

Reports (School and District Level)

Currently, the school and district teams have access to more than 15 reports. All of these reports are accessible to school and district teams, as well as coaches, on each team's main menu page. Reports are excellent resources for Leadership team meetings, instructional team meetings, school board meetings, or open houses. These reports include school or district plans, detailed lists of tasks and individual responsibilities, as well as progress reports. Teams find great value in being able to produce a live report at any given moment. But it isn't just school or district teams that have access to these reports. Each school and district is given a Guest Login and Password which can be given to anyone outside of the Leadership team. This login will allow parents, community members, or other school/district staff, the ability to see a "view-only" set of reports on the team's progress.

Middleton Elementary School
School Process Main

Northwest School District, XX

Hints
Help

Report Menu

Step 1. School Registration	<i>This report holds registration information for the school, principal, and process manager.</i>
Step 2. School Information	<i>Here you will see the demographic, personnel and enrollment information as entered by the school.</i>
School Assessment	<i>This report shows assessment information for state and standardized tests as entered by the school.</i>
Step 3. School Team Members	<i>Information pertaining to the members of the School Improvement Team including the principal, the process manager, and others chosen from the school or community to be part of the leadership team is displayed here.</i>
Step 4. List of Indicators Included in Plan	<i>This report holds a list of all assessed indicators that will be included in your plan.</i>
Detailed Report of Assessed Indicators	<i>This report shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.</i>
Step 5. List of Objectives Included in Plan	<i>Here you will find a list of all objectives included in the plan.</i>
Detailed Report of Objectives Included in Plan	<i>This report holds a list of all objectives, the index score, target date, and team member assigned to it, as well as a description of what the fully implemented objective will look like.</i>
Step 6. Tasks Report	<i>The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.</i>
Progress Report	<i>This report gives information about the created plan including the number and status of tasks for each objective, the assigned team member, as well as the target date for completion.</i>
Comprehensive Plan Report	<i>Here you will see a detailed description of the improvement plan including all assessments, plans, tasks, monitoring and implementation information.</i>
Indicator Checklist Report	<i>This is a customizable report that allows one to choose individual indicators and displays all information for assessments, plans, and tasks for each indicator selected.</i>
Implementation and Monitoring Report	<i>Here you will see a comprehensive list of only those indicators that were initially assessed as fully implemented or those indicators for which a plan has been created.</i>
Coaching Comments	<i>This report displays the conversational tool designed for districts to receive and respond to helpful tips and comments from their coach.</i>
Where are we now?	<i>This report gives an overview of the schools execution of its plan in graph form, as well as a list of fully implemented and completed indicators.</i>
Summary Report	<i>This report displays summary information such as the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, and forms submitted, as well as district leadership team information.</i>
- 1241V - Improvement Plan Report	<i>This report is a minimized version of the Comprehensive Report, omitting the details of the tasks.</i>

Summary Report

Tasks Report

Where are we now? Report

Comprehensive Report

Frequently Asked Questions

1. Can reports be printed or exported?

All reports on the Reports page can be printed out directly from the page OR exported to one of many file options—pdf, word doc, excel, etc. Being able to export a document allows to the user a choice of whether to print or save the document and attach it to an email for easy sending.

2. Is the information on the report(s) always live data?

All of the reports on the Reports are live and up to the moment data. However, on the dashboard, when a school or district clicks on the submit button for the indicator work or one of the forms to complete, a static pdf is created.

3. If Indistar® does not have a report that our state specifically needs or wants, will CII help us create it?

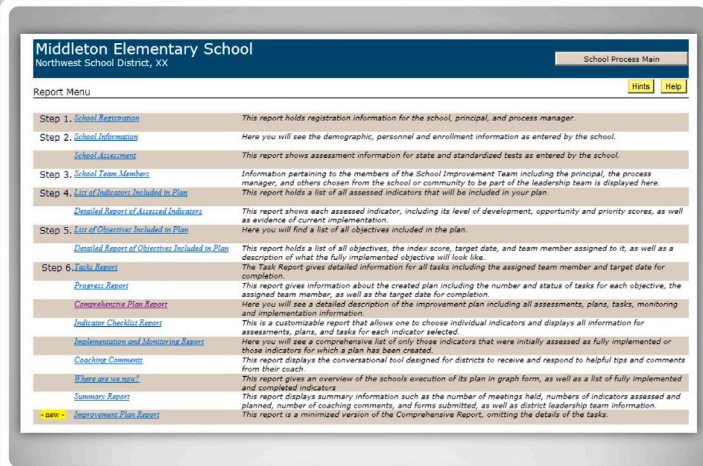
Our best ideas always come from the users! Over the years, states, coaches and users alike have sent us suggestions and ideas. CII staff meets regularly...at least once a week...to focus on web development, reports, user functionality, and client services. We take each request seriously and give much thought to every single one. The CII client services team and web development team work together to decide which requests make good use of time and resources, and what will benefit all or most users.

