Preschool Administrators Jumpstart Guide for ISTAR KR in Learning Connection

Step 1: Verify your access in Learning Connection (LC)

To access Learning Connection, go to: https://learningconnection.doe.in.gov. Enter your username and password, then click **Log In.** A first time user should select the "register" option and follow the registration cues.

Local administrators of the Learning Connection are responsible for providing and setting security access to ISTAR for administrators and educators. Permissions for ISTAR administrators should be set at the corporation level and permissions for educators should be set at the individual school level. If you do not have administrative access to Learning Connection you will need to get this from your local LC admin. They will be able to upgrade your account to the appropriate permissions. If you have any questions about this process, please contact: lcsupport@doe.in.gov (link sends e-mail).

Step 2: Set Permissions for Educators

ISTAR-KR users new to a school must be granted "ISTAR Access" by school or corporation Learning Connection admin. Only a LC administrator can set permissions for an educator. Educator access must be set in order for the individual to appear as a case manager options and have access to the ISTAR app.

Adding Access:

1. Click on the "Administration" tab within Learning Connection.
2. Navigate to the "Schools" tab and find the school in the Search option.
3. Click on the "Educators" tab and locate the education who needs access.
4. Select "Set Permissions" for the educator.

Miss Ruth's Round-Up (E504)

| Home | Inbox | Calendar | Announcements | Forums | Files and Bookmarks | **Educators** | Parents | Students | Classes | Imports | Settings |

Import Educators   **School Members Report**

Find an educator:
First Name: [   ]   Last Name: [wright]   [Search]

Now displaying 1-1 of 1

Kristian Wright   View Profile | Send Message
Educator   Remove Member | **Set Permissions**

5. Assign appropriate ISTAR permission level (Educator / Administrator).

SCHOOLS / EDUCATORS

Miss Ruth's Round-Up (E504)

SET SCHOOL PERMISSIONS

Select permissions for *Kristian Wright*

Learning Connection Role:
- ○ Non-Administrator
- ○ School System Administrator (Tech Access)
- ○ School Data Manager (Data Access Only)
- ○ School Administrator (Data and Tech Access)

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.

[Save] | Cancel

6. Save the changes.

LEARNING CONNECTION
Providing data, resources and tools to support student achievement

| Dashboard | Classes ▾ | Library ▾ | Grade Book | Reports | Profile | Contacts & Communities ▾ | Testing ▾ | Apps ▾ |

ISTAR

Dashboard   **Miss Ruth's Round-Up (E504)**

The educator will now have the ISTAR link under the "Apps" tab in Learning Connection.

Step 3: Loading Student into ISTAR-KR

Students are loaded automatically into the Learning Connection from the STN Application Center (the state reporting site), the day after the state enrollment reports are completed by your local person who completes the state reports.

Public/Charter schools:

Upload the DOE--RT (Real Time) report to the STN Application Center. The day after the RT submission is complete, students will be automatically populated within Learning Connection.   The DOE-RA (Real Time Access) report is used to report students who you need ISTAR/IEP access to via Learning Connection, but are not enrolled in your schools (e.g. student attends a private school, preschool student, student attends co--op, etc)

Private/Parochial schools:

Upload the DOE-EM (Enrollment/Mobility) report to the STN Application Center. The day after the EM submission is complete, students will be automatically populated within Learning Connection.

Note: Students will need to be uploaded yearly.

Step 4: Assign Students to Case Manager

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

Single Student:

1. Navigate to the ISTAR link under the "Apps" tab.
2. Click on the Add/Find Student tab.
3. 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.
4. Click the 📇 (Assign a case manager) icon for the student to assign.
5. Select the case manager and click assign.

Multiple Students:

1. Navigate to the ISTAR link under the "Apps" tab
2. Click on the Add/Find Student tab.
3. 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.
4. Check the box in front of each student's name.
5. Find the educators name in the drop down and click assign.

Other icons on Add/Find

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

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 dropdown 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 an 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 dropdown list
  4. Select a Start and End Date
  5. Click on Generate Report

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 LC Tabs: Profile, Contacts and Communities and Apps. **The Apps tab is where you access the ISTAR-KR assessment application.**

Dashboard

After you log-in you view the main page of the Learning Connection Program, the blue row across this page is your Dashboard.   A variety of information is available to you from this page. Please take the time to regularly view **notifications, announcements**, **forum threads, upcoming events and your contacts and communities**.

Complete your profile

1. From the *Profiles* tab you can edit your basic information, settings, and notifications.

   ° *Info* tab – you can edit your e-mail, basic information, send messages to contacts or remove them from your list, and view your communities or remove it from your list. Also on the *info* tab is an edit button after your name to make corrections if needed.

   ° *Settings* tab – you can edit your privacy settings, user information, and defaults.

   ° *Notifications* tab – you can set the frequency of notifications and what type of notifications you want to receive.

Add contacts and join communities

You can view your contacts and communities or add new a one(s)

° *Find a Person* – you can add other LC users as contacts by adding them from here. You can search by name only, or filter by subject or grade level/course.

    a) Go to "Contacts and Communities" tab.
    b) Click on "Find a Person" link. Type in a name and click *Search*.
    c) Click on + *Add to Contacts* for colleagues you want to add to your contacts.

° *Find a Community* – there are two types of communities, user created (e.g. ISTAR Alternate Assessment users) and schools. You must have ISTAR access to the school where the student's STN is to be able to assess the student in ISTAR.

    a) Go to "Contacts and Communities" tab.
    b) Click on "Find a Community" link.
    c) Select *User Created* to find communities of professional interest or select *School* to locate a school you need access to.
    d) Type in a keyword and click *Search*.
    e) Click on *Join Community* link to add to your list of communities.

The Preschool Educator JumpStart Guide for ISTAR in LC can be found in the *KR Training Materials* folder from the *Files and Bookmarks* tab of the *IDOE – ISTAR-KR Educators Community*

IDOE - ISTAR-KR Educators

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Files and Bookmarks

Files and Bookmarks / KR Training Materials