



Indistar®

Lighting our path to stellar learning®
www.indistar.org

Web System Instructions for Schools, Districts, and Coaches

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General Information

About Indistar

Access Level
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About Indistar

Indistar® is a web-based tool that guides a district or school Leadership Team in charting its improvement and managing the continuous or rapid improvement process. Indistar® is called different things in different states. For example, Mississippi calls it Mississippi SOARS, the Bureau of Indian Education calls it Native Star, and Idaho calls it the WISE tool. The system is also tailored for the purposes of each state, its districts, and its schools. Indistar® is premised on the firm belief that district and school improvement is best accomplished when directed by the people closest to the students. While the state provides a framework for the process, each district or school Leadership Team applies its own ingenuity to achieve the results it desires for its students—students it knows and cares about.

Providing a district or school Leadership Team with an improvement process that encourages local ingenuity and responsibility changes the dynamic between localities and the state. It also requires a “culture of candor” in which district and school personnel talk openly and honestly about their professional practices that contribute to student learning. Placing this high level of confidence in the ability of district and school personnel to chart their own course also requires that the district or school team is given convenient access to tools, resources, and effective practice to get the job done.

Indistar®, by whatever name, includes *Wise Ways*® research and practice briefs to support its indicators of effective practice. Indistar® also provides *Indicators in Action*™ video modules demonstrating the practices, and the technology for capacity builders to coach the Leadership Team in real time. Indistar® enables coaches to assist a team with coaching comments and reviews about the team’s ongoing work.

The bottom line is that Indistar® will guide Leadership Teams—whether district, school, or both—through a continuous cycle of assessing, planning, implementing, and progress tracking. Focus will be clear, responsibilities assigned, efforts synchronized.

- **Innovation.** Indistar® is a structure to guide high-quality work by school and district Leadership Teams with built-in flexibility to encourage local innovation.
- **Research Alignment.** Indistar’s *Wise Ways*® technology links each indicator to a succinct synthesis of the related research, examples, and resources.
- **Capacity.** Indistar® builds the district’s capacity to support the improvement of its schools while directly guiding a school’s improvement activities.
- **Documentation.** Indistar® provides practical documentation through built-in mechanisms for creating agendas, recording minutes, assigning responsibility, setting timelines, allocating resources, coaching, and monitoring degree of implementation.
- **Operational Data.** Indistar® delivers the “other side of the data equation,” the district, school, and classroom behaviors and practices that contribute to student learning. Practice must improve in order for results to improve.

- **Unique to State.** Indistar® becomes the state's unique system, accessible through its own website, given its own name, and aligned with existing improvement initiatives.
- **Electronic Reporting.** Indistar® includes a state administrative page that allows for convenient monitoring of each district's and school's progress and access to electronically submitted forms and reports. Forms and reports submitted electronically by schools and districts may be reviewed by the state and returned with comments before final approval. Forms and reports of this type are commonly used to satisfy state and federal requirements.
- **Progress Tracking.** Indistar® provides charts that track and display progress.

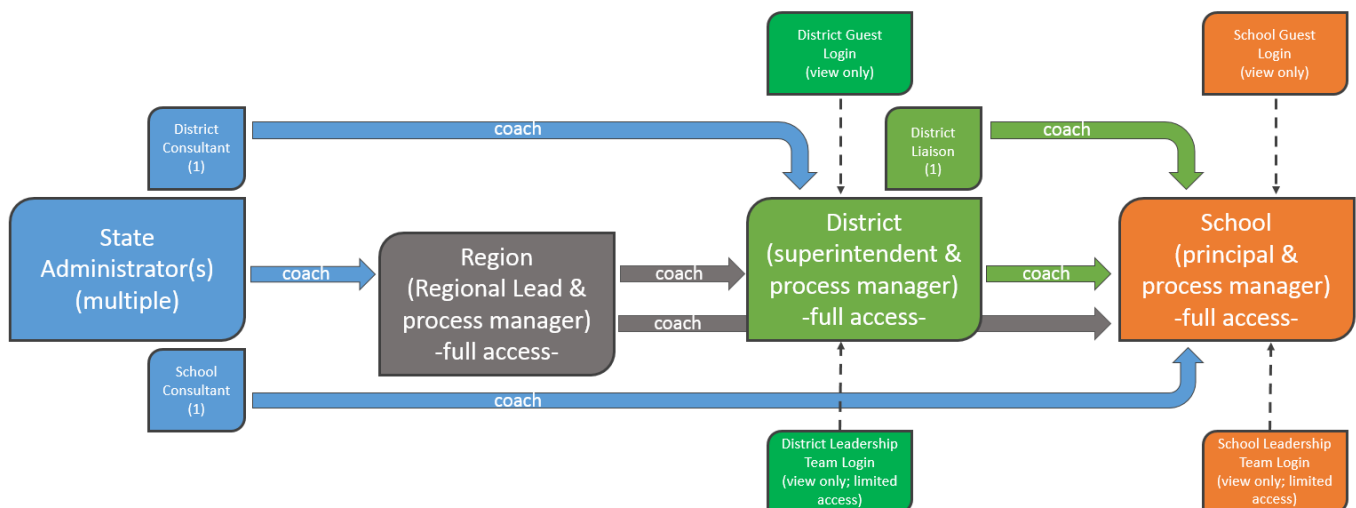
Access Level Descriptions

A Quick Look at Access Levels Descriptions

Every login is assigned according to an access level. The access level determines the privileges that each person has to view information, edit information, or enter coaching comments. In Indistar®, these privileges are carefully differentiated.

SCHOOL LEVEL	State Administrator(s)	District Superintendent and Process Manager	District Consultant	District Liaison	School Consultant	School Principal and Process Manager	Leadership Team Members	Guests (parents, teachers, community members, school board, etc.)
Information, Mission, Goals	View Only	View Only	View Only	View Only	View Only	Add/Edit	View Only	View Only
Demographics & Test Scores	View Only	View Only	View Only	View Only	View Only	Add/Edit		
Leadership Team Roster	View Only	View Only	View Only	View Only	View Only	Add/Edit	View Only	
Indicators: • Assess • Create • Monitor	View Only	View Only	View Only	View Only	View Only	Add/Edit	View Only	View Only
Spotlight Filter	View Only	View Only	View Only	View Only	View Only	Add/Edit	View Only	View Only
Supplemental Forms	Review; View Only	Review; View Only	View Only	Review; View Only	Review; View Only	Complete/ Edit		
Submissions: • Forms • Improvement Plans	View Only	View Only	View Only	View Only	View Only	Submit		
Document Upload	View Only	View Only	View Only	View Only	View Only	Add/Edit		
Meeting Agendas and Minutes	View Only	View Only	View Only	View Only	View Only	Add/Edit	View Only	
Coaching Comments	View Only	Send and view	View Only	Send and view	Send and view	View and respond	View Only	
Coaching Review	View Only	View Only	View Only	Add	Add	View Only		
State Feedback	Add	View Only	View Only	View Only	View Only	View Only		
Reports: School/District-specific	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
Data Mining Assessments and Plans	Run							
Reports: Progress across all schools and districts	Run							

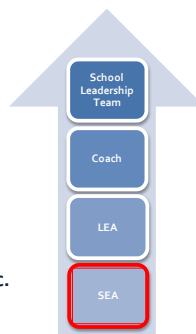
DISTRICT LEVEL	State Administrator(s)	District Superintendent and Process Manager	District Consultant	District Liaison (assigned by district to support schools)	School Consultant (assigned by state to support schools)	School Principal and Process Manager	District Leadership Team Members	District Guests (community members, school board, etc.)
Information, Mission, Goals	View Only	Add/Edit	View Only				View Only	View Only
Demographics & Test Scores	View Only	Add/Edit	View Only					
Leadership Team Roster	View Only	Add/Edit	View Only				View Only	
Indicators: • Assess • Create • Monitor	View Only	Add/Edit	View Only				View Only	View Only
Spotlight Filter	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Supplemental Forms	View Only	Add/Edit	View Only					
Submissions: • Forms • Improvement Plans	View Only	Add/Edit	View Only					
Document Upload	View Only	Add/Edit	View Only					
Meeting Agendas and Minutes	View Only	Add/Edit	View Only				View Only	
Coaching Comments	Send and view	View and respond	Send and view				View Only	
Coaching Review	View Only	View Only	Add					
State Feedback	Add	View Only	View Only					
Reports: School/District-specific	View Only	View Only	View Only	View Only	View Only	View Only	View Only	View Only
Data Mining Assessments and Plans	Run							
Reports: Progress across all schools and districts	Run							



Teaming and Roles

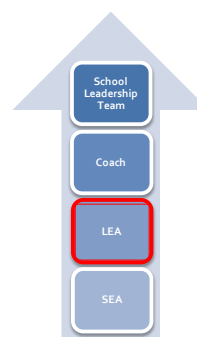
The SEA. . .

- ✓ Sets indicator benchmarks, due dates and expectations for school and district team
- ✓ Determines Forms to Complete and due dates for each school or district form
- ✓ Reviews the Leadership Team's progress through:
 - ✓ Meeting agendas and minutes
 - ✓ Assessment and Implementation of indicators
 - ✓ Implementation of plans and tasks
 - ✓ Progress of form completion and submission
- ✓ Data mines across schools and districts
- ✓ Generates reports
- ✓ Supports school and district teams through webinars, trainings, etc.
- ✓ Supports and enforces coaching efforts



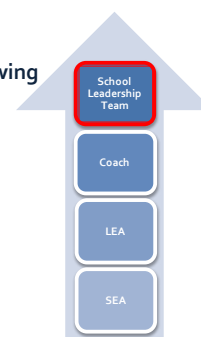
The LEA. . .

- ✓ Creates district Leadership Team and works through SEA expectations
- ✓ Works with and reviews the school Leadership Team's:
 - ✓ Meeting agendas and minutes
 - ✓ Assessment and Implementation of indicators
 - ✓ Implementation of plans and tasks
 - ✓ Progress of form completion and submission
- ✓ Data mines across schools in district
- ✓ Reviews forms or indicator work before it is submitted
- ✓ Reviews SEA reviewer comments

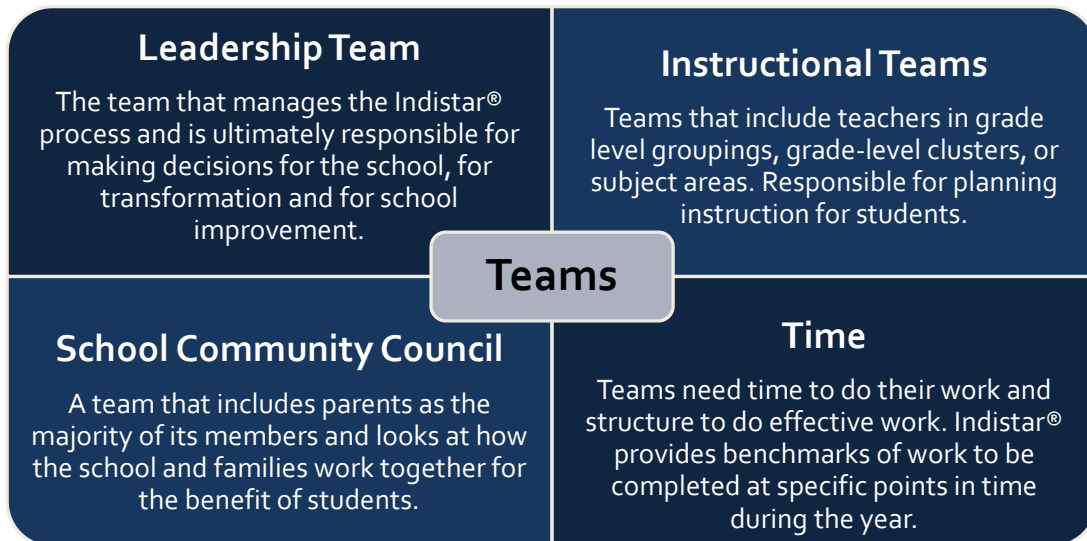


The School Team. . .

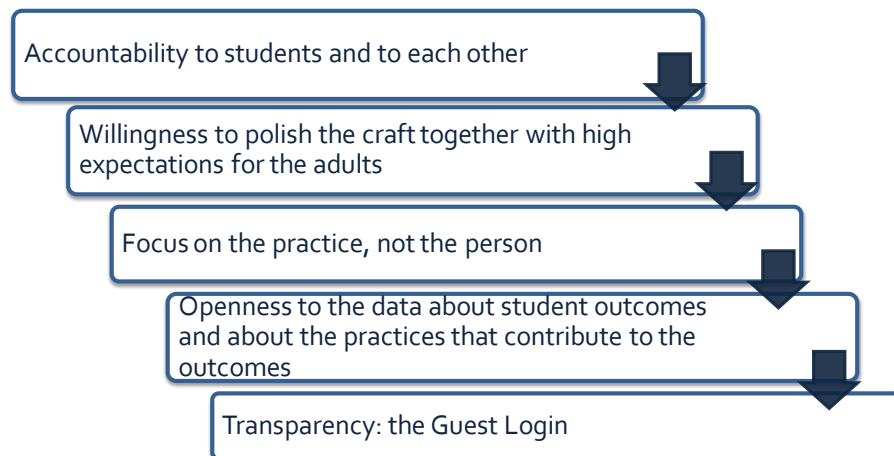
- ✓ Completes and submits all required forms
- ✓ Plans Leadership Team meetings with agendas and minutes
- ✓ Assesses, plans, and tracks progress of success indicators, following SEA guidance and expectations
- ✓ Links to resources relative to each success indicator
- ✓ Generates a variety of reports
- ✓ Dialogues with coaches
- ✓ Electronically submits reports to SEA



Teams: The Cornerstone of Indistar®



Teams: Culture of Candor



Teams: Expectations

- ✓ Attend scheduled team meetings regularly
- ✓ Assess progress toward Success Indicators with a culture of candor
- ✓ Plan for adjustments
- ✓ Use guest login to review team work
- ✓ Receive feedback from coaches
- ✓ Select one member to be the “process manager” to enter information into the web system

Recommended Browser Settings

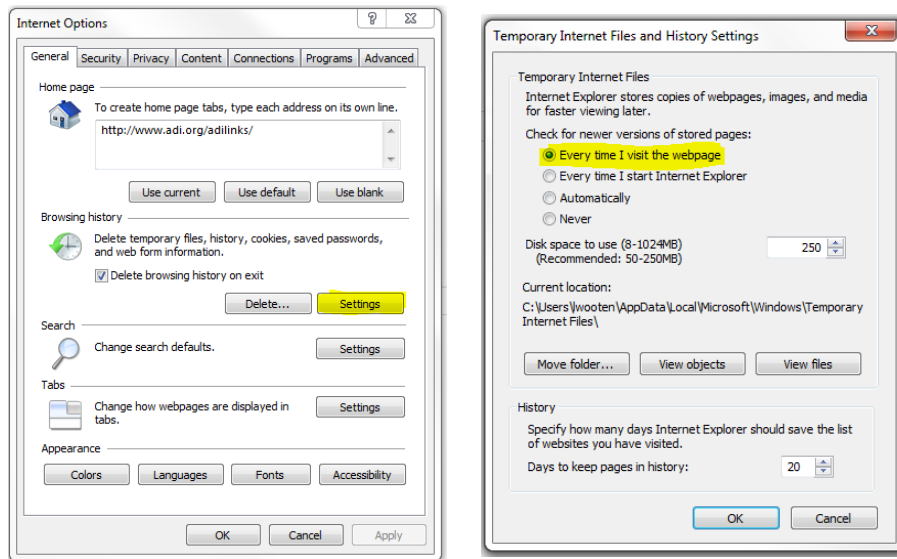
Browser Settings

**Failure to have the correct Browser cache setting may result in incorrect data being displayed.*

This is the procedure to allow Indistar to pass the pop-up filter.

In Internet Explorer

1. Select Tools
2. Select Internet Options
3. In the Browser history section of the General tab click the **Settings** button.
4. Make sure **Every time I visit the webpage** is selected and click OK.



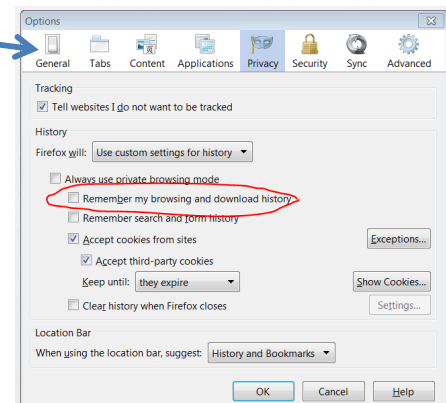
In Chrome

1. Click the Chrome menu on the browser toolbar.
2. Select Settings.
3. Click Show advanced settings and find the "Reset browser settings" section.
4. Click Reset browser settings.

In Mozilla Firefox

1. Click the settings icon
2. Go to Privacy
3. Make sure that "Remember my browser and download history" is NOT checked.

In Safari (Unknown options for Safari)



Pop-Up Blocker Settings

This is the procedure to allow Indistar to pass the pop-up filter.