Indistar® School and District Reports Presentation
Stephanie Benedict, Bob Goodrich, & Lisa Kinnaman/CII
Brad Billings/Alaska

Indistar School and District Reports

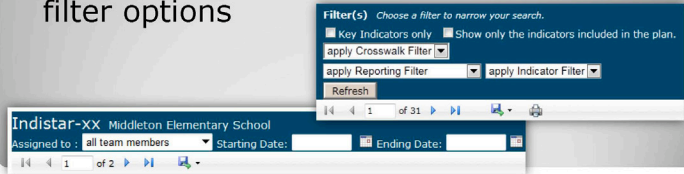
How to get the information that you need

Stephanie Benedict – CII, Client Relations Coordinator
 Bob Goodrich – CII, Lead Programmer
 Lisa Kinnaman – CII, Director of Improvement Support to States



Report Page – School/District Level

- 17+ different reports
- Printable
- Exportable to several file formats
- Can be filtered by names, date ranges, filter options



Indicator Checklist Report

ID02	All teams have written statements of purpose and by-laws for their operation. (37)	<input checked="" type="checkbox"/>
ID03	All teams operate with work plans for the year and specific work products to produce. (38)	<input checked="" type="checkbox"/>
ID04	All teams prepare agendas for their meetings. (39)	<input checked="" type="checkbox"/>
ID05	All teams maintain official minutes of their meetings. (40)	<input checked="" type="checkbox"/>
ID06	The principal maintains a file of the agendas, work products, and minutes of all teams. (41)	<input checked="" type="checkbox"/>
IE05	The principal participates actively with the school's teams. (56)	<input type="checkbox"/>

Only chosen indicators will be shown in this report. Report will include assessments, plans, tasks and implementation information.

INDICATOR CHECKLIST REPORT

TASKS REPORT

- Objective code
- Task description
- Target date for task completion
- Person assigned to carry out task
- Completion date if applicable
- *Report can be filtered by persons' names
- *Reports can be filtered by target due date ranges

COMPREHENSIVE PLAN REPORT

CURRENT STATUS

INITIAL ASSESSMENT

Curriculum, Assessment, and Instructional Planning
Assessing student learning frequently with standards-based assessments

Indicator: IID09 - Instructional Teams use student learning data to plan instruction, (107)
Status: Tasks completed: 0 of 3 (0%)

Assessment: Level of Development: Initial: Limited Development: 02/01/2012
Describe current level of development: Currently, we meet in grade-level teams every week and discuss student data, but at a very superficial level what percentage of students have passed the state mandated test. However, this discussion doesn't lead to dealing with the day-to-day instructional issues we have. We need more frequent and more targeted assessments to see how students are doing along the way so we can plan appropriate instruction for all students.

Plan: Assigned to: Shane Kishmore
How it will look when fully met: When the objective is fully met, our grade-level teams will continue to meet weekly. However, we will have in place regular pre-assessments that all grade-level teachers will administer. We will use those results to help identify strengths and weaknesses across our students so we know which group needs additional support and background knowledge, which group needs extensions, and which group would respond to regular instruction. We'll then group students accordingly to provide just what they need. Finally, we'll spend time at our meetings sharing teaching techniques and materials that are appropriate for those topics and for our range of students. All of this will be reflected in team minutes entered on Indistar.

Implementation: Target Date: 12/23/2012
Percent Tasks Completed: 0 of 3 (0%)



Suggestions and Special Requests

So...what does happen to all of those ideas, requests and suggestions?







