



Action for Healthy Kids

Instructions for Completing the School Health Index

Section 1: Register and Log In

It is necessary to have a username and password to complete the School Health Index on the Action for Healthy Kids School Portal.

1. Visit the AFHK School Portal:
2. Log in to the Action for Healthy Kids School Portal.
Note: Make sure your browser is updated (Google Chrome is recommended).

First time users will need to create a new log in:

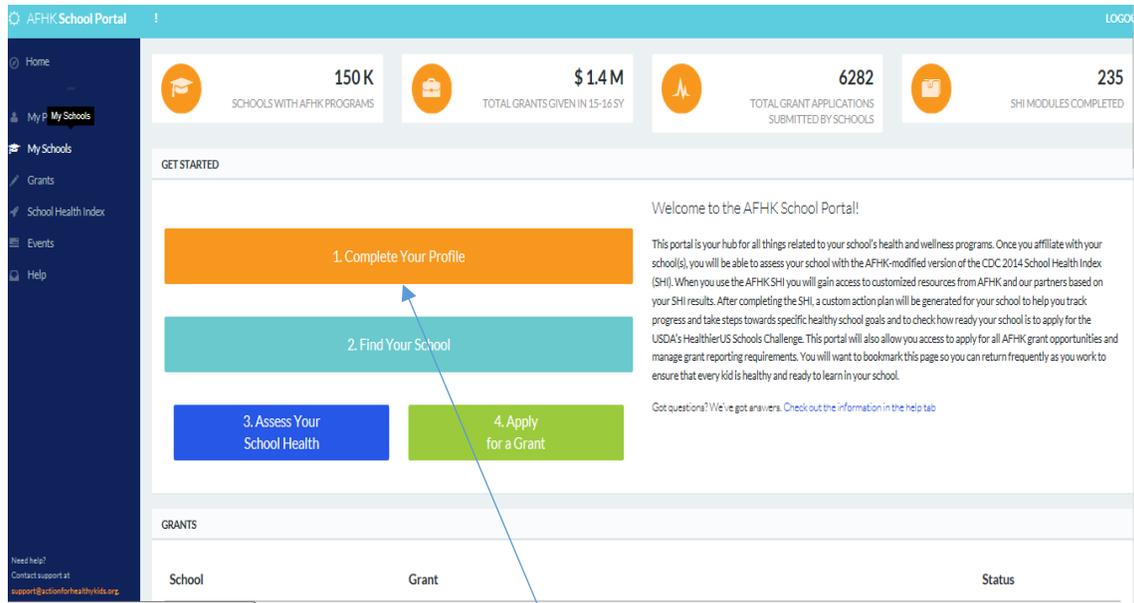
A screenshot of the Action for Healthy Kids School Portal login/register page. At the top left is the logo. Below it, the text reads "Welcome to the Action for Healthy Kids School Portal." followed by a paragraph: "The School Portal is your one-stop shop for school grants, the School Health Index, events and volunteer management, and more. Create an account, connect to your school, then implement programs!". Below this is a "Username" input field, a "Password" input field, a "Remember Me?" checkbox, and a "Forgot Password?" link. At the bottom are two buttons: "Register" (blue) and "Login" (green).

Username: Enter the email you wish to use.

Password: Enter your choice of a password at least 8 letters/numbers in length.

Email contactus@actionforhealthykids.org if you have difficulties logging in or creating a username and password.

Once logged in, you will then see the Home page. There are many features to this page, as identified by the navigation bar on the left-hand side and the sections on the page.



