

# Community-based Preschool Educator ISTAR-KR Jumpstart Guide

## Step 1: Log In to ISTAR-KR Website

To access ISTAR-KR go to <https://istarkr.doe.in.gov>.

Your local administrator will provide your School Personnel Number (SPN). You must have this number in order to register for an ISTAR-KR account. See the Administrator ISTAR-KR Jumpstart Guide for details on SPN creation process.

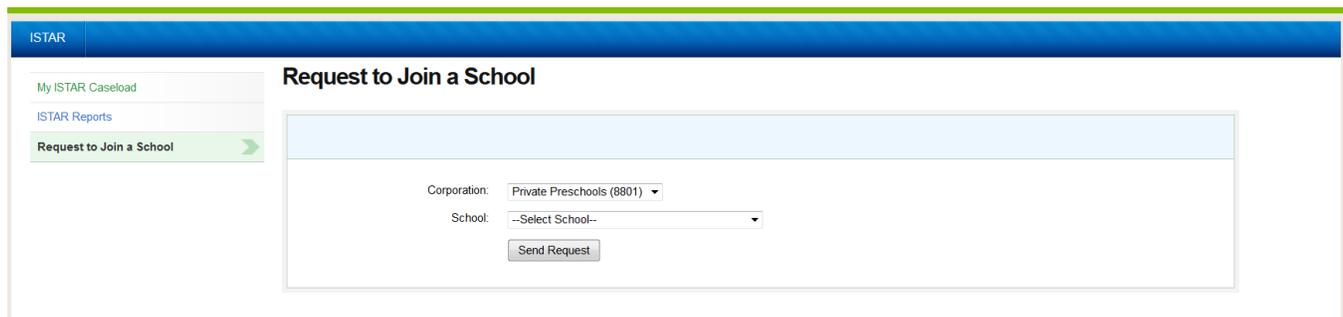
My SPN: _____
My ISTAR-KR Username: _____
My ISTAR-KR Password: _____

A first time user should select the “register” option and follow the registration cues.

After completing the registration process, the user will confirm their account by responding to the NOREPLY email.

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

1. Log in to your existing ISTAR-KR account.
2. Navigate to the “Request to Join a School” tab.
3. Select the school you would like to join.
4. Send the request.



The local ISTAR-KR administrator will need to confirm your request in order for you to access the new school.

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

The screenshot shows the ISTAR-KR home screen. At the top is a blue header with the word 'ISTAR'. Below the header is a navigation menu with three items: 'My ISTAR Caseload' (highlighted in green), 'ISTAR Reports', and 'Request to Join a School'. To the right of the navigation menu is the main content area titled 'My ISTAR Caseload'. It contains a table with the following columns: Student Name, School, Grade, Date of Birth, Case Manager, and Date Last Assessed. The table has one row of data: Kenobi, Obi-wan; Miss Ruth's Round-Up; PK; 1/1/2013; west, adam; 7/11/2016. To the right of the 'Date Last Assessed' column are several icons: a star, a folder, a document, a shield, and a red X.

Student Name	School	Grade	Date of Birth	Case Manager	Date Last Assessed
Kenobi, Obi-wan	Miss Ruth's Round-Up	PK	1/1/2013	west, adam	7/11/2016

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

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

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

## Step 2: Accessing Students

The local ISTAR-KR administrator must assign students to an educator's caseload. Once students are assigned they will appear on the home screen.

This screenshot is identical to the one above, showing the ISTAR-KR home screen with the 'My ISTAR Caseload' table. Below the table, there is a footer area. On the left, it says 'Copyright © 2009 Indiana Department of Education | Help | Contact Support'. On the right, there is the Indiana Department of Education logo. Below the footer, there is a small text block: 'The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of students' education records and requires prior written consent from a parent, guardian, or eligible student before any personally identifiable information from a student's education records be released or disclosed, except as provided in 34 CFR § 99.31. Written consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or parties to whom the disclosure may be made. Granting consent for the use of the ISTAR-KR assessment is voluntary and may be revoked my at any time but such revocation must be in writing to become effective. Any revocation of consent is not retroactive and will not apply to ISTAR-KR assessments conducted prior to the written revocation of consent. Any data obtained from a child's ISTAR-KR assessment must be stored securely and in compliance with FERPA.'

