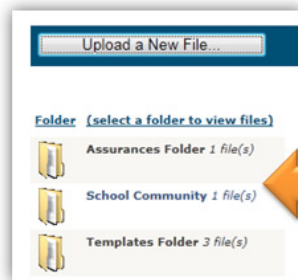


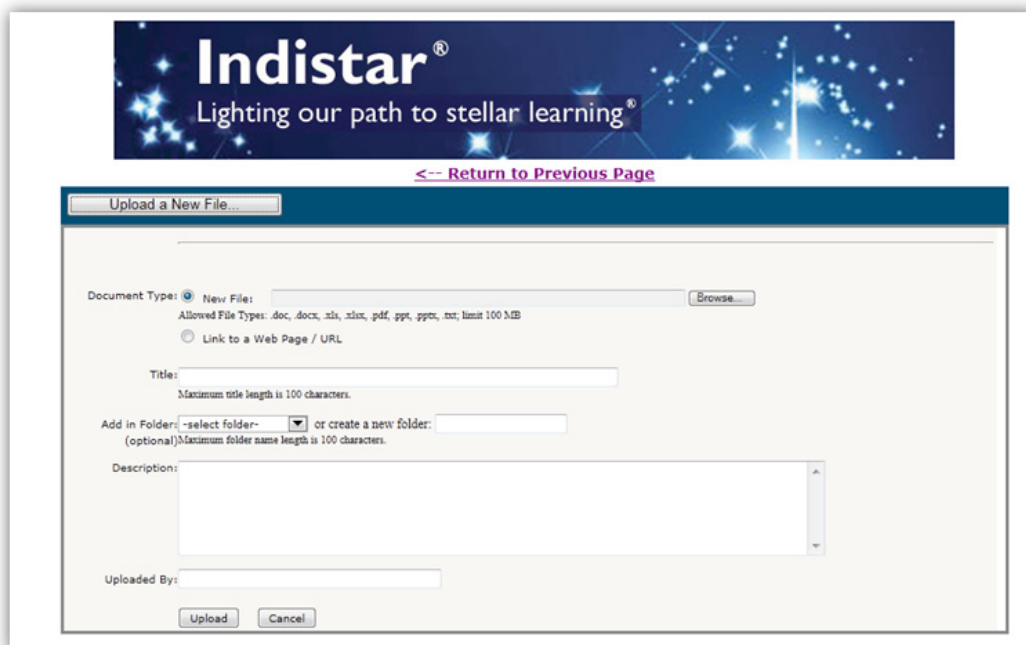
Document Upload

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.



Schools or districts can create folders to keep uploaded documents organized.



Indistar®
Lighting our path to stellar learning®

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

Progress (3)
Select a district to enter the dashboard as that district.

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	10/01/11
Lincoln School District	01/07/08			07/02/10		
Northwest School District	10/18/07	12/26/07	03/25/08	11/30/11	07/25/11	12/12/12

State administrators are able to view all uploaded documents by simply clicking on the folder.

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 are 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

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.

WIIN Star File Cabinet Feature Feature

Office of Superintendent of Public
Instruction – Leslie Rose

WIIN Star File Cabinet Feature

Purpose: Provide a repository for evidence of implementation of SIG required elements as well as school improvement achievements



Document Upload: School or District Dashboard View



District

Choose a School to view:

Planning and Reporting
Spokane

Indicator-Based Planning Tools
[District Success Indicators](#) Use for district improvement and implementation planning

Other Planning Tools

Forms to Complete

Document Upload: School or District Dashboard View



[<- Return to Previous Page](#)

Folder [\(select a folder to view files\)](#)

