

Quick Start - Create a School Assessment in the Florida Safe Schools Assessment Tool

You will need to ‘**create**’ an assessment for your school before you can complete the information in the assessment template.

Here are the steps:

1. Remember! There are two assessment template types for 2018-2019. Make sure you select the correct assessment template:

School Assessment

For school assessments: choose the *School Security Risk Assessment 2018-2019* template.

- Districts are required to complete this assessment for each public school.
- These assessments are due by August 1, 2018.

District Assessment

For the district best practices assessment: choose the *District Best Practices Assessment 2018-2019* template.

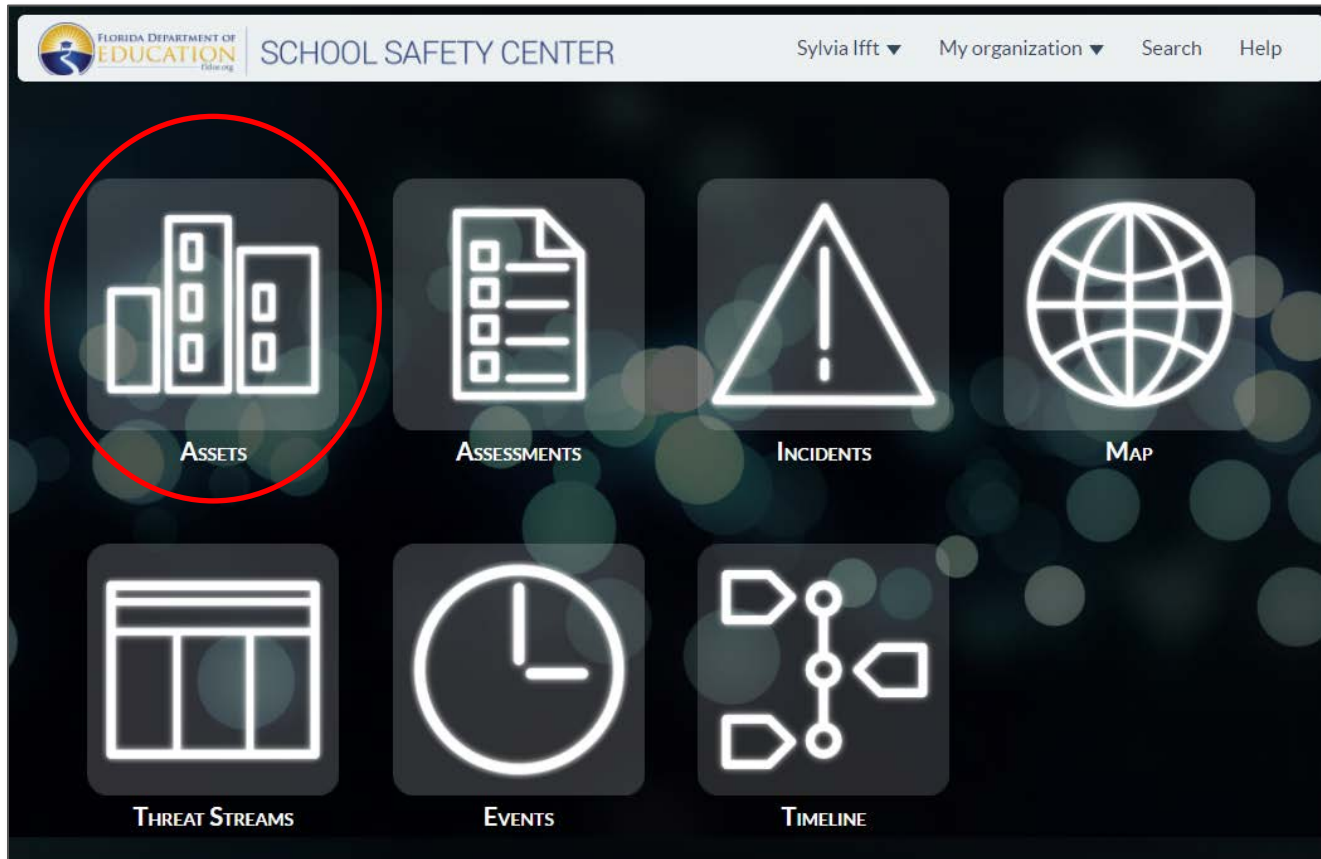
- Each district only completes one district assessment annually.
- These assessments are due by October 31, 2018.