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

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

 **File Cabinet:** View 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.



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

## Step 3: Conduct the Assessment

In order to create an assessment, click the  icon located within the caseload.

On the first screen, select the child's grade level: preschool ages 0-2 or prekindergarten ages 3-5. Then select the purpose of the assessment: entrance, interim, or exit. Lastly, for community-based preschools the exceptionality listed should be "none". An exceptionality should only be selected by a child's special education teacher of record at a public school corporation. Click next once all information is entered.

**Create Assessment**

Student Name: Kenobi, Obi-wan      School(s):  
 Date of Birth: 1/1/2013      Grade: Pre-Kindergarten Ages 3-5 (PK)

**Assessment Set-up Info**

Assessing at Grade Level: Pre-Kindergarten Ages 3-5  
 Assessment Type: KR (Early Childhood)  
 Purpose: [Select One]  
 Exceptionality: None

Cancel   Next

Next, confirm the information you entered was correct. If errors exist, use the previous button to make corrections.

**Create Assessment**

Student Name: Kenobi, Obi-wan      School(s):  
 Date of Birth: 1/1/2013      Grade: Pre-Kindergarten Ages 3-5 (PK)

**Assessment Set-up Info**

Assessing at Grade Level: Pre-Kindergarten Ages 3-5  
 Assessment Type: KR (Early Childhood)  
 Purpose: Interim KR  
 Exceptionality: None

**Areas to Assess:**

Mathematics     English/Language Arts     Physical Skills  
 Personal Care Skills     Social Emotional Skills

Cancel   Previous   Next

Finally, finish the assessment creation.

**Create Assessment**

Student Name: Kenobi, Obi-wan      School(s):  
Date of Birth: 1/1/2013      Grade: Pre-Kindergarten Ages 3-5 (PK)

**REVIEW ASSESSMENT CREATION**

**Assessment Set-up Info**

Assessing at Grade Level: Pre-Kindergarten Ages 3-5  
Assessment Type: KR (Early Childhood)  
Purpose: Interim KR  
Exceptionality: None

**Areas to Assess:**

- Mathematics
- English/Language Arts
- Physical Skills
- Personal Care Skills
- Social Emotional Skills

Cancel Previous Finish

ISTAR

My ISTAR Caseload

Print Draft Report View Attachment(s) Delete Assessment

**Areas to Assess**

Student Name: Kenobi, Obi-wan      School(s): Miss Ruth's Round-Up  
Date of Birth: 1/1/2013      Grade: Pre-Kindergarten Ages 3-5 (PK)

Assessment created successfully for **Obi-wan Kenobi**. Those users with access to the student can now score the assessment.

CATEGORY			
Mathematics		<input type="checkbox"/>	0 of 6 threads complete.
English/Language Arts		<input type="checkbox"/>	0 of 8 threads complete.
Physical Skills		<input type="checkbox"/>	0 of 5 threads complete.
Personal Care Skills		<input type="checkbox"/>	0 of 5 threads complete.
Social Emotional Skills		<input type="checkbox"/>	0 of 6 threads complete.

Assessment Date

**Return to My ISTAR Caseload**

Assessment date must be chosen to finalize assessment.

- Score the assessment:** Record child's assessment.
- Behavior Objectives:** View indicators for the skill/performance thread.
- Add Attachment:** Add attachments (small picture files, scanned images) to the thread.
- Glossary of Terms:** Find definitions of terms used in the thread.
- Thread Notes:** Add/Upload thread notes.

All 5 threads, Mathematics, English/Language Arts, Physical Skills, Personal Care Skills, and Social Emotional Skills, must be completed and the date the assessment was conducted must be entered in order to finalize the assessment.

Once an assessment is finalized it is added to the child's "File Cabinet", their permanent school record.