



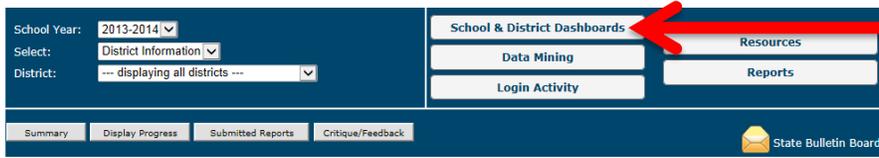
# Office of Student and School Success

## How to access and complete the Instructional Services forms on Indistar

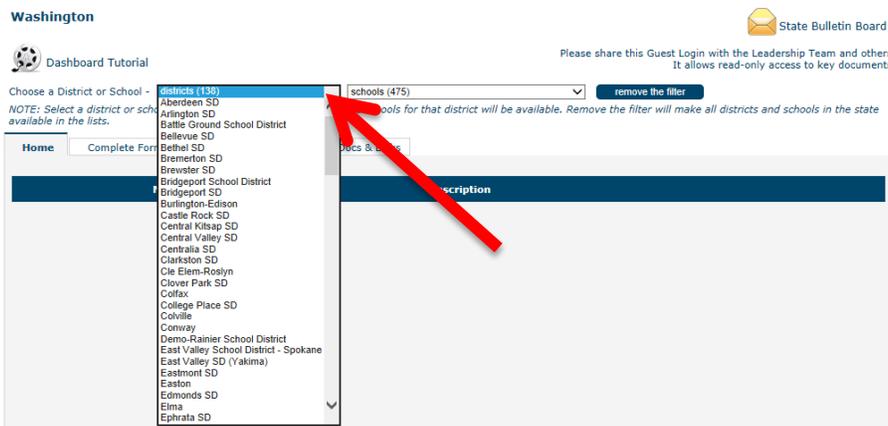
The Professional Development Summary Form and the Technical Assistance Implementation Log are now available to be completed and submitted to the school through the Indistar Action Planning Tool.

### To access either form:

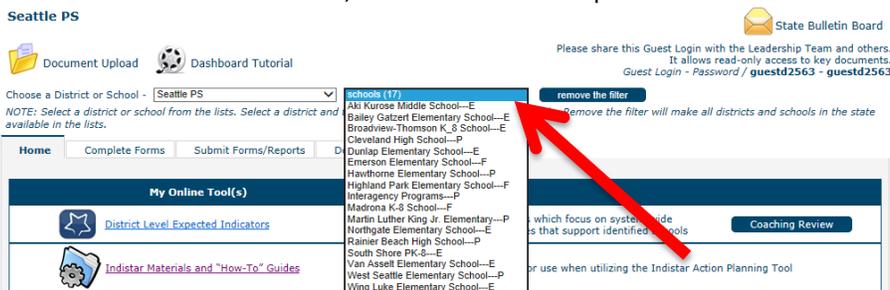
1. Go to [www.indistar.org](http://www.indistar.org) and click the “Log In” button.
2. Log into the State Admin Account using your State Admin Account login.
3. Once on the State Admin Dashboard, click on the “**School & District Dashboards**” button:



4. In the “**District**” dropdown box, select the District of the school to which you are submitting either the Professional Development Summary Form or Technical Assistance Implementation Log:



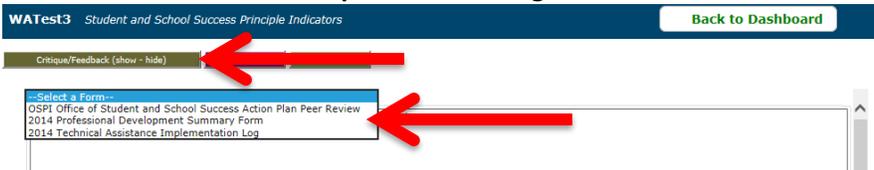
5. Once the District is selected, use the “**School**” dropdown box to select the school:



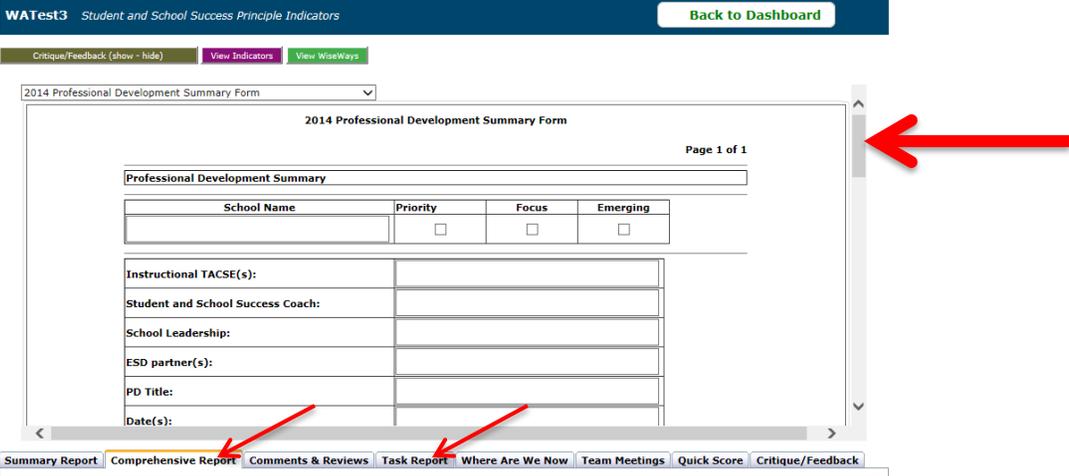
6. Once you've clicked on the school's name, the page will refresh. You are now on the school's Indistar dashboard. Click on the "Review Progress" button:



7. Click on the "Critique/Feedback" tab in the top-left portion of the screen and in the "Select a Form" dropdown box that appears, select either the "2014 Professional Development Summary Form" or the "2014 Technical Assistance Implementation Log"



8. Once you've pressed the "ENTER" button on your keyboard, it will load onto the screen. Use the form's scrollbar to scroll through the form. (Note: click on the "Comprehensive Report" tab to open the school's Action Plan; click on the "Task Report" tab to open a report that lists, by Indicator ID, all tasks that have been created to date).



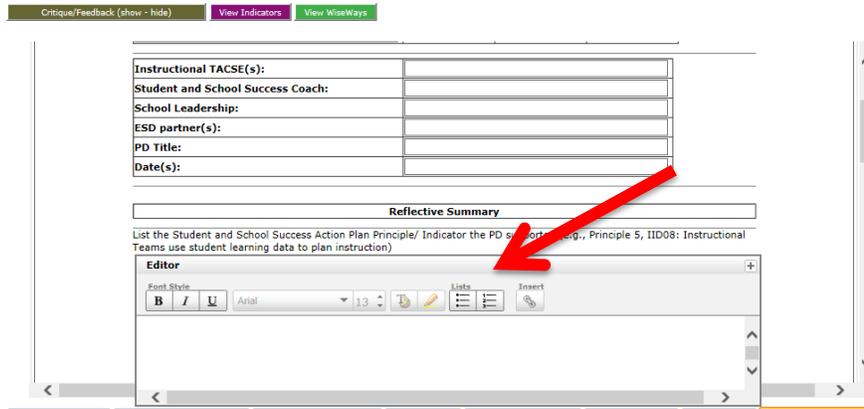
9. At the bottom of each form, you'll find 3 buttons. Click "Save" to save your progress; click "Save and Preview" to save and pull up a PDF of your work in the form. Click "Save and Submit" when you are ready to submit the form to the school [Note: the school's Principal and the school's Process Manager (if identified in the system) will receive an automated email notification that the form has been submitted; the report will appear in the "Critique/Feedback" tab for the school and the school's coach to access.]



