

Next Steps— NC Star

General Information	Page 2
Creating a Plan	Page 3
Adding a Task	Page 6
Creating PDFs of the Plan	Page 7
Worksheets	Page 10
Create Worksheet	Page 11
Monitor Worksheet	Page 12

General Information

- This is a transition year.
- All 12 Key Indicators should be assessed prior to developing the plan and tasks.
- Schools should generate at least two plans with supporting tasks.
 - Any one plan can have multiple tasks/activities.
 - By the end of February, try to generate plans with supporting tasks for at least two objectives.
 - Schools will “monitor” their tasks for the remainder of the year during the SIP team meetings. This will be a “standing” agenda item.
 - The goal will be to move an indicator from “limited” status to “full” status.
- After the transition year, the general rule will be that all 12 Key Indicators should be fully implemented or progressing to fully implemented.
 - NC Star recommends working on 4 indicators per year.
 - The 4 indicators would have plans with supporting tasks.
 - We will move to 4 indicators per year beginning with the 2017-2018 school year.
- Remember to provide access via your school’s website to your school improvement and/or NC Star plan AND include a copy of your old/current plan as we transition.
 - Include information related to the transition on the website.
 - Possible narrative for the website:

“Caldwell County Schools and name of school are transitioning this year (2016-2017) to using the NC Star tool for continuous school improvement. You can access our continuous school improvement plan by using the following login and password information:

GuestS15## (username) and GuestS15## (password) at www.indistar.org

Or you can review our progress with the following PDF’s:

These PDF’s are updated at least twice a year and include the school’s self-assessment of identified and required school improvement indicators, and the plans with tasks to improve in designated areas.”

Creating a Plan with Tasks in NC Star

1. Log-in at www.indistar.org



The image shows a login page with a teal background. At the top, it says "Welcome". Below that, it asks the user to "Please enter your Login and Password below". There are two input fields: "Please Enter Your Login" and "Please Enter Your Password". A blue "LOGIN" button is positioned below the password field. At the bottom left, there is a "Contact Us" link with an envelope icon. At the bottom right, there is a logo for "adi" (North Carolina Department of Public Instruction).

2. From the main landing page, click on “[Student Success Indicators](#)” next to the blue star.



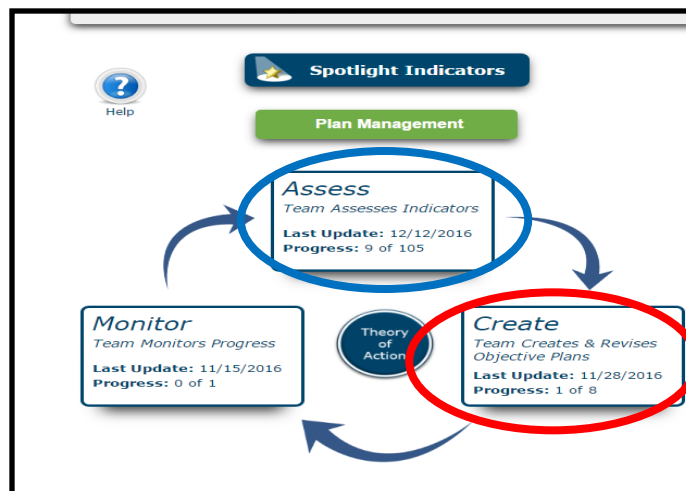
The screenshot shows the NCStar dashboard. The header includes the NCStar logo and the North Carolina Department of Public Instruction. The main content area has a table with the following structure:

My Online Tool(s)	Description
 Student Success Indicators	All Schools All Schools should use data to select which of the 105 Student Success Indicators they will include in their School Improvement Plan. Priority (Including Cohort IV SIG recipients), Focus, & Low-Performing schools will assess the 12 “key” indicators first and work on creating plans for those not yet at full implementation. Schools will continue to create plans for indicators as needed. Schools will work on reaching full implementation on 4 to 8 indicators per year.

A blue arrow points to the "Student Success Indicators" link in the table. To the right of the table, there is a "Review Progress" button. The dashboard also includes navigation tabs like "Home", "Complete Forms", "Submit Forms/Reports", and "Docs & Links".

OR

3a. Click on “[Assess](#)” in the Theory of Action process.



3b. Click on “[Create](#)” in the Theory of Action process.

This is a more direct approach

There are multiple ways to generate/create plans.

