

Introduction to the WellSAT Website - Script

Hello, and thanks for joining me for this brief introduction to the Wellness School Assessment Tool, or WellSAT, hosted by the University of Connecticut's Rudd Center for Food Policy and Health.

Let's get started with an introduction to the tool.

The WellSAT is an online tool that can be used to evaluate school wellness policies and practices.

The tool encompasses components of the Whole School, Whole Community, Whole Child (or WSCC) model that are relevant to local school wellness policies, as outlined by the USDA's Final Rule for Local School Wellness Policy Implementation.

The tool can also be used as part of the triennial assessment, which is required for all local education agencies that participate in the National School Lunch Program or School Breakfast Program.

The WellSAT includes six sections.

These include four sections aligned with the WSCC model, including Nutrition Environment & Services, Nutrition Education (part of the Health Education domain), Physical Education & Physical Activity, and Employee Wellness. It also contains items covering policies and practices required by federal regulations and topics relating to the integration and coordination of policies.

If you are completing a triennial assessment, the WellSAT Policy will be your first step in the process.

This is a convenient way to compare your wellness policy to a model policy and assess compliance with federal requirements in your written policy.

Now that we're familiar with the WellSAT, let's move on to a quick introduction to how to use the online tool.

To access the WellSAT, go to wellsat.org using your internet browser.

If you want to view the items without creating an account or logging in, find the "Preview Questions" box on the home page, then click "Learn More."

Here, you can see each WellSAT item and its scoring guidance. You can expand and contract the items to show or hide the scoring guidance.

Clicking “Next” will take you to the next section of questions.

To return to the home page, simply click the back arrow in the upper left of your screen, or the “Exit” button in the upper right.

If you would like to save your scores or complete a triennial assessment using the WellSAT site, you should register for an account.

Click the register button in the upper right.

Then, enter your information in the form. All fields are required, which helps ensure that other users from your district, school, or institution can locate your scores at a later date if needed.

When you are done, check the reCAPTCHA box, then click Submit.

Once you have registered for an account on the WellSAT site, you can log in any time by clicking “Get Started” or “Log In”.

You will need to enter the email address and password you used when creating your account. If you forget your password at any time, click the “Forgot password?” link to recover your account.

Once you are logged in, you will see a list of any assessments you have completed since the November 2024 website update.

To import assessments created before this update, click the “Copy v3 Assessment” button, then select the assessment you would like to copy over. Click the “Copy” button, and it will be added to your Dashboard.

To create a new assessment, click the red “Create New Assessment” button in the upper left.

In the box that appears, enter information for your assessment. If you are completing a triennial assessment, click the relevant boxes. Otherwise, choose a name for your assessment, which you can use to identify it on your Dashboard.

If you will be scoring practices at individual schools within a district (rather than scoring the practices at a district level), use the school name in your assessment name and create a new assessment for each school you will be scoring.

Select your state, county, and district or school from the dropdown menus. If your district, school, or institution is not listed, select “District Not Found” and type your district, school, or institution’s name in the box.

For the assessment date, select the month and year in which you are completing the assessment. If you are scoring an older local school wellness policy, you can use the date of the policy for this date instead.

Finally, if you would like to copy answers from a previously completed assessment, select the name of the assessment from the dropdown menu. If you completed the assessment on the previous version of the WellSAT website, you will need to first use the Copy v3 Assessment button to copy over the assessment, then you can create your new assessment.

To share an assessment, you first need to create the assessment that will be shared. Then, click the “Sharing” button from your dashboard.

Check that the assessment selected in the dropdown menu is the correct one. Then, type in the email address of the user with whom you would like to share the assessment.

Please note that users must have an account on the WellSAT site before you can share an assessment with them. Click the “Share” button when you are finished entering the required information.

Now let’s orient you to the list of your assessments.

You will see the names you have entered for your assessments on the far left of your dashboard. Click the notebook to view or add notes about the assessment, such as information about the policies used for scoring or the names of personnel who helped complete the assessment.

The date shown is the date you enter when you create an assessment. Typically, this will be the month and year during which you are completing the assessment, but you can also use the date to indicate the effective date of an older policy.

The LEA is the district, school, or institution’s name you selected or entered when you created your assessment.

To edit the scoring of an existing assessment, click the “Policy,” “Practice,” or “Triennial” buttons under “Edit Scoring.” If “Practice” or “Triennial” links are missing, this means that the previous section has not been completed.

To view your scorecard for each section, click the corresponding button in the “Scorecard” column. If the link to the scorecard is missing, this means that the section has not been completed.

The ellipses on the right side of the screen can be used to edit the name, date, and LEA details for your assessment; share your assessment; or archive your assessment to hide it from your view.

As you proceed with the WellSAT, an “Instructions” button will appear in the upper right of the assessment screen. Click on this to view instructions that are specific to the WellSAT Policy, WellSAT Practice, and triennial assessment.

It’s important to note that the WellSAT times out after one hour of inactivity. You will be logged out of your account and will need to log in to continue the assessment. However, the assessment saves your responses as you go, so your work will not be lost.

You are now ready to get started!

For more information about the WellSAT, please visit the Rudd Center and WellSAT websites.