In Internet Explorer

1. select Internet Options
2. go to the privacy tab
3. Pop-op Blocker select Setting button
4. Add www.indistar.org

In Chrome

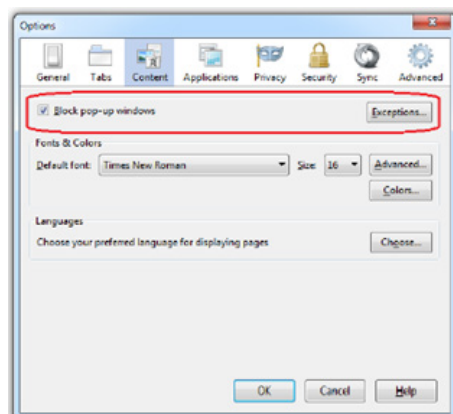
1. Click the Chrome menu, top right on toolbar
2. Select Settings
3. Click Show advanced settings
4. In the Privacy section click the Content Settings
5. In the Pop-ups section click Manage exceptions
6. Add [*.]www.indistar.org and Done

In Safari (Mac OSX system running Safari 5.05 or higher)

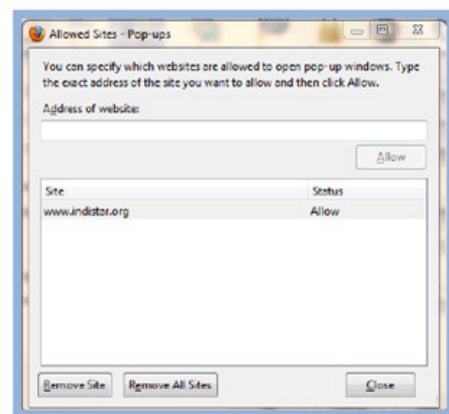
1. Open Safari
2. Click "Safari" in the menu bar
3. Ensure a check mark is not next to the setting "Block Pop-Up Windows"
 - a. If there is a check mark next to "Block Pop-Up Windows" click the option and pop-up blocker will be disabled (the check mark will disappear).

In Mozilla Firefox

1. At the top of the Firefox window, click Tools and then select Options.
2. Select the Content panel. (See sample 1)
3. **Block pop-up windows/Exceptions:** This is a list of sites that
 - a. you want to allow to display pop-ups.
4. **Allow:** Click this to add a website to the exceptions list. (See sample 2)



Sample 1



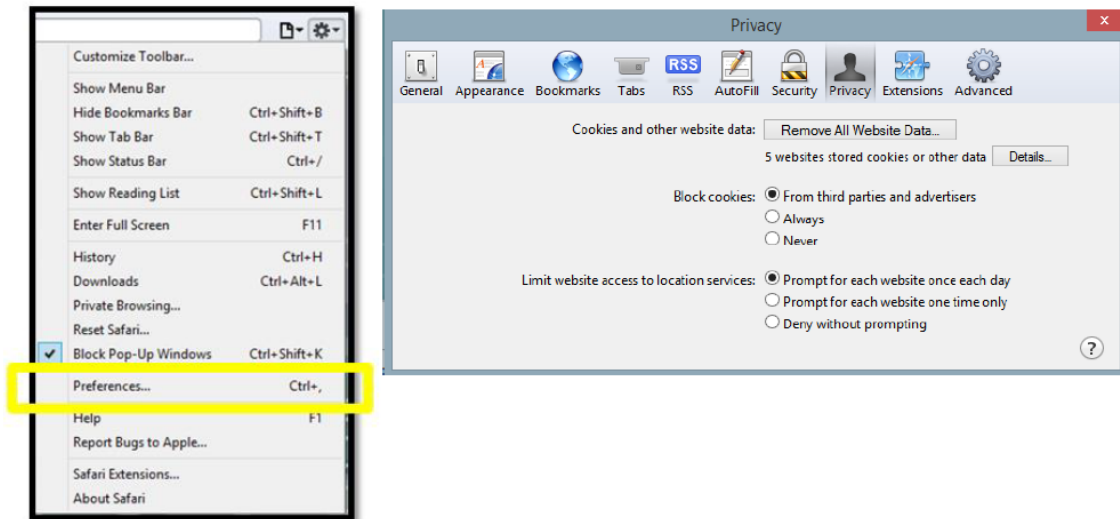
Sample 2

Trouble Logging In/Error

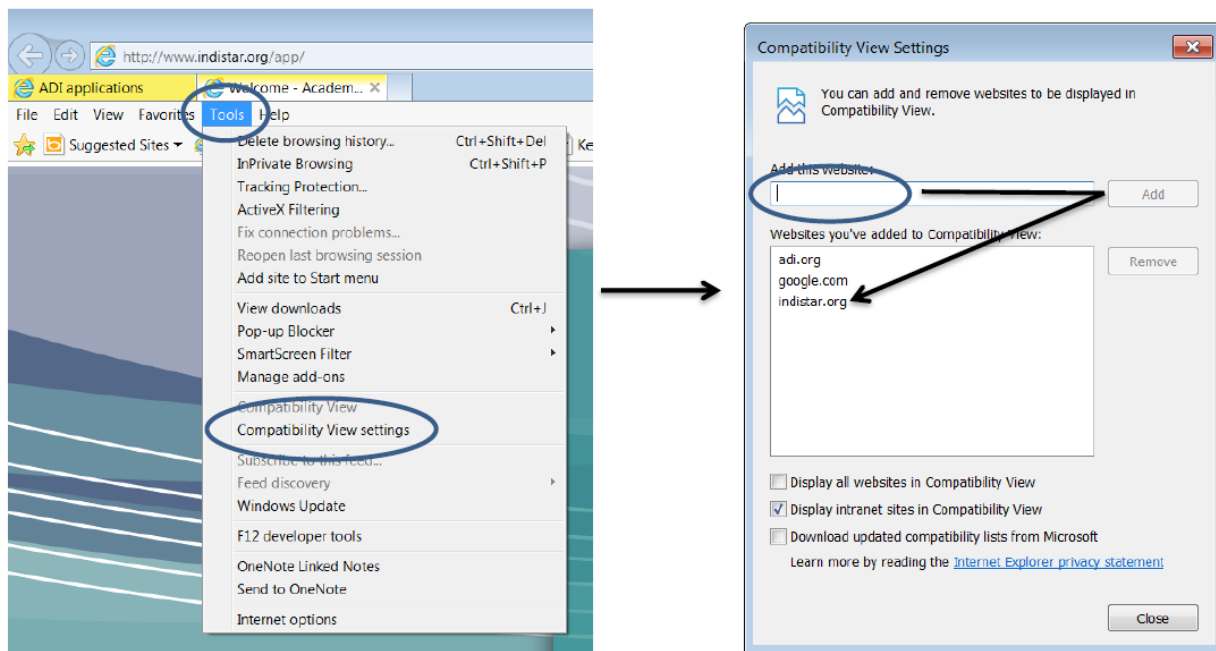
In Safari

If you are having trouble logging in, please check to see that your Cookies are set to “Block cookies – From third parties and advertisers”, not “Always”.

Tools Preferences → Privacy → Block cookies – **From third parties and advertisers**



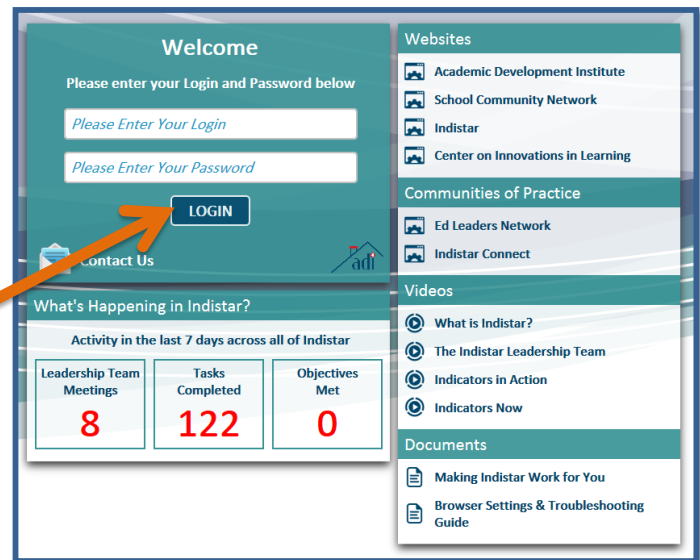
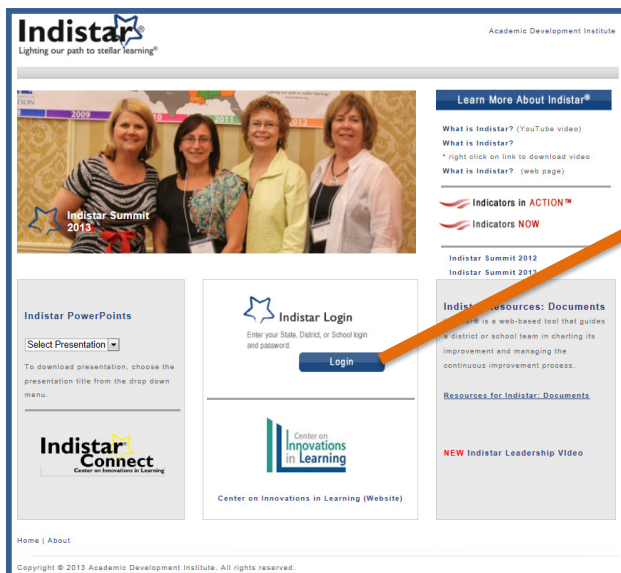
Compatibility View Issues for IE11 – temporary solution

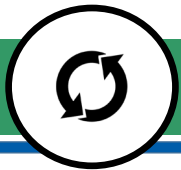


Logging In

Logging In

When a district or state registers a school, the school login and password information is sent to the **school principal** and the **process manager** via email. The password may also be given out at a training held by the district or state. With this information, the principal or process manager may log in to Indistar® through the state's website, if the state has posted a link there or through the "Indistar Login" <http://www.indistar.org/>. Both of these login access areas will lead to the same login screen. The screen shots below show the access area on the Indistar webpage as well as the login screen.





Program Processes

Dashboard

First Steps

Personalization
and
Spotlight
Indicators

Assessing and
Re-assessing
Indicators

Creating Plans
and Tasks

Monitoring
Implementation
and
Sustainability

Navigating the
Tool

Dashboard

School and District Dashboard

HOME tab

Preston High School
Brown School District

Document Upload Dashboard Tutorial

School Bulletin Board

Share this guest login with building staff, school board, parents, and others
Guest Login - Password / **guestXX5491 - guestXX5491**

Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / **LTS5491 - LTS5491**

Home Complete Forms Submit Forms/Reports Docs & Links

My Online Tool(s)	Description	
Indistar - SIP - School Indicators	-The Indistar school improvement planning process for the Leadership Team (School Improvement Team).	Review Progress
Response to Intervention	-The RTI planning process for the RTI Implementation Team.	Review Progress
Transformation Toolkit	-For those schools implementing the Transformation Model for SIG.	Review Progress

Link(s) to Indicators that school's assess, plan and monitor

Quick access to live reports

School and District Dashboard

Complete Forms tab

Link(s) to forms that schools or districts complete. Forms can also be sent to reviewers or coaches for feedback.

Lincoln Junior High School
Brown School District

Document Upload Dashboard Tutorial

School Bulletin Board

Share this guest login with building staff, school board, parents, and others
Guest Login - Password / **guestXX5491 - guestXX5491**

Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / **LTS5491 - LTS5491**

Home Complete Forms Submit Forms/Reports Docs & Links

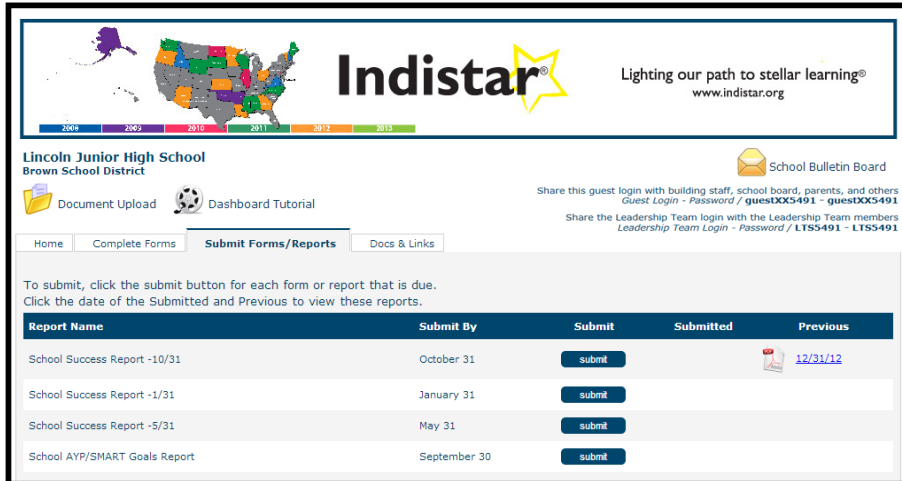
Click on each form to update, save, and/or send for review, if applicable. To submit a copy of the form to your state department, please go to the 'Submit Forms/Reports' tab to find the due date and submit button.

*This icon denotes a reviewable form.

Form	Status	Description/Instructions
School AYP/SMART Goals	Revise and Submit	For schools who have not made AYP.

School and District Dashboard

Submit Forms/Reports tab



Lincoln Junior High School
Brown School District

Document Upload Dashboard Tutorial

Share this guest login with building staff, school board, parents, and others
Guest Login - Password / **guestXX5491** - **guestXX5491**
Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / **LTS5491** - **LTS5491**

Home Complete Forms **Submit Forms/Reports** Docs & Links

To submit, click the submit button for each form or report that is due.
Click the date of the Submitted and Previous to view these reports.

Report Name	Submit By	Submit	Submitted	Previous
School Success Report -10/31	October 31	Submit	12/31/12	12/31/12
School Success Report -1/31	January 31	Submit		
School Success Report -5/31	May 31	Submit		
School AYP/SMART Goals Report	September 30	Submit		

The Submit Forms/Reports tab includes:

- ☐ due dates for indicator submissions
- ☐ due dates for form submissions
- ☐ pdf copies of each submitted report from the current and previous year

School and District Dashboard

DOCS & LINKS tab

Links to additional resources and webpages that may aid schools and districts in their efforts



Lincoln Junior High School
Brown School District

Document Upload Dashboard Tutorial

Share this guest login with building staff, school board, parents, and others
Guest Login - Password / **guestXX5491** - **guestXX5491**
Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / **LTS5491** - **LTS5491**

Home Complete Forms Submit Forms/Reports **Docs & Links**

Document - Resource	Description
Center on Innovations in Learning	Resources for School Improvement
Document Upload Feature Instructions	This document contains general instructions for using the document upload feature in this web-tool. Each state may also have state-specific guidelines for uploading as well. Those can also be found in the "Docs & Links" section of the dashboard, if they exist.

School Coach Dashboard

MY SCHOOLS tab

The screenshot shows the Indistar website's 'MY SCHOOLS' tab. At the top, there's a header with the Indistar logo and tagline 'Lighting our path to stellar learning®'. Below the header, there's a navigation bar with tabs: Home, Complete Forms, Submit Forms/Reports, Docs & Links, and My Schools (which is selected). A red dashed arrow points from the text 'Link(s) to each school's dashboard that a coach is assigned to' to the 'show dashboard' buttons in the table below.

School	Dashboard
Grover Cleveland High Schools - Jackson School District	show dashboard
Middleton Elementary School bob 9-26 - Northwest School District	show dashboard

Link(s) to each school's dashboard that a coach is assigned to

School Coach Dashboard

After choosing a dashboard in the MY SCHOOLS tab, the system will display all information for that school, including a Coaching Review link, indicators, forms to complete, required reports, and uploaded documents.

The screenshot shows the Indistar dashboard for 'Grover Cleveland High Schools - Jackson School District'. The 'MY SCHOOLS' tab is selected in the navigation bar. A red dashed arrow points from the text 'Coaches can then choose a new school from the MY SCHOOLS tab.' to the 'MY SCHOOLS' tab. The dashboard displays a table with 'My Online Tool(s)' and 'Description'. The table has two rows: 'Indistar - SIP - School Indicators' and 'The Indistar school improvement planning process for the Leadership Team (School Improvement Team)'. A 'Coaching Review' button is visible in the bottom right corner.

My Online Tool(s)	Description
Indistar - SIP - School Indicators	-The Indistar school improvement planning process for the Leadership Team (School Improvement Team).

Coaches can then choose a new school from the MY SCHOOLS tab.

