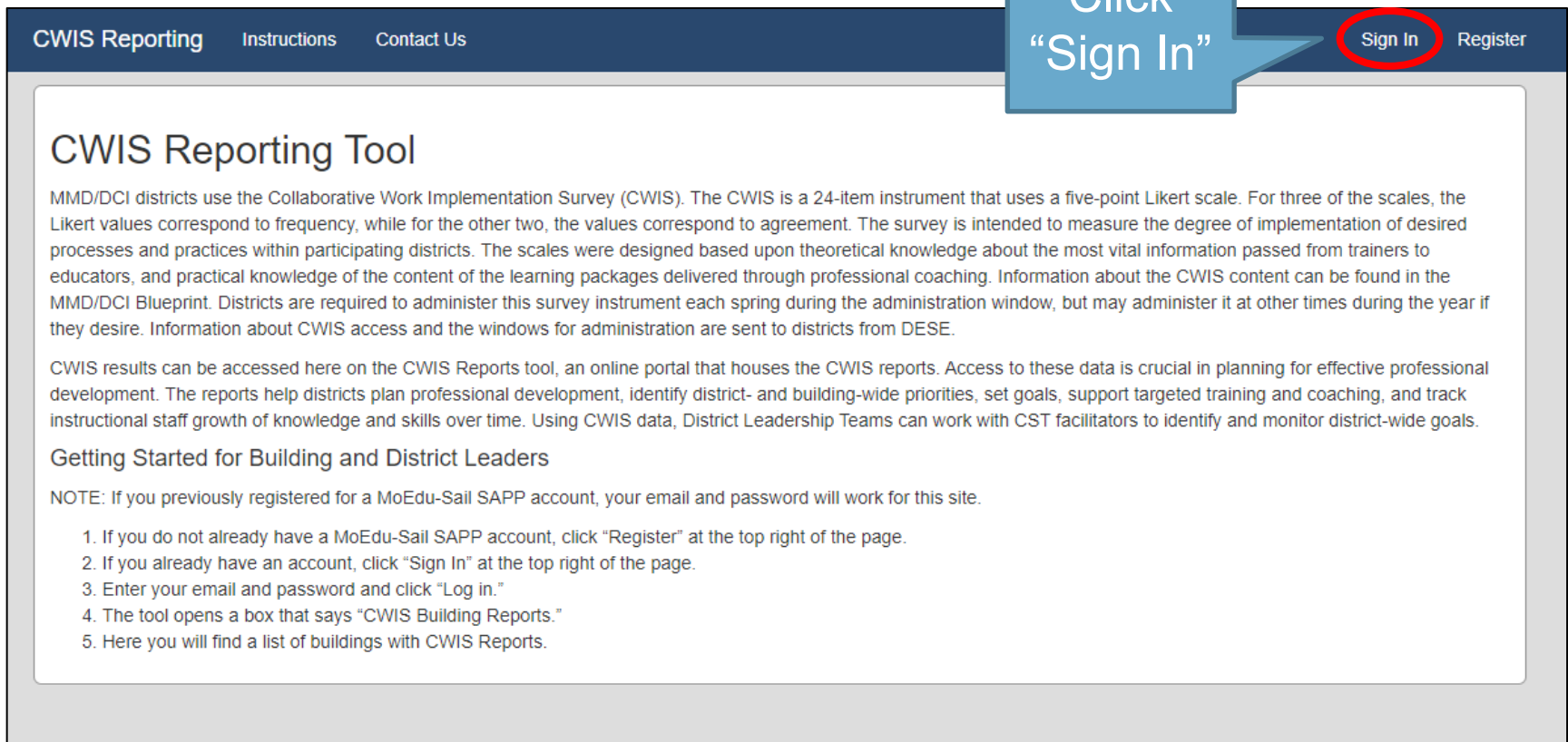


# Accessing CWIS Reports for District and Building Leaders

If you previously registered for a MoEdu-Sail SAPP account, use the same email and password for the CWIS Reporting Tool.

<http://cwis.missouripd.org/>



CWIS Reporting    Instructions    Contact Us

Click  
“Sign In”

Sign In    Register

## CWIS Reporting Tool

MMD/DCI districts use the Collaborative Work Implementation Survey (CWIS). The CWIS is a 24-item instrument that uses a five-point Likert scale. For three of the scales, the Likert values correspond to frequency, while for the other two, the values correspond to agreement. The survey is intended to measure the degree of implementation of desired processes and practices within participating districts. The scales were designed based upon theoretical knowledge about the most vital information passed from trainers to educators, and practical knowledge of the content of the learning packages delivered through professional coaching. Information about the CWIS content can be found in the MMD/DCI Blueprint. Districts are required to administer this survey instrument each spring during the administration window, but may administer it at other times during the year if they desire. Information about CWIS access and the windows for administration are sent to districts from DESE.

