

Community-based Preschool Administrator's ISTAR-KR Jumpstart Guide

Step 1: Complete and Submit the School Creation Form

The school creation form will indicate a school/site's interest in using the ISTAR-KR tool. The completed form should be emailed to istarkr@doe.in.gov. An email response will be sent once the form has been processed. The response will contain the unique identifier assigned to the school called the *School Number*. The *School Number* is a combination of letters and numbers and will be used any time the school/site communicates with IDOE.

The "School Creation and Administrator Form" is located on the [ISTAR-KR webpage](#).

The email response will also include registration information for the school/site administrator.

A school is eligible to move forward to Step 2 after receiving the school number and administrator registration information.

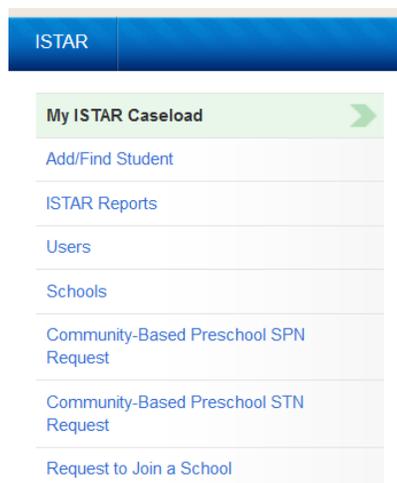
NOTE: The school creation form should only be submitted one time for a school/site. A new or additional identifier cannot be assigned to a school/site with an existing unique identifier. If a school/site already has a school number, go to Step 2.

Step 2: Log In to ISTAR-KR Website

To access ISTAR-KR go to istarkr.doe.in.gov.

A first time user should select the "register" option and follow the registration cues. The registration information provided in Step 1 will be necessary to complete this process.

After a successful login, an ISTAR-KR administrator's home screen will display the following options:



My ISTAR Caseload: The list of students assigned to the administrator's caseload.

Add/Find Student: Find students and add to an educator's caseload.

ISTAR Reports: Find and generate various ISTAR-KR reports.

Schools: Set educator permissions and confirm educators with existing accounts.

Community-Based Preschool SPN Request: Generate or locate SPNs for staff.

Community-Based Preschool STN Request: Generate STNs and load students into your school.

Request to Join a School: Move or add school membership.

Step 3: Loading Educators into ISTAR-KR

All educators who will access ISTAR-KR will need an SPN, School Personnel Number. Only ISTAR-KR administrators can create SPNs for new staff members. Educators with existing SPNs will not receive a new number. SPN creation is only for new ISTAR-KR users.

There are two SPN creation options. Use option 1 to create multiple SPNs at once. Use option 2 to create a single SPN.

Option 1: Creating Multiple SPNs in a Single Batch

**Must utilize Microsoft Excel to complete this option*

The "ISTAR-KR SPN Creation Form" is available on the [ISTAR-KR webpage](#).

1. Complete the SPN Creation Form. Ensure all information entered into the roster is accurate and in the appropriate format. Save the form as an "Excel Workbook .xlsx" file in a retrievable location.
 - Additional instructions are located within the tabs at the bottom of the spreadsheet.
2. Log in to [ISTAR-KR](#) and select "Community-Based Preschool SPN Request" from the menu on the left side of the page.
3. Select "File Upload". Browse for and select saved SPN Creation Form.
4. Ensure "File Format" is set to "Excel xlsx".
5. Click "Upload File".
6. Generated SPNs will appear at the top of the page.
7. Record the SPNs and distribute to educators.
 - Educators must have the SPN to register for ISTAR-KR.

Option 2: Creating a Single SPN

1. Log in to [ISTAR-KR](#) and select "Community-Based Preschool SPN Request" from the menu on the left side of the page.
2. Complete requested information in the lower box. Ensure all information entered is accurate.
3. Select submit.

4. Generated SPN will appear at the top of the page.
5. Record the SPN and distribute to the educator.
 - Educator must have the SPN to register for ISTAR-KR.

For educators who have existing ISTAR-KR access with another school/site

Educators with existing ISTAR-KR access at another school can request to join your school. Please reference the Educator Jumpstart Guide for additional instructions on this process.

Step 4: Loading Students into ISTAR-KR

All students using ISTAR-KR will need an STN, Student Test Number. This number will follow the child throughout their educational career in Indiana. A signed consent form must be collected for any student receiving an STN. Consent forms are available on the [ISTAR-KR webpage](#).