District Coach Dashboard

MY DISTRICTS tab



Link(s) to each district's dashboard that a coach is assigned to

District Coach Dashboard

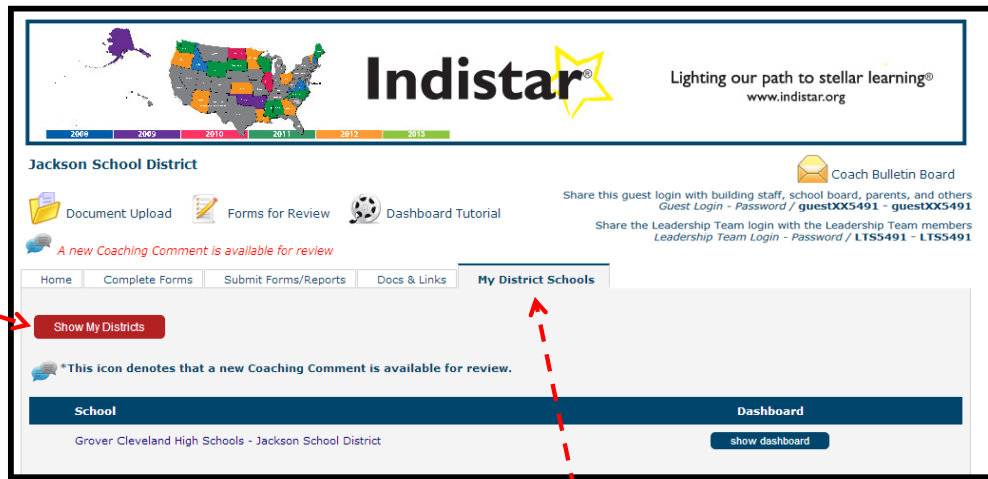
After choosing a dashboard in the MY DISTRICTS tab, the system will display all information for that district, including a Coaching Review link, indicators, forms to complete, required reports, and uploaded documents.



Coaches can then choose a school from the MY DISTRICT SCHOOLS tab.

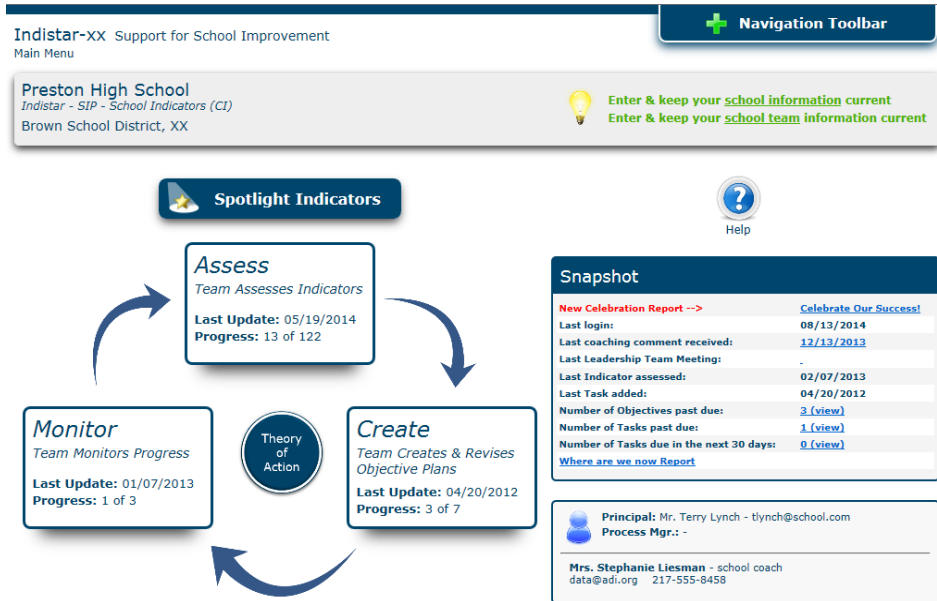
DISTRICT Coach Dashboard

The coach can choose to display the list of districts again by clicking on the 'Show My Districts' button in the MY DISTRICT SCHOOLS tab.



To look at dashboards, indicators, forms or reports for a school inside of a district, the coach simply clicks the MY DISTRICT SCHOOLS tab and chooses a school.

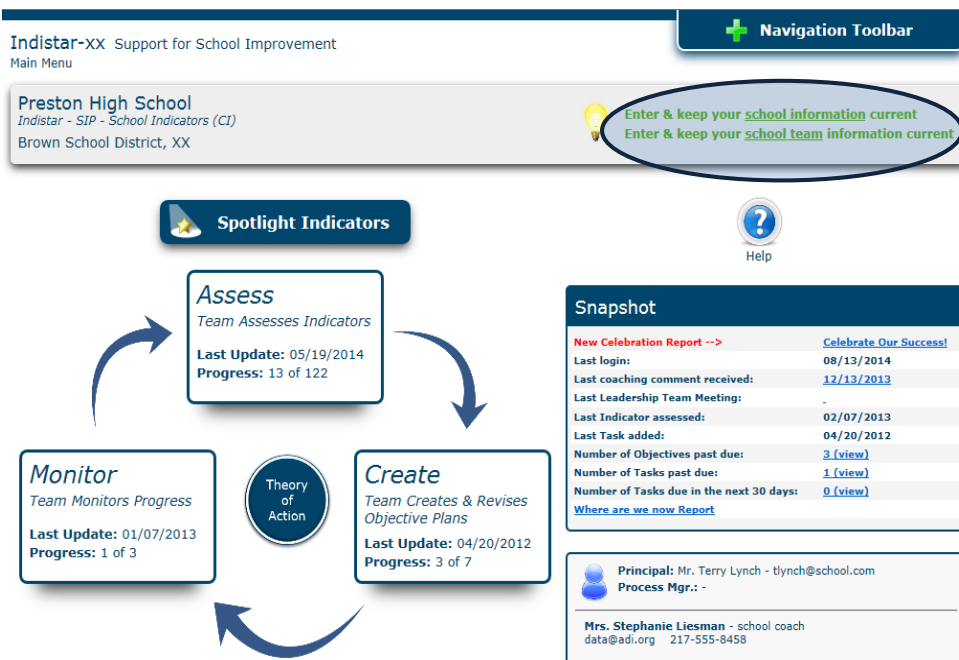
First Steps



The first items that a process manager should do in the system are:

- ✓ Update school information
- ✓ Add Team Members
- ✓ Add demographics and test assessment scores*

*Test scores and demographics may be optional in some states. Please contact your SEA for state specific information.



The first items that a process manager should do in the system are:

- ✓ Update school information
- ✓ Add Team Members
- ✓ Add demographics and test assessment scores

Updating School Information

Lincoln Junior High School Indistar-xx
School Information

On this page, you will edit information about your school, principal and process manager.

School Information Registered - 12/09/2010

*School Name: Lincoln Junior High School

*Address: 1200 Redbird Lane

*City: Lincoln *State: IL *Zip: 62656

*Phone: 217-555-8484 Fax: 217-555-8464 Website: www.caldwell.school

School Principal

*Title: ☐ Dr. ☒ Mr. ☐ Ms. ☐ Mrs. *First name: John *Last name: Danley

*Phone: 217-555-8484 Fax: 217-555-8464

*Email: sbenedict@adi.org

The Process Manager assists the Principal in preparing materials for Leadership Team meetings and entering the Team's work in the system.

Title: ☐ Dr. ☐ Mr. ☐ Ms. ☒ Mrs. First name: Sally Last name: Gentry

Position: Head Teacher

Phone: 217-555-2246

Email: tgentry@school.com [Cancel Process Manager](#)

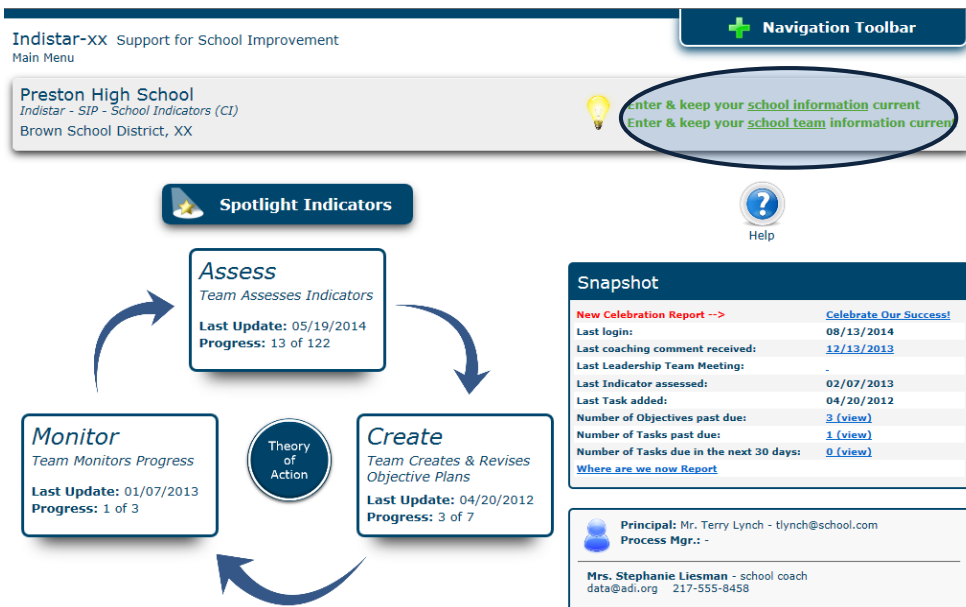
School Type: Elementary - Middle School - High School

District Liaison:

[Save](#)

To edit principal or process manager information, simply change the information and click **SAVE**.

Note: Coach updates can not be made by a school or district process manager. Please contact your SEA if that information needs to be updated.



The first items that a process manager should do in the system are:

- ✓ Update school information
- ✓ Add Team Members
- ✓ Add demographics and test assessment scores

Adding and updating your team

Lincoln Junior High School Indistar-xx
School Team

Here you will enter information pertaining to the members of your School Improvement team. This team should include your principal, the process manager (if other than the principal), and others you choose to include from the school or community.

[Add a Team Member](#)

Team Member	Association	Phone	Email
Weston Bales	Teacher	217-555-2135	westonb@email.net
James Berringer	Parent	217-555-6325	jamesb@email.net
Connie Cooper	Teacher	217-555-4867	conniec@email.net
Jane Danley			
Melvin Harper			
Karen Harrison			
Jackie Kinder			
Shane Kishmore			
Sarah Parker			
Michele Seitzman			

Add a New Team Member

To add a new team member, please fill out the fields in the following form.

First Name:

Last Name:

Association: Other, please specify >

Phone:

Email:

[Add this Team Member](#) [Cancel & Close Form](#)

Indistar®
Lighting your path to better learning

adi

- Add team members
- Update information
- Delete team members

The process manager should add all team members as one of the first steps in using Indistar. Team members should be updated as needed. When the team begins creating plans and tasks, only those team members here will appear as a drop-down choice.



The first items that a process manager should do in the system are:

- ✓ Update school information
- ✓ Add Team Members
- ✓ Add demographics and test assessment scores

Lincoln Junior High School Indistar-xx
Navigation Toolbar

School Demographics
Help

Percentage of Students by Ethnicity

Percentages should equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)

<input type="text" value="23"/> % Hispanic/ Latino of any race	<input type="text" value="0"/> % Native Hawaiian or Other Pacific Islander
<input type="text" value="5"/> % American Indian or Alaskan Native	<input type="text" value="58"/> % White
<input type="text" value="1"/> % Asian	<input type="text" value="0"/> % Two or more races
<input type="text" value="13"/> % Black or African American	
<input type="text" value="100"/> % Total	

Other Student Demographics (numbers only)

<input type="text" value="14"/> % Percent of Students Qualifying for Free or Reduced Lunch
<input type="text" value="5"/> % Percent of Students Receiving Special Education (IEP students)
<input type="text" value="94"/> % School Attendance Percentage
<input type="text" value="95"/> % School Mobility Percentage
<input type="text" value="7"/> % Percent of Students that are Limited English Proficient (LEP)

School Personnel (numbers only)

Indicate the number of staff at your school in each of the following categories:

- Include only personnel who are at least half-time in building
- Include each person only once

<input type="text" value="14"/> Classroom Teachers	<input type="text" value="2"/> Family / Parent Liaison
<input type="text" value="3"/> Special Education Teachers	<input type="text" value="2"/> Reading Specialists
<input type="text" value="3"/> Specials (Art, Music, PE, etc.)	<input type="text" value="4"/> Teacher Aides
<input type="text" value="0"/> Assistant Principal	<input type="text" value="1"/> Counselor
<input type="text" value="1"/> Social Worker	<input type="text" value="3"/> Support Staff
<input type="text" value="0"/> Technology Specialists	<input type="text" value="0"/> (If Other, add name here)
<input type="text" value="0"/> Dean	

School Grade Levels and Enrollment

What grade levels are in your school (e.g. K-8)?

What is your total enrollment?

Adding demographics information

- Ethnicity
- Other (attendance, mobility, IEP students, etc.)
- Personnel
- Enrollment

Adding test (assessment) scores

There are 3 steps to this process:

Step 1: Enter the name of the test and school year.

Step 2: Enter the subjects included in the test.

Step 3: Select the test for the appropriate school year and enter results.

Add the test...

The 'Test Information' form is displayed. It includes a sidebar with 'Test Information', 'Test Subjects', and 'Test Results'. The main area has a title 'Test Information' and a description: 'Enter the name of the test, school year and describe the meaning of the score values entered.' Below this, there are fields for 'Choose an existing test or enter a new test name:' (with a dropdown and a text input), 'Select the school year of the test:' (with a dropdown), and a checkbox for 'Check if this is a State Standards Assessment Test'. A large text area is provided for 'Describe the meaning of the score values entered:'. At the bottom, there are 'Create Test' and 'Cancel & Close' buttons.

Add subjects...

The 'Test Subjects' form is displayed. It includes a sidebar with 'Test Information', 'Test Subjects', and 'Test Results'. The main area has a title 'Test Subjects: State Standards Assessment Test / 2011-2012' and a description: 'Add all subjects to be included in this test:'. Below this, there is a dropdown for 'select a subject' and an 'Add Subject to Test' button. A table lists the subjects: Reading, Writing, Mathematics, and English, with their 'Date Added' and a 'Delete' button (marked with a red X). Below the table, there is a lightbulb icon and a note: 'If you would like to add Results to your subject(s), click on the "Test Results" button below.' At the bottom, there are 'Test Information' and 'Test Results' buttons.

Add results...

The 'Test Results' form is displayed. It includes a sidebar with 'Test Information', 'Test Subjects', and 'Test Results'. The main area has a title 'Test Results: State Standards Assessment Test / 2011-2012' and a description: 'The percent of all students (in each grade level that was tested) who scored proficient or better on the most recently available state assessment for each subject area that applies in your state. Round each percent to the nearest percentile, i.e. 26.8 = 27.' Below this, there are instructions: 'Add or Edit results by clicking the green "+" icon next to the desired subject.', 'Save changes to your results by clicking the green checkmark that appears when modifying results for a subject.', 'Clear results for a subject by clicking the red "x" at the end of the row for the desired subject.', and 'Cancel changes to a subject by clicking the red circle at the beginning of the row for the desired subject while editing.' A table lists the subjects: Reading, Writing, Mathematics, and English, with their 'PreK', 'K', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', and '12' columns. At the bottom, there are 'Test Subjects' and 'Done' buttons.

Subject	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
Reading	0	0	0	0	84	82	76	88	0	0	0	0	0	0
Writing	0	0	57	0	0	71	0	0	0	0	0	0	0	0
Mathematics	0	0	0	59	66	74	74	82	0	0	0	0	0	0
English	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Personalization and Spotlight Indicators

Schools and Districts can enter their mission statement, as well as goals to increase student achievement on the School or District Information page.

School Information Registered - 12/06/2011

*School Name: Martinsville Elementary

*Address: 321 River Road

*City: Atlanta State: GA *Zip: 13355

*Phone: 217-555-1212 Fax: X Website: X

School Principal

*Title: ☒ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. *First name: Jennifer *Last name: Edwards

*Phone: 217-555-1212 Fax: X

*Email: jedwards@email.com

The Process Manager assists the Principal in preparing materials for Leadership Team meetings and entering the Team's work in the system.

Title: ☐ Dr. ☒ Mr. ☐ Ms. ☐ Mrs. First name: Donald Last name: Farnsworth

Position: Assistant Principal

Phone:

Email: dfarns@email.com [Cancel Process Manager](#)

School Type: Elementary - Middle School - High School

District Liaison: Mrs. Wendy Grey

Instructions:

Enter your mission statement in the Mission Statement box. Edit and update your Mission Statement as needed.

Use the "Add a Goal" button to add new goals.

Enter your Mission Statement:

Goals:

Alter the text and click the update link on the left [Edit](#) [Delete](#)

[Add a Goal](#)

Mission

Goals



The Spotlight Indicators page can be found by clicking on the Spotlight icon from the main menu page or the Navigation Toolbar.

Spotlight Indicators are a way to streamline and focus the work of the Leadership Team.

ID08 The Leadership Team serves as a conduit of communication to the faculty and staff. (43) has been **ADDED** as a spotlighted indicator.

Spotlight	Code	Indicator	Status
<input checked="" type="checkbox"/>	ID01	A team structure is officially incorporated into the school governance policy. (36)	None/Not Priority
<input checked="" type="checkbox"/>	ID02	All teams have written statements of purpose and by-laws for their operation. (37)	Limited
<input checked="" type="checkbox"/>	ID03	All teams operate with work plans for the year and specific work products to produce. (38)	Limited
<input checked="" type="checkbox"/>	ID04	All teams prepare agendas for their meetings. (39)	Limited
<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"/>	ID07	A Leadership Team consisting 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). (42)	
<input checked="" type="checkbox"/>	ID08	The Leadership Team serves as a conduit of communication to the faculty and staff. (43)	
<input type="checkbox"/>	ID09	The Leadership Team shares in decisions of real substance pertaining to curriculum, instruction, and professional development. (44)	Full

Once the Leadership Team has decided on which indicators will be their focus, they can simply go to the Spotlight Indicators page and click all indicators they would like to include.