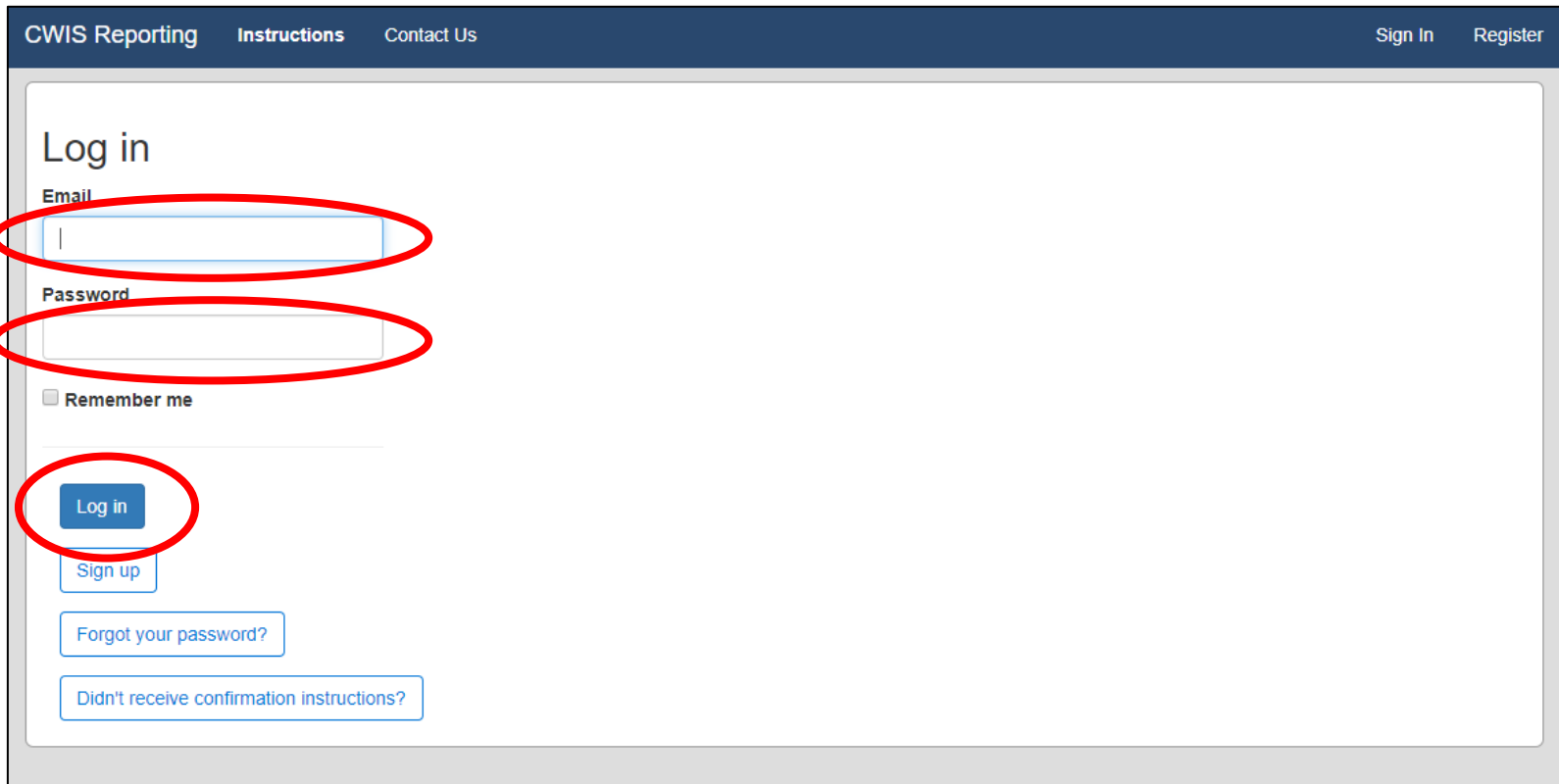
CWIS results can be accessed here on the CWIS Reports tool, an online portal that houses the CWIS reports. Access to these data is crucial in planning for effective professional development. The reports help districts plan professional development, identify district- and building-wide priorities, set goals, support targeted training and coaching, and track instructional staff growth of knowledge and skills over time. Using CWIS data, District Leadership Teams can work with CST facilitators to identify and monitor district-wide goals.

### Getting Started for Building and District Leaders

NOTE: If you previously registered for a MoEdu-Sail SAPP account, your email and password will work for this site.