Section 2: Complete Your Profile

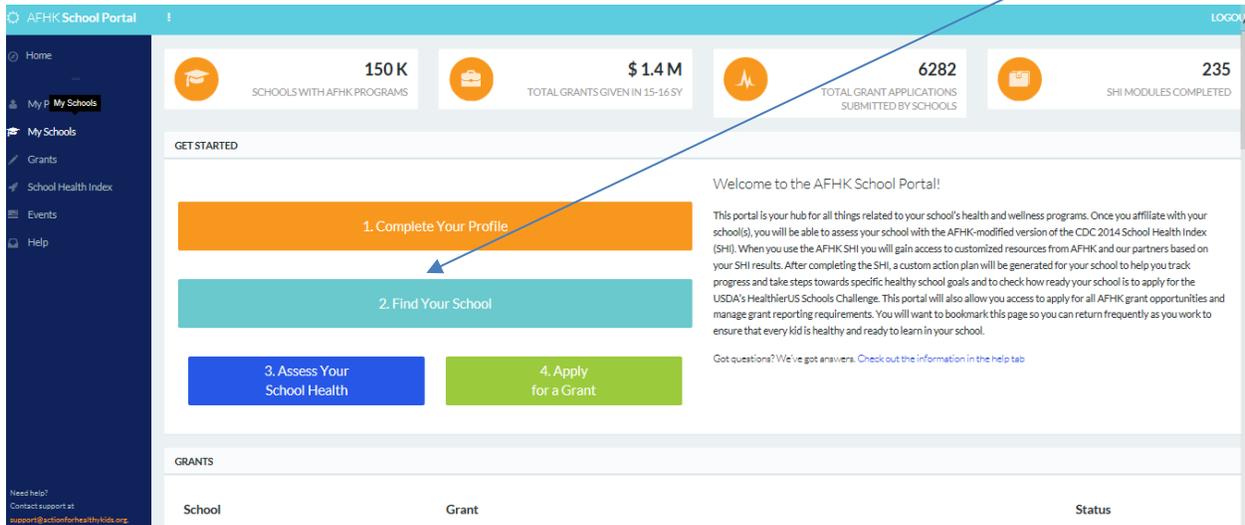
1. Click on the orange bar labeled **Complete Your Profile** to add or update your information. Next, you see three tabs for your personalization: Personal, Home Address and Volunteer Information. Enter your information on each of the tab. Then, click on the green **Update Profile** button.

Tabs for personalization:

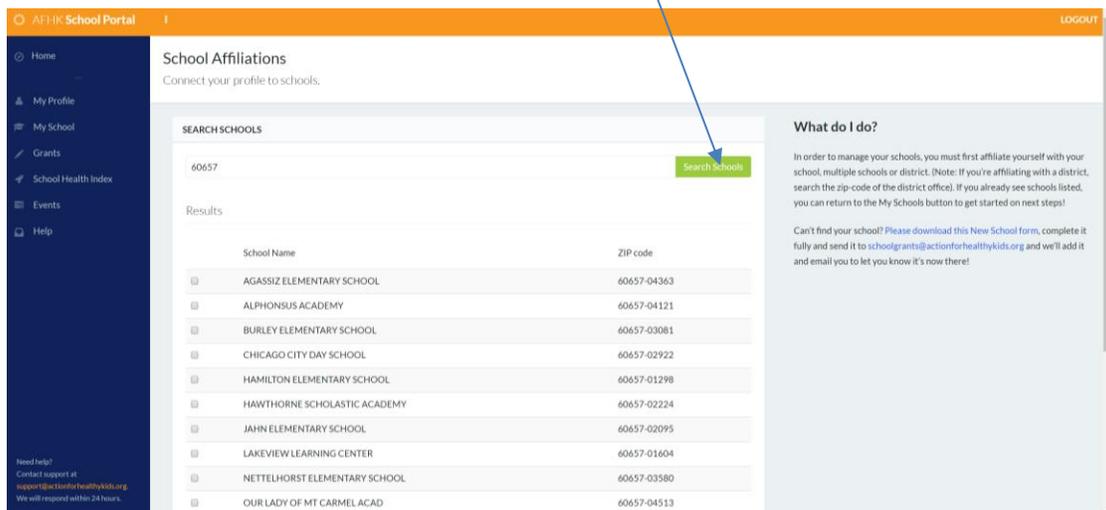
Section 3: Affiliate with Your School

This step is where you will be able to select the schools you will be working with to complete the School Health Index. You can associate yourself with as many schools as you wish.

1. To affiliate yourself with your school(s), navigate to the Home page (click on **Home** on the navigation bar on the left-hand side) and click on the blue bar, **Find Your School**.



2. Enter your school's zip code and click **Search Schools**. A list of all schools located in that zip code will be listed. Select the appropriate school(s) by checking the box to the left of the school name. *Note: You can select multiple schools at one time. You can select individual schools and/or districts.*



3. Click **Add Selected**.

AFHK School Portal | LOGOUT

60657 Search Schools

Results

School Name	ZIP code
<input type="checkbox"/> AGASSIZ ELEMENTARY SCHOOL	60657-04363
<input checked="" type="checkbox"/> ALPHONSUS ACADEMY	60657-04121
<input checked="" type="checkbox"/> BURLEY ELEMENTARY SCHOOL	60657-03081
<input type="checkbox"/> CHICAGO CITY DAY SCHOOL	60657-02922
<input type="checkbox"/> HAMILTON ELEMENTARY SCHOOL	60657-01298
<input type="checkbox"/> HAWTHORNE SCHOLASTIC ACADEMY	60657-02224
<input checked="" type="checkbox"/> JAHN ELEMENTARY SCHOOL	60657-02095
<input checked="" type="checkbox"/> LAKEVIEW LEARNING CENTER	60657-01604
<input type="checkbox"/> NETTELHORST ELEMENTARY SCHOOL	60657-03580
<input type="checkbox"/> OUR LADY OF MT CARMEL ACAD	60657-04513
<input type="checkbox"/> ST LUKE ACADEMY	60657-03108
<input type="checkbox"/> ARCHDIOCESE OF CHICAGO ED OFF	60690-01979
<input type="checkbox"/> RAVENSWOOD-RIDGE ELEM NETWORK	60631-1962

