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](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: _________________________________](image)

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:

**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.

**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.

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

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.