

ISTAR Administrator Guide

Learning Connection

You must have a Learning Connection account and that account must have ISTAR access.

To register for an account: Log on to: <https://learningconnection.doe.in.gov> and click the *Register* button. Follow the steps (make sure that you choose at least one school).

To get ISTAR Access: Once your Learning Connection account has been accepted, your local LC administrator sets your permission for ISTAR to Administrator. If you do not have an Apps tab on your Learning Connection Dashboard, you will need to contact your local LC Administration to edit your ISTAR permissions set up.

Log-in

1. Log on to: <https://learningconnection.doe.in.gov>
2. Enter username and password.
3. Click Login.



Learning Connection Dashboard

The Learning Connection Dashboard has a variety of tools available to teachers and administrators such as Classes, Library, Grade Book, and Reports. This guide will focus only on the Tabs: Profile, Contacts and Communities and Apps. The Apps tab is where the ISTAR application is accessed.

Profile tab:

1. Click on the **Profile** tab.
2. Complete the sections of the **Info** tab as you desire. Also on the info tab is an edit button after your name to make corrections if needed.
3. You can upload a photo to serve as the picture that represents you to your colleagues.
4. Click on the **Settings** tab to make changes to settings, user information of defaults.
5. Click on the **Notifications** tab to set up what notifications you want to receive from the system and how often.

Contacts & Communities tab:

1. Click on the **Contacts & Communities** tab and select **My Contacts**.
2. Click the **Find a Person** link to search for your colleagues on the Learning Connection.

a. Enter the information you want to filter by and then click on the **Search** button.

b. Click the **Add to Contacts** link for colleagues that you want to add to your contacts. Add as many contacts as you wish. (Contacts will appear in your list when your request is accepted).

3. Click on the **Find a Community** tab.

a. Select User Created to find communities of professional interests that have formed in the Learning Connection or select School to locate a school you need access to.

b. Type in a keyword and then click on the **Search** button.

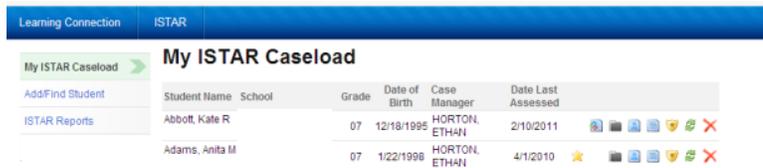
c. When you find a community that you want to join, click the "Join Community" link. Communities will appear in your list automatically unless they require permission from a community admin. Any school you asked to join will require permission from the local Learning Connection Administrator.

** If you are the local ISTAR Administrator, you should join the **IDOE Early Childhood Special Ed. Administrators** and /or **the IDOE - ISTAR Alternate Assessment Administrator** Community. The purpose of these communities is to disseminate information from the Office of Student Assessment regarding the ISTAR Assessments. Membership is only available to coordinator personnel recommended by local Special Education Directors.

ISTAR

1. Click on the **Apps** tab.
2. Select the **ISTAR** link.

My ISTAR Caseload



The screenshot shows the 'My ISTAR Caseload' interface. At the top, there are tabs for 'Learning Connection' and 'ISTAR'. Below the tabs, there is a navigation bar with 'My ISTAR Caseload' selected. To the left of the table are links for 'Add/Find Student' and 'ISTAR Reports'. The table has columns for Student Name, School, Grade, Date of Birth, Case Manager, and Date Last Assessed. Two students are listed: Kate R. Abbott and Anita M. Adams. Each student row has a set of icons to its right, including a star, a folder, a document, a person, a shield, and a red X.

Student Name	School	Grade	Date of Birth	Case Manager	Date Last Assessed	Icons
Abbott, Kate R		07	12/18/1995	HORTON, ETHAN	2/10/2011	[Icons]
Adams, Anita M		07	1/22/1998	HORTON, ETHAN	4/1/2010	[Icons]

Students will only appear on My ISTAR Caseload for an administrator account if:

- They are the TOR/Case manager for these students.
- If they have specific access to these students.

NOTE: Only a Case Manager can create a new assessment and/or finalized it. Only a Case Manager can create a progress monitoring assessment and/or finalize it. Any user with access can add ratings once the assessment has been created.

Add/Find Student

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

1. Click on the **Add/Find Student** tab.
2. Fill in the appropriate lines (first, last name) and/or filters (corporation, school, case manager, grade). Filters can be used as a single option or a combination of options. The more filters entered, the more condensed the list of students that appear.
3. Click Search. A list of students will appear who fit the criteria you selected along with icons.

All Students will have these icons:

-  File Cabinet – ISTAR assessment Summary Reports and any attachments beginning with October 2009 should be available.
-  Access Log – Log of user access to the student's file.

Students without a Case Manager also have these icons:

-  Assign Case Manager - Click on this icon and type in the last name of the user and click **Search**. Click **Add** to make this user the Case Manager.

[Add](#) Add to My Caseload - Click on this icon to add the student to your own caseload. These students will appear under the My ISTAR Caseload tab.

Students with a Case Manager also have these icons:

 Student Security – Click this icon to give other user’s access to this student. Click + **Add User** and type in the last name of the user and click **Search**. Click **Add** to give this user access to the student to add ratings and run reports.

 Reassign Student - Click on this icon and type in the last name of the user and click **Search**. Click **Add** to make this user the Case Manager.

 Remove Case Manager – Click on this icon and the student will be removed from the case manager’s caseload.

*If you cannot find a user’s name in the list to add security access, assign or reassign, please make sure that this user has ISTAR access in the appropriate school(s).

ISTAR Reports

The following reports are accessible by clicking ISTAR Reports on the left of your Dashboard:

1. Individual Reports

- Assessment Summary
- Comparison Bar Graph (KR only)
- Progress Monitoring

Accessing Individual reports:

1. Click on **ISTAR Reports** on the left of your Dashboard.
2. Click on **Individual Reports**.
3. Select a corporation from the drop down list (if applicable).
4. Select a school from the drop down list.
5. Select a case manager from the drop down list.
6. Select a school from the drop down list.
7. From Report to run: select one of the reports.
8. Check the box of the report date you want to run.
9. Click Generate Report. A pdf version of the report will appear and user can save or print.

2. KR (used for ISTAR KR Only)

- **Monitoring Report** – This report functions as a time management tool for Preschool Special Education users to know when to finalize the electronic ISTAR-KR assessments, as per the state minimum

requirements. This report serves to assist local administration in monitoring timely finalization of ISTAR-KR electronic data entry. THIS IS NOT A STATE COMPLIANCE REPORT.

Accessing the KR Monitoring report:

1. Click on ISTAR Reports on the left of your Dashboard
 2. Click on Monitoring under the KR heading
 3. Select a Report Universe (My Caseload or My schools). * If My Schools is selected you can run the report for All My Schools or an individual school
 4. Select a Start and End Date
 5. Click on Generate Report
- **KR Data Report** - This report is an excel spreadsheet that can be pulled by corporation, school or case manager and will display all assessments finalized within a date range.

Accessing the KR Data report:

1. Click on ISTAR Reports on the left of your Dashboard
 2. Click on KR Data Report under the KR heading
 3. Select a Report Type (Corp, School or Case Manager) and make a selection from the drop down list
 4. Select a Start and End Date
 5. Click on Generate Report
- **KR Entrance-Exit Data Report** – This report is an excel spreadsheet that can be pulled by corporation, school or case manager and will display entrance and exit age level data and OSEP outcome scores.

Accessing the KR Entrance-Exit Data report:

1. Click on ISTAR Reports on the left of your Dashboard
2. Click on KR Entrance-Exit Data Report under the KR heading
3. Select a Report Type (Corp, School or Case Manager) and make a selection from the drop down list
4. Select a Start and End Date
5. Click on Generate Report

3. Alternate Assessment (used for School Age Alternate Only)

- **Compliance Report** – This report is only available March 1-April 30th. The Compliance report lists the students that have ISTAR in lieu of ISTEP+ selected for the assessment. This report will let users know which students have (finalized) assessments and those who do not during the ISTAR AA assessment window. Progress on assessments can be monitored regularly to assure compliance.

Accessing the Compliance Report:

1. Click on ISTAR Reports on the left of your Dashboard
 2. Click on Compliance Report under the Alternate Assessment heading
 3. Select a Report Universe (My Caseload or My schools). * If My Schools is selected you can run the report for All My Schools or an individual school
 4. Select a Start and End Date
 5. Click on Generate Report to update the window
- **Alternate Data Summary Table** – This report is an excel spreadsheet that can be pulled by corporation or school and summarizes all students' assessment scores per Academic Area for Spring 2011.

Accessing the Alternate Data Summary Table:

1. Click on ISTAR Reports on the left of your Dashboard
 2. Click on Alternate Data Summary Table under the Alternate Assessment heading
 3. Select a Report Type (Corp or School) and make a selection from the drop down list
 4. Select Spring 2011 for the Harvest Period
 5. Click on Generate Report
- **Annual Alternate Student Report** - This is an Official Report to share with parents which includes the cut scores and Performance Level Descriptors. The 2011 report is available in the student file once it is generated here or individually by the case manager.

Accessing the Annual Alternate Student Report:

1. Click on **ISTAR Reports** on the left of your Dashboard
2. Click on **Annual Alternate Student Report** under the Alternate Assessment heading
3. Select School for the Report Type. * The reports can be generated for All My Schools or an individual school
4. Click on **Generate Report**. A pdf version of the report will be added to the student file

General Resources

- Refer to the **ISTAR KR Teacher and AA Teacher Step by Steps** for details on *MY ISTAR Caseload*, *ISTAR Assessment*, and *Progress Monitoring*.
- ISTAR information, resources and contacts – from the IDOE website: <http://www.doe.in.gov> ,click the **ISTEP+/Assessments** link on the left side of home page and then ISTAR or ISTAR-KR.
- Learning Connection – from the IDOE website: <http://www.doe.in.gov> click the **Learning Connection** link on the left side of home page.
- ISTEP+, IMAST, and ECA information and contacts, from the IDOE website: <http://www.doe.in.gov> , click the **ISTEP+/Assessments** link on the left side of home page ISTEP+/Assessments, and find the assessment needed

Who to Contact When you Need Help

- LC Accounts for public schools, contact your local LC Administrator
- General ISTAR-KR Assessment issues, contact: acarnahan@doe.in.gov
- General ISTAR Alternate Assessment issues, contact: kstein@doe.in.gov
- Technical issues: contact: LC Help Desk, lcsupport@doe.in.gov or submit an online support form from the Contact Support link on the bottom of every page in Learning Connection.