

Top Tips for Using the Indistar Administration Reports

State Administrators will automatically be taken to this view upon login.

Districts & Coaches will login and click the Administration icon located at the top right of the white banner.



Latest Activity

Submissions

Critiques &
Feedbacks

Reports



Click each button (above) to get Navigation and tips for each section of the Administration pages.



Latest Activity

Submissions

Critiques & Feedback

Reports



HOME

District Name	Name	Last Login	Selected Indicators	Our Direction Report	Comprehensive Report	Summary Report	Actions Report
Lincoln District 121	Abraham Middle School (Lincoln)	09/18/20	12	Run	Run	Run	Run

- District Name** All currently Active Schools and/or Districts (A-Z by District, then School)
- School Name** Listed A-Z by district
- Last Login** Last date of login by Principal and Process Manager (or Superintendent and Process Manager)
- Selected Indicators** The number of currently selected indicators by School or District
- Our Direction Report** Displays Mission, Vision, Goals, and Selected Indicators
- Comprehensive Report** All plan details for each currently selected Indicator
- Summary Report** Latest process activities, such as Indicator progress, meetings, coaching comments, and responses
- Actions Report** Detailed report of all action steps for Selected Indicators, and their progress



Did you notice that the site name is now a hyperlink? Simply click on the name and go straight to their dashboard!

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Latest Activity Tab

Navigation bar with buttons: Home, Latest Activity (active), Submissions, Critiques & Feedback, Reports, Edit, Pin, Settings.

LATEST ACTIVITY

School Information | Effective Practice Indicators | --- displaying all districts ---

Run Search

Indicator Activity is based on currently selected indicators.

Comments and Meeting Activity is based on the last 90 days

District Name	Name	Last Login	Selected Indicators	Indicators Assessed	Indicators Planned	Actions Created	Indicators Achieved	Comments Received (last 90 days)	Comments Responded (last 90 days)	Meetings (last 90 days)
Lincoln District 121	Abraham Middle School (Lincoln)	09/18/20	25	12	6	10	3	1	0	0
Lincoln District 121	ADI Internal Test School - 4D Filters (Lincoln)	01/20/20	0	0	0	0	0	0	0	0
Lincoln District 121	Kickapoo Creek Community School (Lincoln)	07/24/20	18	1	1	1	0	0	0	0

Quickly print or save data as a pdf!

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Submissions

Navigation bar with icons and buttons: Home, Latest Activity, Submissions (active), Critiques & Feedback, Reports, Edit, Pin, Settings.

SUBMISSIONS

Submissions

2020-2021 | District Information | --- displaying all districts ---

Run Search *Submitted & Not Submitted Report links will only display for current school year.

List of Schools or Districts who have or have not submitted a specific report. (excel)

Reports	Status & Submission	# Submitted	# Not Submitted	Total # Active Districts
Schoolwide Program Plan	View Status	0	3	3
Title I Application	View Status	0	3	3
Family Engagement Plan	View Status	0	3	3
Needs Assessment	View Status	0	3	3

(continued on next page...)

Now...administrators and coaches can quickly see if a form has been:

- Submitted,
- Sent for review, or...
- Returned (& the Status)

Submissions

2020-2021

District Information

--- displaying all districts ---

Run Search

*Submitted & Not Submitted Report links will only display for current school year.

Reports

Status & Submission

Submitted

Schoolwide Program Plan

View Status

0

Title I Application

View Status

0

Family Engagement Plan

View Status

0

Needs Assessment

View Status

0

Status & Submissions

Note: Form & site name will only appear in this list once they have been sent for review, returned, or submitted.

School Name	Last Update	Status	Submitted	Contact
Abraham Middle School	8/19/2020		8/19/2020	Email address
ADI Internal Test School - 4D Filters	11/14/2019	Accepted/Needs Submitted		Email address

Other Status Options →

- Sent for Review
- Revise & Return
- Revise & Submit

Close

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CRITIQUES & FEEDBACKS

The new addition of a dropdown allows users to select which Critique/Feedback report they would like to view.

