

The Office of Student and School Success is utilizing Indistar®, an on-line school improvement planning tool for school improvement teams to inform, coach, sustain, track, and report improvement activities as they develop their Student and School Success Action Plan.

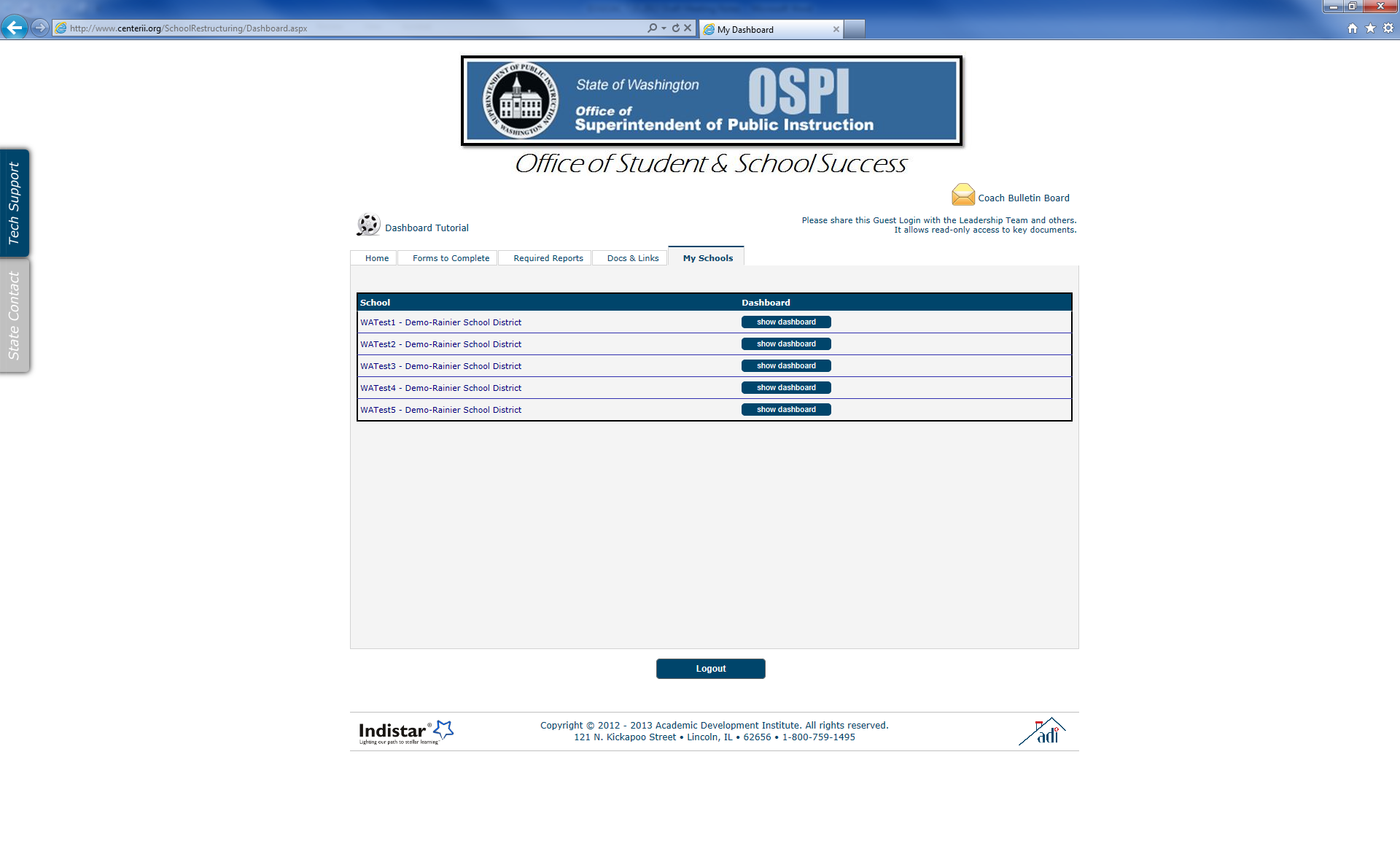
Dear **Leadership Coach**,

Below is your Indistar coach account information and instructions explaining how to log into and navigate your account:

1. Go to: [**www.indistar.org**](http://www.indistar.org)**.**

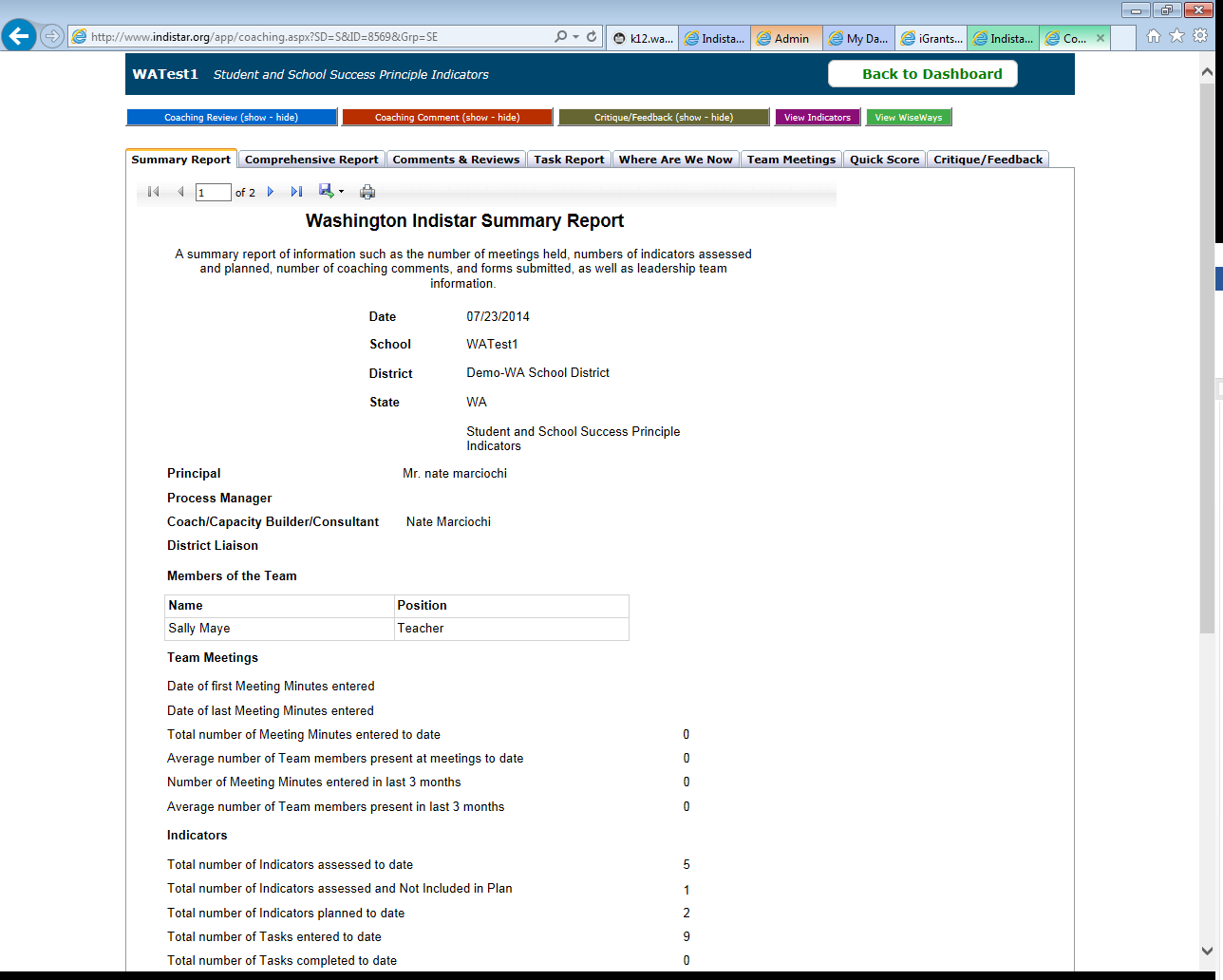
2. Click “login”, then on the next page, enter your login and password and click “LOGIN.”

