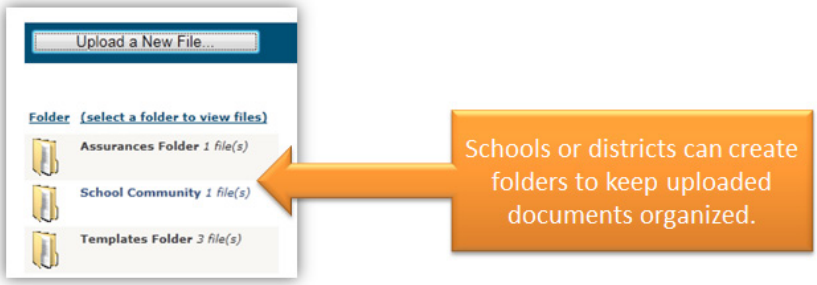
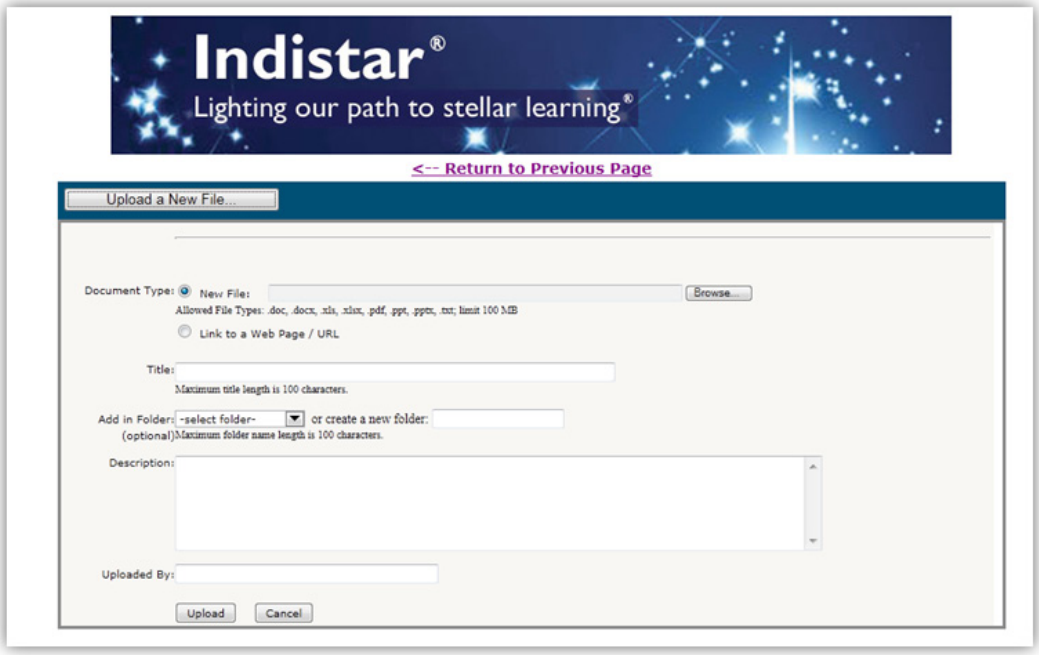
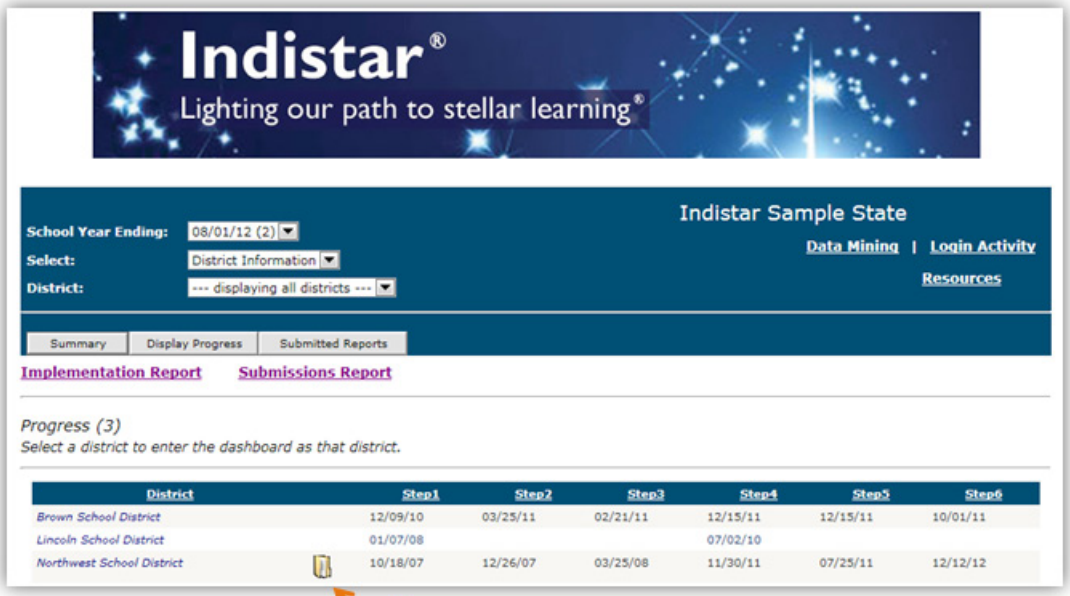
Document Upload

Document upload enables the district or school to create folders and store files that may be downloaded and viewed by the state. The document upload feature is not intended to be a depository for all evidence for each indicator assessed. However, there may be specific templates, plans, or supporting documents that a state may want each school and/or district to upload as part of their improvement plan or other work.

The document upload feature is a simple process that is available on each school and district dashboard that will allow a team to upload files. Coaches and state administration will have access to view all documents that have been uploaded.







Frequently Asked Questions

1. Can schools and districts upload anything they want?

   When a state department requests the use of the document upload feature, CII will ask that the state create a document that clearly indicates what types of information should and should not be uploaded. This document is then posted on the school's or district's dashboard for reference. (An example from one state is included on the next page.) The document upload system accommodates all common file formats.

2. Is there a limit to the number of files my schools and districts can upload?

   The SEA will be asked to set a file upload limit. All files are uploaded and stored on a CII server, and we ask that each state choose a reasonable number of files that can be uploaded. As each school team or district team uploads their documents, a file count will be available on the page so that they will know the space availability. When files are deleted, more can be added.

3. Can a state administrator or coach change a school or district's form and upload it again?

   No. Only a school or district can change their uploaded documents. State administrators and coaches have view only access. If the state or the coach wants to download the file, they may do so. However, they cannot upload it back into the system for a school or district. It can be returned to the school or district via email or other means.

Wisconsin Document Upload Instructions

The "File Cabinet – upload feature" can be used to provide global information about other school improvement processes or assessments that a relevant to SIG. Examples of which documents to upload and those not to upload with the new "uploading" feature:

Upload	Do Not Upload
Assessments (i.e. MAP) trends for a grade level or school.	Individual student records, particularly with student identification information
Climate survey data results	Images, such as pictures
Other team meeting agendas or minutes	
Teacher or Principal evaluation templates	Individual Teacher or Principal evaluations
Classroom observation templates	Specific classroom observations
School behavior data (suspensions, expulsions, etc.)	Individual student behavior records

Sample

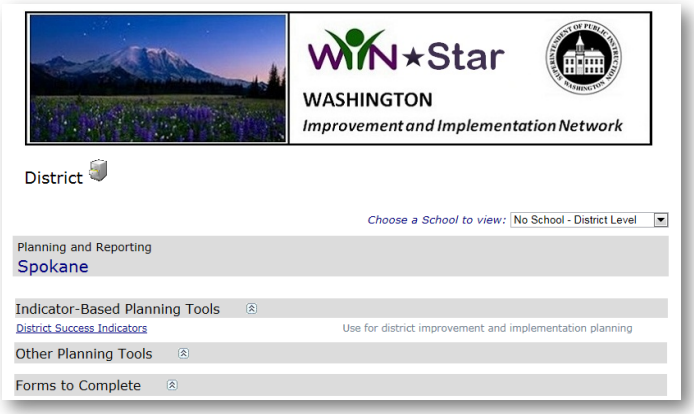
If you should have any questions regarding whether or not to upload a specific document, please contact your SIG Coordinator.

For technical issues, please contact indistar@adi.org .

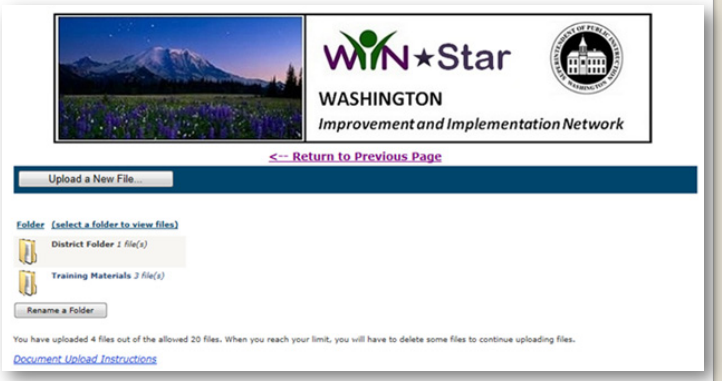
Document Upload Presentation

Leslie Rose/Washington

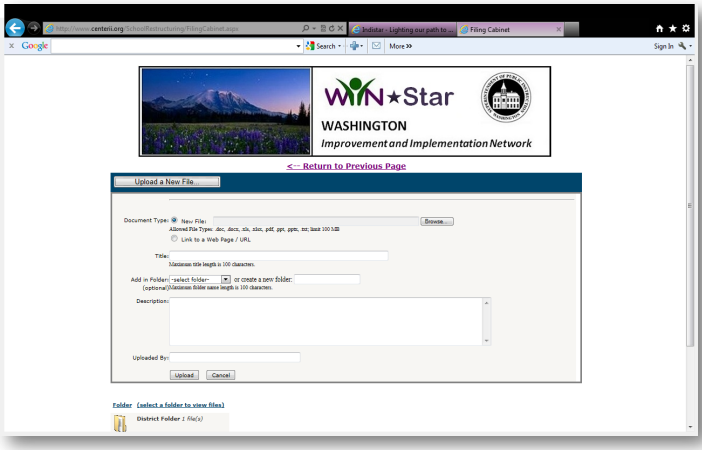
Document Upload: School or District Dashboard View



Document Upload: School or District Dashboard View



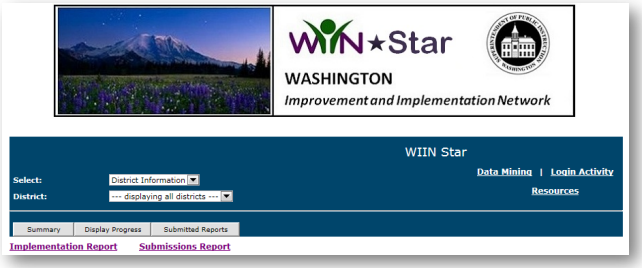
Document Upload: School or District Dashboard View



Document Upload: School or District Dashboard View

Document Upload: School or District Dashboard View

State Administration Page



State Administration Page

WIN★Star
WASHINGTON
Improvement and Implementation Network

WIIN Star

Data Mining | Login Activity
Resources

Select: School Information
District: --- displaying all districts ---

Summary | School Progress | Submitted Reports | Submitted Reports by District | include also Districts with no Schools enrolled.

Implementation Report Submissions Report

School *Progress (35)*
Select a school to enter the dashboard as that school.

SchoolName	Group Name	Step 1	Step 2	Step 2b	Step 3	Step 4	Step 5	Step 6
Adams Elementary School (Yakima)	School Leadership Team RI	08/23/11	08/23/11		10/05/11	09/20/11	10/30/11	11/10/11
Angelo Giaudrone Middle School (Tacoma)	School Leadership Team RI	10/19/11	10/18/11		10/19/11	10/15/11		
Cascade Middle School (Seattle)	School Leadership Team RI	09/16/11			10/21/11	10/10/11	01/31/12	12/19/12
Chinook Middle School (SeaTac)	School Leadership Team RI	10/28/11	10/28/11		10/25/11	01/22/12	01/25/12	12/02/12
Cleveland High School (Seattle)	School Leadership Team RI	09/16/11	10/27/11	10/27/11	09/16/11	10/27/11	10/27/11	

Required Element	District/School Improvement Success Indicator	Evidence to post to File Cabinet
Teachers and Leaders		
Replace Principal		Job posting, interview questions, description of hiring process; OR if the principal was not replaced, the process used to determine current principal possesses competencies necessary for turnaround (Cohort II only)
Implement such strategies as financial incentives and career ladders for recruiting, placing, and retaining effective teachers.	DISI-IIA3: The district's monitoring practices provide frequent feedback aligned with district expectations for instructional practice and student achievement. Ineffective and mediocre practitioners are held accountable. DISI-IIA4: Recruiting and hiring practices ensure the selection and retention of staff accountable to high levels of student performance.	Recruiting, selection and hiring plans developed based on newly adopted competencies, policy changes regarding transfers, placement, retention or reduction in force, MOU

Questions

Guiding Questions

Reviewer Functionality—*Lois Myran/North Dakota, Sandra Poolaw/Bureau of Indian Education*
Crosswalks & Filters—*Steve Underwood & Rosie Santana/Idaho, Jayne Green & Kyron Jones/ Arkansas*
Document Upload—*Leslie Rose/Washington*

We have heard about three Indistar® features and how some states are using them.

1. Does your state use the Reviewer function? If so, for what purpose? If not, how would you consider using it in the future?

2. Does your state use the Crosswalk feature? If so, for what purpose? If not, how would you consider using it in the future?

3. Does your state use the Document Upload feature? If so, for what purpose? If not, how would you consider using it in the future?

4. Why might it be counterproductive if district and school teams thought it necessary to "prove" their evidence of full implementation by submitting lots of documents to the State?

5. Would it be a good practice for school and district teams to maintain their own files of documentation and simply reference the content in their evidence statements in Indistar®?