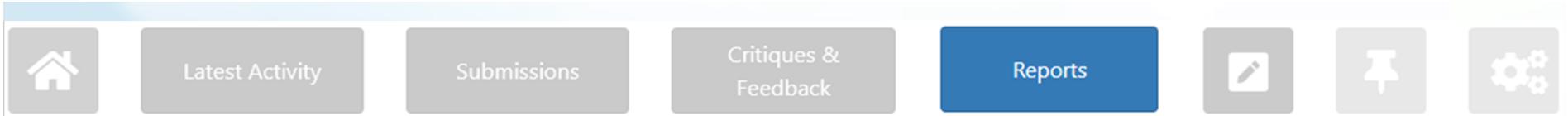
2015-2016 School Information

Quality Feedback Form

Run Search

School	Form	Submitted on
Apple Elementary School	Quality Feedback Form	6/9/2015
Parker Middle School	Quality Feedback Form	6/23/2015
		3/22/2015
Springer High School	Quality Feedback Form	6/24/2015

Reports



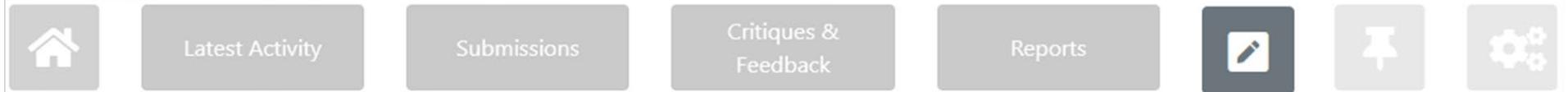
REPORTS

- Implementation Report**
 - View which indicators districts and schools have assessed, planned, and achieved.
- School Activity**
 - View trend data for schools by requested date range.
- District Activity**
 - View trend data for districts by requested date range.
- Coaching Activity**
 - Track activity of school and/or district coaches.
- Data Mining**
 - Data Mine indicator assessments, plans, action steps, and implementation.
- Progress Query**
 - Review data and identify schools (or districts) that meet criteria for variables specified in the query.
- Form Aggregate Data**
 - Produce form reports in different formats for analysis.
- *School Logins**
 - Password protected list of Logins & Passwords for currently registered schools.
(*Restricted Access)
- *District Logins**
 - Password protected list of Logins & Passwords for currently registered districts.
(*Restricted Access)

** Some reports are not currently available to all access levels.*



Forms for Review



FORMS TO REVIEW

Forms to Review

Refresh Form List

Summary Report Comprehensive Report



Submitted For Review	Site Name	Reviewable Form		
8/19/2020	Parker Middle School	Schoolwide Assurances Form		
8/19/2020	Springer High School	Title I Application		



- 
- Latest Activity
- Submissions
- Critiques & Feedback
- Reports
- 
- 
- 

BULLETIN BOARD

The Bulletin Board is a great feature in Indistar, that is often under-utilized!

-  Due Date Reminders
-  Training or Webinar Bulletins
-  Effective Practice Tips

State Leaders can send to:
Districts, Coaches, Schools, and other State Administrators

District Leaders can send to:
Coaches and Schools within their District

Coaches can send to:
Assigned Districts or Schools


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Latest Activity

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RESOURCES


Full School and District Indicator Lists


Wise Ways Research


Indicators in Action Videos


Additional Resources & Tools

Success Indicators	Wise Ways®	Rubric	Filter Tag(s)	Video	Resource
ID01 A team structure is officially incorporated into the school governance policy. (36)	WW			Video	Resource
ID02 All teams have written statements of purpose and by-laws for their operation. (37)	WW				Resource
ID03 All teams operate with work plans for the year and specific work products to produce. (38)	WW			Video	
ID04 All teams prepare agendas for their meetings. (39)	WW			Video	Resource
ID05 All teams maintain official minutes of their meetings. (40)	WW			Video	Resource
ID06 The principal maintains a file of the agendas, work products, and minutes of all teams. (41)	WW			Video	Resource
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)	WW			Video	Resource
ID08 The Leadership Team serves as a conduit of communication to the faculty and staff. (43)	WW			Video	Resource
ID09 The Leadership Team shares in decisions of real substance pertaining to curriculum, instruction, and professional development. (44)	WW			Video	Resource
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. (45)	WW			Video	Resource
ID11 Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams. (46)	WW			Video	Resource
ID12 Instructional Teams meet regularly (twice a month or more for 45 minutes each meeting) to conduct business. (47)	WW			Video	Resource
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. (48)	WW			Video	Resource
IE01 The principal makes sure everyone understands the school's mission, clear goals (short term and long term), and their roles in meeting the goals. (52)	WW			Video	Resource
IE02 The principal develops the leadership capacity of others in the school. (53)	WW			Video	
IE03 The principal communicates the likelihood of success based on the plan and hard work. (54)	WW			Video	
IE04 The principal models and communicates the expectation of improved student learning through commitment, discipline, and careful implementation of sound practices. (55)	WW			Video	