In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district, search the zip-code of the district office). If you already see schools listed, you can return to the My Schools button to get started on next steps!

Can't find your school? Please download this [New School form](#), complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it and email you to let you know it's now there!

Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.

Add selected

4. Check that your school has been added. Click on **My Profile** on the navigation tab on the left-hand side, then click on the **Add or Manage Schools** button.

AFHK School Portal | LOGOUT

Home My Profile My Schools Grants School Health Index Events Help

My Profile
Use this area to update your personal and volunteer information.

Personal Home Address Volunteer Information

Information

First Name

Last Name

What can I do here?
Follow these steps:
1. Update your personal information.
2. Add yourself to the wellness team of your school by clicking the "Add or Manage Schools" button.
3. Update your volunteer profile information

Add or Manage Schools

Schools with a red X to the left of the school name are affiliated schools. You can also search and add more schools here. *Note: To un-affiliate yourself with your school(s), click on the red X.*

AFHK School Portal | LOGOUT

Home My Profile My Schools Grants School Health Index Events Help

School Affiliations
Connect your profile to schools.

SEARCH SCHOOLS

Zip Code Search Schools

MY SCHOOL AFFILIATIONS

affiliations:

- FUNSTON ELEMENTARY SCHOOL

What do I do?
In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district, search the zip-code of the district office). If you already see schools listed, you can return to the My Schools button to get started on next steps!

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Section 4: Invite Peers to Collaborate on the School Health Index

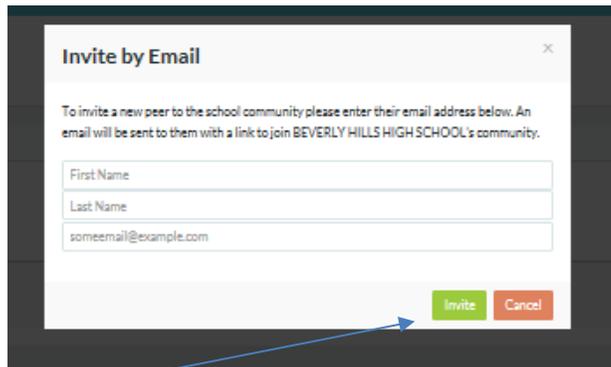
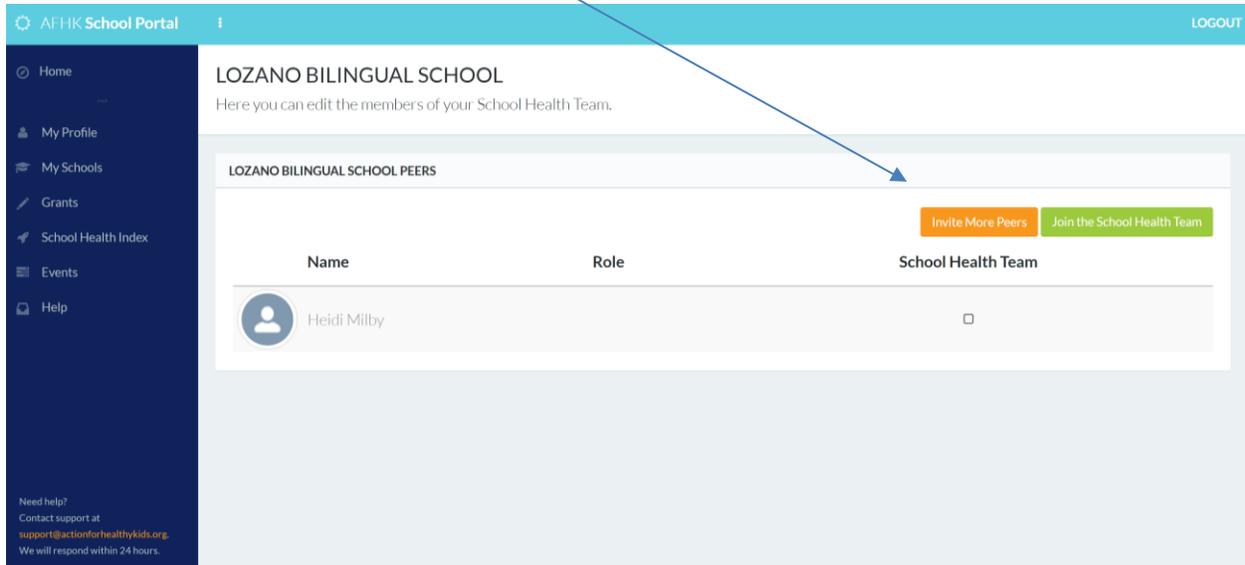
Anyone who affiliates with your school(s) gains access to the School Health Index in the school portal. This allows multiple members of your school's health team to complete the School Health Index, so it doesn't fall on the shoulders of one person. To see who is affiliated with your school and invite additional peers:

1. Click on **My Schools** on the navigation tab on the left-hand side. If you are affiliated with multiple schools, click on the name of the school you want to view. People who are already affiliated with your school will be listed under the blue bar on the right-hand side.

The screenshot displays the AFHK School Portal for Akron Preparatory School. The left-hand navigation menu includes Home, My Profile, My Schools, Grants, School Health Index, Events, and Help. The main content area features a header for 'AKRON PREPARATORY SCHOOL' with a sub-header: 'Your school profile page is the place where you can manage your school's health team, School Health Index responses and report, and review grant applications that your school has submitted.' Below this are four statistics: 'APPLICATIONS SUBMITTED BY YOUR SCHOOL: 0', 'PEERS CONNECTED TO YOUR SCHOOL: 4', 'TOTAL AMOUNT AWARDED TO YOUR SCHOOL: \$0', and 'YOUR SCHOOL HASN'T BEEN FUNDED THIS YEAR: UNFUNDED'. A blue bar on the right side of the page contains a star icon and the text 'Invite More Peers! Get your team involved to collaborate on your school's Health Index!'. Below this bar is a 'School Health Team' list with user avatars and names: Rene Fu, Eric Leung, Paul Foley, and Non District User. The main content area also includes sections for 'School Health Index' (with a 'View Progress' button), 'Grant Applications' (with a 'View Grant' button), and a table with columns for 'Grant', 'Status', and 'Required Reports'.

2. To invite others to join the school portal and affiliate themselves with your school, click on the blue bar on the right-hand side.

Then, click on the orange **Invite More Peers** button and enter the first name, last name and email address in the pop-up box of the person you wish to invite.



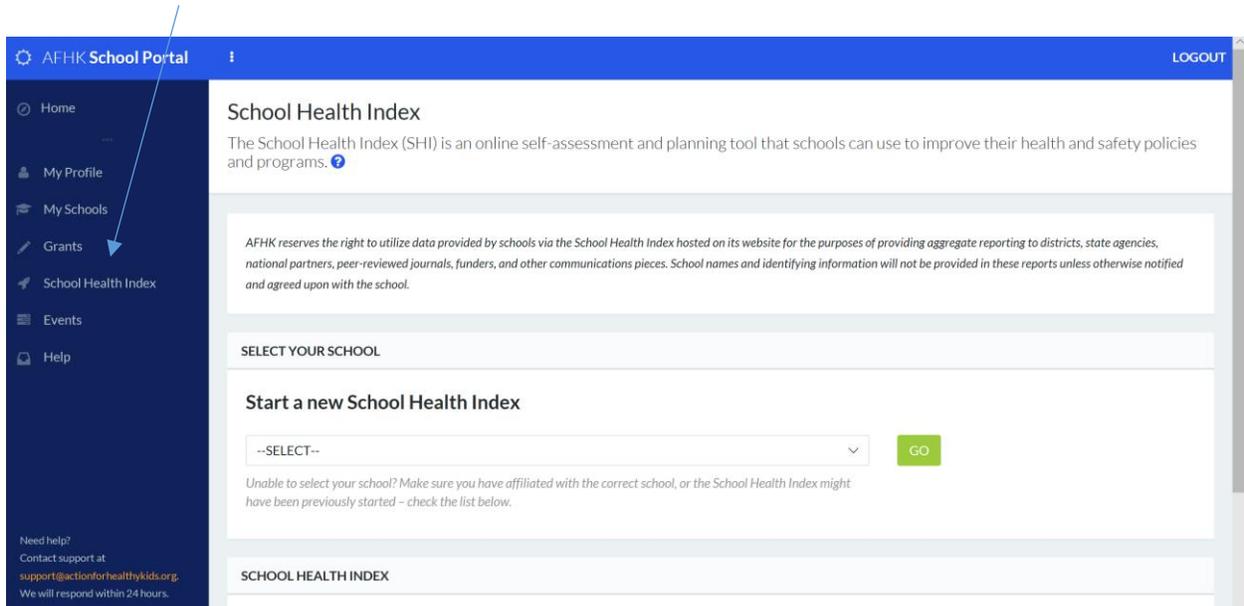
Click the green **Invite** button and repeat as needed to invite as many people as you wish.

