the membership type of District Administrator. To become a District Administrator:

1. [Register](#) and confirm your account
2. **Log In** and select **+ADD DISTRICT** from the dropdown at the top right
3. Use one or more of the search criteria to find your district (tip: use a partial name in the district name field)
4. Click the button **Request Administrator Access**
5. Access will be granted by another District Administrator or the Help Desk.

### Complete the District Assessment

1. [Log In](#).
2. Select your district from the drop down at the top right
3. Click **ASSESSMENT**
4. Choose a module in which you wish to answer questions
5. Answer the applicable questions (you do not have to answer all of the questions)

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- Some questions can be set so that the school can't change the answer. If the school should not be able to change the answer, select the checkbox "**Prevent schools in your district from changing this response.**"

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Healthy Schools Program

LOG OUT HELP ALERTS ACCOUNT YOUR DISTRICT DEV DISTRICT

Yes, healthy food and beverage choices are promoted through ten or more of these techniques.

Healthy food and beverage choices are promoted through five to nine of these techniques.

Healthy food and beverage choices are promoted through one to four of these techniques.

Healthy food and beverage choices are promoted through none of these techniques.

Prevent schools in your district from changing this response.

Don't know the answer? [Email a colleague for help](#) or [contact a School Health Guide](#).

Save and Previous SAVE Save and Next

- After answering a question, click **Save and Next** at the bottom to move to next page (or **Save** to stay on the current page).
- To distribute answers to all of the schools in your district click **ASSESSMENT** then click the **Distribute Answers to Schools** button

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Assessment About Assessment

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Distribute Responses to Schools

Your district is currently working on these modules:

MODULE 1	MODULE 2
School Health and Safety Policies and Environment	Health Education
Assess your school in: <ul style="list-style-type: none"><li>• School Wellness Council</li><li>• Physical Activity Policies</li><li>• Smart Snacks in School</li></ul>	Assess your school in: <ul style="list-style-type: none"><li>• Health Education Curriculum</li><li>• Professional Development</li><li>• Essential Topics</li></ul>

<https://schools.healthiergeneration.org/dashboard/>

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### **Schools Receiving District Answers**

1. If the question is unlocked by the district the school has the option to change the answer it will be noted
2. **if the district has locked the question so that the answer can't be changed by the school it will be noted**
3. **Any questions about district supplied answers can be directed to the District Administrator listed on the school team list**