If you accidentally create an assessment using the wrong template, go ahead and create a new assessment using the correct template, then submit a request to FSSAT@fldoe.org to have the incorrect assessment deleted.

NOTE: If you are unable to perform one or more of the steps described below, it may be because you do not have the proper assessment-create or assessment-edit permissions. Please notify your district FSSAT point of contact if this is the case.

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2. After logging into FSSAT, select the **Assets Application**:



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3. Then click on the name of your school.




- If you do not see your school, conduct a key word search in the field located underneath the button. Also, make sure the filters are turned off (the District, Grade Level, and School Type boxes should be gray as shown in the example below when the filters are off). If they are red, click, to turn the filters off. If you still do not see your school, contact your district FSSAT point of contact.

The screenshot shows the 'ASSETS' section of the tool. On the left, there are filter buttons for 'District', 'Grade level', and 'School type', all of which are currently disabled (grayed out). Below these filters is a 'Reset filters' button and a 'Filter assets' search field. The main area displays a table of assets with columns for Name, Created, District, Grade level, and School type. The table contains four entries: 'District: Test - DOE', 'Sarasota Test School', 'TEST - EDOE', and 'Test High School'. The 'Test High School' entry is circled in red. At the bottom of the table, there is a 'Select action' dropdown, a 'Show 10' dropdown, and a pagination control showing 'Showing 1 to 4 of 4 entries' with a page number '1' highlighted in green. A red arrow points from a callout box to the 'Filter assets' field.

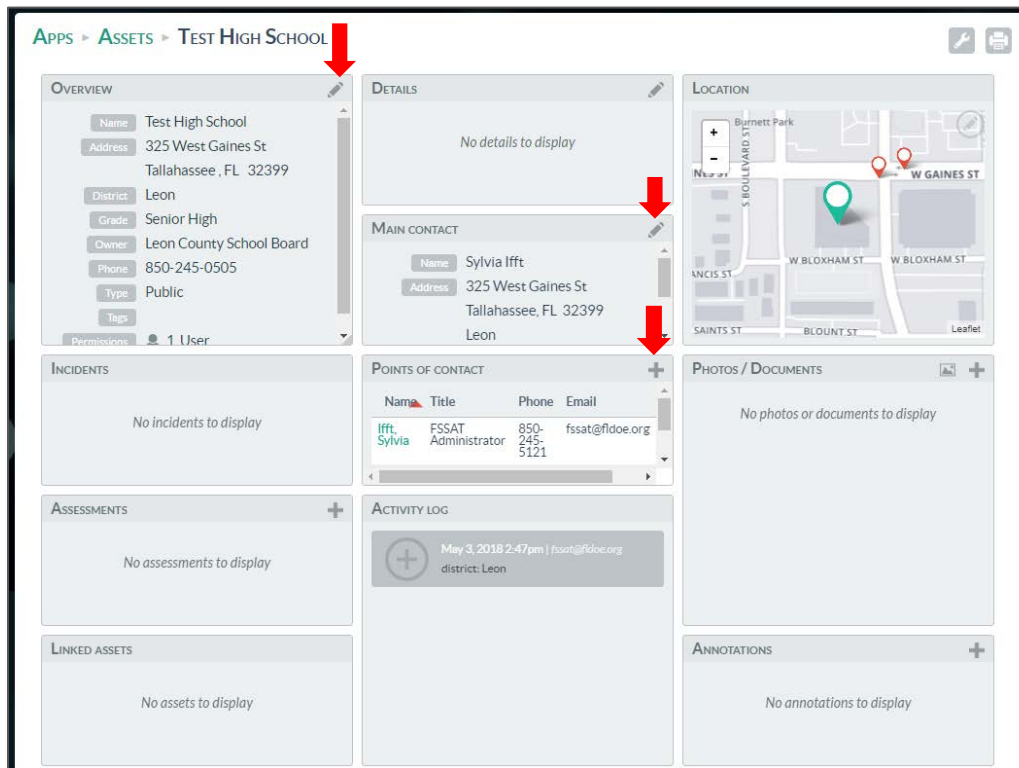
Name	Created	District	Grade level	School type
District: Test - DOE	Jul 7, 2015 12:24pm	Leon	Other	Other
Sarasota Test School	Sep 12, 2014 10:28am	Sarasota	K-5	Public
TEST - EDOE	Jul 1, 2016 11:49am	Leon		Other
Test High School	May 3, 2018 2:47pm	Leon	Senior High	Public

Use the Filter assets field to search for your school if you do not see it in the list

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4. After your school information opens, verify all the information is correct in the asset including points of contact. To update any of the information for your school, click on the pencil icon  in the upper right corner of the appropriate information box. To update the points of contact, click on the plus icon  to add new points of contact. To remove out of date contacts, click the garbage can  on the line next to their contact. You may want to enlarge the Points of contact box by dragging the edges so that the entire contact list is visible – see example on next page.