4a. If you clicked on “Assess,” you may apply the “Key Indicators” filter. Click on tab “3. Indicators Assessed.”

Indicators in red are assessed and fully implemented. Plans and tasks are not created for red indicators.

4b. If you clicked on “Create,” the screen has the indicators assessed. Indicators in red are fully implemented. Plans and tasks are not created for red indicators.

ID	Objectives	Added Date	*Index	Assigned To	Target Date	Tasks	Filter Tag(s)
A1.01	The principal will model and communicate the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices. (5082)	12/04/2016	4	- removed -	12/16/2016	0	
A2.04	Instructional Teams will develop standards-aligned units of instruction for each subject and grade level. (5094)	11/11/2016	6	Donald C. Duck	11/29/2016	0	
A4.01	The school will implement a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers. (5117)	11/18/2016	6	- removed -	12/01/2016	0	
A4.06	All teachers will be attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary. (5124)	11/18/2016	9	Carolyn Afford	11/08/2016	0	
B1.01	The LEA will have an LEA Support & Improvement Team. (5135)	11/21/2016	9	- removed -	10/28/2016	0	
B1.03	A Leadership Team will consist of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice monthly) to review implementation of effective practices. (5137)	12/07/2016	9	- removed -	9/26/2016	0	

- Find the indicator that the school wants to work on. You may click on the “Select Objectives by Effective Practice” box just above the objectives to see the rankings.
- Depending on your pathway to this spot, the screen may appear slightly different or in a tab but the plan and task(s) are entered in the same manner.
- The objective, level of implementation, priority score, opportunity score, and current level description are displayed.

A1.01 - The principal will model and communicate the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices. (5082)

ASSESS

Level of Development or Implementation: Limited Development **Priority Score:** 2 **Opportunity Score:** 2

Current Level Description: very limited

8. Create a Plan.

- Assign a team member in the drop down menu.
- Describe how the objective will look when fully implemented. Don't write how to get there. **Describe/write what it will look like as a final result.**
- Include description of evidence to support full implementation. **Describe what you are looking for to justify full implementation.**
- Establish a date when the description will be reality (full implementation.)
- Click “[save](#).”

A1.01 - The principal will model and communicate the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices. (5082)

ASSESS
Level of Development or Implementation: Limited Development Priority Score: 2 Opportunity Score: 2
Current Level Description: very limited

CREATE A PLAN

1. Assign a team member to manage and monitor your work toward this objective. *required

2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met. *required

sample

3. Establish a date by which your description above will be a reality.

4. Edit information in items 1 - 3 above.

5. Create a series of tasks that will lead to full implementation of this objective. Be sure to include tasks for gathering and analyzing the information needed to show evidence of full implementation.

To assist in creating plans, worksheets may be downloaded. Complete directions start on page 11.

- Use the Navigation Toolbar.
- Click on Assess-Create-Monitor.
- Click on “Create (blank)” and use the disk icon to select the download format (word, pdf, csv).

9. Click on “Add a task.”

- Create one task (action step/activity) in the series for this objective.
- Assign a person responsible for this task from the drop down menu or enter in box.
- Establish a date this task will be completed or become routine.
- Is this a recurring task? Click “yes” or “no.”
- Record notes that will be helpful for the person responsible for the task. Include forms of evidence, resources needed, agendas, etc.
- Click “Save.”
- Add as many tasks as needed to meet the plan. Narratives and tasks can be edited at anytime.


5. Create a series of tasks that will lead to full implementation of this objective. Be sure to include tasks for gathering and analyzing the information needed to show evidence of full implementation.

Add a task

Task Information

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task: or Enter -->

5 c. Establish a date this task will be completed or will become routine: 

5 d. Is this a recurring task? Yes No

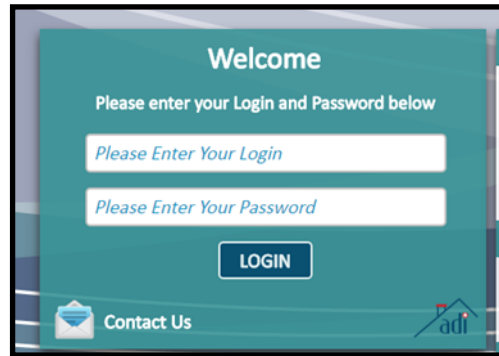
5 e. Record notes from your discussion that will be helpful to the person responsible for this task:

Save

Task(s) created to meet this objective are shown below. Click a task to update or edit. To delete a task, go to the Monitoring process.