Selected Spotlight Indicators will be included in the Spotlight Indicator filter on the Assess, Create, and Monitor sections .

1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed 4. Assess Indicator

Filter(s): Choose a filter to narrow your Indicator search.

☐ Key Indicators only ☒ Show Spotlight Indicators Only

apply Crosswalk Filter

apply Indicator Filter

To view Indicators, choose a section below or

Category	Section	Subsection I	SubSection II	Assessed
School Leadership and Decision Making	Establishing a team structure with specific duties and time for instructional planning			4 of 8

Once the Spotlight Filter is checked, it will remain so in all areas until unchecked.

The Mission, Goals, and Spotlight Indicator report can be found on the School or District report listing page, as well as on the Guest and Leadership Team pages.



Lighting our path to stellar learning®
www.indistar.org

Preston High School
Working together for our students' success!

[Welcome](#)
[Reports/WiseWays/Indicators & Rubrics](#)
[Resources](#)
[Mission / Goals / Spotlight Indicators](#)
[Leadership Team](#)

The Mission Statement for **Preston High School**:

Preston High School established the following goals in alignment with the school's mission statement.

- Goal 1.....
- Goal 2.....
- Goal 3.....

To achieve these goals, **Preston High School** has chosen to focus on implementing these Spotlight Indicators:

Indistar - SIP - School Indicators (CI)

ID01 A team structure is officially incorporated into the school governance policy. (36)

ID02 All teams have written statements of purpose and by-laws for their operation. (37)

ID03 All teams operate with work plans for the year and specific work products to produce. (38)

ID04 All teams prepare agendas for their meetings. (39)

ID05 All teams maintain official minutes of their meetings. (40)

ID06 The principal maintains a file of the agendas, work products, and minutes of all teams. (41)

ID07 A Leadership Team consisting 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). (42)

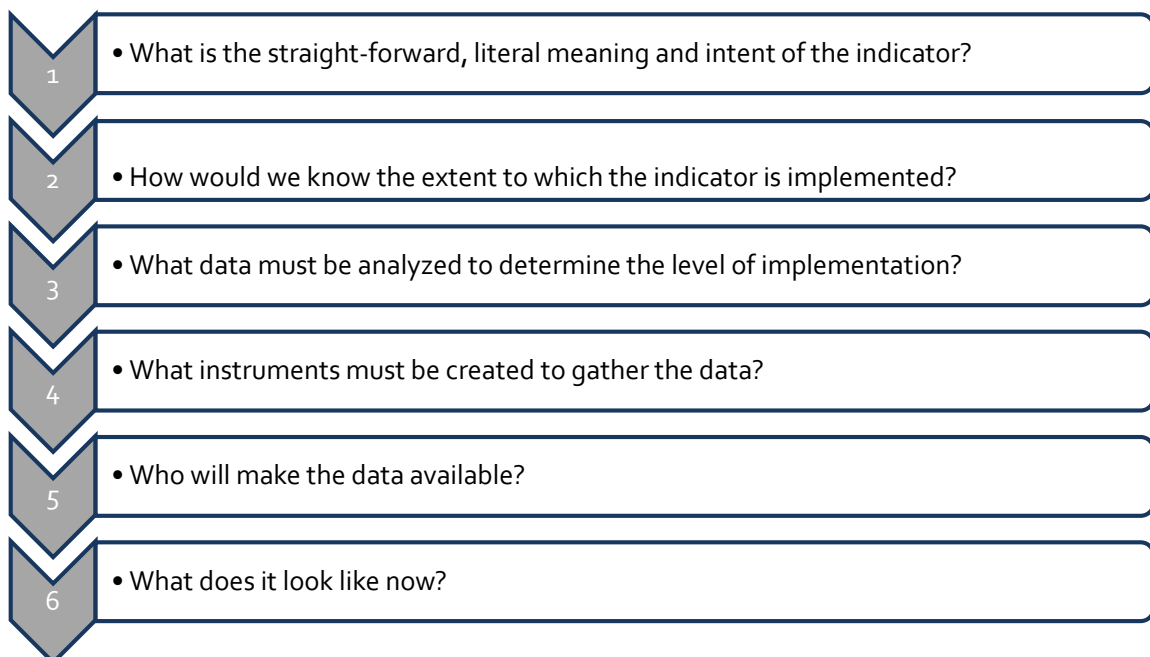
ID08 The Leadership Team serves as a conduit of communication to the faculty and staff. (43)

Assessing and Re-assessing Indicators

When assessing an indicator, the Leadership Team should:

- ✓ Utilize the Wise Ways research
- ✓ Engage in a culture of candor
- ✓ Acquire a deep understanding of the practice

The Leadership Team should ask themselves:



Preston High School
Indistar - SIP - School Indicators (CI)
Brown School District, XX

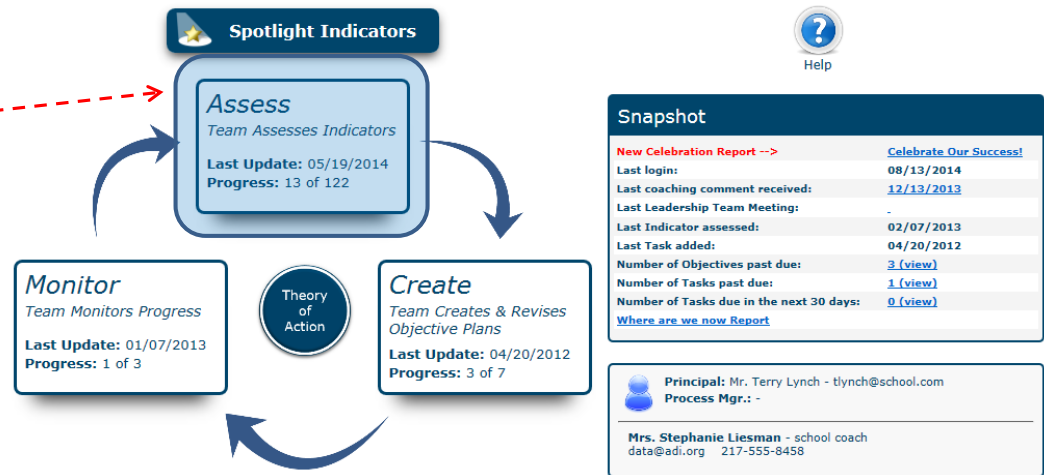


Enter & keep your school information current
Enter & keep your school team information current



Help

Teams can find indicators to assess here on the main menu.



Assess School Indicators

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways ®](#)

1.1 The LEA has examined current state and LEA policies and structures related to central control and made modifications to fully support transformation. (1633)

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☐ Limited Development or Implementation ☐ Full Implementation * required field

* Please complete required fields

Utilizing Wise Ways and candid conversations, teams will determine if indicators are:

- ☐ Fully Implemented
- ☐ Limited development
- ☐ No development

No Development or Implementation

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways](#) ®

1.1 The LEA has examined current state and LEA policies and structures related to central control and made modifications to fully support transformation. (1633)

1. Choose your level of Development or Implementation for this Indicator.

☒ No development or Implementation ☐ Limited Development or Implementation ☐ Full Implementation * required field

☒ Not a Priority or Interest ☐ Will include in plan * required field

2. Please explain why this Indicator is not a Priority or Interest. * required field

Save this Indicator

If the team determines there is no implementation, it then decides if the indicator is:

- ☐ not a priority (provide explanation why)
- ☐ a priority and will be included in the school improvement plan.

Will Include in Plan/Limited Development

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways](#) ®

1.1 The LEA has examined current state and LEA policies and structures related to central control and made modifications to fully support transformation. (1633)

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☒ Limited Development or Implementation ☐ Full Implementation * required field

2. Priority Score: * required field

☒ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority

3. Opportunity Score: * required field

☒ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

If the team determines that it will include the indicator in their plan OR if the team assesses the indicator as Limited Development, then the team will determine:

- ✓ Priority of the indicator
- ✓ Opportunity to reach full implementation
- ✓ Description of current implementation

Full Implementation

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways @](#)

1.1 The LEA has examined current state and LEA policies and structures related to central control and made modifications to fully support transformation. (1633)

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☐ Limited Development or Implementation ☒ Full Implementation * required field

2. Please provide evidence that this indicator has been fully and effectively implemented.
Also, describe the continued work that will be necessary to sustain your efforts. * required field

* Please complete required fields

Save this Indicator

If an indicator is determined to be fully implemented, the team must provide:

- ✓ Evidence of full implementation
- ✓ Description of sustainability efforts

**Indicators marked as fully implemented or not a priority will not move into the planning process.*

Create Plan and Tasks

Objectives to Plan

School Plan (13 total objectives) ☐ Show Spotlight Indicators Only ☐ Hide Completed Plans

ID	Select Objective to update task progress.	Assigned to	Target Date	Tasks	% Tasks Completed	Objective Met
ID02	All teams will have written statements of purpose and by-laws for their operation. (37)	Weston Bales	10/31/2011	3	100 %	09/01/2011
ID03	All teams will operate with work plans for the year and specific work products to produce. (38)	Weston Bales	05/17/2013	3	0 %	
ID06	The principal will maintain a file of the agendas, work products, and minutes of all teams. (41)	Connie Cooper	06/01/2013	3	66 %	
ID11	Teachers will be organized into grade-level, grade-level cluster, or subject-area Instructional Teams. (46)	Connie Cooper	09/25/2013	0	0 %	
ID13	Instructional Teams will meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data. (48)	Connie Cooper	06/01/2013	3	66 %	
ID14	Teams of special educators, general education teachers, and related service providers will meet regularly to enhance/unify instructional planning and program implementation for students with disabilities. (2402)	James Berringer	09/30/2013	2	50 %	
IIA01	Instructional Teams will develop standards-aligned units of instruction for each subject and grade level. (88)	Melvin Harper	08/26/2013	0	0 %	
IIA02	Units of instruction will include standards-based objectives and criteria for mastery. (89)	Weston Bales	10/12/2012	1	100 %	03/19/2013
IIC01	Units of instruction will include specific learning activities aligned to objectives. (96)	James Berringer	03/31/2013	1	100 %	03/19/2013
IIC03	Materials for standards-aligned learning activities will be well-organized, labeled, and stored for convenient use by teachers. (98)	James Berringer	05/01/2011	3	66 %	
IID09	Instructional Teams will use student learning data to plan instruction. (107)	Shane Kishmore	12/23/2012	2	100 %	03/19/2012
IIIA06	All teachers will test frequently using a variety of evaluation methods and maintain a record of the results. (115)	Jackie Kinder	04/01/2011	4	100 %	02/22/2011

Teams can create plans for indicators assessed as:

- ☐ No development, will include
- ☐ Limited development

Indicators that were assessed as:

- ☐ not a priority *or*
 - ☐ fully implemented
- will not appear in Create.

Indicators are referred to as 'objectives' in the planning process.

Creating Plans

To create a plan for an objective, the Leadership Team :

**Teams should again refer to Wise Ways when creating plans.*

CREATE A PLAN

1. Assign a team member to manage and monitor your work toward this objective. - select -

2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met.

3. Establish a date by which your description above will be a reality.

Save

- ✓ assigns a team member to be responsible for the Objective
- ✓ describes how the Objective will look in the school when it is fully implemented
- ✓ describes what they will need to gather to provide evidence when it is fully implemented
- ✓ creates tasks to reach the Objective

Creating Tasks

For each task created, the Leadership Team:

- ✓ describes the tasks
- ✓ assigns a person to complete the task
- ✓ establishes a date the task will be complete or routine
- ✓ add a frequency of recurrence

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task. [- Select a Team Member - v] or Enter --> []

5 c. Establish a date this task will be completed or will become routine. []

- Is this a recurring task? ☒ Yes (if no, go to 5d.)

5 d. Record notes from your discussion that will be helpful to the person responsible for this task.

Save Cancel

Tasks should be simple steps towards completing the objective.

Task Sorting

Task(s) created to meet this objective are shown below. Click a task to update or edit. To delete a task, go to the Monitoring process.

Sort	Task(s)	Recurrence	Assigned to	Target Date	Completed
1	Task 1: During the August 30, 2013 staff meeting, the principal will share information regarding the school leadership team.		Karen Jappy	9/01/2013	05/30/2013
2	Task 2: During the first leadership team, the members will establish meeting norms (i.e., date and time of meetings, responsibilities for each member).		Jane Baskerville	9/30/2013	07/12/2013
3	Task 3: The leadership team will meet at least twice per month to discuss grade-level data and improvement plan strategies.	twice monthly	Susie Sunshine	5/29/2014	07/15/2013
4	2013-2014: tththththththththththththththth	four times a year	Sharon Clark	7/23/2013	

Save Sort Order

Teams may decide to reorganize the order of tasks depending on due date and need. Besides changing the target date, users can also update the sort order of tasks in the Create Plan step.

Monitoring Implementation and Sustainability

Monitoring the Plan

MONITOR PLAN

Update or Complete Task Status

1. Update task comments as necessary.
2. Choose a "Completed date" when task has been completed.
3. Click "Save/Update" to save changes.

*Note: Click "Delete this task" to remove the task from the objective. This should only be done if the task is no longer necessary in working toward meeting the objective.

Task: 3 Team members will review data collected to determine effectiveness of instructional methods.

Frequency: (frequency not set or not applicable)

Comments:

Completed date: [Clear Completed Date](#)

At each Leadership Team meeting, the team will:

- ✓ review the list of tasks that were created for each Objective
- ✓ check progress of each task with the team member assigned
- ✓ check off each task as it is completed.

[Back to All Objectives](#) [Go To Plan](#)

[Wise Ways @](#)

ID13 - Objective: Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data.

ASSESS

Level of Development or Implementation: Limited Development Priority Score: 3 Opportunity Score: 2

Current Level Description:

PLAN - Information

Describe how it will look:

Assigned to: Connie Cooper

MONITOR PLAN

Objective Status

All tasks created for this objective are now complete. Select your level of development after the team has discussed the current status of this objective.

☐ This objective has not been met. More tasks are needed to reach full implementation.

☐ This objective has been fully met. Evidence can be provided.

☐ Team is undecided. More discussion is needed.

Sort	Select Task to Edit	Target Date	Completed
1	Create a calendar of instruction based on...	4/29/2013	04/15/2013
2	Create agenda for Leadership Team meeting and coordinate agenda for meeting.	03/06/2013	04/15/2013
3	Team members will review data collected to determine effectiveness of instructional methods.	Sarah Parker 12/18/2013	12/02/2013

Once all tasks for an objective have been completed, the team will decide if:

- ☐ The objective is now fully implemented **OR**
- ☐ More work still needs to be done

Status of Objective

Congratulations! Your team has successfully met this objective. Please add supporting information below.

1. Please describe your experience in pursuing this Objective.
8/2/2013
dfsdfs

2. What continued work will be necessary to sustain your efforts and continue to meet this Objective.
8/2/2013
fsdfs

3. Please provide evidence that this Objective has been fully and effectively implemented.
8/2/2013
fdfs

Save

If the team has reached full implementation for an objective, they should:

- ✓ CELEBRATE!
- ✓ Describe evidence of implementation
- ✓ Describe experience
- ✓ Explain how implementation will be sustained.

Add a task

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task. or Enter -->

5 c. Establish a date this task will be completed or will become routine.

- Is this a recurring task? (if no, go to 5d.)

5 d. Record notes from your discussion that will be helpful to the person responsible for this task.

Save Cancel

If all tasks have been completed, but the Leadership Team does not feel as if they have reached full implementation, the Team will simply add more tasks until the objective has been met.

Navigating the Tool

Navigating from Assess → Create Plan ↔ Monitor

1. Select Indicator 2. Indicators to Assess 3. Indicators Assessed **4. Assess Indicator**

Wise Ways @

IIC01 - Units of instruction include specific learning activities aligned to objectives. (96)

1. Choose your level of Development or Implementation for this Indicator. * required field

☐ No development or Implementation ☒ Limited Development or Implementation ☐ Full Implementation

2. Priority Score: * required field

☒ 3 - highest priority
☐ 2 - medium priority
☐ 1 - lowest priority

3. Opportunity Score: * required field

☒ 3 - relatively easy to address
☐ 2 - accomplished within current policy and budget conditions
☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

This is my evidence.....