There are two STN creation options. Use option 1 to create multiple STNs at once. Use option 2 to create a single STN.

Option 1: creating multiple STNs in a single batch

**Must utilize Microsoft Excel to complete this option*

The "ISTAR-KR STN Creation Form" is available on the [ISTAR-KR webpage](#).

1. Collect signed consent forms for each student.
2. Complete the STN Creation Form. Ensure all information entered into the roster is accurate and in the appropriate format. Save the form as an "Excel Workbook .xlsx" file in a retrievable location.
 - Additional instructions are located within the tabs at the bottom of the spreadsheet.
 - **BEST PRACTICE:** Compare the information on the STN Creation Form and Consent Form before submission and correct all inconsistencies.
3. Log in to ISTAR-KR and select "Community-Based Preschool STN Request" from the menu on the left side of the page.
4. Click box to indicate signed consent forms have been collected for each student listed on the roster.
 - In order to legally submit the student information, the school/site must obtain written consent. If a signed consent form is not present, remove student from the roster.
5. Select "File Upload". Browse for and select saved staff roster.
6. Ensure "File Format" is set to "Excel xlsx".
7. Click "Upload File".
8. A success message will appear at the top of the page.
 - If the upload is not successful, additional instructions will appear at the top of the page.

Option 2: Creating a Single STN

1. Collect signed consent form for student.

2. Log in to ISTAR-KR and select "Community-Based Preschool STN Request" from the menu on the left side of the page.
3. Click box to indicate signed consent form has been collected for student.
 - In order to legally submit the student information, the school/site must obtain written consent. If a signed consent form is not present, do not proceed with STN creation.
4. Complete requested information in the lower box. Ensure all information entered is accurate.
5. Select submit.
6. A success message will appear at the top of the page
 - If the request is not successful, additional instructions will appear at the top of the page.

Step 5: Set Permissions for Educators

ISTAR-KR users new to a school must be granted access by school's ISTAR-KR administrator. Only an ISTAR-KR administrator can set permissions for an educator. Educator access must be set in order for the individual to appear as a case manager options.

Adding Access:

1. Navigate to the "Schools" tab within the ISTAR-KR tool.
2. Click on "Educators".
3. Select "Set Permissions" for the educator.
4. Assign appropriate ISTAR-KR permission level (Educator / Administrator).
5. Save the changes.

Miss Ruth's Round-Up (E504)

Home **Educators**

Import Educators **School Members Report**

Find an educator:

First Name: Last Name:

Now displaying 1-16 of 16

	<p>Audrey Carnahan ISTAR Administrator</p> <p>ISTAR Administrator</p>	<p>View Profile Send Message Remove Member Set Permissions</p>
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Step 2

Miss Ruth's Round-Up (E504)

SET SCHOOL PERMISSIONS

Select permissions for *Audrey Carmahan*

ISTAR Access:

No Access
 Educator*
 ISTAR Administrator

*An educator may be a special educator, preschool teacher, private daycare provider, therapy provider, nurse, psychologist, or K-2 general educator.

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Step 4

Removing access:

1. Navigate to the "Schools" tab within the ISTAR-KR tool.
2. Click on "Educators".
3. Select "Remove Member" for the educator.
4. Confirm the removal of the educator.

Step 6: Assign Students to Case Managers

A user must have ISTAR-KR Administrator access to add students to a caseload. Educator level ISTAR-KR access CANNOT add students to their own caseload.

1. Click on the Add/Find Student tab.
2. Fill in the appropriate search filters.
 - Note: clicking search without completing a search filter will generate a list of all students associated with your school.
3. Click the box next to a student's name.
 - Note: select one or multiple students.
4. Select the case manager and click assign.

 **Assessment:** Access the full ISTAR-KR assessment.

 **Progress Monitoring:** Indicates an open progress monitoring exists for a student; icon not always present.

 **File Cabinet:** ISTAR-KR assessment summary reports and attachments.

 **Student Demographics:** Demographic information about the child.

 **Access Log:** View log of user access to a student's record.

 **Student Security:** View shared access to a student's record.

 **Reassign Student:** Change student's case manager. Icon only available to those with administrator access.

 **Remove Case Manager:** Remove student from educator's caseload.