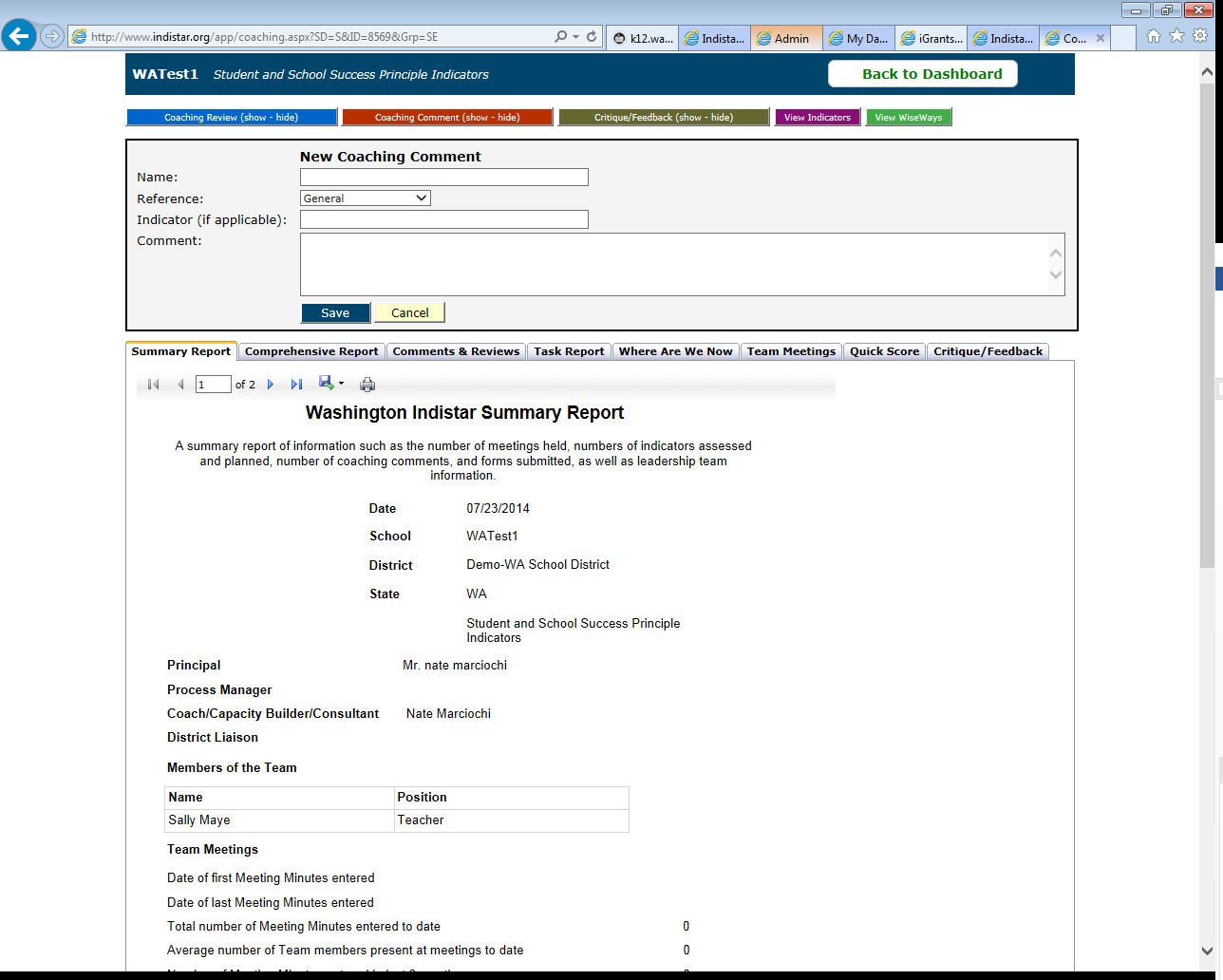
3. Once logged in, click on the “show dashboard” button for the school whose account you wish to access:

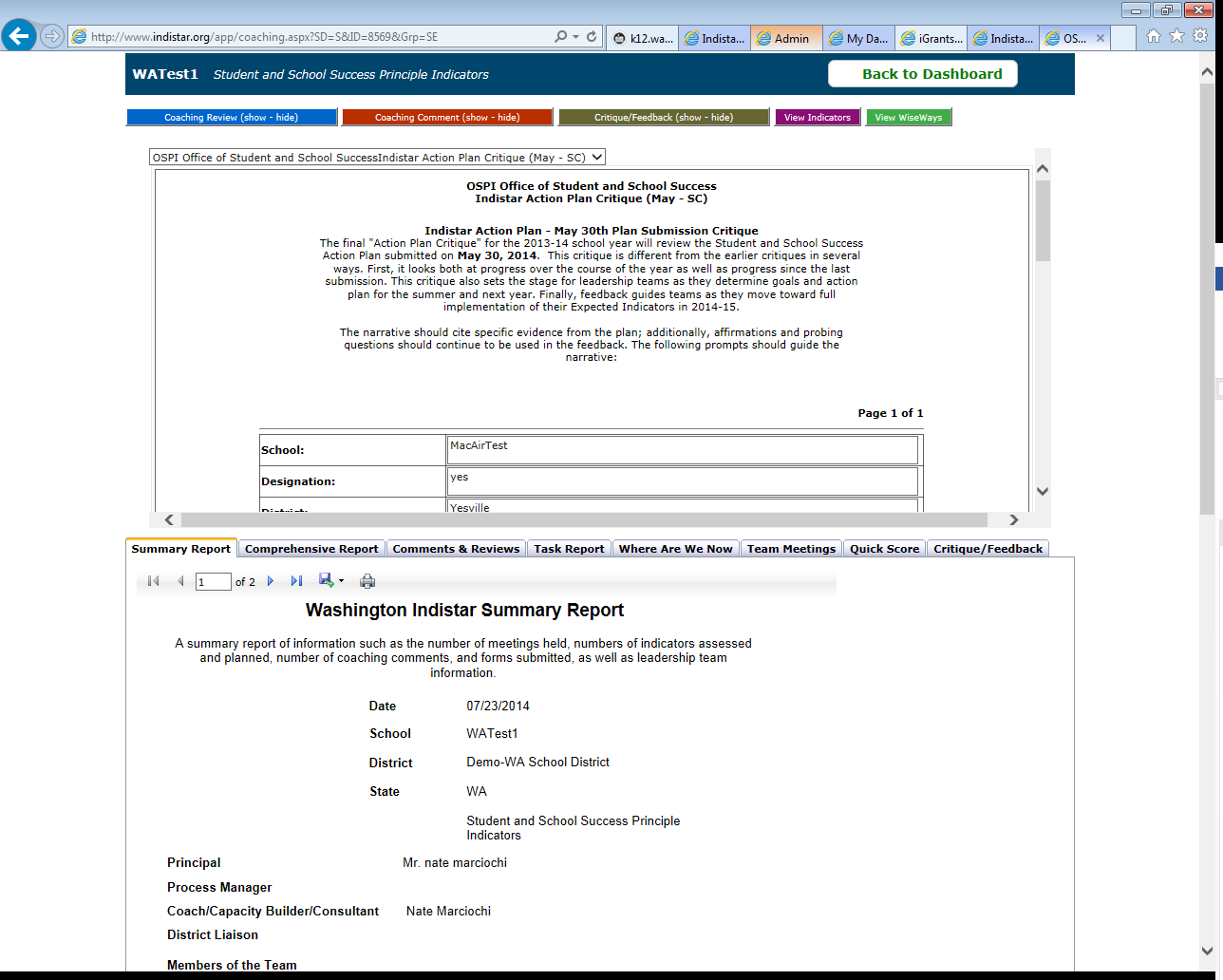


4. You are now on the school’s dashboard with full, read-only access to their account, reports, and feedback features.   
-To access resources and materials available to schools to support the work, click on the “Docs and Links” tab.  
-To easily access to key reports, their comprehensive plan, and coaching comment/critique forms, click on the “Coaching Review” button:



5. To access reports & previously submitted feedback:  
-To access the school’s Action Plan as it currently sits in their Indistar account, click on the “Comprehensive Report” tab.   
-To access previously submitted coaching comments, click on the “Comments & Review” tab.  
-To access previously-submitted coaching critiques as well was previously-submitted Instructional Services logs, click on the “Critique/Feedback Tab

6. To access the coaching comment form:  
To submit coaching comments, click on the re “Coaching Comments” button at the top of the screen and the form will appear (*be sure to click “save” to submit the comment*):  
 

7. To access the Coaching Critique form:  
To access the prompts crafted for each coaching critique (*which will be available for each of the 3 action plan submissions this school year*), click on the brown “Critique/Feedback” button at the top of the screen. Select the form in the pick list and the form will load down below  


8. Best practices when using Indistar:  
-use the “Back to Dashboard” button on Indistar, not your browser’s back button  
-save and save often; the coaching comment and critique forms will time out without prior notice…timeout is determined by your network settings, not Indistar.  
-when drilling down into a school’s account, make certain you’re in only one school’s account at a time *(i.e. close the tab that opens on your browser when you’ve drilled down into a school’s account before moving to another school).*

-ensure your browser’s setting are set to full access all features in Indistar *(for a guide walking you through this, go to the OSSS’ website* [*www.k12.wa.us/studentandschoolsuccess*](http://www.k12.wa.us/studentandschoolsuccess) *, click on the “Indistar” tab, and find the “How to modify your internet browser settings….” link)*

**For assistance:****Paul Wieneke & Logan Endres | Indistar Support Team**

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