Improvement Plan Report

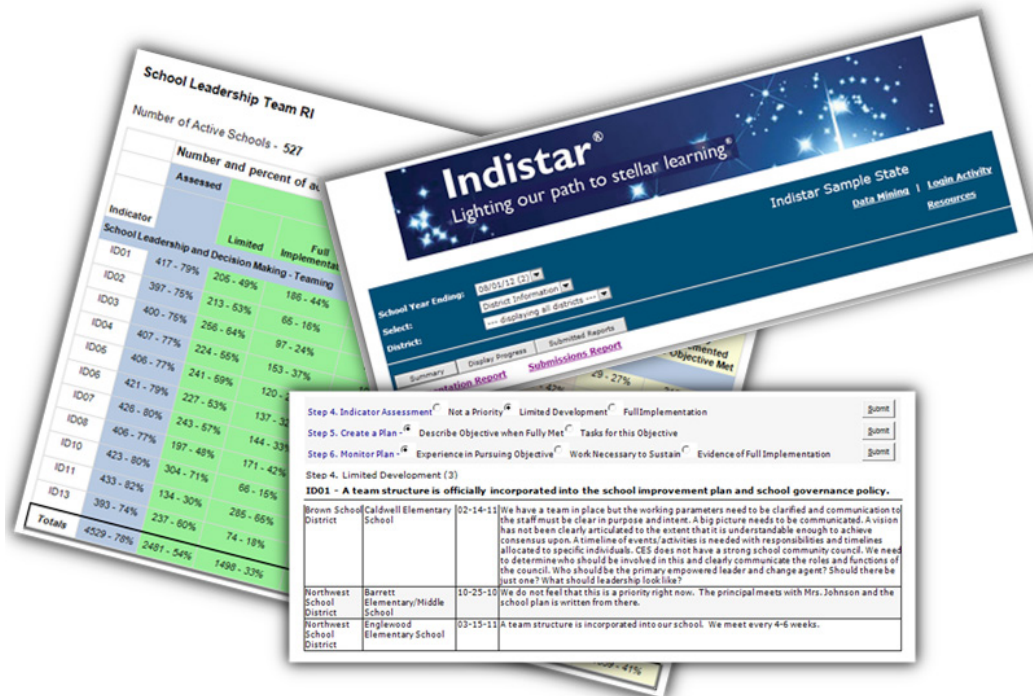
- Several districts began asking us for a more streamlined report to share with parents.
- This report shows the plan with only the objectives (tasks are not included).
- CII created the report efficiently and in a way that met the needs of our state.

Indicator	2.3 - Universal screening assessments are administered multiple times a year, in all SBA tested content areas. (331)	
Status	Objective Met 12/5/2011	
Rubric Score	Current: 3	Initial: 2
Assessment	Level of Development: Describe current level of development:	Initial: Limited Development 10/08/2010 Currently utilizing AIMS, and ACFA. Also using Study Island and Education City as a supplement tool. These only address reading and math. Assessments for grammar, revision, editing, spelling, justifying numerical responses, more advanced math assessments (more than just computation), and science are needed (it will be assessed in the future).
Plan	Assigned to: How it will look when fully met:	Cody McCanna All teachers administer universal screening assessments multiple times a year to determine student progress in all SBA tested content areas and all teachers analyze the results to make changes in instruction and intervention. Teachers will need time to analyze the data as a group. This should be done by having late starts or using PLC time on Friday.
Implement	Target Date: Percent Tasks Completed: Objective Met Date: Evidence:	05/01/2011 2 of 2 (100%) 12/5/2011 12/5/2011 Teachers discuss the practice tests and make changes to their lesson plans. Subsequent PLC time will be used to...



Data Mining & State Reports

The state administration page has a wealth of information and resources that a state team can use to not only see progress that their schools and districts are making, but also find areas of much needed focus, keep track of coaching, and monitor school and district activity. CII is focusing heavily on what state teams need to see to be able to monitor progress and track change. Several new reports have recently been added to quantitatively gauge school and district work (State Aggregate Report), as well as provide state teams the ability to easily see who has or hasn't submitted reports (Submissions Report). The newly added Implementation Report in combination with Data Mining for specific indicator information will allow state team members to see what areas of focus schools and districts have or haven't chosen to work on and then monitor specific areas of evidence, planning, and implementation. Whether a state wants to monitor coaching comments, report submissions, or general work and progress of their schools and districts, our hope is that this interactive and convenient approach will save the states valuable time.



Frequently Asked Questions

1. Who has access to the State Administration page?

Each state designates who should have access to this page. It is important to remember that those who are given access to the state administration page will be allowed to see all forms, reports, coaching comments, and indicator work for ALL schools and districts in the state. For these reasons, CII suggests that states be mindful of who is given state administration access. All of the reports are live and up to the moment data, except reports that are located on the school's or district's dashboard which must be submitted by hitting the Submit Button. These reports are snapshots of the work of the school at that moment or created from information a school or district has completed on a supplemental form. A static pdf is created for these.

