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1. How to Login to the Application

Sign into IWAS via System Quick Links from the ISBE home page [www.isbe.net](http://www.isbe.net).

Select “IWAS: ISBE Web Application Security”.
If you are an established IWAS user, log in using your existing Login Name and Password.
New IWAS user will have to select “Sign Up Now” on the right side of the screen to setup an IWAS account.

For assistance to log in, reference the IWAS User Guide and Training video under the Help section in the left panel of the screen.
Click on “System Listings” to access the Illinois Quality Framework Supporting Rubric for Illinois School Districts system.
Under Reporting Category, click on the system description “Illinois Quality Framework Supporting Rubric” to access the System Home page.
2. How to Sign up to Use Systems

Click on “Sign Up Now” button associated with the Illinois Quality Framework Supporting Rubric System to proceed to request authorization. A new IWAS user will fill-in authorization request only once. In case of an existing IWAS user, it will automatically fill-in. This request sends an electronic request to your district superintendent for authorization. After they are authorized, you will receive an email confirmation from your district superintendent or their designee.

For assistance to Sign up to use systems listed within IWAS, reference the IWAS User Guide and Training video under the Help section in the left panel of the screen.
If you are unable to find the system under System Listings, click on the “Want to Signup for Other Systems?” link on the lower right – hand side of the screen. Once you locate the system, follow the steps outline on page 8 of this document.
3. How to Access School-level Rubric (This Section is for District Administrators Only)

For a district administrator role upon login, the home page displays a list of all the schools identified to complete the rubric. Click on individual RCTDS / School description to access the latest and the previous (preview only) version of Illinois Quality Framework Supporting Rubric for a specific school within your district.

Whereas for a school user, the home screen displays only the School Rubrics pertaining to their specific school. A school user, will have access to the latest and the previous (preview only) rubric for their specific school only as they log in. (Screen as described in Page 11 of this document)
As a district admin selects a school from the list (Screen as described in Page 10 of this document), page for “Supporting Rubric and Improvement Plan” is displayed. Displayed are both rubrics for the latest and previous school year on this page, namely IQFSR 2 / 2019-2020 and IQFSR 1/2018-2019 respectively. Please Note: School Improvement Plan for School Year 2019-2020 will be made available to all districts/schools authorized to access this IWAS system starting August 19, 2019.

The required rubric for School Year 2019-2020 is IQFSR 2 / 2019-2020. Click on “IQFSR 2 / 2019-2020” to access the Illinois Quality Framework Supporting Rubric for a specific school within your district for submission. Note: IQFSR 1/2018-2019 submission period is closed and can only be previewed.

If you are a District Admin, you may click the “Schools” tab on the top blue navigation bar to access the list of all schools authorized to complete the rubric within your district. The “Schools” tab will be accessible to a District Admin IWAS profile only. If required, follow the steps as described in Section 4, Section 5 and Section 6 of this document to edit each specific school-level rubric for school year 2019-2020.
Upon selecting IQFSR 2 / 2019 - 2020, the next webpage displays the introduction to the Illinois Quality Framework Supporting Rubric and Standards within the framework that needs to be rated. Note: The “Schools” tab will be accessible to a District Admin IWAS profile only. You may click “Supporting Rubric and Improvement Plan” on the top blue navigation bar to go back to the list of rubrics (for both previous and current school year) and the school improvement plan (SIP for school year 2019 -2020 coming soon) assigned to a specific school. The “Supporting Rubric and Improvement Plan” option on the top navigation bar is accessible to both District Admin and a School user IWAS profile.
4. How to Answer the Rubric

4.1 Completion of an Indicator within a Standard

Upon selecting IQFSR 2 / 2019 - 2020, the system displays an introduction to the Illinois Quality Framework Supporting Rubric and Standards within the framework that needs to be rated. Let us begin with completing Standard I of the Rubric. Click on the standard description “Standard I Continuous Improvement” to access the Indicators within this standard. The “Submit” button will be accessible to you only when all Standard statuses within the rubric changes to completed. **Note:** The “Schools” tab will be accessible to a District Admin IWAS profile only.
Upon selecting the Standard description, displayed is a webpage with a brief narrative, purpose-setting questions, and the Indicators aligned to the specific Standard.

Click on Indicator description to begin answering. In this example select “Indicator A: Focused and Coherent Direction” to begin answering Standard I Continuous Improvement.
Popup window with a directional Yes or No question appears when you select Indicator A in this scenario.

Few Indicators do not have a directional question. Based on a prequalifying condition select Yes or No.

In this example, presence of a district leadership team within your district is the prequalifying condition. Answering “Yes” will let you access Indicator A rubric and “No” redirects you to the next Indicator.
If your district has a leadership team established, select “Yes” and this lets you access Indicator A. If answered otherwise, you will be redirected to the next indicator i.e., Indicator B in this case.

The below screen is an Indicator category with multiple answers (options with radio button) assigned to a level of performance. Radio buttons allow you to select one option from a set. Click on “Next and Save” to save your answer and continue to the next descriptor within the same Indicator. Navigate and answer through all descriptors to complete an Indicator. Click on “Summary” to track the progress within the Indicator or upload evidence/data to the Indicator without having to complete the Indicator rubric.
Upon completing “Indicator A: Focused and Coherent Direction” a summary screen is displayed where all indicator descriptors are answered. The summary screen allows you to upload evidence/data to the indicator, to select an overall rating from the dropdown, and to add a narrative to support the data. This narrative text box allows you to enter up to 8000 characters. Overall Rating is a dropdown that allows you to select a cumulative rating at the indicator level. This rating is a mandatory field, which requires you to select a rating from the dropdown to navigate to the next screen. Note: The “Schools” tab on the top blue navigation bar will be accessible to a District Admin IWAS profile only.
4.2 How to upload documents on Indicator Summary Page

It is optional for the school to upload supporting evidence/data and to enter narrative using the textbox field. Uploading evidence and entering narrative is optional, district/schools may choose to make notes or upload evidence/data in order to memorialize the process for future years.