- **NOTE:** The information cannot be changed on the assessment template; so make sure all the school information is accurate **before** creating your assessment.



The screenshot shows the 'TEST HIGH SCHOOL' asset page. The 'OVERVIEW' section contains the following information:

- Name: Test High School
- Address: 325 West Gaines St, Tallahassee, FL 32399
- District: Leon
- Grade: Senior High
- Owner: Leon County School Board
- Phone: 850-245-0505
- Type: Public
- Tags: (empty)
- Permissions: 1 User

The 'POINTS OF CONTACT' section contains the following table:

Name	Title	Phone	Email
Ifft, Sylvia	FSSAT Administrator	850-245-5121	fssat@fldoe.org

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OVERVIEW

Name: Test School - Oldest Wooden School House
Address: 14 St. George Street, St. Augustine, FL 32084
District: St. Johns
Grade: Elementary/Secondary
Owner: State of Florida
Phone: 850-555-5555
Type: Other

DETAILS

Description: Tax records indicate that the wood house was present in 1716 and w the Genoply family. Located in the

MAIN CONTACT

Name: Mr. Juan Genoply
Address: 14 St. George Street, St. Augustine, FL 32084
Title: Principal

POINTS OF CONTACT

Name	Title	Phone	Email	
Doe, Jane	Assistant Principal	111-111-1111	janedoe@test.com	
Doe, Officer	School Resource Officer, Security Supervisor	999-999-9999	SRO@test.com	
Emergency Information, Main School Contact	School Emergency Contact Information	000-000-0000	schoolemail@test.com	
Fire Department Contact, Local	Fire Department	777-777-7777	fire@test.com	
Genoply, Juan	Principal	850-555-5555	Juan.Genoply@schooldistrict.gov	
Hospital, Flagler	Nearest Hospital	904-819-5155		
Police Department, St. Augustine	Dispatch	888-888-8888	police-dispatch@test.com	
Twenty-Eighteen, Janaury	Tets			

Showing 1 to 8 of 8 entries

INCIDENTS
No incidents to display

ASSESSMENTS

- School Security Risk Assessment 2018-2019 - 05/03/2018 11:33AM - Not Started (0/5)
- School Security Risk Assessment 2018-2019 - 04/16/2018 11:29AM - In Progress (0/5)
- School Security Risk Assessment 2018-2019 -

