**TFI Data Entry & Report Retrieval Instructions**

**TFI Data Entry: To be taken by the School Level Leadership Team (If you are not a pbisapps coordinator, survey window needs to already be opened for you from CDE)**

**Step 1**: Log in to pbisassessment.org and click log-in in the upper right corner

**Step 2**: Select “dashboard” from the top tabs



**Step 3**: Under Open Surveys Window select “School-wide PBIS Tiered Fidelity Inventory 2.10”



**Step 4:** Locate the school you want to take the survey and click “take survey”



**Step 5**: At the end of the survey be sure to click “submit” (you will receive a window acknowledging you have successfully submitted the survey

**TFI Report Retrieval Instructions**

**Step 1:** Follow steps 1 & 2 from above

**Step 2:** Click on the “Reports” tab



**Step 3:** Select “Survey Reports” from the drop-down menu



**Step 4:** Select organization, school district name, and school name



**Step 5:** Click select report and select which report you want to view (scale and subscale are the 2 we use most) and then click generate report (to save and / or send reports select PDF and it will download to your computer)