On the Indicator Summary Screen, Click “Choose Files”. Browse files you want to upload from your computer. Click the first file and then press and hold the Ctrl key. While holding down the Ctrl key, click each of the other files you want to select. On the center of the screen, displayed are links to all the uploaded documents. You may click on the link to download the document. Click the delete button to remove the uploaded document.

If an already uploaded document undergoes changes or edits, re-upload the revised version to the Indicator. This action replaces the older version with the recently uploaded version, mainly if the document name is the same.
4.3 Completion of a Standard

Click “Continue and Save” button on the Indicator Summary Page to return to the Standard I - Indicator page (*Screen as described in Page 17 of this document*). Continue the same steps as followed in completing Indicator A to complete Indicator B and Indicator C. In case of a directional Yes or No question, select the answer appropriately as per the prequalifying condition. On basis of the prequalifying condition, “Yes” will allow you to answer the Indicator and “No” will record the Indicator as “Not Applicable”.

Upon completing all the applicable Indicators within Standard I, you can select “Standards” in the top blue navigation bar, or click “Back to Standards” button to return to the Standards page that lists all the Standards dedicated within the Illinois Quality Framework Supporting Rubric. (*Screen as described in Page 13 of this document*). Follow the same steps to complete all Standards within the Illinois Quality Framework Supporting Rubric. Here in this example, all Indicator Statuses have changed from Not Started to Completed meaning all Standard I Indicators answered and all prequalifying conditions are met (condition based on presence of a district leadership team and a school leadership team within your district for this Standard). Note: The “Schools” tab on the top blue navigation bar will be accessible to a District Admin IWAS profile.
5. How to Submit the Rubric

When all Standards are marked as Completed on the Status section of the screen, you may click on the “Submit” button at the bottom of the page, that displays a browser message to confirm the action, “You Cannot make additional changes after you submit. Are you sure you want to continue?” The “Submit” button will be accessible to you only when all Standard statuses within the rubric changes to completed.

Select OK to proceed to the next step with your submission.

Note: The “Schools” tab on the top blue navigation bar will be accessible to a District Admin IWAS profile only.
Prior to submission, district/schools are required to answer a few questions to finalize their submission. Once answering all the listed questions are complete, click the “Submit” button. This action sends a confirmation email to the School user and the designated district administrator within IWAS. This email is just a notification and does not require any further action either by the district administrator or by the school administrator.

Note: The “Schools” tab on the top blue navigation bar will be accessible to a District Admin IWAS profile only.
A message confirming the submission is displayed that reads, “This Rubric has been submitted. You can no longer change your rubric, but you can review your answers by clicking on the Standard. You may also click on the Preview button at the bottom of the page to see all your Standards on one page.” Once the rubric is submitted the “Submit” button at the bottom of the page grays out for access.

Note: The “Schools” tab on the top blue navigation bar will be accessible to a District Admin IWAS profile only.
6. How to Preview the Submitted Rubric

Click the “Preview” button at the bottom of the Home page or in the top blue navigation bar to review the submitted rubric on a single page.

You may print the rubric by accessing the “Preview” button in the top navigation bar even before completion and submission.

Note: The “Schools” tab on the top blue navigation bar will be accessible to a District Admin IWAS profile only.
The generated report allows you to review the entire rubric with access to all the supporting documentation assigned to each Indicator. District name, School name, RCDTS code, and Rubric #:Fiscal Year are displayed at the top of the preview page.

### Standard 1 Continuous Improvement

In successful districts and schools, there is a collective commitment to collaboratively identify, plan, implement, monitor, evaluate, and communicate the changes necessary to continuously improve student learning.

**Purpose setting questions:**
1. How is collaborative problem solving embedded into district/school practice?
2. How is planning for continuous improvement embedded into district/school practice?
3. How does the district/school support a continuous improvement model that provides equitable opportunities for all to learn?
4. What are the monitoring, accountability, and follow-up measures established to address the opportunity gaps and achievement gaps that exist?

#### District: Any School CUSD 123
School: Any School Elem School (ES)
RCDTS: 12-345-6789-10-0001
Rubric: IQPSR 2 / 2019 - 2020

<table>
<thead>
<tr>
<th>Indicator A: Focused and Coherent Direction</th>
<th>Ineffective</th>
<th>Emerging</th>
<th>Accomplished</th>
<th>Exemplary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence suggests district leadership team</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>does not use data</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence suggests district leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>team inconsistently uses data</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence suggests district leadership</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>team meets on an inconsistent basis and</td>
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<tr>
<td>does not use a systematic process to</td>
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</tr>
<tr>
<td>achieve goals</td>
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<td></td>
</tr>
<tr>
<td>Description 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence suggests district leadership</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>team regularly meets at scheduled times</td>
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<tr>
<td>and uses a systematic process to achieve</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>goals</td>
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<td></td>
</tr>
</tbody>
</table>

Overall Ratings:
Click on “Print this page” button to print the entire rubric after completion. You may print the submitted rubric for your records.

For additional technical assistance, after reviewing the online help please contact our Call Center at 217-558-3600 during our business hours: Monday - Friday, 8:00 AM - 5:00 PM.