LINKED ASSETS
No assets to display

ACTIVITY LOG

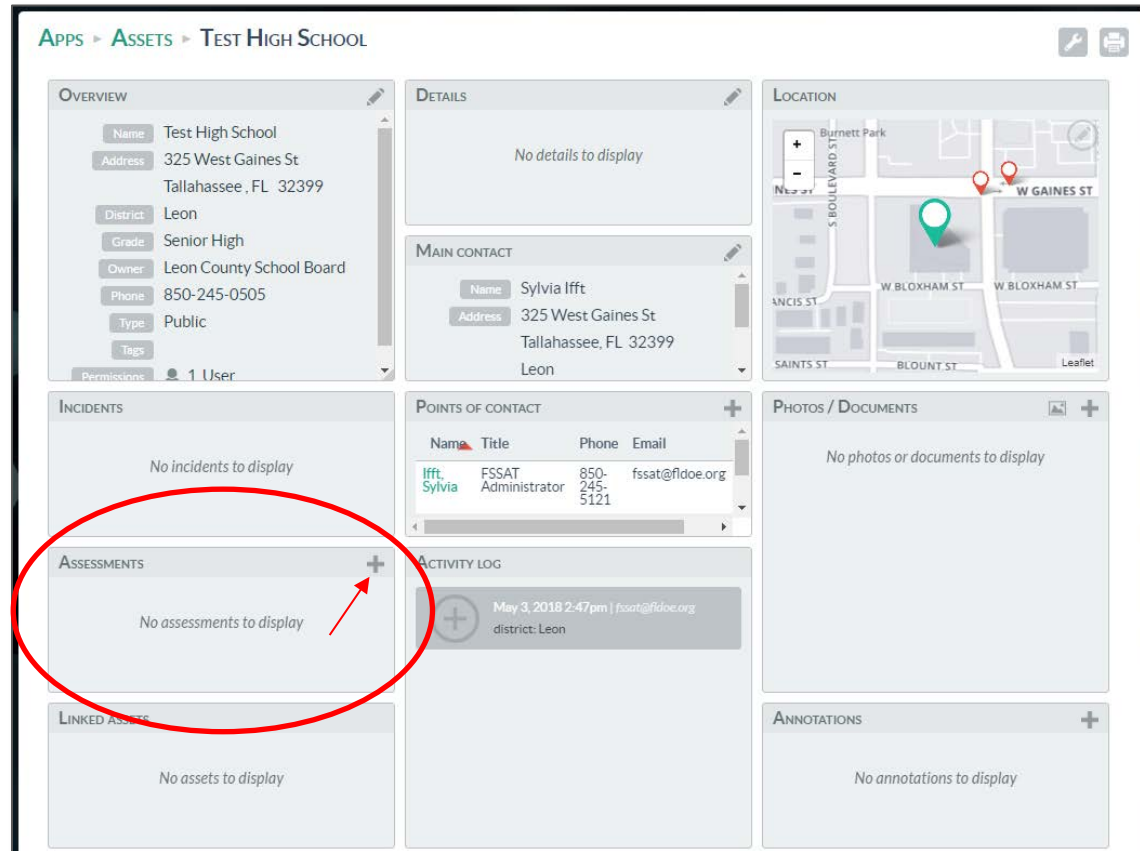
PHOTOS / DOCUMENTS

Click on the garbage can symbol to remove a contact from the list

Drag the corner of the box to change the size and position of any info box

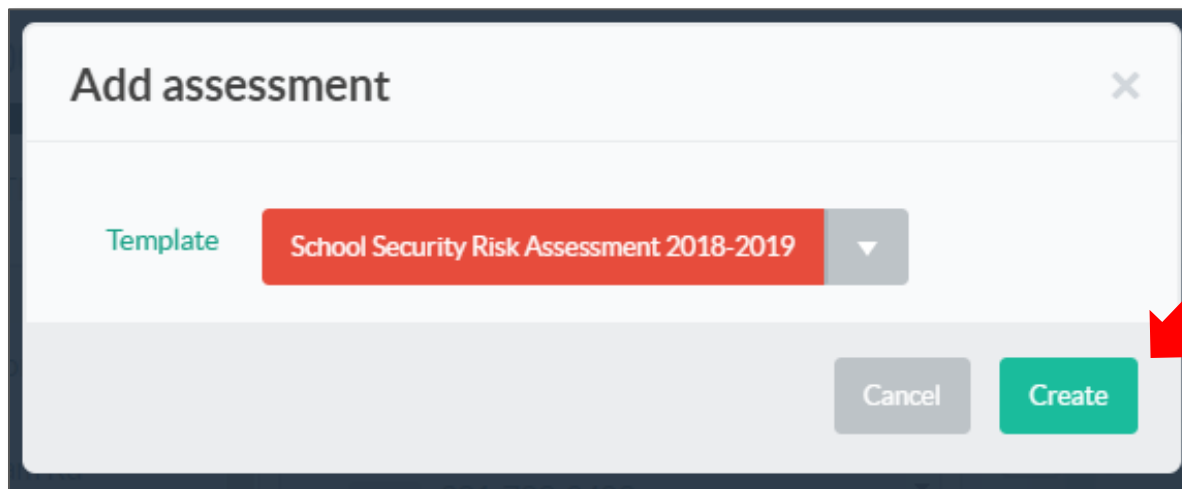
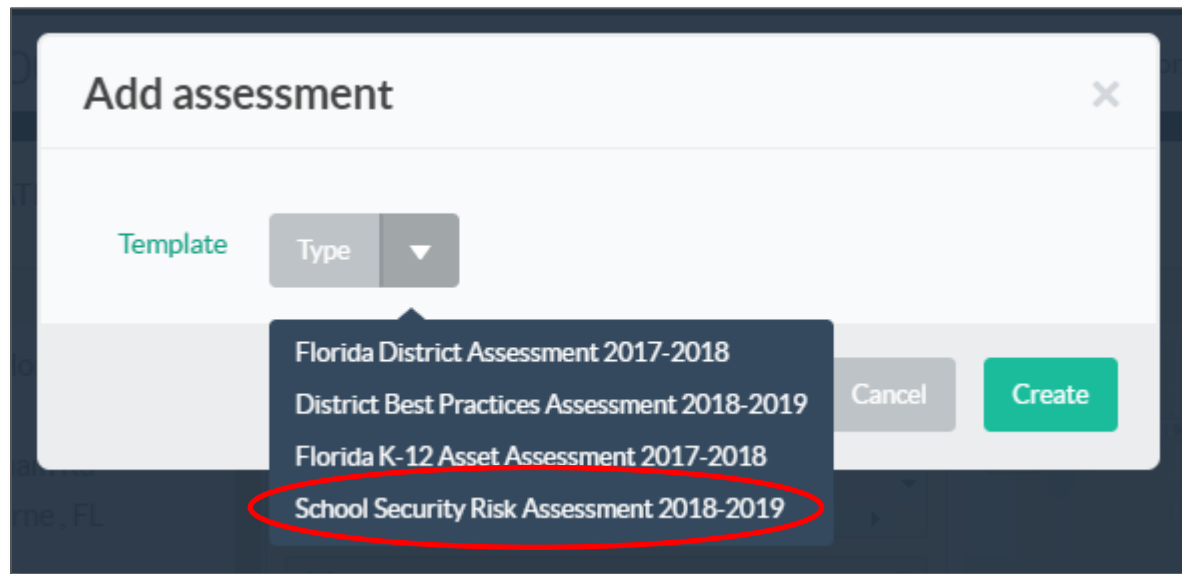
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5. Now you are ready to create the assessment. Click on the plus symbol  in the assessments box:



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6. The 'Add assessment' box should open. Choose the 'School Security Risk Assessment 2018-2019' template from the Template Type drop down options. Then click 'Create'.



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7. Your assessment should now show in the assessment box for your school.
- Now click the green '**School Security Risk Assessment 2018-2019**' link, and it will open your new school assessment form in the Assessments application, where you can edit assessment details and begin entering information in each section of the assessment itself.

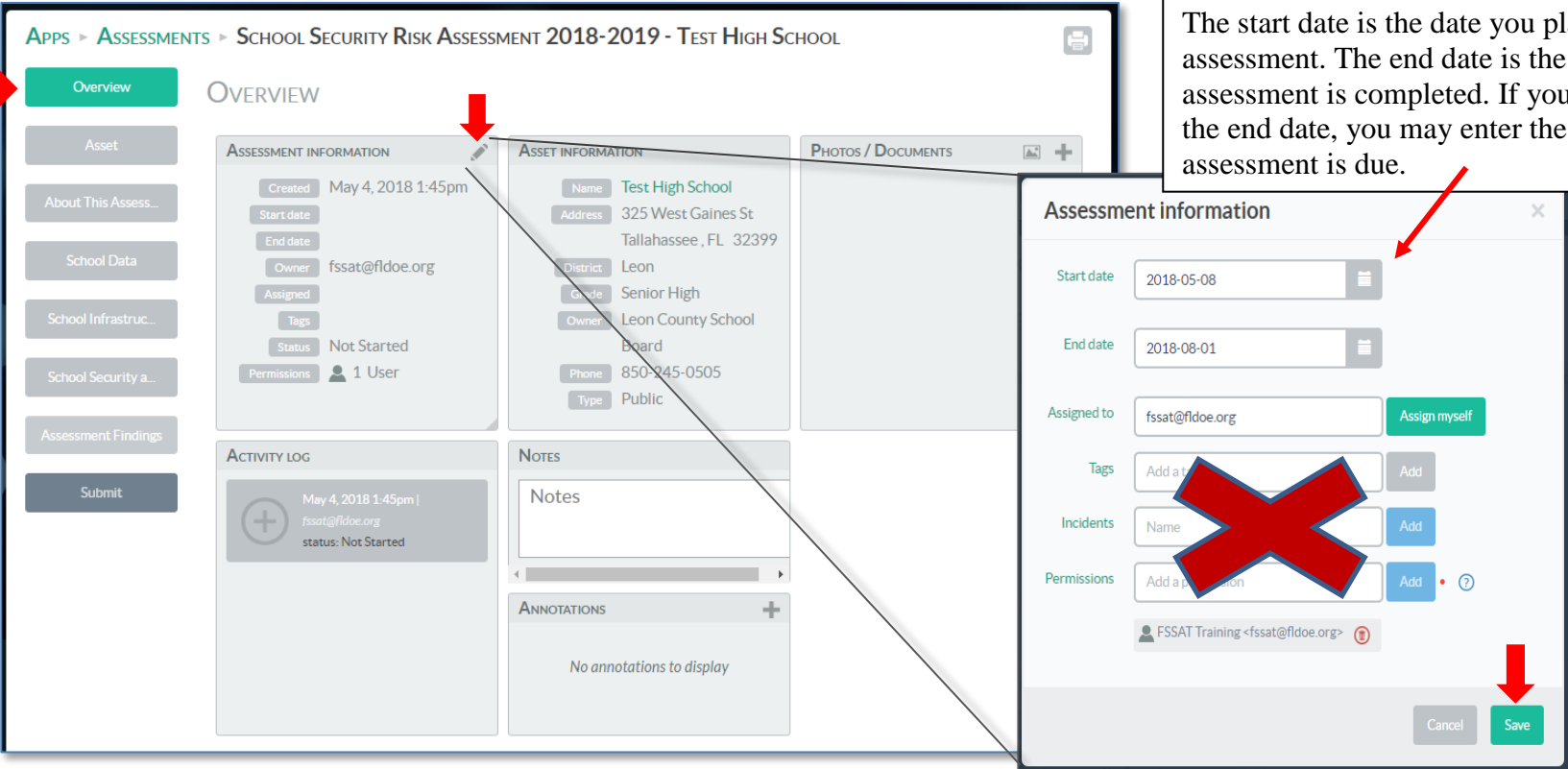
The screenshot displays the 'TEST HIGH SCHOOL' profile in the Florida Safe Schools Assessment Tool. The interface is organized into a grid of sections:

- OVERVIEW:** Lists school details such as Name (Test High School), Address (325 West Gaines St, Tallahassee, FL 32399), District (Leon), Grade (Senior High), Owner (Leon County School Board), Phone (850-245-0505), Type (Public), and 1 User.
- DETAILS:** Currently shows 'No details to display'.
- LOCATION:** Includes a map showing the school's location at the intersection of W Gaines St and W Bloxham St.
- INCIDENTS:** Shows 'No incidents to display'.
- POINTS OF CONTACT:** A table listing contact information for Sylvia Ifft, FSSAT Administrator, with phone number 850-245-5121 and email fssat@fldoe.org.
- ASSESSMENTS:** A section circled in red, containing a link for 'School Security Risk Assessment 2018-2019' dated 05/04/2018 1:45PM, with a red arrow pointing to the link.
- ACTIVITY LOG:** Shows a recent activity on May 3, 2018 at 2:47pm by fssat@fldoe.org for the Leon district.
- LINKED ASSETS:** Shows 'No assets to display'.
- PHOTOS / DOCUMENTS:** Shows 'No photos or documents to display'.
- ANNOTATIONS:** Shows 'No annotations to display'.

You can now access your assessment either from the assessments application or from the school itself as seen here.

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8. Before you complete each subsequent assessment section, please take a moment to verify the information in the **Overview** section's 'Assessment information' box and to add important assessment details. To edit, click the pencil icon  to open the box. From here, you can update the 'Start date', 'End date', and 'Assigned to' fields. Either you may assign the assessment to yourself by clicking the 'Assign myself' button, or if you are a district FSSAT administrator, you may assign the assessment to another FSSAT user.



The screenshot displays the 'Overview' section of the assessment tool. A red arrow points to the 'Overview' button in the left sidebar. Another red arrow points to the pencil icon in the 'ASSESSMENT INFORMATION' box. A third red arrow points to the 'Save' button in the 'Assessment information' modal. A large red 'X' is placed over the 'Tags' and 'Incidents' fields in the modal. A text box on the right explains the start and end date fields.

The start date is the date you plan to start the assessment. The end date is the date that the assessment is completed. If you do not know the end date, you may enter the date the assessment is due.

Since you created the assessment from the school entry, there is no need to update the 'Permissions' field as your permissions automatically carry over to the assessment. You may also leave 'Tags' and 'Incidents' blank. Click 'Save' when you are finished.

Remember, the 'Asset' section information auto populated from the school information in the 'Assets'. This information cannot be changed on the assessment template.