Creating a PDF of the Plan.

1. Log-in at www.indistar.org



A login page with a teal background. At the top, it says "Welcome". Below that, it asks the user to "Please enter your Login and Password below". There are two input fields: the first is labeled "Please Enter Your Login" and the second is labeled "Please Enter Your Password". A blue "LOGIN" button is positioned below the password field. At the bottom left, there is a "Contact Us" link with an envelope icon. At the bottom right, there is a logo for "adi" (North Carolina Department of Public Instruction).

2. From the main landing page, click on “[Student Success Indicators](#)” next to the blue star.



The screenshot shows the NCStar dashboard for the North Carolina Department of Public Instruction. The header includes the NCStar logo and the tagline "Lighting the Path to Student Success". The dashboard is for a "North Carolina School Practice Site 1" in the "North Carolina Test District". It features a "Document Upload" button and a "School Bulletin Board" notification. A navigation bar includes "Home", "Complete Forms", "Submit Forms/Reports", and "Docs & Links". The main content area is titled "My Online Tool(s)" and lists "Student Success Indicators" with a blue star icon. A description follows: "All Schools should use data to select which of the 105 Student Success Indicators they will include in their School Improvement Plan. Priority (Including Cohort IV SIG recipients), Focus, & Low-Performing schools will assess the 12 'key' indicators first and work on creating plans for those not yet at full implementation. Schools will continue to create plans for indicators as needed. Schools will work on reaching full implementation on 4 to 8 indicators per year." A "Review Progress" button is located to the right of the description.

3. Open the Navigation Toolbar from the tab in the upper right-hand corner. In the toolbar, click on the last yellow box “Reports.”



A horizontal navigation toolbar with 16 icons. The icons are: Back to Main Menu, Plan Management, Assess, Create, Monitor, Spotlight, Information Mission & Goals, School Team, Demographics, Assessment, Coaching Comments, Team Agendas & Minutes, Where Are We Now?, Resources, Worksheets, and Reports. The "Reports" icon, which is a yellow box with a bar chart, is circled in red. Below the toolbar, there is a status bar showing "North Carolina Test District, NC" and a "Close Toolbar" button.

Reports are grouped into four categories: General, Assess, Plan, Monitor.

- Under Plan, click on “Detailed Report of Objectives Included in Plan.” This lists the plans with tasks that the school has created.

OR

- Under Monitor, click on “Improvement Plan Report.” This provides the status, assessment, and evidence narrative on the indicators assessed.

displayed here.

Assess [List of Indicators Included in Plan](#) This report holds a list of all assessed indicators that will be included in your plan.

[Detailed Report of Assessed Indicators](#) This report shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.

[Flag to Reassess Report](#) This report will display all indicators that have been marked ready for reassessment, according to timelines specified by your state.

Plan [List of Objectives Included in Plan](#) Here you will find a list of all objectives included in the plan.

[Detailed Report of Objectives Included in Plan](#) This report holds a list of all objectives, the index score, target date, and team member assigned to it, as well as a description of what the fully implemented objective will look like.

Monitor [Tasks Report](#) The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.

[Progress Report](#) T

0

NCStar Objectives Included in Plan Report

North Carolina School Practice Site 1

Filter this report by selecting a Team Member and or Target Date range.

All Team Members Target Starting Date: Ending Date: Submit Request

14 1 of 3

Detailed Report of Objectives Included in Plan

A list of all objectives, index scores, target dates, and team members assigned, as well as a description of what the fully implemented objectives will look like.

December 12, 2016

North Carolina School Practice Site 1 NCES - na

North Carolina Test District

Student Success Indicators Key Indicators are shown in RED

Dimension A - Instructional Excellence and Alignment		
High expectations for all staff and students		
A1.01 - The principal models and communicates the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices.(5082)		
Index:	4	(Priority Score x Opportunity Score)
Plan:	Assigned to:	M Hill
	Target Date:	12/16/2016
	How it will look when fully met:	sample
Tasks:		
	Objective Met:	10/28/2016
	Experience:	10/28/2016 test
	Sustain:	10/28/2016 test

Monitor [Tasks Report](#)

[Progress Report](#)

[Comprehensive Plan](#)