The invited member will get an email invitation link to join the AFHK School Portal and affiliate themselves with your school. Once affiliated with your school, they automatically become a member of your school's online health team and are able to view, save and submit School Health Index responses.

Only the most recent responses will be saved, and once a SHI is submitted, it cannot be changed. However, district-level users can complete district-level questions and lock in their answers so that school-level individuals cannot change them. This is especially useful for districts that have standard physical activity and nutrition protocols and practices. This is a special feature of Action for Healthy Kids' School Health Index. See Section 7: Complete the School Health Index as a District-Level Administrator for more information on this district feature.

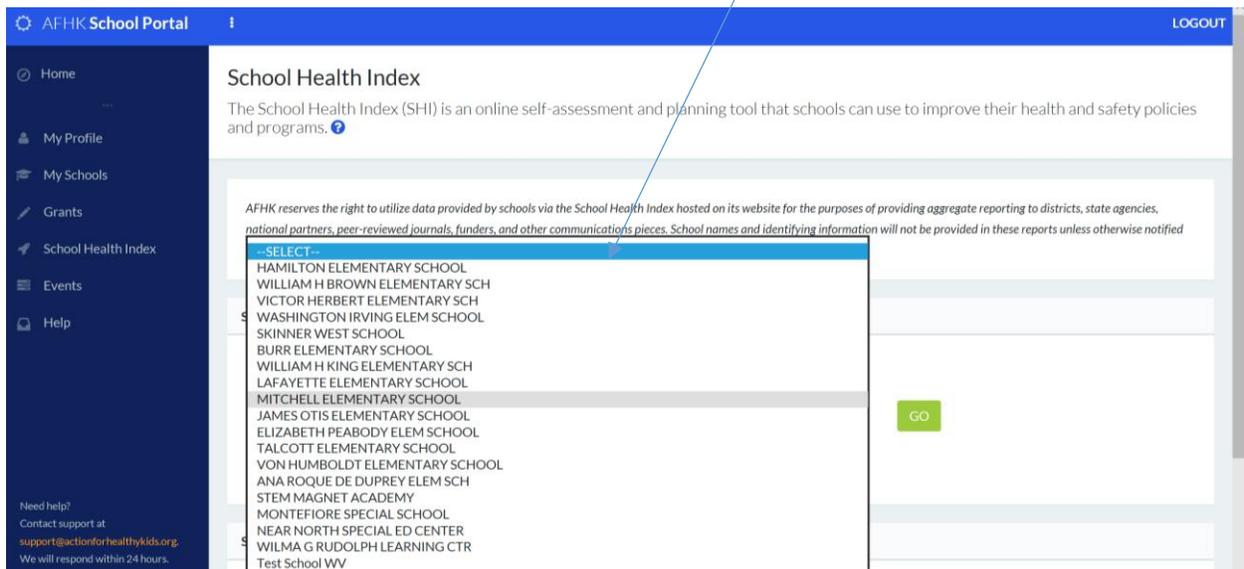
Section 5: Start the School Health Index

1. To start a School Health Index (SHI), go to the navigation tab on the left-hand side and click on School Health Index.



To Start a New School Health Index:

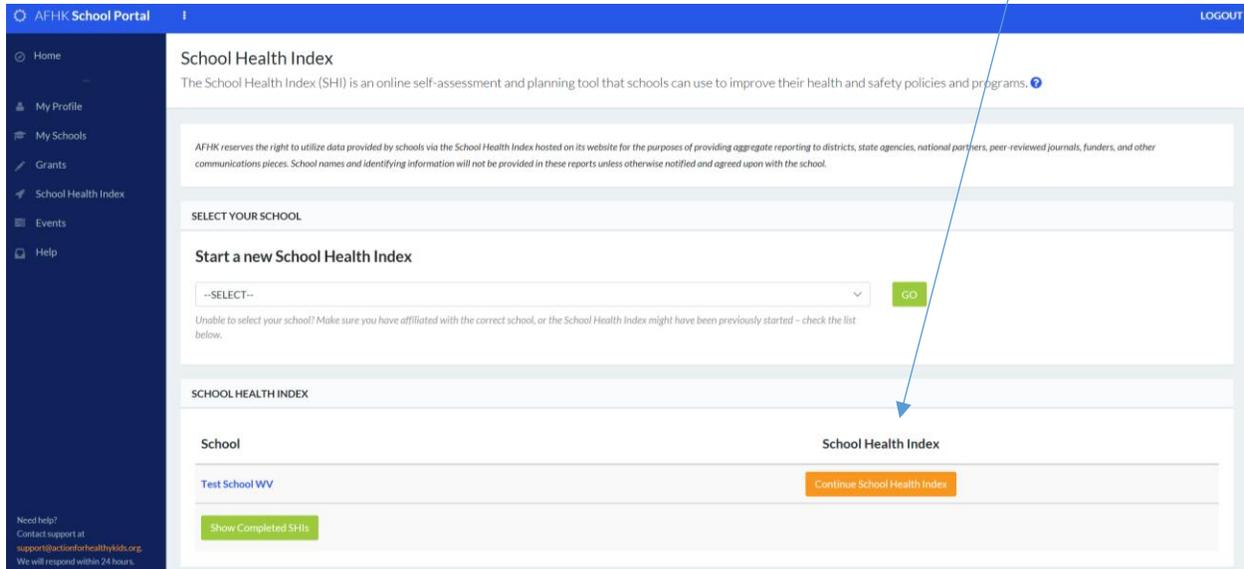
Under **Start a new School Health Index**, there is a drop down to select schools (with which you are affiliated) that do not have a SHI started.



2. Find your school in the drop-down menu, select it and click the green **Go** button. *Note: If you do not have any schools on your list, it is because you have not affiliated with your school yet. See Section 3 to learn how to affiliate yourself with your school.*

To Continue Working on an In-Progress School Health Index:

If a SHI is already started, a list of all your affiliated schools with a SHI started will appear at the bottom of the School Health Index page. Click on the orange **Continue School Health Index** button to continue working on an in-progress School Health Index.

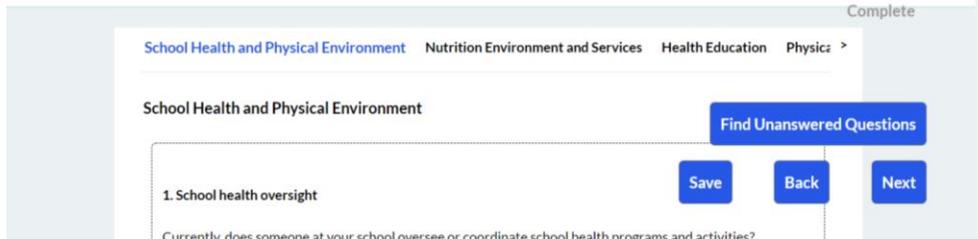


3. Read the instructions at the top of the page. Then, click on the appropriate response for each question (see Question Example below). The responses are explained in the text with each question. Responses are listed in a drop-down menu under the answer descriptions. For some questions, there are additional notes or instructions. Click on "Click here to show Notes or Instructions" for more information. You can navigate the assessment by clicking on the blue **Back** and **Next** buttons, or clicking on the topic categories at the top of the page. Unanswered questions are outlined in **red**. The completion percentage will show you what percentage of questions you have answered. See screen shot below:

School Health Index

Welcome to the Action for Healthy Kids School Health Index. Questions are organized by the categories you see at the top of your screen. To complete the assessment:

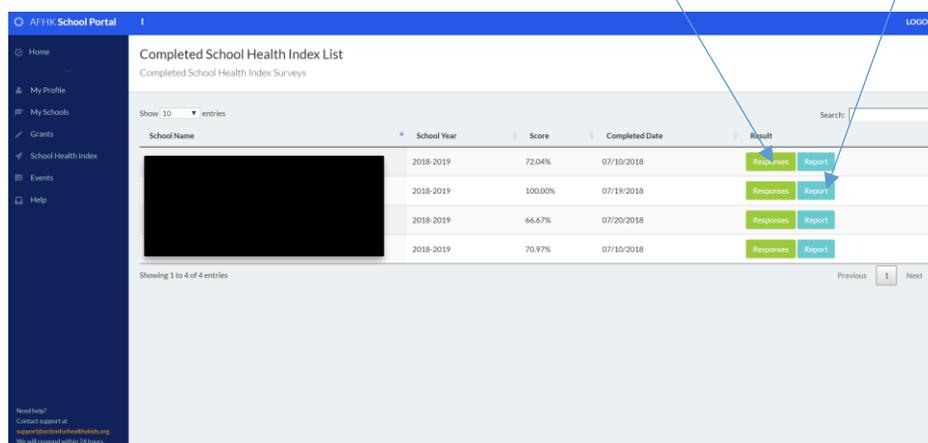
1. Read each question and select the most appropriate response. Navigate the assessment by clicking Next/Back or by clicking the categories at the top of the screen.
2. ALL questions are required. When you have answered all questions, your completion percentage will show 100% and the Save button will change to a Submit button.
 - Note: Unanswered questions are outlined in red until you have selected a response.
 - Note: Questions filled by the district level users are outlined in orange and read-only.
3. When ready, click Submit. Submitted surveys cannot be modified.



