

# Building Healthy Communities: Individual School HSAT Instructions



HSAT is a set of comprehensive tools designed to help Michigan schools create a culture of wellness that supports learning by measuring the health of school environments and then planning and implementing improvements based on best practices. The results of the HSAT are for your school's own use. As you complete the assessment answer to the best of your knowledge and if you do not know an answer you have the option to skip questions.

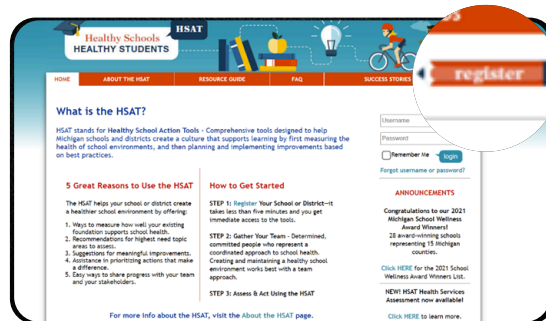
The HSAT Process encourages schools to:

- Build or re-energize a School Health Team
- Identify strengths and challenges around school health topics
- Prioritize activities for change
- Share outcomes with stakeholders

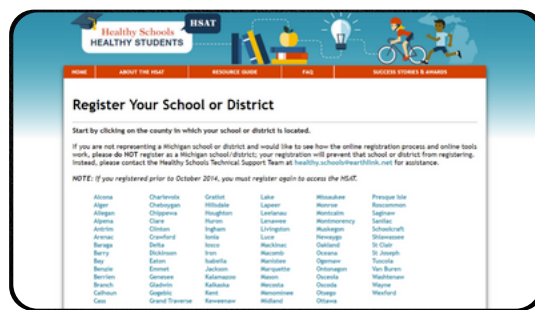
To begin, let's learn how to access the HSAT website; click on: [Michigan Healthy School Action Tools](#) If your school has never used HSAT, you will need to register to have access to the tools.

Any school staff member can register in four easy steps:

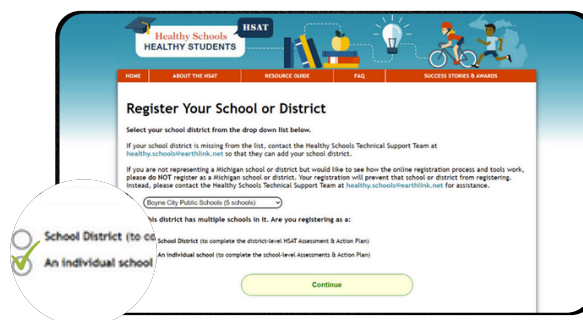
**Step 1.** Click on the red pencil that says "register" on the top right of the homepage.



**Step 2.** Next, click on the county in which your school is located.



**Step 3.** The third step gives you an option to register as a district or an individual school. You will register your individual school **NOT** a district.

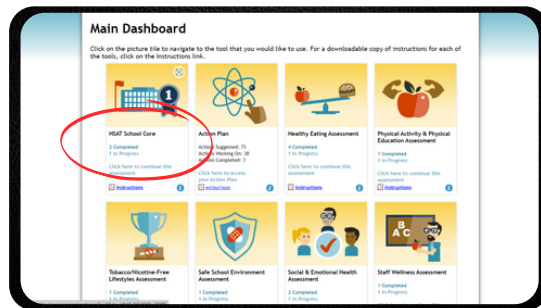


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**Step 4.** In the final step, you will select your school name from the drop-down box and identify a primary school contact. This person should notify appropriate school staff regarding their registration and share login information. If your school has already been registered but you don't know the login information, or your school is not listed as an option please contact Karen Krabill-Yoder and she can assist you.

Karen Krabill-Yoder: (517) 335-8908 [Yoderk@michigan.gov](mailto:Yoderk@michigan.gov)



Schools that are new to HSAT will have to first complete the School Core in order to “unlock” any of the other assessment sections. You can start an assessment by clicking on the picture tile.

Once you begin an assessment, you will see tabs. The tab for each section in the assessment will tell you with a green check (✓) if the section has been successfully completed, a yellow (!) lets you know when there are errors that need attention and an orange (?) indicates that a section has not been started. Assessment questions will be grouped around best practice statements and schools will be given recommended actions based on their answers.