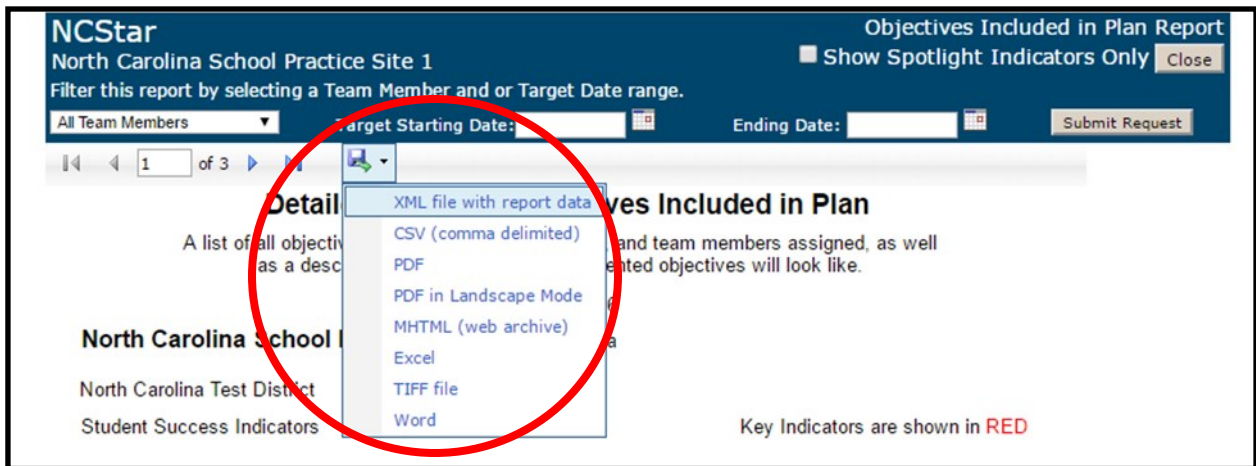
[Summary Report](#) This report displays summary information such as the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, and forms submitted, as well as leadership team information.

[Improvement Plan Report](#) This report is a minimized version of the Comprehensive Report, omitting the details of the tasks.

[last 3 months](#) [6 months](#) [12 months](#)

[School Mission Goals and Spotlighted Indicators](#) This report displays the Mission and Goals for the school as well as the Spotlight Indicators selected by the Leadership Team to focus the work of school improvement.

5. After opening the report, click on the blue disk. Choose PDF if you are going to upload it or share it with stakeholders.



Worksheets

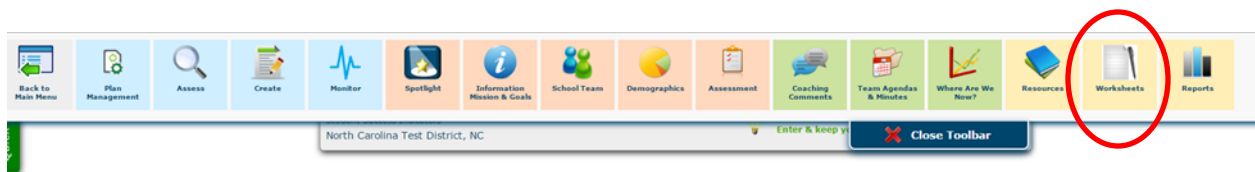
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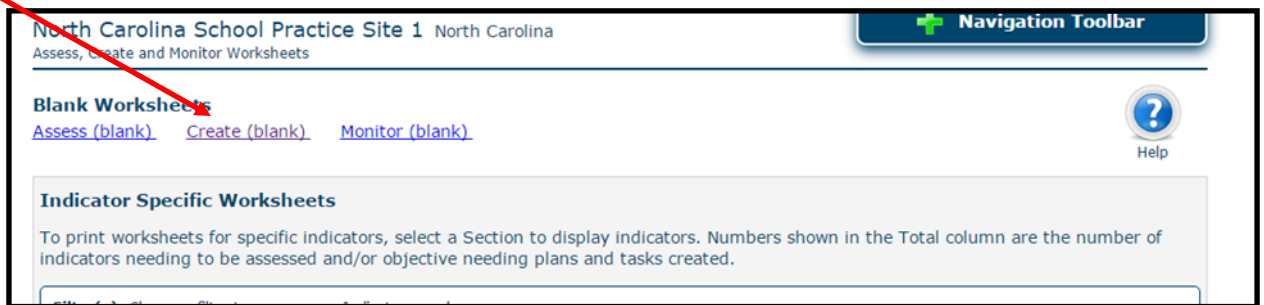
3. Open the Navigation Toolbar from the tab in the upper right-hand corner. In the toolbar, click on the middle yellow box “Worksheets.”