2. Can CII customize state reports for an SEA?

We welcome all requests and suggestions. CII teams/staff will meet to determine the time, value, and necessity of all requests, as well as the benefits to some or all states, schools, and districts.


State Administration Page, Data Mining, and State Reports Presentation

Stephanie Benedict, Bob Goodrich, & Lisa Kinnaman/CII

State Administration Page, Data Mining and State Reports

How an SEA can gather
helpful information

Stephanie Benedict – CII, Client Relations Coordinator
Bob Goodrich – CII, Lead Programmer
Lisa Kinnaman – CII, Director of Improvement Support to States



School Year Ending: 08/01/12 (2)
Indistar Sample State

Select: District Information
Data Mining | Login Activity

District: --- displaying all districts ---
Resources

Summary
Display Progress
Submitted Reports

Implementation Report
Submissions Report

From the State Administration main page, you will be able to get easy access to:

1. A summary of submissions made by schools or districts

Reports	# Districts Submitted	# Districts Active
Indistar-SP- District Indicators Report-10/31/11	89	101
Indistar-SP- District Indicators Report-01/31/12	92	101
Indistar-SP- District Indicators Report-05/31/12	0	101
District Restructuring Plan-09/31/11	92	101
Professional Development Plan-02/31/12	0	101

State Administration Page - General Information

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School Year Ending: 08/01/12 (2) Indistar Sample State
 Select: District Information Data Mining | Login Activity
 District: --- displaying all districts --- Resources

Summary Display Progress Submitted Reports

2. Display Steps 1-6 progress dates

District	Step1	Step2	Step3	Step4	Step5	Step6
Brown School District	12/09/10	03/25/11	02/21/11	12/15/11	12/15/11	01/31/12
Lincoln School District	01/07/10	02/12/10	05/16/11	09/04/11	01/26/12	01/16/12
Northwest School District	10/18/07	12/26/07	03/25/08	11/30/11	07/25/11	12/12/11

State Administration Page - General Information

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School Year Ending: 08/01/12 (2) Indistar Sample State
 Select: District Information Data Mining | Login Activity
 District: --- displaying all districts --- Resources

Summary Display Progress Submitted Reports

3. Drill down to a school or district dashboard

District	Step1	Step2	Step3	Step4	Step5	Step6
Brown School District	12/09/10	03/25/11	02/21/11	12/15/11	12/15/11	01/31/12
Lincoln School District	01/07/10	02/12/10	05/16/11	09/04/11	01/26/12	01/16/12
Northwest School District	10/18/07	12/26/07	03/25/08	11/30/11	07/25/11	12/12/11

State Administration Page - General Information

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School Year Ending: 08/01/12 (2) Indistar Sample State
 Select: District Information Data Mining | Login Activity
 District: --- displaying all districts --- Resources

Summary | Display Progress | Submitted Reports
 Implementation Report | Submissions Report

4. View actual submitted pdf's from schools and districts

District Name	District Improve-10/31	District Improve-01/31	District Improve-05/31	Revised Plan	Final Date	PDFReview	District Report Manual
Brown School District	10/31/11	01/27/12		11/01/11	8/27/11		02/04/12
Lincoln School District	10/28/11			11/12/11	8/27/11		
Northwest School District	10/28/11	1/20/12		11/12/11	8/04/11		02/03/12

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State Administration Page - General Information

School Year Ending: 08/01/12 (2) Indistar Sample State
 Select: District Information Data Mining | Login Activity
 District: --- displaying all districts --- Resources

Summary | Display Progress | Submitted Reports
 Implementation Report | Submissions Report

Currently, there are four state level reports:

- 1. Implementation Report**
- 2. Submissions Report**
- 3. State Aggregate Report**
- 4. State Drill Down Report**

State Administration Page - Reports

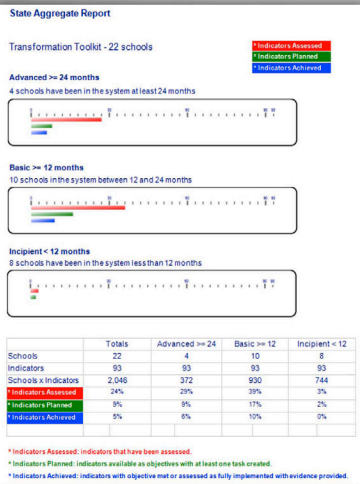
Submissions Report
Indistar-SIP - School Indicators Report -- -1/31
 All = 11

Site Name	Super/Principal Name	Email Address	Date Submitted
Montgomery Junior High	Tim Yates	timYates223@email.com	
Barrett Elementary/Middle School	Gregory Travis	sbenedict@adi.org	01/13/2011
Caldwell Elementary School	Jane Danley	jdanley@school.com	01/16/2011
Englewood Elementary School	Robert James	rjames@school.com	
Grover Cleveland High Schools	Jill Jones	data@adi.org	01/31/2011
Harris Middle School	Darren Borders	dborders@email.com	02/02/2011
Middleton Elementary School	Taylor Hill	sbenedict@adi.org	02/02/2011
Barnes Middle School	Jane Smith	pmatsuda@ad.org	
Preston High School	Terry Lynch	tlynch@school.com	01/27/2011
Crystal Lake High School	Rob Tyson	ryson@email.org	01/28/2011
Concordia Alternative School	Logan Bales	Bales1985@email.com	

02-20-2012

An SEA can easily see who has or has not submitted a specific school or district report. The Submissions Report includes submission dates, principal names and even email addresses.

Submissions Report



The State Aggregate Report shows a graphic of the status of districts or school groups. Status is based on the number of months since a team was formed.

A calculation for each status subset shows the percent of indicators that have been assessed, planned, and achieved.

State Aggregate Report

State Drill Down Report

School Groups	Count	Pick a District	Count
School Leadership Team CI	(Select)	Brown School District	(Select)
Transformation Toolkit	(Select)	Northwest School District	(Select)
Family Engagement Indicators	(Select)		
School Leadership Team RI	(Select)		
Response to Intervention	(Select)		
National HS Indicators	(Select)		

The State Drill Down Report shows the aggregated progress of all schools within each school group.

The report can then display aggregated progress by district and individual school.

Information includes indicators assessed, planned, and achieved; status (Basic, Incipient, Advanced) and the school's individual Index Score.

Indistar-School Leadership

All Schools values are based on total number of indicators

School Leadership Team RI	Count	Advanced > 24 months	Basic 12 - 24 months	Incipient < 12 months
Schools	6	3	3	0
Indicators Assessed	43%	43 of 87	10%	9 of 87
Indicators Planned	14%	12 of 87	3%	3 of 87
Indicators Achieved	14%	12 of 87	4%	5 of 87

Calculations

Assessed: Number-percent of active schools that have assessed the indicator
 Assessed As: Number-percent of schools that assessed the indicator at this implementation level, of all active schools that assessed this indicator
 Planned: Number-percent of schools that have created a plan for the indicator, of all active schools that assessed the indicator as either Limited or No Development/Will Include in Plan
 Achieved-Objective Met: Number-percent of schools that have achieved the Objective in their plans
 Achieved-Fully Implemented/Objective Met: Number-percent of schools that have assessed the indicator as Fully Implemented or achieved the Objective in their plans

School	Index	Status	Assessed	Planned	Achieved
HS Text School 2 - This is a demo school/ Count	Basic	2.0	57%	65%	12%
Caldwell Elementary School	Basic	1.8	19%	54%	66%
Englewood Elementary School	Incipient	2.0	11%	62%	60%

State Drill Down Report

School Leadership Team RI

Number of Active Schools - 527

Number and percent of active schools that have:

Indicator	Assessed	Assessed As...				Planned	Achieved
		Limited	Full Implementation	No Development/ Not in Plan	No Development/ Will Include		
School Leadership and Decision Making - Training							
ID01	417 - 79%	205 - 49%	185 - 44%	16 - 3%	10 - 2%	105 - 45%	
ID02	387 - 75%	213 - 53%	65 - 16%	82 - 20%	38 - 9%	107 - 42%	
ID03	400 - 75%	286 - 64%	97 - 24%	36 - 8%	12 - 3%	107 - 39%	
ID04	407 - 77%	224 - 55%	163 - 37%	10 - 2%	20 - 4%	128 - 62%	
ID05	406 - 77%	241 - 59%	120 - 29%	19 - 4%	26 - 6%	138 - 61%	
ID06	421 - 79%	227 - 53%	137 - 32%	33 - 7%	24 - 6%	131 - 62%	
ID07	426 - 80%	243 - 57%	144 - 35%	18 - 3%	23 - 6%	160 - 60%	
ID08	408 - 77%	197 - 48%	171 - 42%	18 - 3%	22 - 6%	100 - 45%	
ID10	423 - 80%	304 - 71%	66 - 16%	12 - 2%	41 - 8%	236 - 68%	
ID11	433 - 82%	134 - 30%	285 - 65%	12 - 2%	2 - 0%	68 - 50%	
ID13	363 - 74%	237 - 60%	74 - 18%	82 - 13%	30 - 7%	97 - 36%	
Totals	4529 - 79%	2461 - 54%	1498 - 33%	303 - 6%	246 - 6%	1377 - 50%	

The Implementation Report shows the number and percent of districts or schools working on each indicator...assessments, plans and implementation. SEAs can see where focus is at and where more focus might need to be.

Implementation Report

Indistar Data Mining
Indistar-xx

To view Assessment, Plan, and Monitoring Data:
 1. Select Process Level (State, District, or School) and click "Show-Hide Indicators" tab.
 2. Select an Indicator from the list.
 3. Select Date Range for filtering data (optional).
 4. Select the information you'd like to view in Step 4, 5, or 6 and click "Submit".
 5. Repeat these instructions for viewing data for other indicators.

To view Coaching Comments:
 1. Select Process Level (District or School) and click the "Show Districts-Schools for Coaching Comments" tab.
 2. Select a District/School from the list to view their Coaching Comments report.
 3. Repeat these instructions for viewing coaching comments for other Districts/Schools.

Process Level - State District School

School Leadership Team CI (124) School Leadership Team RI (87) Response to Intervention (72) Transformation Tools (93) National HS Indicators (295) Family Engagement Indicators (67)

Show-Hide Indicators | Show Districts-Schools for Coaching Comments

ID01	A team structure is officially incorporated into the school improvement plan and school governance policy.
ID02	All teams have written statements of purpose and by-laws for their operation.
ID03	All teams operate with work plans for the year and specific work products to produce.
ID04	All teams create agendas for their meetings.
ID05	All teams maintain official minutes of their meetings.
ID06	The principal maintains a file of the agenda, work products, and minutes of all teams.
ID07	A leadership team consists of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).
ID08	The Leadership Team serves as a conduit of communication to the faculty and staff.
ID09	The Leadership Team shares in decisions of real substance pertaining to curriculum, instruction, and professional development.
ID10	The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.
ID11	Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams.
ID12	Instructional Teams meet regularly (twice a month or more for 45 minutes each meeting) to conduct business.
ID13	Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month, whole days before and after the school

Optional Date Range - Target Starting Date: Ending Date:

Step 4. Indicator Assessment - Not a Priority Limited Development Full Implementation

Step 5. Create a Plan - Describe Objective when Fully Met Tasks for this Objective

Step 6. Monitor Plan - Experience in Pursuing Objective Work Necessary to Sustain Evidence of Full Implementation

Data Mining - Indicators

Step 4. Indicator Assessment Not a Priority Limited Development Full Implementation

Step 5. Create a Plan - Describe Objective when Fully Met Tasks for this Objective

Step 6. Monitor Plan - Experience in Pursuing Objective Work Necessary to Sustain Evidence of Full Implementation

Step 4. Limited Development (3)

ID01 - A team structure is officially incorporated into the school improvement plan and school governance policy.

Brown School District	Calderell Elementary School	02-14-11	We have a team in place but the working parameters need to be clarified and communication of the staff must be clear in purpose and intent. A big picture needs to be communicated. A vision has not been clearly articulated to the extent that it is understandable enough to achieve consensus upon. A timeline of events/activities is needed with responsibilities and timelines allocated to specific individuals. CES does not have a strong school community council. We need to determine who should be involved in this and clearly communicate the role and functions of the council. Who should be the primary empowered leader and change agent? Should there be just one? What should leadership look like?
Northwest School District	Barnett Elementary/Middle School	10-25-10	We do not feel that this is a priority right now. The principal meets with Mrs. Johnson and the school plan is written from there.
Northwest School District	Englewood Elementary School	03-15-11	A team structure is incorporated into our school. We meet every 4-6 weeks.

Data Mining shows evidence that is given, reasons why an indicator was marked as 'not a priority/not in plan', plans and tasks that have been created, and sustainability efforts.

Specific areas of focus gathered from the Implementation Report can be mined here.

Data Mining - Indicators