Save and Go To Plan

Go To Monitor

Go To Plan

Navigation Toolbar

Indistar-XX Support for School Improvement
Main Menu

Barkley Middle School
Indistar - SIP - School Indicators (RI)
Northwest School District, XX

Enter & keep your school information current
Enter & keep your school team information current

Spotlight Indicators

Assess
Team Assesses Indicators
Last Update: 09/16/2014
Progress: 54 of 87
1 indicators to re-assess

Snapshot
New Celebration Report --> Celebrate Due Success!
Last login: 09/17/2014
Last coaching comment received: 08/12/2014
Last Leadership Team Meeting: 07/02/2014
Last Indicator assessed: 09/16/2014
Last Task added: 08/05/2014

Monitor
Team Monitors Progress
Last Update: 08/14/2014
Progress: 9 of 15

Create
Team Creates & Revises Objective Plans
Last Update: 08/18/2014
Progress: 15 of 29

Navigation Toolbar

Back to Main Menu Assess Create Monitor Spotlight Information Mission & Goals School Team Demographics Assessment Coaching Comments Team Agendas & Minutes Where Are We Now? Resources Worksheets Reports

Northwest School District, XX

Spotlight Indicators

Assess
Team Assesses Indicators
Last Update: 09/16/2014
Progress: 54 of 87
1 indicators to re-assess

Monitor
Team Monitors Progress
Last Update: 08/14/2014
Progress: 9 of 15

Create
Team Creates & Revises Objective Plans
Last Update: 08/18/2014
Progress: 15 of 29

Snapshot
New Celebration Report --> Celebrate Due Success!
Last login: 09/17/2014
Last coaching comment received: 08/12/2014
Last Leadership Team Meeting: 07/02/2014
Last Indicator assessed: 09/16/2014
Last Task added: 08/05/2014
Number of Objectives past due: 11 (view)
Number of Tasks past due: 8 (view)
Number of Tasks due in the next 30 days: 8 (view)
Where are we now Report

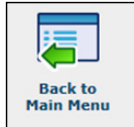
Principal: Dr. Jennifer Edwards - jedwards@email.com
Process Mgr: Mr. bob

Dr. Roberto Goodman - Consultant
rgoodman@adi.org - 848-357-5812
Mr. Bret Farmer - District Liaison
bfarmer@email.org - 123-852-5554

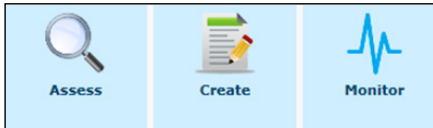
Indistar
Lighting our path to better learning

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121 N. Kickapoo Street - Lincoln, IL - 62656 - 1-800-759-1495

Glossary of icons



Click here to go back to the Main Menu page.



Click any of these to work on or update your indicators, objectives, or tasks.



To add or update site information, team members, test scores, or demographics, or select Spotlight indicators choose one of these icons.



Set up a meeting agenda, add meeting minutes, view/respond to a coaching comment, or simply see exactly 'Where you are...'.



All 20+ reports, blank indicator worksheets for assessing and planning, plus all additional resources can be found here!



Additional Features

Resources
and Reports

Research

Meetings
and Agendas

Coaching

Document
Upload

Reviewable
Forms

Bulletin
Board

Guest Page

Resources and Reports

Where can they be found?



- Click on Resources *OR* Reports from the Navigation Toolbar
- Choose Reports

Resources

Tab 1

Indicators, Wise Ways, and Rubrics

Tab 1 gives the user accessibility to complete lists of Indicators, Wise Ways, and Rubric (if applicable for viewing, printing, or sharing.)

Indicators, Wise Ways, and Rubrics | System Instructions and Tutorials | Other Resources

Step 1: Select a Level to view.
Select Level:

Step 2: Select a group of Indicators to view.
Select Group:

[Complete Indicator List](#)

Filter(s): Choose a filter to narrow your Indicator search.

☐ Key Indicators only

☒ apply Crosswalk filter

☐ apply Reporting filter

☐ apply Indicator filter

[Remove Filter\(s\)](#)

Indicator	Wise Ways®	Rubric
ID01 A team structure is officially incorporated into the school governance policy. (36)	WW	
ID02 All teams have written statements of purpose and by-laws for their operation. (37)	WW	
ID03 All teams operate with work plans for the year and specific work products to produce. (38)	WW	
ID04 All teams prepare agendas for their meetings. (39)	WW	
ID05 All teams maintain official minutes of their meetings. (40)	WW	

Resources

Tab 2

System Instructions and Tutorials

Tab 2 gives the user accessibility to video tutorials on how to navigate and use the Indistar system, handbooks, powerpoint presentations, and instructional guides.

Indicators, Wise Ways, and Rubrics

System Instructions and Tutorials

Other Resources

Instructions

- [Making Indistar Work for You \(pdf\)](#)
- [Assessing an Indicator & Making a Plan \(pdf\)](#)
- [Login Access Descriptions \(pdf\)](#)
- [School Instructions \(pdf\)](#)

PowerPoints

- [Orientation to Indistar \(ppt\)](#)
- [Information about the Indistar Online Tool \(ppt\)](#)
- [Teaming & Roles \(ppt\)](#)
- [Research \(ppt\)](#)
- [Dashboard \(ppt\)](#)
- [First Steps \(ppt\)](#)
- [Assessing \(ppt\)](#)
- [Planning \(ppt\)](#)
- [Monitoring \(ppt\)](#)
- [Meetings \(ppt\)](#)

Tutorials for Districts

- [New tutorials coming soon...](#)

Tutorials for Schools

- [School Main Menu, School Information, Team & Demographics/Test Scores \(First Steps\)](#)
- [Assess](#)
- [Plan](#)
- [Monitor](#)
- [Dashboard](#)
- [Meetings & Agendas](#)

Resources

Tab 3

Other Resources


Tab 3 gives the user accessibility to additional websites, helpful links, and resources on professional development, innovation, family engagement, etc.

Indicators, Wise Ways, and Rubrics


System Instructions and Tutorials

Other Resources


Additional Resources




Indistar® is a web-based system implemented by a state education agency, district, or charter school organization for use with district and/or school improvement teams to inform, coach, sustain, track, and report improvement activities.




The School Community Network (SCN) provides resources, training, and tools for building strong school communities focused on student learning.




The Academic Development Institute (ADI) works with families, schools, and communities so that all children may become self-directed learners, avid readers, and responsible citizens, respecting themselves and those around them.



Based primarily on ADI's research syntheses, Indicators in Action provides an explanation of indicators of effective practice.



The Center on Innovation and Learning is one of seven national content centers funded by the United States Department of Education. The Center on Innovations in Learning's mission is to (a) increase the capacity of state education agencies (SEAs) to stimulate, select, implement, and scale up learning innovations in local education agencies (LEAs) and schools to improve learning outcomes for all students; and (b) increase the capacity of regional comprehensive centers (RCCs) to provide technical assistance to SEAs relative to the Center's scope of responsibility.


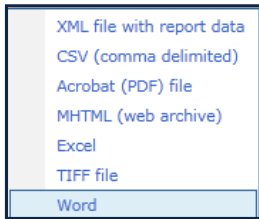


Indicators NOW is a video index of mini-sodes extracted from the Indicators in Action™ courses.

[Helpful links and resources](#)

Reports: view, export, print

Assess	List of Indicators Included in Plan	This report holds a list of all assessed indicators that will be included in your plan.
	Detailed Report of Assessed Indicators	This report shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.
	Flag to Reassess Report	This report will display all indicators that have been marked ready for reassessment, according to timelines specified by your state.
Plan	List of Objectives Included in Plan	Here you will find a list of all objectives included in the plan.
	Detailed Report of Objectives Included in Plan	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.
	Tasks Report	The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.
Monitor	Progress Report	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.
	Comprehensive Plan Report	This report shows detailed activity of the school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation filtered by one month, three month, six month, nine month and twelve month time intervals.
	last 3 months 6 months 12 months	
	12 Month Activity Report	A 12 month Report showing detailed activity of the leadership team's work on the action plan, including plans with tasks and indicators assessed as fully implemented or not a priority.
	Celebrate Our Success	This report shows indicators which have been determined by the Leadership Team to be fully implemented, either in the team's initial assessment or after meeting the objective for the indicator. These indicators are the school's norms, what is done routinely and with high quality.
	Accomplishments Report	This report shows indicators that were assessed as fully implemented or the objective has been met within the last year, the last two years, or the last three years. This report allows a school or district to show their achievements within those time periods.
	in the last - 1 year 2 years 3 years	
	Indicator Checklist Report	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.
	Implementation and Monitoring Report	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.
	Coaching Comments	This report displays the conversational tool designed for districts to receive and respond to helpful tips and comments from their coach.
	Where are we now?	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.
	Summary Report	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 leadership team information.
	Improvement Plan Report	This report is a minimized version of the Comprehensive Report, omitting the details of the tasks.
	last 3 months 6 months 12 months	
	School Mission Goals and Spotlighted Indicators	This report displays the Mission and Goals for the school as well as the Spotlight Indicators selected by the Leadership Team to focus the work of school improvement.

- ✓ Choose a report
 - ✓ Apply filters, if needed
 - ✓ Click on the export icon 
 - ✓ Choose a file type
- 

The screenshot shows a dropdown menu for selecting a file format. The options are listed in a light blue box with a dark blue border. The 'Word' option is highlighted with a darker blue background.

XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word
- ✓ Export and 'save' as a file or print

Indistar-XX Barkley Middle School

Filter(s)

Choose a filter to narrow your search.

☐ Key Indicators only
 ☐ Show only the indicators included in the plan.

☐ Show Spotlight Indicators Only

Refresh Report

Close

1 of 16

Comprehensive Plan Report

A detailed report showing activity of the school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.

9/17/2014

Barkley Middle School NCES - 123

Northwest School District

Indistar - SIP - School Indicators (RI)

Key Indicators are shown in RED.

School Leadership and Decision Making

Establishing a team structure with specific duties and time for instructional planning

Indicator	ID01 - A team structure is officially incorporated into the school governance policy.(36) (Semester1)		
Status	Objective Met	Not a priority or interest	10/22/2013
Assessment	Level of Development:	Initial: No development or Implementation	02/21/2014
		Objective Met - 10/22/2013	
		Not a priority or interest	
	Explain why not a Priority or Interest:	Explanation	
	How it will look when fully met:	test	
	Target Date:	10/30/2013	
	Objective Met:	10/22/2013	
	Experience:		
		10/22/2013 test	
	Sustain:		

All reports contain live, up-to-the moment data

Caldwell Elementary School School Leadership Team RI

Tasks Included in the Plan (17)
Key Objectives are shown in RED.

Due Date	Task	Assigned	Objective	Completed
02/01/2011	Teachers will submit evaluation of assessment methods currently used	Jackie Kinder	IIIA06	02/01/2011
03/01/2011	Jackie K will return assessment to teachers with suggestions on alternate evaluation methods.	Jackie Kinder	IIIA06	02/22/2011
03/01/2011	Meeting to be held on 3/1/11. On agenda will be 3rd and 4th grade pod storage space.	James Berringer	IIC03	01/14/2011
03/01/2011	Weston will ensure each team is notified of the deadline for presenting their statements of purpose and bylaws.	Weston Bales	ID02	03/11/2011
03/24/2011	Teams will have meetings to discuss, design, and format their statement of purpose and bylaws.	All Teams	ID02	03/31/2011
04/01/2011	Jackie K will monitor several teachers to ensure implementation of evaluation methods.	Jackie Kinder	IIIA06	02/22/2011
04/01/2011	Once space is found, 3rd and 4th grade teachers will plan a 'work day' to organize and label all materials.	James Berringer	IIC03	01/25/2011
04/01/2011	Teachers will begin implementing methods of evaluation suggested by Jackie.	Jackie Kinder	IIIA06	02/22/2011
05/01/2011	All teams will submit their final statements of purpose and bylaws to Weston no later than 5/1/11	Weston Bales	ID02	09/01/2011
05/01/2011	James B will inspect materials space after 'work day' to ensure proper labeling and storage.	James Berringer	IIC03	02/14/2011

Indistar-SIP
Caldwell Elementary School

Caldwell Elementary School School Leadership Team RI

Indicators Included in the Plan (11)
Key Indicators are shown in RED.

ID	Indicator	Assigned	Target Date	Task	Complete	Status Reported
ID01	A team structure will be officially incorporated into the school improvement plan and school governance policy. (36)	Jane Danley	09/01/2011	0	0 %	
ID02	All teams will have written statements of purpose and by-laws for their operation. (37)	Weston Bales	10/31/2011	3	100 %	09/01/2011
ID04	All teams will prepare agendas for their meetings. (39)	Connie Cooper	09/10/2012	1	100 %	05/26/2011
ID06	The principal will maintain a file of the agendas, work products, and minutes of all teams. (41)	Connie Cooper	12/01/2011	0	0 %	
ID07	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff will meet regularly (twice a month or more for an hour each meeting). (42)	Karen Harrison	01/01/2014	1	0 %	
IE06	The principal will keep a focus on instructional improvement and student learning outcomes. (57)	Weston Bales	04/26/2012	2	100 %	05/18/2012
IF01	The principal will compile reports from classroom observations, showing aggregate areas of strength and areas that need improvement without revealing the identity of individual teachers. (65)	Weston Bales	03/10/2012	0	0 %	

Celebrate Our Success!

The indicators listed below have been determined by the Leadership Team to be fully implemented, either in the team's initial assessment or after meeting the objective for the indicator. These indicators are our norms, what we do routinely and with high quality.

Lincoln Junior High School

Indistar - SIP - School Indicators (RI)

Key Indicators are shown in RED.

School Leadership and Decision Making

Establishing a team structure with specific duties and time for instructional

Indicator **ID02 - All teams have written statements of purpose and bylaws (Semester 1)**

Status **Full Implementation** 3/10/2014

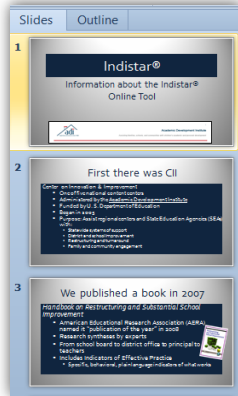
Snapshot

New Celebration Report -->

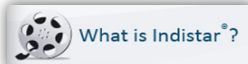
Last login:	04/23/2014
Last coaching comment received:	08/24/2011
Last Leadership Team Meeting:	02/25/2014
Last Indicator assessed:	03/10/2014
Last Task added:	02/24/2014
Number of Objectives past due:	2(view)
Number of Tasks past due:	1(view)
Number of Tasks due in the next 30 days:	4(view)

[Celebrate Our Success!](#)

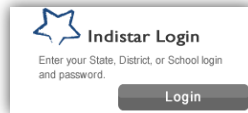
Resources on Indistar website



Power Point presentations



IndistarVideo



Indistar Login Access

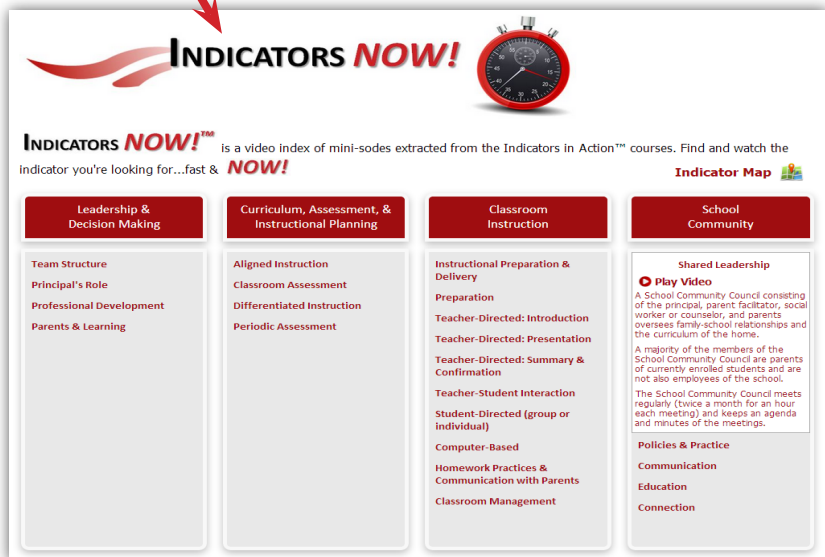


Access to videos of Indicators in Action and Indicators NOW!



Access to activities, guidance documents, publications, lists of indicators, etc.

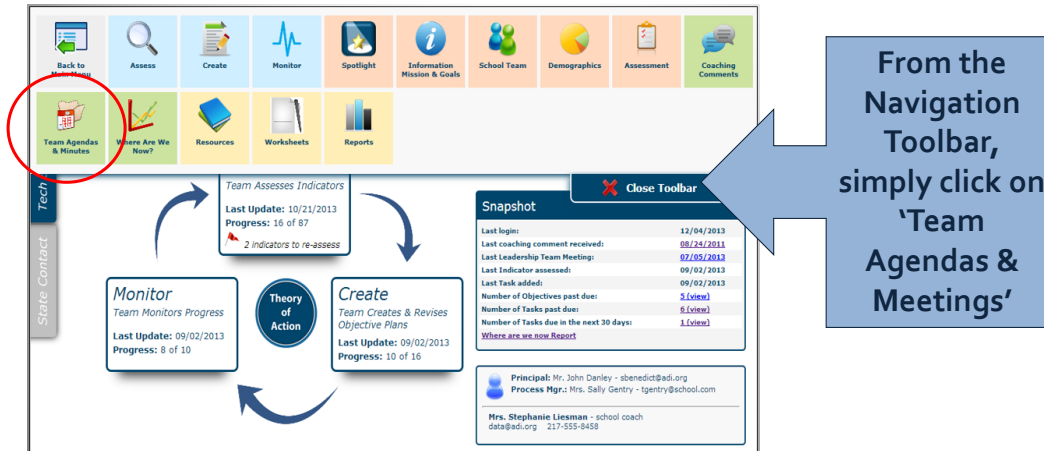
Video clips of real teachers, principals, and parents using effective practices in real classrooms



Three courses (Leadership, Instruction, School Community) with facilitator's guides and workbooks. Includes video of effective practices "in action."