## Some best practices when using the form:

- Be sure to click the “Save” button often to ensure your progress is saved. If the form is left open for a prolonged period of time, it will “time out” and any progress made after the “Save” button was last clicked will be lost. *The form timing out is a feature set by the network you are using to access Indistar, not the tool’s....so there’s no way of identifying how much time must pass before the form times out.*

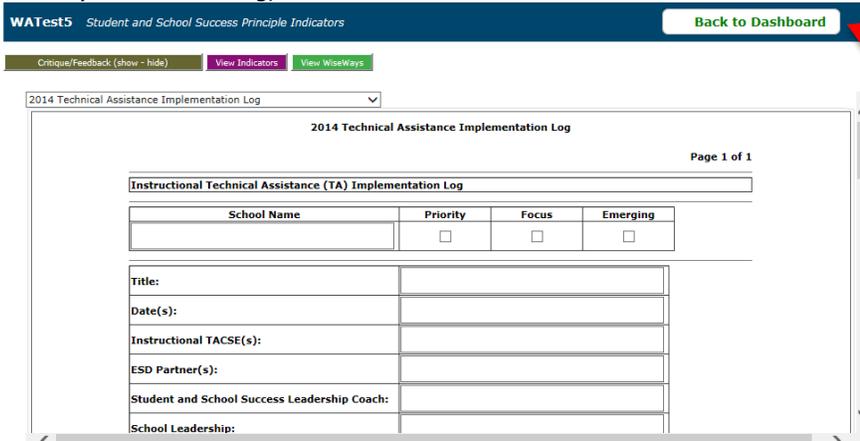
- If you prefer to craft your response external to the form and then copy/paste, we recommend you use a text editor tool, such as Notepad (which is installed on all PCs) as opposed to MS Word, because the special formatting features you might use in MS Word (e.g. bullets, fonts, even spacing) will be lost when pasting into the form. Using a text editor feature such as Notepad will allow you to see how your text will appear when pasting into the form. Once in the form you can use the text editing features (e.g. font, size, color, even bullets) that are embedded into each text box.



The screenshot shows a web-based form interface. At the top, there are three buttons: "Critique/Feedback (show - hide)", "View Indicators", and "View WiseWays". Below these is a table with the following rows: "Instructional TACSE(s):", "Student and School Success Coach:", "School Leadership:", "ESD partner(s):", "PD Title:", and "Date(s):". Below the table is a section titled "Reflective Summary" with a text box containing the instruction: "List the Student and School Success Action Plan Principle/ Indicator the PD supports (e.g., Principle 5, IID08: Instructional Teams use student learning data to plan instruction)". Below this is an "Editor" tool with a toolbar containing icons for bold, italic, underline, font color, background color, bulleted list, numbered list, link, and insert. A red arrow points to the "Editor" toolbar.

## Technical Glitch: text boxes may not be accessible upon initially accessing forms

-Should you find that the text boxes are inactive (i.e. you do not have the ability to type in them), click the “**Back to Dashboard**” button, then come back in by clicking the “**Review Progress**” button and once again select form (*i.e. return to steps 6 – 9 above*). (*This is a technical glitch in the tool that Indistar national is currently troubleshooting*)



The screenshot shows the Indistar dashboard. At the top, there is a dark blue header with the text "WATest5 Student and School Success Principle Indicators" and a button labeled "Back to Dashboard". Below the header are three buttons: "Critique/Feedback (show - hide)", "View Indicators", and "View WiseWays". Below these is a dropdown menu showing "2014 Technical Assistance Implementation Log". Below the dropdown is a table titled "2014 Technical Assistance Implementation Log" with the following columns: "School Name", "Priority", "Focus", and "Emerging". Below the table are several text boxes for "Title:", "Date(s):", "Instructional TACSE(s):", "ESD Partner(s):", "Student and School Success Leadership Coach:", and "School Leadership:". A red arrow points to the "Back to Dashboard" button.

-List of reports available to monitor progress and how to access them: [CLICK HERE](#)

-How to use features in Indistar to sort and filter out tasks and indicators: [CLICK HERE](#)