Q How can we use this data?

A Here's a few ideas...

Indicator Progress

- Are the teams meeting regularly?
- Are the teams using Agendas and keeping Meeting Minutes?
- How many Indicators are selected?
- Do the Indicators align to their Needs Assessment?
- Are they making progress on their Indicators?
- Are target dates realistic?
- Are they using the Wise Ways research?
- Etc.



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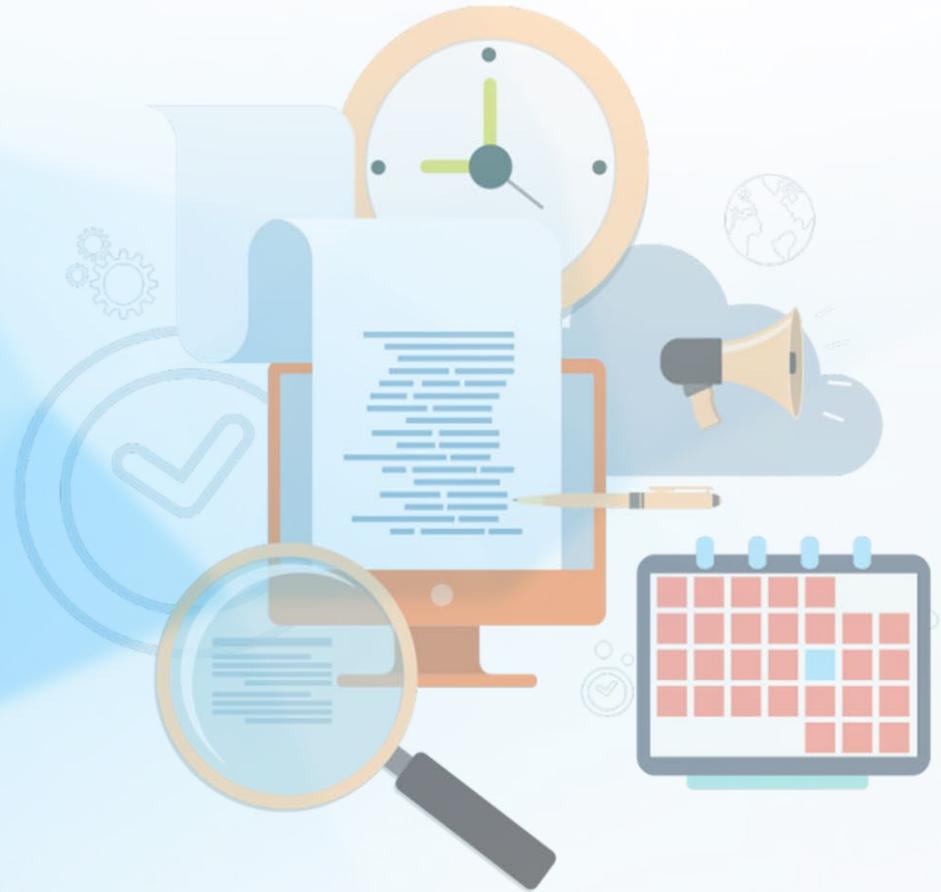
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Q How can we use this data?

A Here's a few ideas...

Compliance & Monitoring

- Have forms been completed and submitted on time?
- Do forms & budgets align to Indicator work plans, where applicable?
- Are required budgets and evidence(s) uploaded into the system?
- Have edits or additions been made to compliance documents per Reviewer's feedback?
- Etc.



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