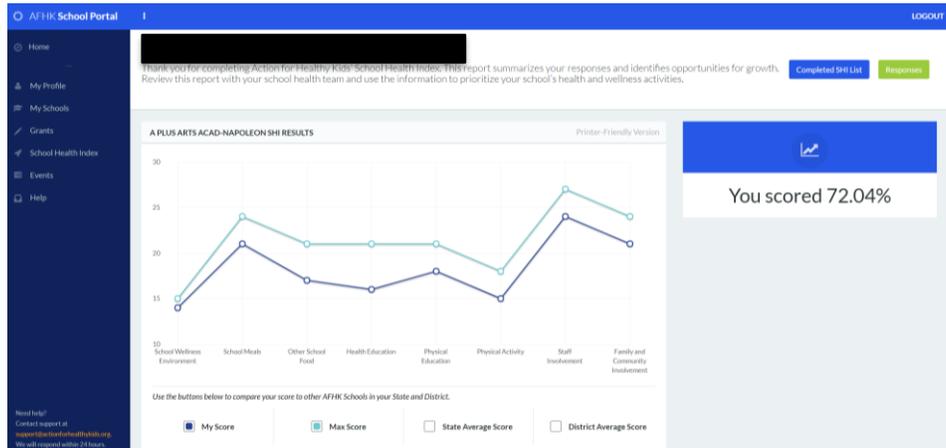
If you want to come back to the School Health Index later or wait for other School Health Team members to add more information, click the blue **Save** button at the bottom of the page. Once you have selected a response to all questions and you will not need to revisit or edit results, the **Save** button will change to a blue **Submit** button. Click the **Submit** button to submit your assessment.

Section 6: Navigate Your School Health Index Report

After you submit your School Health Index, you will be directed to a report that summarizes your responses. To access this report from the homepage, scroll down to School Health Index, click on the green **Show Completed SHIs** button. This will take you to a page with all submitted School Health Index assessments. Click on the teal **Report** button to see the summary report. You can also click the green **Responses** button to see a summary of each question's response.



On the report, you'll see a graph on your screen. On the graph, you can compare your school with the maximum score for each module (Max Score), the average score for your state (State Average Score) and the average score for your district (District Average Score). On the right-hand side, you'll see a score. This score was determined based on your responses to specific School Health Index questions that measure key nutrition and physical activity best practices.



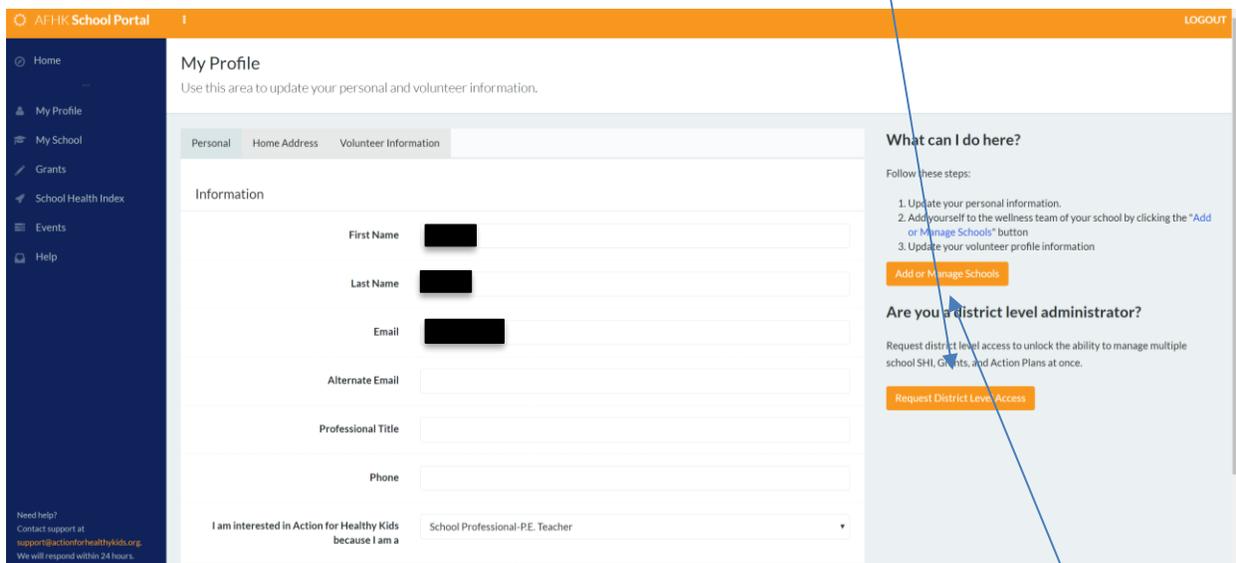
At the bottom of the report, you'll see a list of *Opportunities for Growth*. Questions where your school scored a 0 or 1 are highlighted below within each category. Focus your school health efforts on these areas to ensure your school provides a school environment where students are healthy, active and ready to learn. Action for Healthy Kids recommends developing a school health action plan and including these items as priorities to focus improvement efforts.