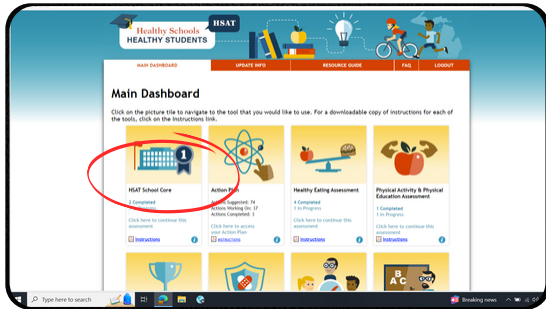
Once all tabs are complete and you have submitted your school core assessment, you can go back to your dashboard and work on other topic area assessments. We ask that you complete one additional topic area of your school's choosing. Please note that the School Core section has some optional questions. A school can choose to complete these sections or simply skip them

If you would like to preview the assessment questions before you begin for the above topics, they are located [here](#) on the BHC website.

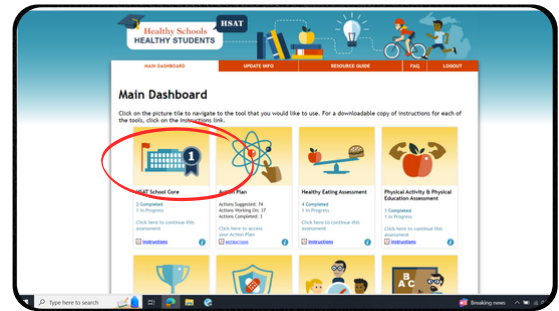
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**Step 5.** After completing your school's Assessment it will say completed on the main dashboard under the **HSAT School Core** section.

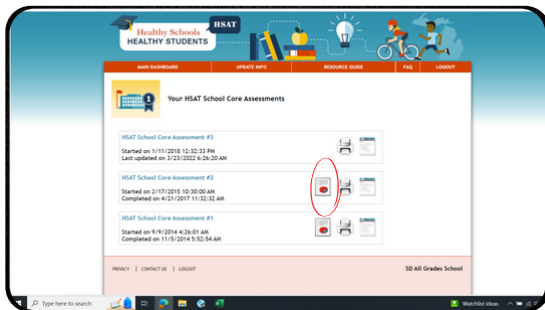


**Step 6.** Another great resource of the HSAT is the action plan that populates for you. See the link below for instructions on how to use your Action Plan.



[https://www.mihealthtools.org/hsat/documents/Instructions\\_HSAT\\_SCHOOL\\_ACTION\\_PLAN.pdf](https://www.mihealthtools.org/hsat/documents/Instructions_HSAT_SCHOOL_ACTION_PLAN.pdf)

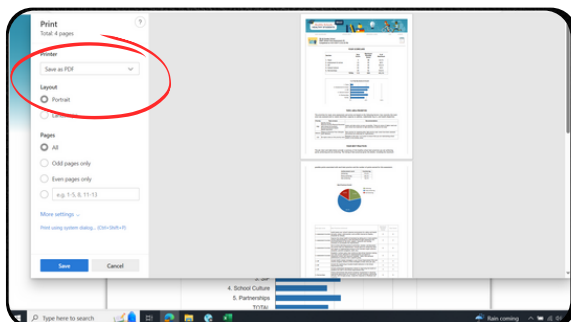
**Step 7.** Go back to the **HSAT School Core** section. Once you click on your completed core assessment you should see this screen. Click the feedback report.



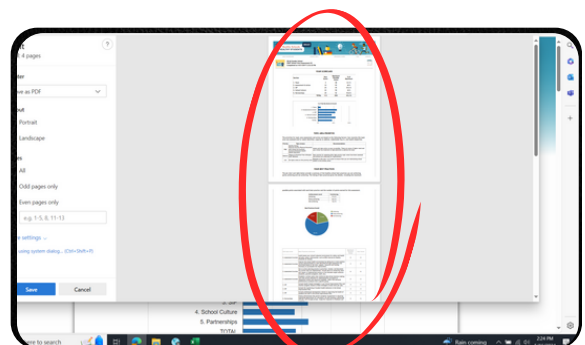
**Step 8.** From the score card page, right click on the page to pull up the print screen.



**Step 9.** This is the print screen. You should receive an option to save your assessment as a pdf.



**Step 10.** Please email your saved assessment to your BHC coordinator!



**Finished!**