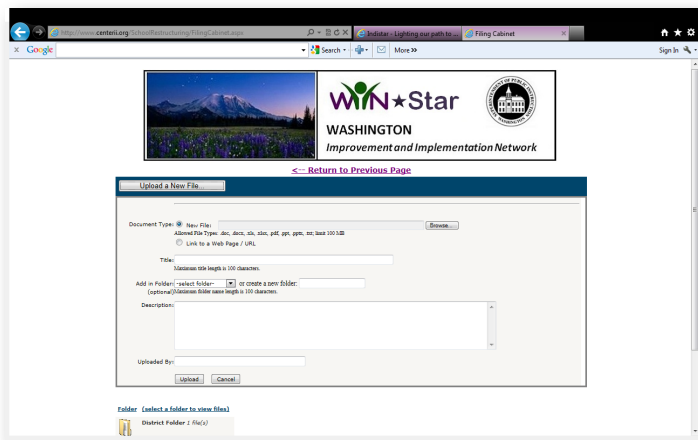
District Folder 1 *file(s)*

Training Materials 3 *file(s)*

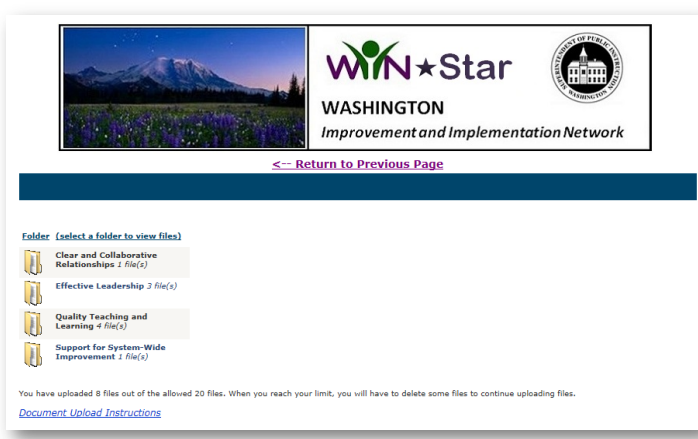
You have uploaded 4 files out of the allowed 20 files. When you reach your limit, you will have to delete some files to continue uploading files.

[Document Upload Instructions](#)

Document Upload: School or District Dashboard View



Document Upload: School or District Dashboard View



Document Upload: School or District Dashboard View



[<-- Return to Previous Page](#)

Folder <small>(select a folder to view files)</small>	Files / Descriptions	Open	File Name	Upload	By
Clear and Collaborative Relationships <small>2 File(s)</small>	MOU for MERIT Grant MOU with language that speaks to recruiting and maintaining quality instructors	<input checked="" type="checkbox"/>	Rogers MOU for Grant.docx	01/27/12	Marty Robinette
Effective Leadership <small>2 File(s)</small>	Snapshot of Administrative Calendar This shows the priority of student learning in district meetings.	<input checked="" type="checkbox"/>	Snapshot of Administrative Calendar for January 2012.docx	01/30/12	Marty Robinette
Quality Teaching and Learning <small>4 File(s)</small>	TPEP Information Overview of the work that is being done on the Teaching and Principle Evaluation files.	<input checked="" type="checkbox"/>	TPEP Information on steps toward the new evaluation system.docx	01/27/12	Marty Robinette
Support for System-Wide Improvement <small>2 File(s)</small>	Work Plan for SPS - Human Resources Outline of the work centered around Human Resource Management in SPS 2011-12 year.	<input checked="" type="checkbox"/>	District Work Plan for Human ResourcesJanuary 31.docx	02/01/12	Marty Robinette

You have uploaded 6 files out of the allowed 20 files. When you reach your limit, you will have to delete some files to continue uploading files.

[Document Upload Instructions](#)

State Administration Page



WIIN Star

Select: [Data Mining](#) | [Login Activity](#)

District: [Resources](#)

[Summary](#) | [Display Progress](#) | [Submitted Reports](#)

[Implementation Report](#) | [Submissions Report](#)

State Administration Page



WIIN Star

Select: School Information ▼ Data Mining | Login Activity

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

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 Giadronne 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



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®?

