

CTAP² QuickTips for Site Administrators

SITE COMPLETION STATUS

It's time for your annual CTAP2 survey with teachers. As site administrator you need to monitor completion status. Here's how to do it.

1. Log onto CTAP²
2. Click on the **Administrator Tab**.
3. Click on the **Schools** Menu Button (Left side of the screen)
4. Search for your school.
5. Click on **VIEW USERS**
6. Check off "**VIEW ALL**"
7. The next screen will bring up a list of your teachers.
8. Click on the **VIEW SITE COMPLETION STATUS** button above the list.