(Please use these instructions instead of the purchasing instructions found on page 93 of the Competitive Events Guide/STAR Events Manual)

The Student Leadership Practices Inventory Purchasing Instructions

Updated 10/4/11

1. Go to http://www.studentleadershipchallenge.com/Assessments.aspx
2. Click on Purchase now under the The Student Leadership Practices Inventory – Online heading
3. Enter the FCCLA's promo code "ULEAD" in the Customer Care box, and click "Submit". Then, "Checkout Now." (The discount will not be reflected until the last page of the shopping cart)
4. Enter the purchasing Information, and complete the order.
5. Once you have placed the order, you will then need to register for LPI and setup the Assessment. Instructions begin below.

Single Leader Instructions for Completing LPI Online

As a First time Purchaser of LPI, completing the LPI consists of 7 simple steps; Registering, Retrieving your tokens, Creating the Assessment, Completing the self assessment, Assigning observers. Monitoring Observer Progress, and Generating / Downloading the report.

1. Register

When you purchased your tokens you were required to create an account for our shopping cart system. However, this login is not valid for LPI. Once you have purchased your tokens, please to go:

http://www.lpionline.com/lpi/

Then, click on Register Now, and create your account. Once your account is created you will be logged into the LPI system.

2. Retrieve Your Tokens

Shortly after you complete your purchase you should receiving an email from auto-confirm@wiley.com with a title of, "Your order with Jossey-Bass/Pfeiffer."

Inside that email you will see an order number listed. You will need this information to retrieve your tokens (add them to your account).

Once you are logged into LPI, click on Tokens, and then locate the heading that says "Retrieve Tokens Purchased From". Next to Wiley, please enter your order/account number from your confirmation email. You should then receive a message that the retrieval was successful.

3. Create the Assignment

Once the token has been retrieved, you can now create your assessment. Click on the little LPI Online icon at the top left of the screen to return to the homepage. You should not see an Administrator Heading. Click on Create Assignment to begin.

1. Select the Add Individual Leaders and click Next.
2. Click Add a new folder, then enter the folder name and select Save
3. Click on the box next to the folder you created, and click Next

4. Enter in the email address of the person taking the survey, and click Add
5. Enter the Leader First and Last name, and click Next
6. Click on the calendar to set both the leader and observer complete by (due) dates
7. Add essay questions (not required)
8. Click Next
9. Click on the calendar to set both the leader and observer delivery dates and click Next
10. Review your choices, and then click Confirm.
11. If you have added yourself in as the leader, go back to the LPI online homepage, and skip to step 5

4. Leader Register

If you have created the assessment for someone other than yourself, they will receive a separate email message from notifications@lpionline.com with a subject line that reads, ***"LPI Online – Leadership Skills Assessment."***

They then need to click on the link in the welcome email which will take them to the registration page. If clicking on the link does not take them to the registration page, please have them try copy/pasting the link into their browser. They will need to complete all of the requested the information. including the secret questions. Once they have registered, they will be logged into LPI.

5. Complete the Assessment

When you've completed the registration process, you will be logged into LPI. Once you're logged in, you can complete the Self survey by clicking on "Take Assessment." Click Submit at the end of the survey to have your answers recorded.

Note: Once you submit your survey your answers cannot be changed

6. Assign Observers

Some time Before you add Observers into the LPI system. you may want to send them a personal email to alert them to the fact you are asking them to complete this survey for you, and stress the deadline. Let them know that they, too, will receive an email from notifications@lpionline.com with the link and initial log on information (this is generated automatically by the system). They will also need to go through the registration process, and set up a new password for themselves.

Once logged in click on Manage Observers. Then, click the Add/Manage Observers button next to your assessment. You can then click on Add a new Observer and scroll down to enter the observer information in.

Note: an email template is available that you can use. It is available here

7. Monitor Observers

You may return to the site at any time to monitor how many of your Observers have responded and send a reminder email to those who have not yet completed the survey by clicking on the "Remind Observers" button. This will send a reminder **ONLY** to those who have not yet completed the survey. Or you can send an individual reminder to just one observer.

8. Generate the report

Once the Leader and observers have completed the assessment the administrator will then need to generate the report:

1. Click on Generate Reports at the LPI homepage
2. Select a report type by choosing the relevant radio button. (Note: LPI Individual offers only Individual Reports, not Comparative or Combined ones.)

3. If you're generating an Individual Report, you have a choice of report formats. Select the relevant format radio buttons. If you're generating a Comparative or Combined Report, you can only select PDF
4. Click the Next button to move on to the Request Reports screen.
5. In the bar on the left of the screen, click the name of the Folder that contains the assignment you want to generate a report for.
6. (Optional.) If you have a long list of Leaders and need to filter out some assignments to make it easier to find the one you want, choose All Assignments, Active Assignments, or Inactive Assignments from the View drop-down list.
7. (Optional.) You can also filter out assignments by clicking the Calendar icons next to the Between and And boxes. This filters the list down to only those assignments that fall between those dates.
8. When you've found the assignment(s) you want to generate a report for, click the check box(es) to select and click the Add Selected to Request button at the bottom of the screen. A Selected Assignments area appears at the bottom of the screen listing any and all assignments you've selected. The process varies slightly for Combined Reports. Instead of clicking the Add Selected to Request button at the bottom of the screen, click the Next button. Then jump ahead to Step 9 to continue.
9. If you need to select other assignments, click the Back button (within LPI, not in your browser) to go back and select more assignments. If you've chosen all the assignments you want to include, click Next.
10. On the Reports Requested screen that appears, click Confirm. After you click Confirm, you see a confirmation screen letting you know that your report was generated, and will be given a confirmation number.

9. Download Report

Reports that the administrator have previously generated will be available within 24 hours. However, they are typically available much sooner. To download the reports, please do the following:

1. Log into LPI
2. Click on View Reports
3. Locate the report request that you wish to download
4. Click on Download, and download the report to your computer.
5. You will then need to unzip the reports, and either print them or distribute them to your leaders.

NOTE: Only reports with a status of Download can be downloaded.

NOTE: If you do not remember which report request contains the leaders you are looking for, please click on the request and the contents of that request will be shown.

Trouble?

If you experience any issues with your survey and need assistance please contact Wiley Technical Support though the support site at: http://lpi.custhelp.com/.