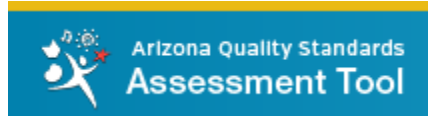


Step-By-Step Guide to Set Up Your Organization and Conduct Program Assessments using the Arizona Quality Standards Assessment Tool (AzQSAT) Online



Please follow these nine simple steps **in order** to easily use the AzQSAT in assessing program quality.

1. Register your Organization on “azqsat.com” using the information form on the page. Click the “**Submit**” button beneath the form and wait for approval by AzQSAT administrators.

A blue rectangular button with the word "Submit" in white text.

A green rectangular box with a white border and a small 'x' icon in the top right corner. It contains the text: "Success! Thank you for registering your organization, you will hear back from us within 1 business day."/>

Success! Thank you for registering your organization, you will hear back from us within 1 business day.

*The Organization is the highest level of administration for the out-of-school time program(s). For example, the school district, non-profit, business, etc.

You should immediately receive an “Organization Registration” email from support@azqsat.com that we are reviewing your organization information. **Check your Spam/Junk email folder if you do not see this email in your inbox.**

Once your organization has been verified (generally within one business day), you will receive an “**Organization Approved**” email from support@azqsat.com with your log-in information to access the online Tool. Check your Spam/Junk email folder if you do not see it or contact support@azqsat.com to follow-up.

Ex. **Organization: City of Tempe** (Program: Kid Zone Location: Walker Elementary)

2. Log in by clicking on the **Log In** button on the main page above the Organization Registration form or going directly to url <http://azqsat.com/login.php>.

A blue rectangular button with the words "Log In" in white text.

3. Edit Your Password—Click on **"View Profile"** in the left panel (upper left of the screen).

Click the **"Edit Profile" button** on your profile page to change your password. Click the **"Submit" button** to save this change.

Hello, Genevieve
[View Profile](#) | [Log Out](#)

Edit Profile

Submit

4. Input Your Location(s)—Click on the Locations Tab and then the **"Add Location" button** to access the Location form and input a location where your program operates, filling out the name, address, city, state, and zip code of the location. Click the **"Submit" button** to save.

Locations

Add Location

Submit

Repeat this step for all locations.

*Locations should be the name of the site, abbreviations are acceptable.

Ex. (Organization: City of Tempe Program: Kid Zone) **Location: Walker Elementary**

5. Input Your Program(s)—Click on the Programs Tab and then the **"Add Program" button** to access the Program form.

Programs

Add Program

- Fill Out the Program Name,
- Choose the Type of Program,
- Fill out the Approximate Number of Children Served Annually (the total across all locations), and
- Ages of Children Served (accounting for all locations), and inputting the Program's Primary Contact (this person may not be you).

In the Program Locations area of this form, choose the location(s) where this program operates from the drop-down menu, which is populated by the location(s) that you have already input into the Tool. Click the **"Submit" button** to save.

Submit

Location(s)

AzCASE Office @ Sanchez

Apache Junction Public Library

*Do not set up different programs for every location unless they are truly separate programs.

Ex. (Organization: City of Tempe) **Program: Kid Zone** (Location: Walker Elementary)

6. Add Other Users—Click on the “Users” icon on the left panel and then the “Add User” button to add other profiles to the Tool.

Fill out the First Name, Last Name, and Email Address to create the new profile. You may choose to input a password.

Select their Tool Role from the drop-down menu and, if their role is a Program Manager, select the Program and Location(s) that they will access.

Users

Add User

Role

Program Manager

Organization

AzCASE

Programs

Program

Program Assistant

Location(s)

AzCASE Office @ Sanchez

Remove

Click the “Submit” button to save. New users will be sent an email that they can access the Tool online.

Submit

7. Connect to the Make it Count! Pledge—On your dashboard (Click the “Dashboard” icon on the left panel),

- Click on the **name of the Program** you want to connect to the Make it Count! Pledge to view that program page.
- Click on the **name of the location** that you want to connect to the Make it Count!
- Pledge to view that Program Location page. Click the “Assign Pledge URL” button.

Click the “Locate Pledge Page” button to search for your program in the Pledge Directory or click **Browse Pledge Directory** to find your program.

Once you have the url of your pledge, paste it into the Pledge Url box and click the “Submit” button to save and display the Committed to Quality Pledge banner for your location.



Repeat this step for each Program Location.

Dashboard

Program Name

Location Name

Assign Pledge URL

Locate Pledge Page

Browse Pledge Directory

Pledge URL

Submit

8. Take an Assessment— On your dashboard (Click the “Dashboard” icon on the left panel),

- Click on the **name of the Program** you want to assess to view that program page.
- Click on the **name of the location** that you want to assess to view that Program Location page.
- Click the green “Add Assessment” button in the upper right to open a new assessment. Fill out the assessment.
- Fill out the assessment clicking the open circles to choose 1, 2, or 3 for your score for that indicator...
***If the indicator does not apply to you, mark the middle (2) score. (ex. you do not serve healthy snacks because you do not serve food)**


YOU MAY...

- Click the “**Save and Exit**” button to save your progress but not submit the assessment.
- Open the assessment at a later time by viewing the location page again and clicking on **the Date** that the assessment was taken to open up the pending assessment.

WHEN FINISHED...

Click the “**Submit**” button to submit the assessment to be instantly tabulated.

Submitted assessments are final!

 [Dashboard](#)

[Program Name](#)

[Location Name](#)

 Add Assessment



[Save and Exit](#)

[Assessment Date](#)

[Submit](#)

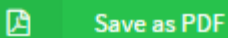
9. View Your Score— Access the assessment Score, the provided Recommended Resources, and the saved Assessment by clicking on **the assessment Date** for the assessment you wish to view. (Found on the Location Page)

[Assessment Date](#)

The continuous quality improvement page can be found on the Score tab and downloaded.

[continuous quality improvement plan](#)

Click the “**Save as PDF**” button to save this information to your computer.

 Save as PDF

*For Program Managers who only need to take assessments, they can follow the directions on Step 2 &3 and 8 & 9.