Meetings and Agendas

Where can we plan a meeting?



From the Navigation Toolbar, simply click on 'Team Agendas & Meetings'

Set up a New Meeting Agenda

Set up a new meeting or choose an existing meeting.

[Set up a new Meeting Agenda](#)

- **Create a new Agenda:** Click on the "Set up a new Meeting Agenda" button above and complete the form.
- **Update, Edit Agenda, or Add Meeting Minutes:** Click on the date link to open the Agenda or Minutes form to make edits or updates as needed.
- **Delete an Agenda:** Click on "remove". (Note: The "remove" option is not available if minutes have been entered).
- **To only view Agenda or Minutes:** Click on the Agenda or Meeting Minutes link

Filter to display meeting agendas or minutes by specified date range.

Start Date: End Date: [Submit](#) [Reset Dates](#)

Date	Meeting Title	Location	View Agenda or Minutes	Remove this Meeting
------	---------------	----------	------------------------	---------------------

[Back to My Meetings](#)

1. Enter or Edit Meeting Agenda 2. Print Documents for Meeting

Meeting Information

Meeting Date: Time:

Meeting Title:

Location: (optional)

Use the 'Save Agenda' button at the bottom of the page to save this information and other information on this form.

To set up a new Meeting, add:

- ✓ Meeting date
- ✓ Meeting time
- ✓ Meeting title
- ✓ Meeting location

Click Save/Update

Add indicators

Agenda Items

Use these agenda items as a guide for your meeting. Some of these items will need to be entered now while others will be entered on the 'Enter Meeting Minutes' tab after the meeting has occurred.

Meeting Date: Time:

I. Team/guest attendance

II. Celebrate recent successes

III. Review and respond to coaching comments [Click here to view this information and other information on this form.](#)

IV. Approval of last meeting's minutes

V. Old business

VI. Indicators to Assess-Plan-Monitor

Add and review indicators to Assess, Plan, and Monitor.

Add Indicators to Agenda

Assess Indicators
No indicators have been added for this step

Plan/Monitor Indicators
No indicators have been added for this step

To add Indicators to a Meeting Agenda, click on the button:

Add Indicators to Agenda

Apply filter or select a Section to view indicators to choose from

Indicators to Assess, Plan and Monitor

Filter(s): Choose a filter to narrow your Indicator search.

☐ Show Spotlight Indicators Only

☐ apply Crosswalk filter

Category	Select Section	Subsection I	Subsection II	Total
Organizational Structure	Organizational structures are implemented to support transformation/turnaround			8
Leadership	A distributed leadership approach is implemented to support transformation/turnaround			5
Personnel and Professional Development	Personnel and professional development goals are aligned to promote successful school reform strategies			6
Curriculum and Instruction	Curriculum and instruction are designed, modified and adjusted around student learning strengths and needs			4
Support Systems/Strategies	Support systems and strategies promote transformation/turnaround			2
Family Engagement	Effective family engagement efforts bring families and educators together to collaboratively work to support			4

Cancel Changes & Close

After choosing a set of indicators to display, the category and section titles will display at the top of the page.

Indicators to Assess, Plan and Monitor

Category: Leadership

Section: A distributed leadership approach is implemented to support transformation/turnaround

[Back to Indicator Categories](#)

Code	Key	Indicator	Assess	Plan/Monitor	Implementation
B01	(ALL SCHOOLS)	Principal fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to school improvement. (Non-Negotiable)	<input type="checkbox"/>	<input type="checkbox"/>	No Development/Will Include
B02	(ALL SCHOOLS)	Principal fosters the success of all students by supporting, managing, and overseeing the school's organization, operation, and use of resources to ensure a dramatic improvement of school climate.	<input type="checkbox"/>	<input type="checkbox"/>	Limited Development

Indicators to Assess, Plan and Monitor

Category: Leadership
 Section: A distributed leadership approach is implemented to support transformation/turnaround

[Back to Indicator Categories](#)

Code	Key	Indicator	Assess	Plan/Monitor	Implementation
B01		(ALL SCHOOLS) Principal fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to school improvement. (Non-Negotiable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Development/Will Include
B02		(ALL SCHOOLS) Principal fosters the success of all students by supporting, managing, and overseeing the school's organization, operation, and use of resources to ensure a dramatic improvement of school climate.	<input type="checkbox"/>	<input type="checkbox"/>	Limited Development
B03		(ALL SCHOOLS) Using LKES and the Turnaround Principal Competencies, the LEA ensures that the principal demonstrates the competencies of a transformation/turnaround leader. (Non-Negotiable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Objective Met
B04		(ALL SCHOOLS) School leadership team meets a minimum of twice a month to monitor the implementation of the school improvement plan/SIG plan through Indistar. (Non-Negotiable)	<input type="checkbox"/>	<input type="checkbox"/>	Limited Development
B05		(ALL SCHOOLS) To make decisions about school improvement, the school leadership team regularly analyzes data, including but not limited to: demographic, attendance, discipline, formative assessment, achievement, aggregated informal and TKES classroom observations, graduation rate, course failure rates and GAPSS target actions. (Non-Negotiable)	<input type="checkbox"/>	<input type="checkbox"/>	Limited Development

[Add Selected Indicators](#) [Cancel Changes & Close Indicators](#)

- To add indicators to assess or plan for your meeting, simply check the appropriate box

- Once you have selected all necessary indicators for a section, click the button to add them to your meeting agenda.
- REPEAT above steps to add additional indicators

Add 'Other Business', if applicable, and click...

VII. Other Business

Enter Other Business information in the box below.

[Save Agenda](#)
[Save and Print Documents](#)

...'Save Agenda' or 'Save and Print Documents' to finish the agenda set-up.

Prepare documents for meeting

Once an agenda has been created, the process manager can print personal meeting documents, from Tab 2.

Items to prepare for a meeting may include:

- ✓ Agenda
- ✓ Meeting Minutes Form
- ✓ Blank Worksheets
- ✓ Reports, such as Task Report and Celebrate Our Success Report.

A Leadership Team login can be found on the school's dashboard page. The principal or process manager should share this with all team members. Team members can use this login to access the agenda, indicator list, and Wise Ways®, as well as progress reports.

Agenda and Meeting Minutes Forms...

The process manager should have a Meeting minutes form for note-taking

Worksheets...

A blank worksheet for each indicator chosen may be printed to use for note-taking, as the team discusses and decides on implementation and/or creates a plan and tasks

Adding Meeting Minutes

Once the meeting has concluded, the process manager should:

- ✓ Update the meeting information
- ✓ Add specific indicator information to Assess, Create a Plan, or Monitor Progress from the main menu
- ✓ Prepare and set up for the next Leadership team meeting

Note: **Tab 3 – Enter Meeting Minutes** is only visible after a meeting agenda has been set up.

Date	Meeting Title	Location	View Agenda or Minutes	Remove this Meeting
10/24/2014	October Leadership Team	Conference Room B	Meeting Minutes	
09/18/2014	September Leadership Meeting	Room 123	Meeting Minutes	
09/05/2014	Leadership Meeting #6	Library	Meeting Minutes	
08/12/2014	Leadership Team Meeting	Principal's Conference Room	Agenda	remove
01/01/2014	Work	Work	Agenda	remove

Edit current agenda or add Meeting Minutes

Simply edit date, time, location, indicators or other business and SAVE

Leadership Meeting #6
9/5/2014 3:00 Library

1. Enter or Edit Meeting Agenda 2. Print Documents for Meeting 3. Enter Meeting Minutes

Meeting Information

Meeting Date: 9/5/2014 Time: 3:00
Meeting Title: Leadership Meeting #6
Location: Library (optional)

Use the 'Save Agenda' button at the bottom of the page to save this information and other information on this form.

Agenda Items

Use these Agenda Items as a guide for your meeting. Some of these items will need to be entered now while others will be entered on the 'Enter Meeting Minutes' tab after the meeting has occurred.

- I. Team/guest attendance
- II. Celebrate recent successes
- III. Review and respond to coaching comments
- IV. Approval of last meeting's minutes
- V. Old business
- VI. Indicators to Assess-Plan-Monitor

Add and review indicators to Assess, Plan, and Monitor.

[Add Indicators to Agenda](#)

Assess Indicators

A02 (ALL SCHOOLS)	There is an LEA organizational structure in which assigned district personnel remove barriers and support the Priority/SIG implementation. Additionally, the LEA will modify practices and policies that interfere with implementation. (2688)	remove
A06 (ALL SCHOOLS)	At least once per quarter, the LEA and school evaluate the effectiveness of the implementation of Increased Learning Time (ILT) or the Flexible Learning Plan (FLP). (Non-Negotiable)(2695)	remove

Set up a new meeting or choose an existing meeting.

[Set up a new Meeting Agenda](#)

[Help](#)

- **Create a new Agenda:** Click on the "Set up a new Meeting Agenda" button above and complete the form.
- **Update, Edit Agenda, or Add Meeting Minutes:** Click on the date link to open the Agenda or Minutes form to make edits or updates as needed.
- **Delete an Agenda:** Click on "remove". (Note: The "remove" option is not available if minutes have been entered).
- **To only view Agenda or Minutes:** Click on the Agenda or Meeting Minutes link

Filter to display meeting agendas or minutes by specified date range.

Start Date: End Date: [Submit](#) [Reset Dates](#)

Date	Meeting Title	Location	View Agenda or Minutes	Remove this Meeting
09/18/2014	September Leadership Meeting	Message from webpage	Agenda	remove
09/05/2014	Leadership Meeting #6		Ag Minutes	remove
08/12/2014	Leadership Team Meeting		Agenda	remove
01/01/2014	Work		Agenda	remove
12/14/2013	Leadership Meeting		Agenda	remove
11/14/2013	Leadership meeting		Agenda	remove

Are you sure you want to remove this Meeting?

[OK](#) [Cancel](#)

If you need to remove a meeting, just click 'remove' in the last column and click OK on the pop-up if you are sure.

Set up a new meeting or choose an existing meeting.

[Set up a new Meeting Agenda](#)

[Help](#)

- **Create a new Agenda:** Click on the "Set up a new Meeting Agenda" button above and complete the form.
- **Update, Edit Agenda, or Add Meeting Minutes:** Click on the date link to open the Agenda or Minutes form to make edits or updates as needed.
- **Delete an Agenda:** Click on "remove". (Note: The "remove" option is not available if minutes have been entered).
- **To only view Agenda or Minutes:** Click on the Agenda or Meeting Minutes link

Filter to display meeting agendas or minutes by specified date range.

Start Date: End Date:

Date	Meeting Title	Location	View Agenda or Minutes	Remove this Meeting
10/24/2014	October Leadership Team	Conference Room B	Meeting Minutes	
09/18/2014	September Leadership Meeting	Room 123	Meeting Minutes	
09/05/2014	Leadership Meeting #6	Library	Meeting Minutes	
08/12/2014	Leadership Team Meeting	Principal's Conference Room	Agenda	remove
01/01/2014	Work	Work	Agenda	remove
12/14/2013	Leadership Meeting	Media Center	Agenda	remove

View existing Agendas or Meeting Minutes

Date	Meeting Title	Location	View Agenda or Minutes	Remove this Meeting
09/18/2014	September Leadership Meeting		Agenda	remove
09/05/2014	Leadership Meeting #6	Library	Meeting Minutes	

Cleveland Avenue Elementary

Meeting Date: 09/05/2014 - 3:00
Title: Leadership Meeting #6
Location: Library

I. Team/guest attendance
Team Members in Attendance:
 Jill Adams, Cindy Smith
Guests in Attendance:

II. Celebrate recent successes - Reviewed
III. Review and respond to Coaching Comments - Reviewed
IV. Approval of last meeting's minutes - Approved
V. Old business - Discussed
VI. Indicators to Assess-Plan-Monitor

To view, export, or print a meeting agenda or minutes, click on the link under 'View Agenda or Minutes'.

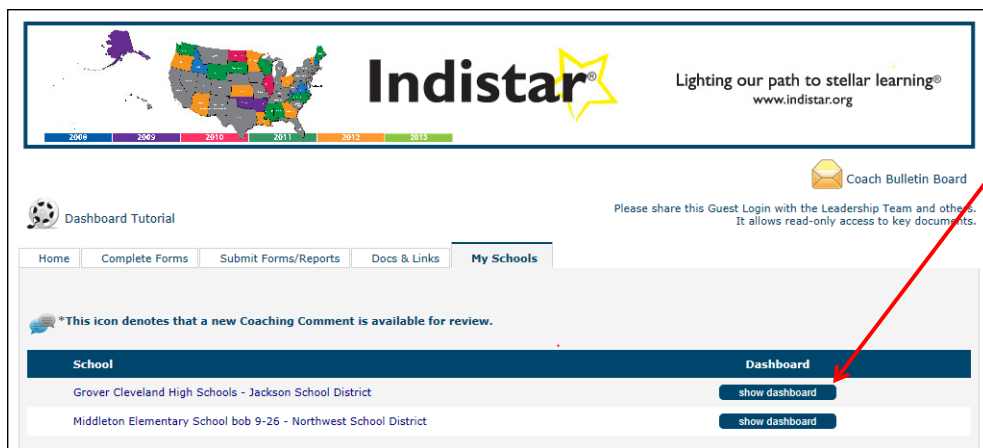
Coaching: Tools

- Coaching Comments are meant to be specific comments and/or suggestions in relation to an indicator or area of leadership team planning (e.g. team meetings, forms, updates).
- Coaching Review enables the coach to scan a variety of reports in order to create an overall review of the leadership team's progress.
- Coaching Critique enables the coach to address a specific set of questions, set by the state, relative to the leadership team's progress.
- State Feedback enables state administrators to address a specific set of questions, set by the state, relative to each leadership team's progress.

Coaches can access these tools by logging in and choosing a school or district to view



Choose a site to view

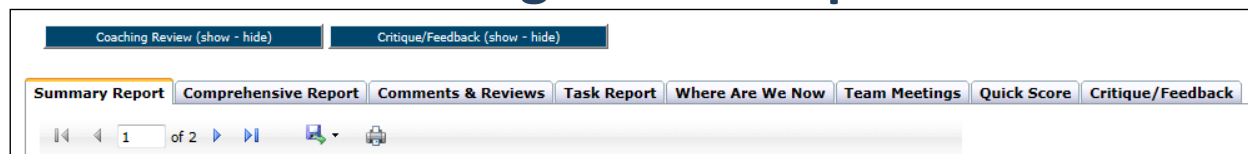


Choose a school to coach



View school reports, comments, quick score, meeting minutes, etc.

Coaching Review Reports

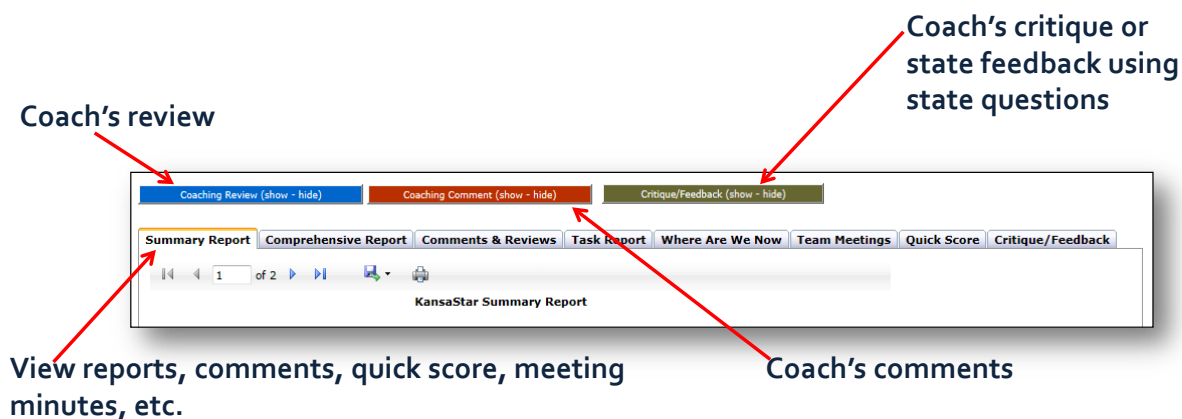
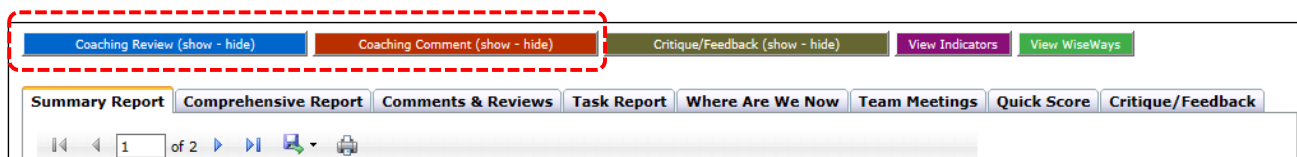


- **Summary Report**...overall summary report of all work, information and activity that a school or district has completed.
- **Comprehensive Report**...detailed report of all assessments, plans and monitoring information.
- **Comments & Reviews**...Coaching comments, reviews and responses; history and ability to send or respond anew.
- **Task Report**...detailed list of all tasks created.
- **Where Are We Now**...overview of a school or district's plan, in graph form.
- **Team Meetings**...detailed agendas and meeting minutes as entered by the school or district.
- **Quick Score Report**...a quantitative rating summary of the school or district's progress, based on key factors within the tool.
- **Coaching Critique/Feedback**...an electronic form used by coaches to add a standardized assessment of the quality of work of the school or district team. Critiques are a series of questions or items, determined by the state.

Coaches should move through each tab, checking...

1. Recent activity....login activity, meetings and agendas, chart progress in the Where Are We Now report.
2. Quantity of work...has the school or district completed what is expected of them? Summary Report has a list of recent dashboard submissions as well as an indicator count for the assessing and planning pieces.
3. Quality of work...in the Comprehensive Report, the coach will be able to see levels of implementation as well as evidence provided for each indicator or objective
4. Responses to Coaching Comments or Reviews
5. Critique or Feedback information sent to the school or district by the state or other coach(es).

Coaches should provide feedback using the Coaching Review and Coaching Comments.



Coaching Comments and Reviews



The "Coaching Review" link enables the coach to scan a variety of reports while entering a "coaching review" or "coaching comment." When a coach enters a coaching comment or coaching review, the principal and process manager receive an email alert and a dialogue can be created with the coach within Indistar maintaining documentation of the conversation.

- The state may choose to add one or both of two optional coaching features to Indistar. Coach's Critique enables the state to determine a set of questions or items for the coach to address relative to the district or school's work in Indistar. This report is then viewable by states, districts, and/or schools.
- State Feedback works the same as a Coach's Critique but is completed by SEA staff rather than the coach. The Coach's Critique and State Feedback are ways to add a standardized assessment of the quality of work.
- Once a feedback or critique form has been submitted to a school or district, a copy is also visible to the state, coaches, district, and school.

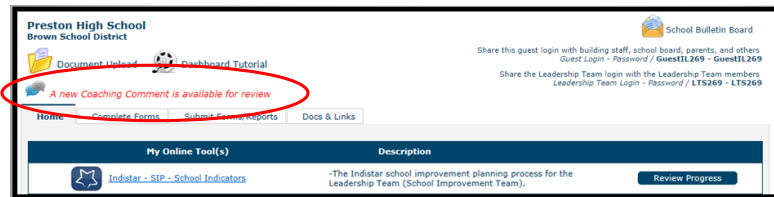
The state completes the Feedback form by drilling down to a school or district's Coaching page, from the state administration page. The state will then complete the Feedback form and submit a copy to the school or district. All levels (coaches, districts) will have view-only access of the form as submitted by the state.

The top screenshot shows the 'School & District Dashboards' menu. It includes a 'School Year Ending' dropdown set to '08/01/13 (2)', a 'Select:' dropdown set to 'District Information', and a 'District:' dropdown set to '--- displaying all districts ---'. The menu also contains buttons for 'Data Mining', 'Login Activity', 'Resources', and 'Reports'. Below the menu are buttons for 'Summary', 'Display Progress', and 'Submitted Reports'.

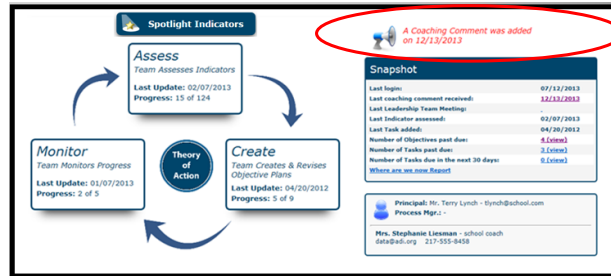
The bottom screenshot shows the 'Coaching Review' page. It has three tabs at the top: 'Coaching Review (show - hide)', 'Coaching Comment (show - hide)', and 'Critique/Feedback (show - hide)'. The 'Critique/Feedback (show - hide)' tab is highlighted with a red circle. Below the tabs is a 'Summary Report' section with a 'KansaStar Summary Report' title and a '1 of 2' page indicator.

For the Coaching Critique, coaches will be able to access the form as set up by the state, via the Coaching Review page. The coach will then complete the Feedback form and submit a copy to the school or district. All levels (state, coaches, districts) will have view-only access of the form as submitted by the coach.

Coaching notification



School and district leadership will get email notification when a coaching comment, review, critique, or state feedback form has been sent. Additionally notification will appear on the dashboard and main menu page.



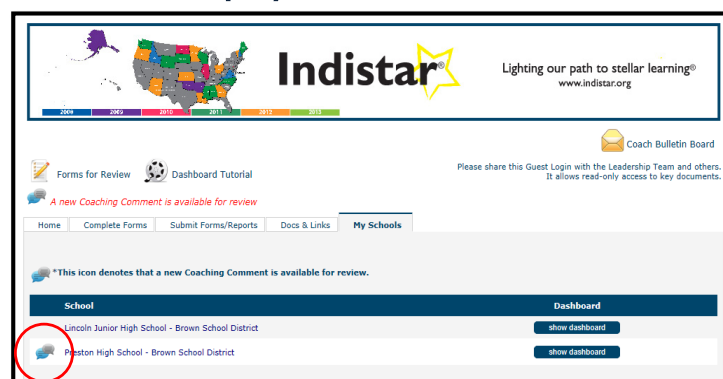
Replying to a Coach

The screenshot shows the "Coaching Comments" page. The navigation toolbar at the top includes icons for Back to Main Menu, Assess, Create, Monitor, Spotlight, Information Mission & Goals, School Team, Demographics, Assessment, Coaching Comments (highlighted with a red circle), and Team Agendas & Minutes. Below the toolbar is a table of comments.

Sender	Added	Added By	Reference	Indicator	Comments
Coach	08/11/11	Stephanie	Assess	ID05	Please provide a better description of your current level of implementation for this indicator. On another note, I will be at your next meeting coming up on Friday. See you then! Reply
School	08/11/11	Yvonne Holloman	Assess	ID05	Thank you and we will work on this.
School	05/22/13	bob	General		replying
Coach	08/11/11	Stephanie	General	Coach Review	Hi Team! I noticed in your Team Roster that you still have John Mackereel listed.....didn't he leave last month? Please remove him from your roster list and replace him with a new team member if he was responsible for any of the tasks or plans. Thanks and keep up the good work. Reply
School	06/28/12	Yvonne Holloman	General	Coach Review	Thanks, Stephanie. We will remove Mr. Mackereel's information.
School	05/22/13	bob	General		reply
School	03/20/14	Stephanie	General		To respond to a Coaching Comment, click on the "Reply or "Read More/Reply" link. This will open a new window where you will enter your response. Click "Save Coaching Comments" when you're finished.

School and district leadership may reply to coaching comments and reviews by going to the Coaching Comment page from the Navigation Toolbar. Critiques and feedback forms cannot be replied to.

Reply notification



Besides receiving email notification, when a coach logs in, he/she will see an icon next to any school or district who may have responded to a coaching comment or review.

Coaching: Support

- State or other consultants coach district teams; State or other consultants coach school teams; District liaisons coach school teams
- A coach's role is to build the capacity of the district or school team
- Constant communication and support are vital to building capacity and a strong implementation partnership
- Coaching can be done online or in person; Coaching comments and reviews should be entered into the tool to preserve the history

The Coach's role in an indicator-based, continuous improvement process is always to:

- build the capacity of the district or school team to function within a culture of candor
- help teams accurately determine the level of implementation of effective practices and provide sound evidence
- strive toward universal and consistent practice.

The Coach serves the district or school best:

- when helping the Leadership Team understand the meaning of each indicator
- gathering information necessary for an accurate assessment of current practice relative to the indicator
- offering suggestions for good plans
- monitoring results until the team is assured that the practice is fully implemented across the district or school

Basic Guidelines for a coach include:

- Ensure Effective Teaming; reinforce logistics—scheduling meetings and good team practices

Know when the Leadership Team is meeting and remind the Principal (or Superintendent in a district team) and Process Manager to prepare and distribute the agenda, worksheets, Wise Ways®, and rubrics (if the State provides rubrics). This may require phone calls and emails as well as coaching comments. Help the Team function as a “professional learning community” and stick to its agendas.

- Reinforce the Indistar® Work

When visiting the school or district, review the Leadership Team's work by entering the system with the Team and discussing what has been done and what lies ahead. Note upcoming reporting dates. Review Summary Reports and Task Reports.

- Support the Leadership (superintendent, principal, process managers)

When visiting the school or district, meet with the Principal or Superintendent and Process Manager to review Indistar® procedures and the Leadership Team's functioning. Leadership and participation by the principal is essential.

- Entry of work
Remind the Principal and Process Manager to enter the Leadership Team's work during the Leadership Team meeting or immediately after.
- Routinely Enter Coaching Comments and Periodic Reviews
Enter coaching comments after each Leadership Team meeting and at least twice a month; provide a periodic coaching review.
- Help Team Integrate Programs
Help the Leadership Team integrate other programs and responsibilities within the Indistar® process. Because Indistar® focuses on professional practice rather than programs, it supports implementation of all good programs.
- Promote Inclusion and Transparency
Encourage the Leadership Team to use the Guest Login and distribute Guest Login to all faculty and staff, parents, and school board members and help these groups to understand the meaning of the reports they view. Prepare the Leadership Team members to explain Indistar® to all stakeholders. Videos, Power Points, and other documents are available in the Resource section of Indistar®.

Remember this about coaching...

- The time you have to devote to coaching truly varies from state to state, and position to position
- Whether you are full time or part time, every coach should be looking at the work that their districts and schools are doing on a regular basis.
- A school or district can not build capacity alone. You are a critical partner in the process and in their success.
- Being in regular communication with your team(s) will ensure to them that they have support to move forward and guidance when they get off track.

Coach in person...

- Join the team meetings as often as you can
- Stop in and review the plan with the principal or superintendent

Coach online...

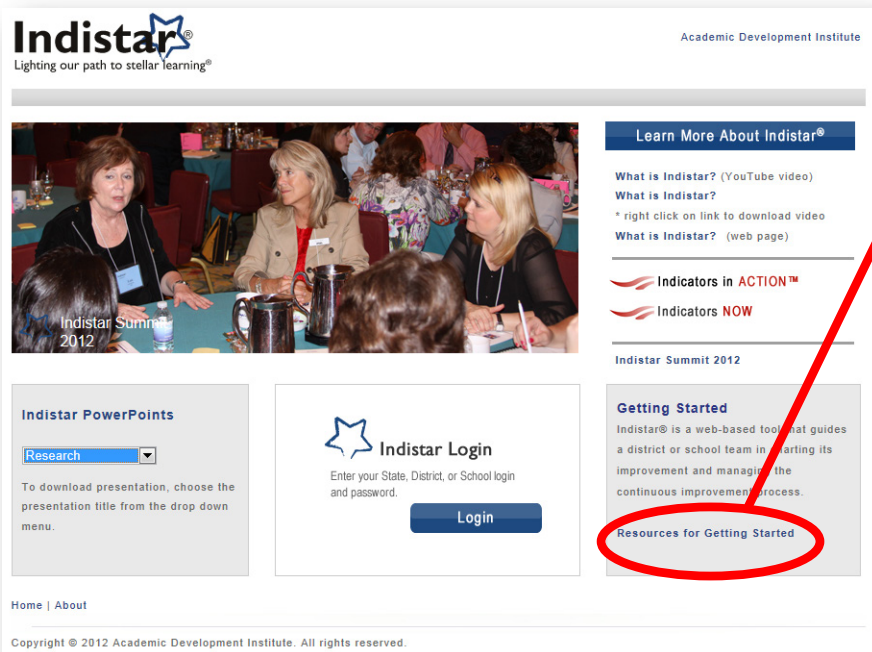
- On a regular basis, keep track of the district or school's progress
- Use coaching comments and/or reviews to send suggestions, encouragement and reminders

Don't forget these important qualities of a coach...

- Self-responsible and self-challenging
- Good listener
- Comfortable with discomfort
- Willing to take risks and make mistakes
- Good model for respect and partnership

- Non-defensive
- Continual learner
- Ability to clarify vision and concepts
- Consistent
- Pioneering spirit and long-term perspective
- Dialogues with colleagues
- Encourages others
- Facilitates involvement of others

Additional Resources for Coaches



Academic Development Institute has created several supporting documents for coaches, districts, and schools. They can be found at www.indistar.org under Indistar® Resources.

Document Upload

- The Document Upload feature enables districts and schools to upload documents for the state to view. The district can also view documents uploaded by its schools. The state may designate the names of the folders for schools or districts to place their documents in.



- Teams can upload files just like attaching documents to an email. Users will simply browse out to find their file, add detail information such as title and description, and drop it in either a state-created folder or create one of their own. All files can be viewed, updated, or deleted by the user. SEA staff and coaches will also be able to view, but not update, these files.

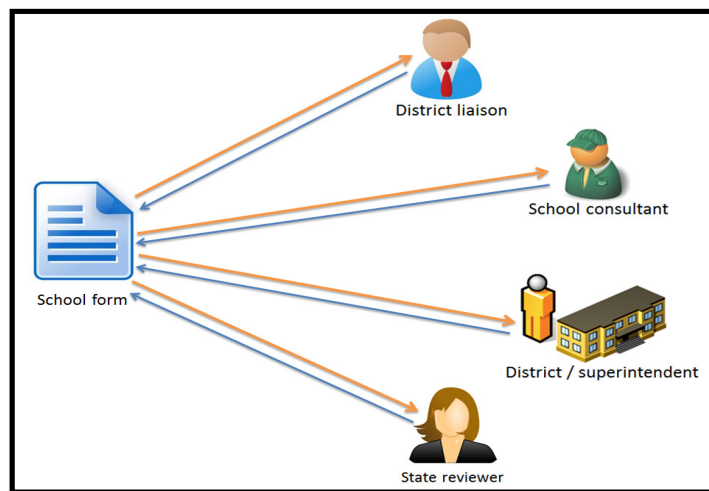
The screenshot shows the "Oklahoma Elementary School - Document Upload" form. At the top, there's a "Back to Dashboard" button. The main section is titled "Upload a New File...". It includes a "Document Type" section with a radio button for "New File" and a "Browse..." button. Below this, it lists "Allowed File Types: .doc, .docx, .xls, .xlsx, .pdf, .ppt, .pptx, .txt; limit 100 MB" and a note: "Note: For browser compatibility, any spaces in the file name of the file you are uploading will be replaced with underscores '_'". There's also a radio button for "Link to a Web Page / URL". The form has fields for "Title" (with a note "Maximum title length is 100 characters."), "Add in Folder" (a dropdown menu), "or create a new folder" (a text field), and "Description" (a large text area). At the bottom, there's an "Uploaded By" field and "Upload" and "Cancel" buttons. Below the form, it shows "0 - files uploaded of 30 - files allowed" and a link to "Document Upload Instructions". At the very bottom, there's a "Folder" section with a link to "select a folder to view files", showing a folder named "School Improvement" with "0 file(s)" and a folder named "Title I" with "0 file(s)". There's also a "Rename a Folder" button.

Reviewable Forms

How Reviewable forms work:

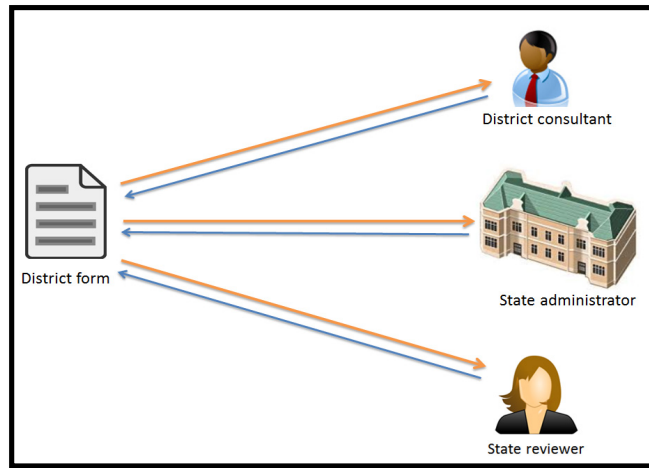
- The form is completed by the school or district.
- The form is saved and submitted for Review.
- The reviewer (designated by the state) makes suggestions/updates and may or may not approve the form for final submission.
- Updates, if needed, are made by the school or district.
- When form has been given the reviewer's approval, the school or district can submit a final version to the SEA from the dashboard.
- A form may be sent for review multiple times, if necessary.

School Level: Reviewable Forms



School level forms are filled out by each school/leadership team. Once the form has been completed, it may be sent off for review. The state will decide who will review a school form: the district liaison, school consultant, district office, or a state reviewer. Each form may only be connected to one reviewer. Once the form has been reviewed, the reviewer can make comments and decide whether revisions are needed, OR decide that the form is accepted and a final version may be submitted to the state.

District Level: Reviewable Forms



District level forms are filled out by each district/leadership team. Once the form has been completed, it may be sent off for review. The state will decide who will review a school form: the district consultant, a state reviewer, or a state administrator. Each form may only be connected to one reviewer. Once the form has been reviewed, the reviewer can make comments and decide whether revisions are needed, OR decide that the form is accepted and a final version may be submitted to the state.

