

Preschool Educator Jumpstart Guide for ISTAR KR in Learning Connection

Step 1: Log In to Learning Connection

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.

Step 2: Open the ISTAR-KR application from the “Apps” tab

From the homepage navigate to the “Apps” tab and select ISTAR.



(Note: If you do not have ISTAR listed under the Apps tab, contact your local Learning Connection administrator. They are responsible for providing and setting security access to ISTAR).

From the Apps tab you will be in the ISTAR application. You will have two options on the left side of the screen



- **My ISTAR Caseload:** The list of students assigned to the educator’s caseload.
- **ISTAR Reports:** Find and generate various ISTAR-KR reports.

Step 3: 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.

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

-  **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 4: Create an ISTAR-KR 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, select the exceptionality or none if applicable. 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

NOTE: Only the Case Manager can finalize an ISTAR-KR assessment.

Step 5: Conduct the Assessment

After you have created an assessment, the follow page will appear. In order to get back into an assessment, click the  icon located within the caseload.

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.

Attachments

1. Attachments can be added per assessment page.
2. The paper clip icon  is at the end of each performance row. This function will allow you to attach evidence (work sample, photograph, etc.) from your work computer to correspond to a particular performance area.
3. And, there is *+Add Attachment* at the top of each assessment page. This allows adding the item to more than one assessment area.
4. Select the attachment format desired, browse for the document you want to upload, select Attach file, give it a name in the Description box, Save.

Glossary of Terms

A glossary of terms is accessible at the end of each row to define terms, select the question mark icon

Anecdotal Notes

If you would like to include a note for a skill, go to the pad icon at the end of the row, click, and type the anecdotal note. Spell check is accessible in the Notes application and your name and date will automatically be included. The note appears between the performance rows

REMEMBER: ANYTHING YOU WRITE IN ANECDOTAL NOTES IS PART OF THIS LEGAL DOCUMENT. PLEASE USE POSITIVE LANGUAGE AND USE SPELL CHECK.

Draft Reports Available

1. A draft report of ratings selected is available prior to finalizing an assessment. It is located on the *Assessment Map*, select *Print Draft Report*.
2. The draft report will note the data of the rating per performance item.
3. The assessment summary will only show the finalized data at the top of the report, but will display the shaded boxes of mastered skills, NOT dates per rating.

Delete Assessment

Delete assessment is available and appears on the *Assessment Map*. This can only be used when an assessment **has not been finalized**.

Step 6: Finalize the Assessment

When all five assessment pages have been completed, a box will appear on the Assessment Areas map. Only finalize when you are confident in the ratings. The data of finalization will appear on the Individual Assessment Summary report.

An *Assessment Summary Report* is accessible by selecting the *Student Reports* icon on the caseload list

ISTAR Reports

1. The **Assessment Summary Reports** are accessible via **Student Files** icon  on the caseload list:
2. Finalized student assessments from February, 2009, and beyond will be accessible via the Student File Cabinet on the caseload list.
3. The following reports are accessible by clicking **ISTAR Reports** on the left of your Dashboard:
 - a. KR Monitoring Report
 - b. Bar Graph of multiple finalized assessment dates
 - c. Assessment Summary Individual Report
 - d. Progress Summary Report
4. **PLEASE NOTE:** A classroom aggregate/group report is available to Administrators, please ask your administrator to download and print your aggregate data report. There are two aggregate reports: KR Data Summary Table and KR Entrance and Exit Data Report. Both are specific to selected date range and are simply raw data in excel format for you to save to your own computer and sort and display as needed.

Step 7 (Optional) Progress Monitoring Assessment

The *Progress Monitoring (PM)* icon  will only appear after the initial assessment is finalized.

NOTE: Only the Case Manager can finalize PM.

1. The user can select what assessment areas to rate and what performance threads to rate. Unlike the assessment, the user DOES NOT have to rate all areas in Progress Monitoring.

2. User selects *PM* icon , to advance to the *Create Progress Monitoring Assessment* page.
3. User selects assessment areas and then selects Next, Previous or Cancel.
4. User selects performance areas to rate then select Next, Previous or Cancel.
5. User selects Finish.
6. The Progress Monitoring Areas display, and the user selects a pencil icon  of the assessment areas to begin ratings.
7. PM ratings include each behavior objective to rate with a 7-point rubric. The rubric is in a drop down box.
8. User Select skill level for each item, select *Save*.
9. After rating a PM assessment page, and saving, the user is taken back to the *PM Assessment Map* to choose the next performance thread to rate.
10. A draft report can be viewed and printed from the *PM Assessment Map* page.
11. You may also *Delete PM Assessment* prior to finalizing; this is located on the *PM Assessment Map* page.
12. When all selected performance threads are rated, select *Finalize PM Assessment*.
13. A finalized Summary *PM Assessment Report* can be accessed from the caseload list by selecting ISTAR Reports function on the left of the user's Caseload page.

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.