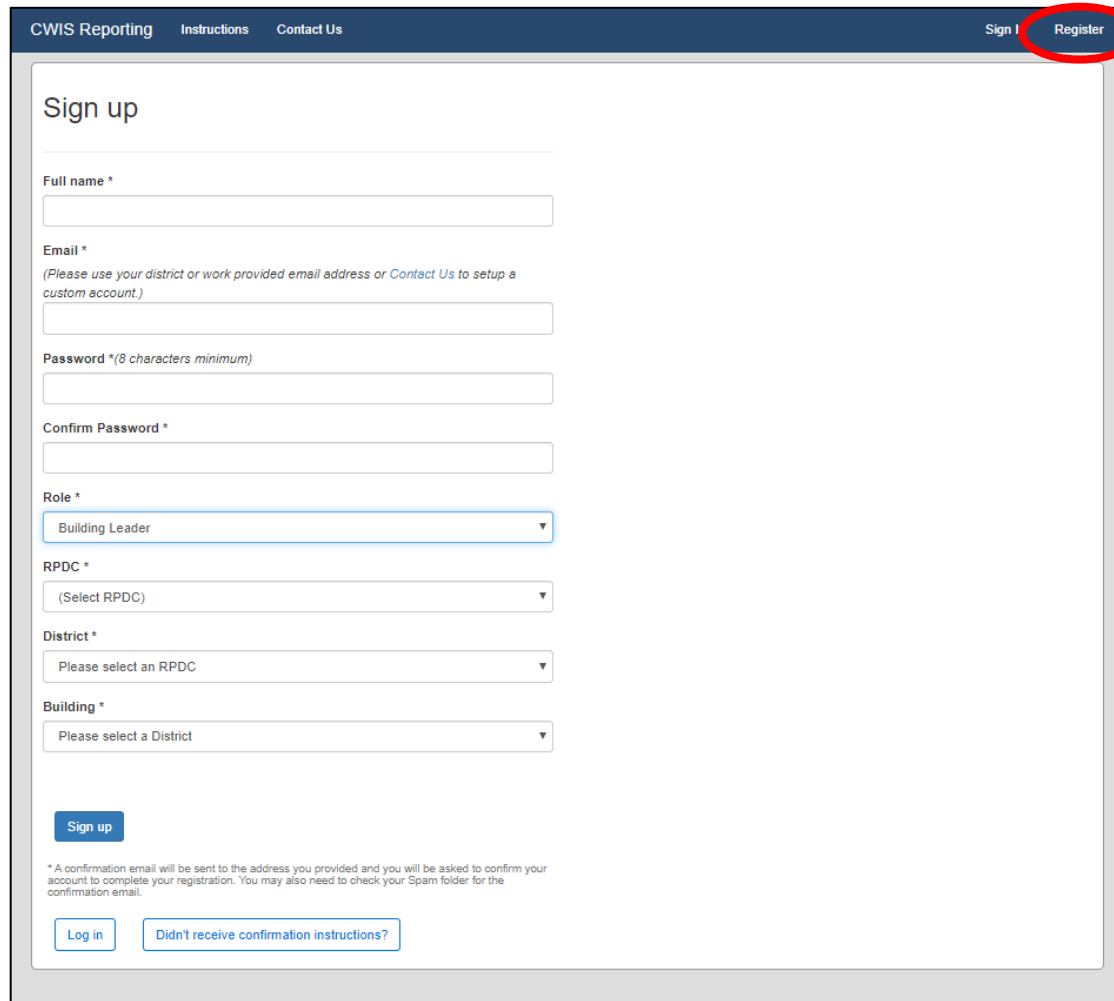
1. If you do not already have a MoEdu-Sail SAPP account, click “Register” at the top right of the page.
2. If you already have an account, click “Sign In” at the top right of the page.
3. Enter your email and password and click “Log in.”
4. The tool opens a box that says “CWIS Building Reports.”
5. Here you will find a list of buildings with CWIS Reports.

# Log in with your account email and password; skip to last slide



The screenshot shows a web application interface with a dark blue header. The header contains navigation links: "CWIS Reporting", "Instructions", and "Contact Us" on the left, and "Sign In" and "Register" on the right. The main content area is titled "Log in". It features two input fields: "Email" and "Password", both of which are circled in red. Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form, there are three buttons: "Log in" (circled in red), "Sign up", and "Forgot your password?". Below the "Forgot your password?" button is a link that says "Didn't receive confirmation instructions?".

If you do NOT have a MoEdu-Sail SAPP account, to register, go to [cwis.missouripd.org/users/sign\\_up](https://cwis.missouripd.org/users/sign_up)



CWIS Reporting   Instructions   Contact Us   Sign In   **Register**

### Sign up

Full name \*

Email \*

*(Please use your district or work provided email address or Contact Us to setup a custom account.)*

Password \*(8 characters minimum)

Confirm Password \*

Role \*

Building Leader

RPDC \*

(Select RPDC)

District \*

Please select an RPDC

Building \*

Please select a District

**Sign up**

\* A confirmation email will be sent to the address you provided and you will be asked to confirm your account to complete your registration. You may also need to check your Spam folder for the confirmation email.

[Log in](#)   [Didn't receive confirmation instructions?](#)

Click  
"Register"

# Complete registration fields

Enter your full name

Enter your district or work-provided email

Select your RPDC

Select your district

Click "Sign up"

The screenshot shows a web page titled "Sign up" under the "CWIS Reporting" header. The page contains several input fields and dropdown menus, each with a blue callout box pointing to it. The fields are: "Full name \*", "Email \*", "Password \*(8 characters minimum)", "Confirm Password \*", "Role \*", "RPDC \*", "District \*", and "Building \*". The "Role \*" dropdown is set to "Building Leader". The "RPDC \*" dropdown is set to "(Select RPDC)". The "District \*" dropdown is set to "Please select an RPDC". The "Building \*" dropdown is set to "Please select a District". A blue "Sign up" button is circled in red. At the bottom, there are "Log in" and "Didn't receive confirmation instructions?" buttons. A small asterisk note at the bottom left of the form area reads: "\* A confirmation email will be sent to the address you provided and you will be asked to confirm your account to complete your registration. You may also need to check your Spam folder for the confirmation email."

Choose a password (8 characters minimum)

Select "building or district leader" as your role

Select your building

# Confirm your email

1. After you register, a message will appear asking you to confirm your account.
2. To confirm your account, check the email you registered with for a message that says “Confirmation instructions.” \*  
\*Be sure to check your spam account.
3. Click “Confirm my account.”
4. When you click, “Confirm my account, you should be directed to the homepage, where a message says “Your email address has been successfully confirmed.”

# If you don't receive confirmation instructions, you can use the "Contact Us" link report it

CWIS Reporting   Instructions   **Contact Us**   Sign In   Register

## Log in

Email

Password

Remember me

Log in

Sign up

Forgot your password?

Didn't receive confirmation instructions?

Use the "Contact Us" link to report any questions or issues you encounter.

# Log in with your account email and password

The screenshot shows a web application interface for logging in. At the top, there is a dark blue navigation bar with links for "CWIS Reporting", "Instructions", and "Contact Us" on the left, and "Sign In" and "Register" on the right. The main content area is titled "Log in" and contains the following elements:

- An "Email" label above a text input field, which is circled in red.
- A "Password" label above a password input field, which is circled in red.
- A "Remember me" checkbox.
- A blue "Log in" button, which is circled in red.
- A "Sign up" button.
- A "Forgot your password?" link.
- A "Didn't receive confirmation instructions?" link.



# Click on View CWIS Reports

CWIS Reporting

Instructions

**View CWIS Reports**

Contact Us

Your Email

Sign Out

## CWIS Reports

Show 100 entries

District Name	Building Name	Current Window Survey Submissions
<a href="#">Aurora R-VIII</a>	<a href="#">Aurora High</a>	0
<a href="#">Aurora R-VIII</a>	<a href="#">Aurora Jr. High</a>	0
<a href="#">Aurora R-VIII</a>	<a href="#">Pate Early Childhood Ctr.</a>	0
<a href="#">Aurora R-VIII</a>	<a href="#">Robinson Elem.</a>	0
<a href="#">Aurora R-VIII</a>	<a href="#">Robinson Intermediate</a>	0

Only district leaders can click the link to view the District CWIS Report. Click the link to view the CWIS Report

Building leaders will see only their building listed here. Click the link to view the CWIS Building Report.

District leaders will see all buildings in the district listed here. Click on the building name to view the CWIS Building Report.

The number of surveys submitted during the current window appears here.

Showing 1 to 5 of 5 entries (filtered from 2,254 total entries)

Previous **1** Next

# Click on District or Building Name

CWIS Reporting
Instructions
View CWIS Reports
Contact Us

Sign Out

## CWIS Building Report: Aurora High:

District:

Fall 2020 ▼  
Fall 2020  
 Spring 2020  
 Fall 2019

Building:

Print

---

### Participation Details

Role	Number Responses
<b>Total</b>	<b>0</b>

In the sections that follow, participant responses are presented by domain and item. Not all participants respond to each item. As a result, the total number of responses may not match the numbers reported above. For example, certain questions are not presented to a participant depending on both their role, and also their prior responses. At the same time, responses for any one item are never mandatory, and participants are encouraged not to respond when they cannot make a judgment.

---

### Overall Domain Performance

ETLP										
CFA										
DBDM										

Click on the down arrow to view the CWIS Report Window dropdown menu. From here, choose the report window you want to view.