Indistar


Lincoln Junior High School
Brown School District

Document Upload | Dashboard Tutorial

Home | **Complete Forms** | Submit Forms/Reports | Docs & Links

Click on each form to update, save, and/or send for review, if applicable. To submit a copy of the form to your state department, please go to the 'Submit Forms/Reports' tab to find the due date and submit button.

*This icon denotes a reviewable form.

Form	Status	Description/Instructions
 School AYP/SMART Goals		

On the Complete Forms tab, fill out the form and then click "SAVE AND SEND FOR REVIEW" to send to state for comments.

Form

Reviewer

Sent for Review

Reviewers only....



Lighting our path to stellar learning®
www.indistar.org

Forms for Review
Indistar Sample State

[Refresh Form List](#)

Submitted For Review	Site Name	Reviewable Form
2/11/2011	Apple Pie Elementary	School School Improvement Plan Required Objectives Form Summary Report Comprehensive Report
4/25/2011	Apple Pie Elementary	School AYP/SMART Goals Summary Report Comprehensive Report

On the Reviewers page, fill out the reviewer comment areas (if needed) and then choose the appropriate level for acceptance....*Accept, Revise & Submit, or Return with Revisions.*

[Save](#)
[Save and Preview](#)
[Accept](#)
[Revise and Submit](#)
[Return with Revisions](#)
[Close](#)

Once the Reviewer has commented on the form, the school or district will get email notification that the review has been completed.

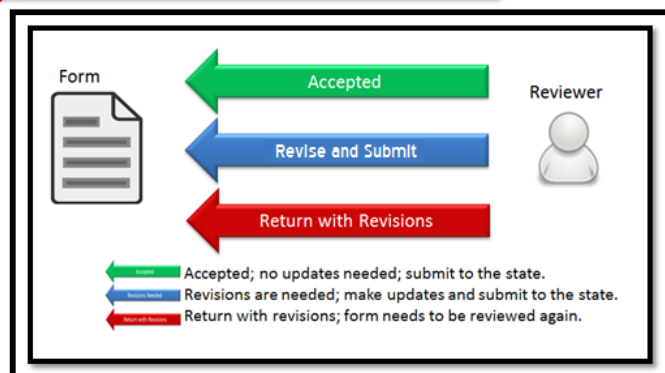
Home **Complete Forms** Submit Forms/Reports Docs & Links

Click on each form to update, save, and/or send for review, if applicable. To submit a copy of the form to your state department, please go to the 'Submit Forms/Reports' tab to find the due date and submit button.

← *This icon denotes a reviewable form.

Form	Status	Description/Instructions
← School AYP/SMART Goals	← Revise and Submit	For schools who have not made AYP.


The school or district should always view the reviewer comments inside each form and make any and all suggested updates prior to submitting to the SEA.



Submitting the forms

Home Complete Forms **Submit Forms/Reports** Docs & Links

To submit, click the submit button for each form or report that is due.
Click the date of the Submitted and Previous to view these reports.

Report Name	Submit By	Submit	Submitted	Previous
School Success Report -10/31	October 31	<input type="button" value="submit"/>	 12/31/12	
School Success Report -1/31	January 31	<input type="button" value="submit"/>		
School Success Report -5/31	May 31	<input type="button" value="submit"/>		
School AYP/SMART Goals Report	September 30	<input type="button" value="submit"/>		

Once all updates are made as suggested in the Reviewer comments, the user will go to the Submit Forms/Reports tab, find the report name, and click the submit button to send a final version to the state.

Bulletin Board

General announcements can now be sent to coaches, schools, districts, and administrators. The bulletin board can be accessed from each level's dashboard



When active messages are available, the envelope icon will change from empty to full. **State Administrators can send to all or any of the following:**

- Other State Administrators
- All districts
- All schools

- Only schools in a specific indicator group*
- Coaches...district consultants, district liaisons, school consultants

District consultants can send to:

- All districts assigned to them

School coaches (school consultants & district liaisons) can send to:

- All schools assigned to them
- Only schools assigned to them, in a specific indicator group*

Districts can send to:

- All schools assigned to them
- Only schools assigned to them, in a specific indicator group*

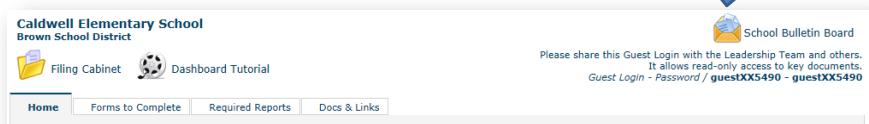
**A school group is identified by a set of indicators.*

Schools can only receive messages.

ADI/Indistar can send to all or any of the following, in all states or just a few states:

- Other State Administrators
- All districts
- All schools
- Only schools in a specific indicator group
- Coaches...district consultants, district liaisons, school consultants


View received messages:




You've got mail!

Bulletin Board			
Welcome Caldwell Elementary School - XX			
Received Messages: 4			
Date Sent	Message Expires	From	Your Message
01/10/2013	01/15/2013	Stephanie - SEA	Teams, don't forget to join us for the 2013 Kickoff webinar training Friday at 9:00! Register soon!
01/11/2013	01/15/2013	Darienne - coach	I will be reviewing progress in Indistar on Friday. Please have all of your team meeting information entered.
01/05/2013	01/31/2013	Dr. Stephens - district	Welcome back teams! I hope everyone had a relaxing and enjoyable holiday break and you are ready to jump back into your work! We have some great PD events coming this semester. Details to follow!

Create a message:

 District Bulletin Board



Create a new message

Create a New Message

Instructions:

1. Select the message recipient(s).
2. Enter a "Start Date" and "Expiration Date".
3. Enter the sender's name in the "From" box.
4. Create the message in the box provided and hit "Send" or "Cancel".
5. Once the message is sent it will post in the sent messages.

NOTE: Expired messages will not appear in the "sent" list or your recipient's received messages.

Who will receive this message?


School Level: ☐ All Schools ☐ Select Groups


Start Date: Expiration Date:

From:

Compose your message (1000 character limit characters left)

View/edit sent messages

 District Bulletin Board



Sent messages

Sent Messages: 1

Date Sent	Message Expires	From	Your Message		
01/05/2013	01/31/2013	Dr. Stephens - district	Welcome back teams! I hope everyone had a relaxing and enjoyable holiday break and you are ready to jump back into your work! We have some great PD events coming this semester. Details to follow!	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Update Message

Start Date: Expiration Date:

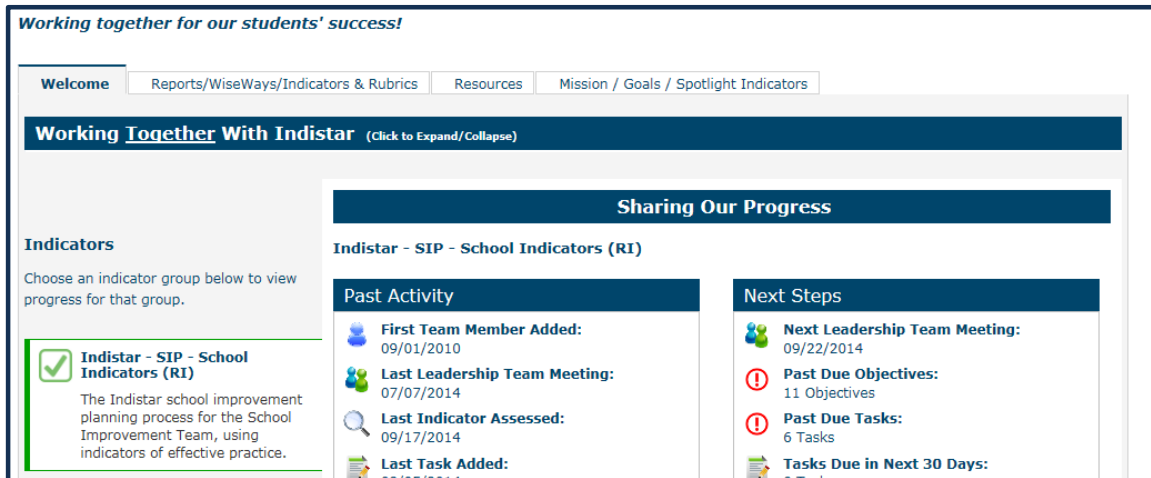
From:

Compose your message (1000 character limit 783 characters left)

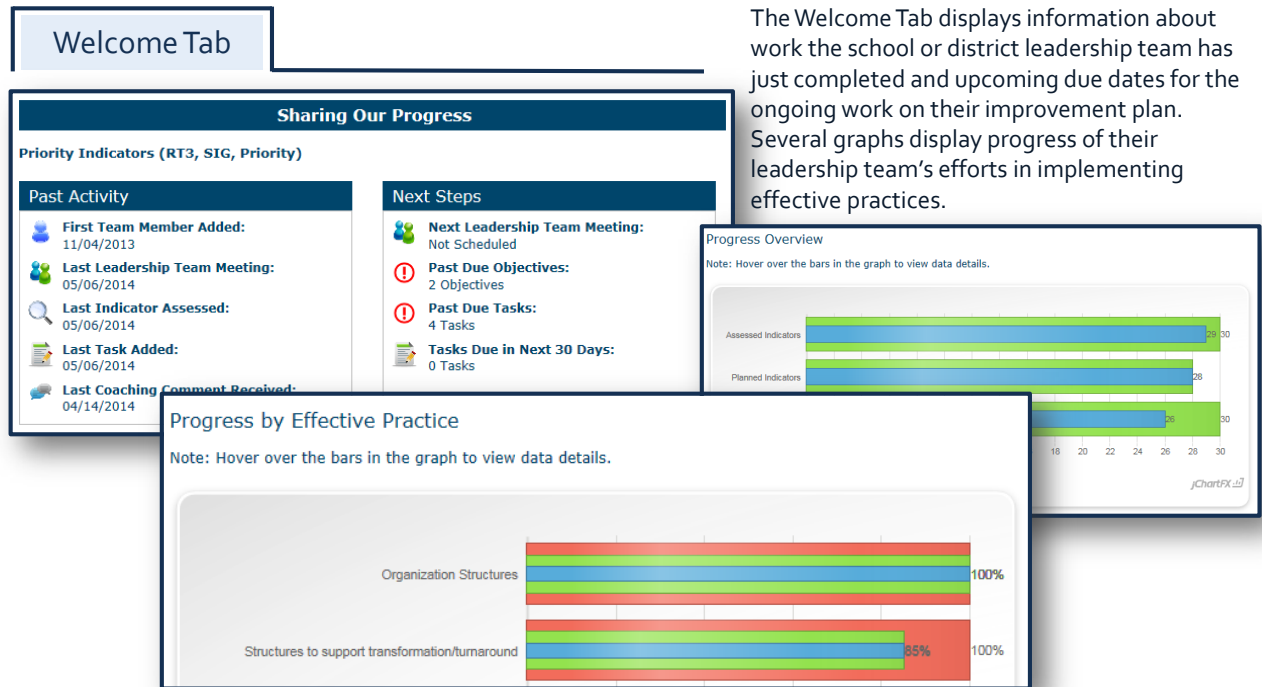
Welcome back teams! I hope everyone had a relaxing and enjoyable holiday break and you are ready to jump back into your work! We have some great PD events coming this semester. Details to follow!
Edit
Delete

Guest Page

Guest Page



The guest page shares the ongoing progress and achievements of a school or district with its teachers, parents, school board, community, and others.



Reports/Wise Ways/Indicators/Rubric

Indicators of effective practice...

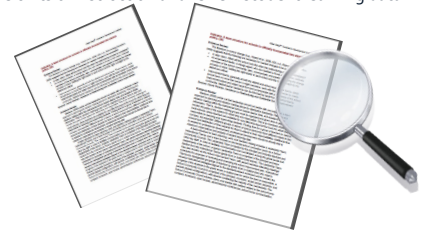
Example:

ID07 A Leadership Team consisting 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).

ID10 The 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.

ID13 Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data.



Indistar - SIP - School Indicators (RI)
The Indistar school improvement planning process for the School Improvement Team, using indicators of effective practice.

Indicators: [\(View List\)](#)
WiseWays/Rubrics: [\(View List\)](#)

Reports – several reports to display progress

Reports

- [Celebrate Our Success!](#)
- [Where Are We Now?](#)
- [Comprehensive Plan](#)
- [Summary Report](#)
- [Accomplishment Report](#)

Celebrate Our Success!

This report shows indicators which have been determined by the Leadership Team to be fully implemented, either in the team's initial assessment or after meeting the objective for the indicator. These indicators are the school's norms, what is done routinely and with high quality.

Wise Ways – research briefs that provide an explanation, relevant research, and citations of resources for each indicator of effective practice.

Resources

Websites

Academic Development Institute
School Community Network
Indistar
Center on Innovations in Learning

Videos

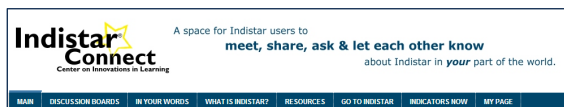
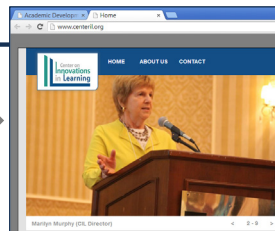
What is Indistar?
The Indistar Leadership Team
Indicators in Action
Indicators Now

Communities of Practice

Ed Leaders Network
Indistar Connect

Documents

Making Indistar Work for You
Theory of Action



4- Mission/Goals/Spotlight Indicators

Mission →

Goals →

Indicators

[Welcome](#) [Reports/WiseWays/Indicators & Rubrics](#) [Resources](#) **Mission / Goals / Spotlight Indicators**

The Mission Statement for **Mt. Adams School**:

this is my statement.....

Mt. Adams School established the following goals in alignment with the school's mission statement.

- Goal #2
- Goal #3.....

To achieve these goals, **Mt. Adams School** has chosen to focus on implementing these Spotlight Indicators:

Support for School Improvement, "Steps to Success" - School Indicators (RI)

No Spotlight indicators have been selected for this group.

Transformation Implementation Indicators

A1 The LEA has an LEA transformation team. (1629)
A2 The LEA has assessed its LEA capacity to support transformation. (1630)
A3 The LEA provides LEA transformation team members with information on what the LEA can do to promote rapid improvement. (1631)
A4 The LEA has designated an internal lead partner for each transformation school. (1632)
B1 The LEA has examined current state and LEA policies and structures related to central control and made modifications to fully support transformation. (1633)
B2 The LEA has reoriented its culture toward shared responsibility and accountability. (1634)
C1 The LEA has determined whether an existing principal in position for two years or less has the necessary competencies to be a transformation leader. (1639)
J5 The LEA assists school leaders in networking with potential partners and in developing partnerships. (1707)

5- Leadership Team

Mt. Adams School
Working together for our students' success!

[Welcome](#) [Reports/WiseWays/Indicators & Rubrics](#) [Resources](#) [Mission / Goals / Spotlight Indicators](#) **Leadership Team**

Use the links on the Reports/WiseWays/Indicators & Rubrics tab to review and print Indicator lists, WiseWays list, and Comprehensive Report for your Leadership Team meeting.

Support for School Improvement, "Steps to Success" - School Indicators (RI)

Indicators of effective practice to assess, plan, and implement.

- [Team Agendas & Minutes](#)
- [Team Members](#)
- [Coaching Comments](#)
- [Tasks Report](#)

Transformation Implementation Indicators

SIG implementation indicators to assess, plan and monitor, designed to promote school improvement, while meeting federal requirements.

- [Team Agendas & Minutes](#)
- [Team Members](#)
- [Coaching Comments](#)
- [Tasks Report](#)

Turnaround Indicators

Research-based effective practice indicators utilized for school improvement.

- [Team Agendas & Minutes](#)
- [Team Members](#)
- [Coaching Comments](#)
- [Tasks Report](#)

Leadership Team members now have access to Coaching Comments and Meeting Agendas by using the Leadership Team login that can be found on the school or district dashboard.

Access Levels



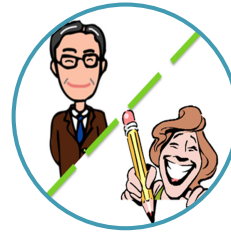
Guests

- Wiseways®
- Indicator Lists
- Latest Updates/Progress
- View-only Charts/Reports
 - Celebrate Our Success!
 - Where are We Now
 - Comprehensive Report
 - Summary Report
 - Accomplishments Report



Leadership Team

- Wiseways®
- Indicator Lists
- Latest Updates/Progress
- View-only Charts/Reports
 - Same as guest
- Coaching Comments
- Leadership Team Agendas and Meeting Minutes
- Team Roster



Principal/Superintendent & Process Manager

- Full/Editable Access to:
 - Wiseways®
 - Indicator work
 - All Reports
 - All Forms
 - Submissions/Due Dates
 - Coaching Comments
 - Agendas and Minutes

For more resources and information on Indistar

please visit

www.indistar.org

For resources and information on other Academic Development Institutes projects

please visit

www.adi.org



Lighting our path to stellar learning®

www.indistar.org



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www.adi.org