Category Score with Opportunity for Growth	Score
School Wellness Environment	14/15
School Meals	21/24
Other School Food	17/21
Health Education	16/21
25. Professional development in health education	1 = Under Development
Physical Education	18/21
Physical Activity	15/18
Staff Involvement	24/27
Family and Community Involvement	21/24

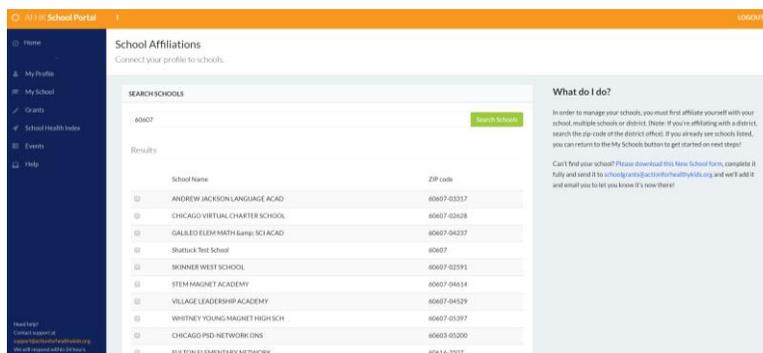
Section 7: Complete the School Health Index as a District-Level Administrator

Are you a school district administrator looking to complete the School Health Index for multiple schools in your district? Another feature of the AFHK School Health Index is district-level administrator access. This allows a district user to affiliated him or herself with multiple schools in the district to enter data for multiple schools at once. This feature allows district personnel to provide the same answers on School Health Index responses when policy and responses are common across multiple schools.

To become a district-level administrator, click on **My Profile** (left-hand side). On the right-hand side of the screen, click on the orange button **Request District Level Access**. You will automatically be approved for district level access.



Once you are a district-level administrator, users need to first affiliate themselves with the district for which he/she would like to enter School Health Index information. Log into the school portal, click on **My Profile** (left-hand side), then the orange button, **Add or Manage Schools**. Type in your district's zip code, click **Search Schools**, check off your district, then click **Add Selected**.





All schools for that district will then show up in the **My Schools** tab (left-hand side). Select the schools for which you wish to enter information by checking the box in front of the school name. Because there are two versions of the SHI (Elementary and Middle/High Schools), only elementary schools can be completed together at one time, and the same is true for middle and high schools.

Once schools are selected, you will be directed to the School Health Index. Note that your selected schools are on the left-hand side. Only the district level questions will appear on your screen. Instead of completing these questions for each school individually, you complete them one time for all schools in your Selected Schools list and Save. You, or other members of your school health team, can then respond to the remaining school-based questions on each school's School Health Index assessment by clicking on School Hub and continuing the assessment. Note: If a school user has already submitted responses to this School Health Index, your responses will overwrite them.

The screenshot shows the user interface for the School Health Index. On the left is a dark blue sidebar with a "Selected Schools" section containing "Jolly Elementary" and "Jones Park Elementary". The main content area has a blue header with a "Note!" box. Below the note is the "School Health Index" title and instructions. A progress bar at the top right shows "0% Complete". The current question category is "School Meals", with other categories like "Other School Food", "Health Education", "Physical Education", and "Physical Activity" visible. The question text asks if all foods sold during the school day meet the USDA's Smart Snacks in School nutrition standards. Navigation buttons for "Find Unanswered Questions", "Back", and "Next" are at the bottom right.