**RUSH UNIVERSITY
MEDICAL CENTER**

August 28, 2014

Dear Educational Leader:

We are pleased to let you know of an opportunity for elementary school districts to have free access to a new system for assessing children's social-emotional learning skills, or SEL.

SEL includes the ability to understand others' emotions and intentions, to solve social problems, and to self-regulate. Educators and other professionals have long recognized that SEL is critical for academic and life success. We know, for example, that the more well-developed developed children's SEL, the better their peer relationships, achievement, and mental health.

At the same time, few tools are available to educators to assess SEL for benchmarking, screening, program evaluation, and progress monitoring. Even fewer SEL assessments are suitable for group administration. In response, the Rush NeuroBehavioral Center team has developed SELweb, a web-based system that assesses peer acceptance and the abilities to read others' facial expressions, infer others' intentions, solve social problems, delay gratification, and tolerate frustration.

SELweb is easy to use. While completing SELweb, children wear headphones and complete the assessment on a computer with an internet connection. Administration is narrated, illustrated, and automated. A host character explains each module. No reading skills are required. SELweb takes about 45 minutes to complete and can be administered to groups.

SELweb is technically sound. Over the past two school years, we completed two large field trials and demonstrated that SELweb has excellent measurement properties.

SELweb is useful. Our education partners have reported that SELweb assessment data helped them understand their children better and informed instructional decision-making.

During the 2014-2015 school year, we will collect national normative data. **We are inviting districts across the country to partner with us in this project.** Here is how the partnership works: We will give our partners the assessment tool at no cost. We will provide technical assistance to teach partners how to use SELweb. Partners will administer SELweb to all students in K to 3. Using district and grade-level norms, we will create assessment reports summarizing student and classroom performance.

In exchange, we will use de-identified data to develop norms. If you are interested in participating, please contact Project Director, Nicole Russo-Ponsaran, Ph.D., for more information (nicole_russo@rush.edu). Thank you for your consideration.

Thank you for your consideration.

Sincerely,

Clark McKown, Ph.D.
Associate Professor

SELweb Partnership Overview

	Task
Establishing Contact & Introduction	□ School administration/staff schedules a SELweb introductory meeting with RUSH to obtain background information on SELweb. (At this meeting, Rush will share a SELweb PowerPoint presentation with school administration)
	□ School(s) identify a SELweb point person(s) to communicate with Rush.
	□ School administration introduces Rush to SELweb point person(s) via email.
	□ School administration introduces SELweb to teachers/staff at each school(s).
	□ SELweb point person provides Rush with a list (name, email, & phone number) of SELweb test administrator(s) and their role at each school.
System Set-up	□ Rush creates user IDs and passwords for test administrators.
	□ Rush provides the following documents to school SELweb point person(s):
	o Class Roster Template
	o Class Roster Template Instructions
	o SELweb Photo Upload Instructions
	o SELweb Administration Instructions
	o SELweb Roster Upload Instructions (if school is uploading class roster)
	□ SEL point person(s) review documents provided by Rush.
	□ Rush and school SELweb point person(s) communicate as needed.
	□ SELweb test administrators review SELweb Administration Instructions. Contact Rush with any questions.
	□ School(s) provides Rush with a list of teachers and the grades they teach.
	□ School(s) adds necessary student information to Class Roster Template and sends to Rush. Consult Class Roster Template Instructions for more information.
	□ Rush uploads class rosters to the SELweb system.

	Task
	☐ School(s) uploads student pictures to SELweb system (if applicable). Consult SELweb Photo Upload Instructions for detailed instructions.
Practice & Final Steps	☐ School schedules dry run of SELweb administration in consultation with Rush to ensure that a member of the Rush team can be available, either in person or remotely, during the dry run to answer questions.
	☐ Each school conducts a dry run of SELweb administration.
	☐ School(s) creates a schedule for the SELweb administration.
	☐ Notify Rush of SELweb administration schedule.
	☐ School(s) creates seating chart for SELweb administration (optional).
SELweb Administration	**Task**
	☐ Schools administer SELweb assessment to students.
	☐ Rush available to provide technical assistance (either remotely or onsite as available) during first administration.
	☐ School(s) email Rush contact with the number of students and grades assessed each day.
Results & Next Steps	**Task**
	☐ School(s) notify Rush when SELweb administration is complete for all classes.
	☐ Rush provides timeline when school(s) should expect SELweb assessment reports/social network maps.
	☐ Rush creates SELweb assessment reports and social network maps for each class.
	☐ Teachers and administrators review assessment reports and social network maps.
	☐ Rush and teachers/administrators meeting (in-person or remotely) to discuss assessment reports/social network maps and what to do with these findings.
	☐ Teachers/administrators incorporate findings as they see fit. Contact Rush for future consultation, if needed.