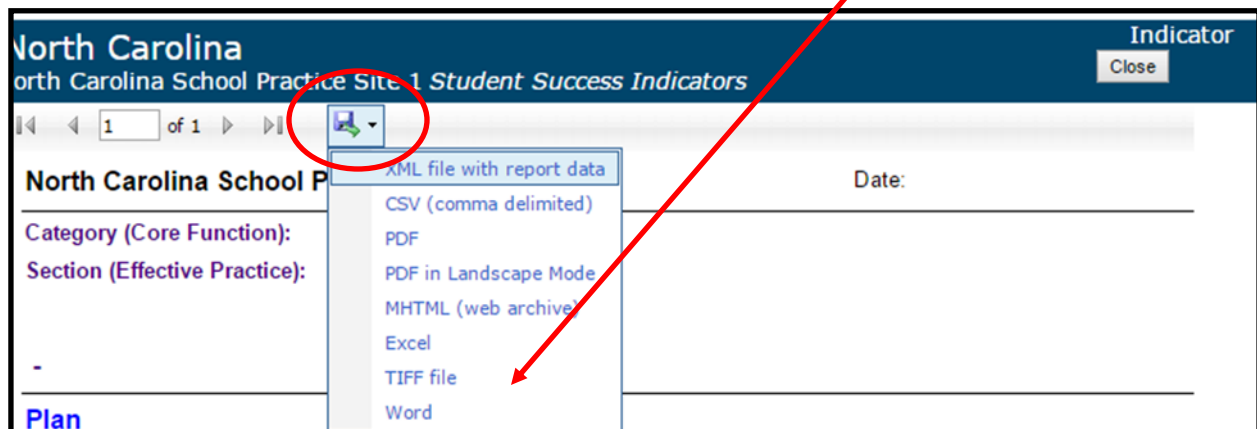
4. Click on “Assess-Create-Monitor” cycle on right side.



5. Next, choose the worksheet that you need. If working on creating plan and tasks, click on “create.”

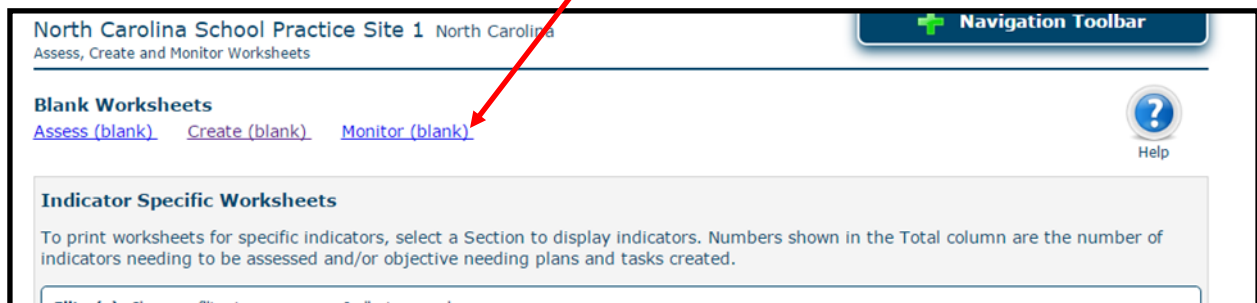


6. A worksheet will open up . Use the disk to download as a word document or pdf.



Team members can make notes individually while the team leader records on a projected document or while the process manager enters the plan and task(s) in the portal.

7. A similar worksheet is available for **monitoring** the task. This form may be useful for the person assigned to manage the task. Downloading and printing the form at the start of the task may provide a place to record information as the task is implemented.



North Carolina School Practice Site 1 North Carolina
Assess, Create and Monitor Worksheets

Blank Worksheets
[Assess \(blank\)](#) [Create \(blank\)](#) [Monitor \(blank\)](#)

Indicator Specific Worksheets
To print worksheets for specific indicators, select a Section to display indicators. Numbers shown in the Total column are the number of indicators needing to be assessed and/or objective needing plans and tasks created.

Navigation Toolbar

Help

Implementation Worksheet

Objective #:

Objective and all tasks have been completed: Yes - No (circle one)

Date objective was met:

Evidence to support full implementation:

How efforts will be sustained:

Description of experience: