

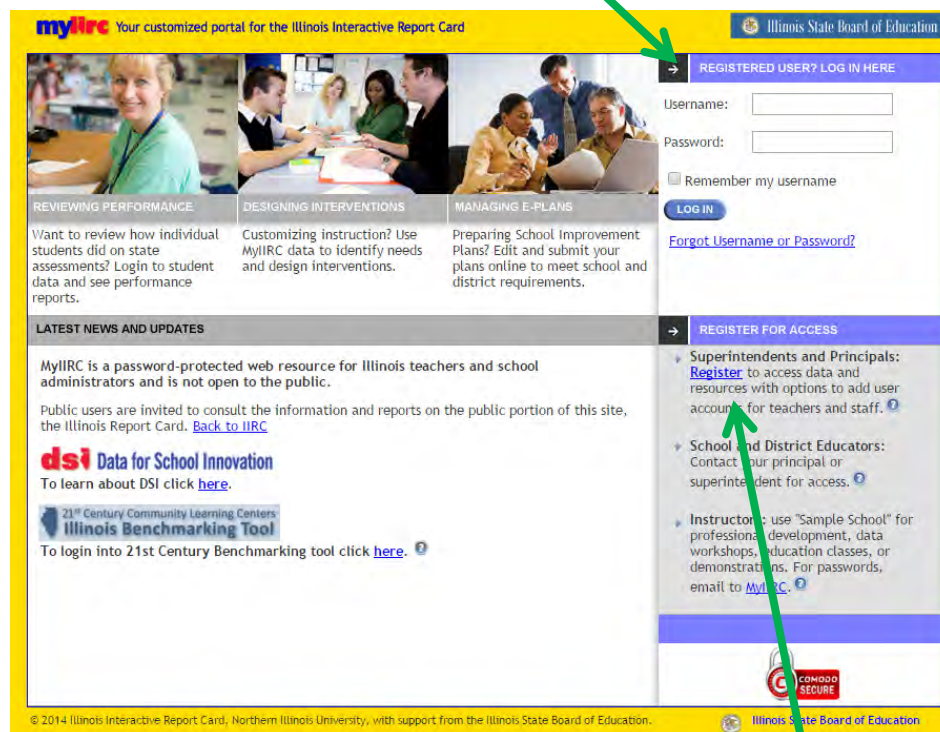
Instructions for Priority and Focus Schools to Upload Improvement Plans other than Rising Star

Rising Star offers an upload feature for Priority and Focus Schools who are utilizing an improvement planning process other than Rising Star. This Upload and submission feature allows Priority and Focus Schools to upload and submit their improvement plans directly to the Illinois State Board of Education through MyIIRC.

Please find the step by step instructions for uploading your Priority and Focus School Improvement Plan.

Go to www.IllinoisReportCard.com and click on the MyIIRC in the upper right corner.

1.) Login to MyIIRC (<https://iirc.niu.edu/MyIIRC/Login.aspx?>).

The image is a screenshot of the MyIIRC (My Illinois Interactive Report Card) login page. The page has a yellow header with the 'myIIRC' logo and the text 'Your customized portal for the Illinois Interactive Report Card'. On the right side of the header, it says 'Illinois State Board of Education'. Below the header, there are three main sections. The top section is for 'REGISTERED USER? LOG IN HERE', which includes fields for 'Username:' and 'Password:', a 'Remember my username' checkbox, a 'LOG IN' button, and a link for 'Forgot Username or Password?'. A green arrow points from the text 'click on the MyIIRC in the upper right corner' to this login section. The middle section is titled 'LATEST NEWS AND UPDATES' and contains information about MyIIRC being a password-protected web resource, public user access, and links to 'Data for School Innovation' and '21st Century Community Learning Centers Illinois Benchmarking Tool'. The bottom section is titled 'REGISTER FOR ACCESS' and lists three categories of users: 'Superintendents and Principals' (with a 'Register' link), 'School and District Educators' (with instructions to contact a principal or superintendent), and 'Instructors' (with instructions to use a 'Sample School' for professional development). A green arrow points from the text 'follow the information below' to this registration section. The footer of the page includes copyright information for 2014 and the Illinois State Board of Education logo.

If you do not have a MyIIRC account follow the information below.

Principals: follow the Registration process on the MyIIRC login screen. Principals will need to obtain the Access Code for their school from the district superintendent.

All other New Users: Please contact your school principal to grant you access under Rising Star- Step 1 Contact Information- Add Team Member. The principal will need to be sure to set the team member up as either the School Process Manager or School Principal Designee in order for team member to have the authorization to upload files under Rising Star.

Further questions on new MyIIRC accounts can be directed to myiirc@niu.edu.

2. On the MyIIRC Dashboard select “Rising Star” followed by “Returning Users” to get to the Rising Star Dashboard.

The screenshot shows the MyIIRC dashboard for a school principal. The top navigation bar includes links for MyIIRC Home, Data Services, Student Data, Rising Star, Public Report Card, Resources, Research, and Contact Us. The 'Rising Star' link is highlighted with a green arrow. The dashboard content area includes sections for Student Data, Rising Star (Data-Informed district and school continuous improvement plans), Principal Entry Form, and a list of Announcements. The footer indicates the dashboard is for a 'SAMPLE District' and is provided by the Illinois State Board of Education.

The screenshot shows the Rising Star Dashboard. It includes a welcome message, three main sections: 'Returning Users' (Access Rising Star now), 'New Users' (Take the required pre-recorded training webinars before accessing Rising Star), and 'Need Help?' (Contact Melissa Perez at melissaperez@niu.edu or 815.753.9629). On the right, there is a table of Rising Star Announcements.

Rising Star Announcements	
8/20/2015	Illinois Report Card and MyIIRC Service Interruption Friday, August 21
9/17/2014	ISBE Continuous Improvement and Rising Star Platform Frequently Asked Questions
6/18/2014	Archiving Feature
6/12/2014	Locating Title I Plans
5/14/2014	Meeting Agenda - Meeting Time Changes
3/11/2014	Meeting Agenda and Minutes Enhancements
2/11/2014	Title I Submission Enhancement
10/19/2013	2013 Report Card data is available

If “Returning Users” is invalid, please click on “New Users”. You or someone in your school will need to certify your school by taking the new users webinar https://www.brainshark.com/IllinoisPrincipalsAssoc/rs_intro?&fb=1&r3f1. Within 2 business days of watching the webinar the Rising Star Dashboard will become available.

3. Click on “Returning Users” to activate Rising Star. Once on the Rising Star Dashboard, under “Compliance and Submission” select “Continuous Improvement Plan Submissions.”

Rising Star District Dashboard
SAMPLE DISTRICT

<< Go Back

District Archive


District Continuous Improvement Plan School Continuous Improvement Plans

Select a school: SAMPLE ELEMENTARY SCHOOL

SAMPLE ELEMENTARY SCHOOL- School Continuous Improvement Plan

Planning Tools, Resources & Reports	Step 1 - School Data	Step 2 - Assess Indicators
<ul style="list-style-type: none">Indicators & WaysMeeting Agenda SetupWorksheetsContinuous Improvement ForumResourcesIndicators in ActionReportsPrint to PDF	<ul style="list-style-type: none">Contact InformationReport Card DataLocal Assessments	<ul style="list-style-type: none">OverviewLeadershipProfessional DevelopmentAligned Instruction-CurriculumInstructionAssessmentsConditions for LearningCommunity and Family Engagement
Compliance & Submission	Step 3 - Create Plan	Step 4 - Monitor Plan
<ul style="list-style-type: none">Continuous Improvement Plan Submissions	<ul style="list-style-type: none">OverviewLeadershipProfessional DevelopmentAligned Instruction-CurriculumInstructionAssessmentsConditions for LearningCommunity and Family EngagementBudget Summary	<ul style="list-style-type: none">Monitoring Process

District Archive (Retired Plans)



4. Once on the Continuous Improvement Plan Submissions screen at the bottom of the page you will find an “Upload Submissions” option with the ability to “Add New File”



Report Title	Electronic Report Form	Current View	Submit Due Date	Submit Action	Submissions Archive
Rising Star (S) --SmartStart Indicators	N/A		N/A		View Submissions
Rising Star (S) --SmartPlan Indicators	N/A		N/A	Submit	View Submissions
Local Board Action Report	Local Board Action		N/A	Submit	View Submissions
SIP Report	SIP Required Form		N/A		View Submissions
Personalized Benchmarking Date #1	Personalized Benchmarking Date Form		03/01/2016		View Submissions
Personalized Benchmarking Date #2	Personalized Benchmarking Date Form			Submit	View Submissions
School Title I Plan	School Title I Plan Local Board Action Form		N/A		View Submissions

Upload Submissions

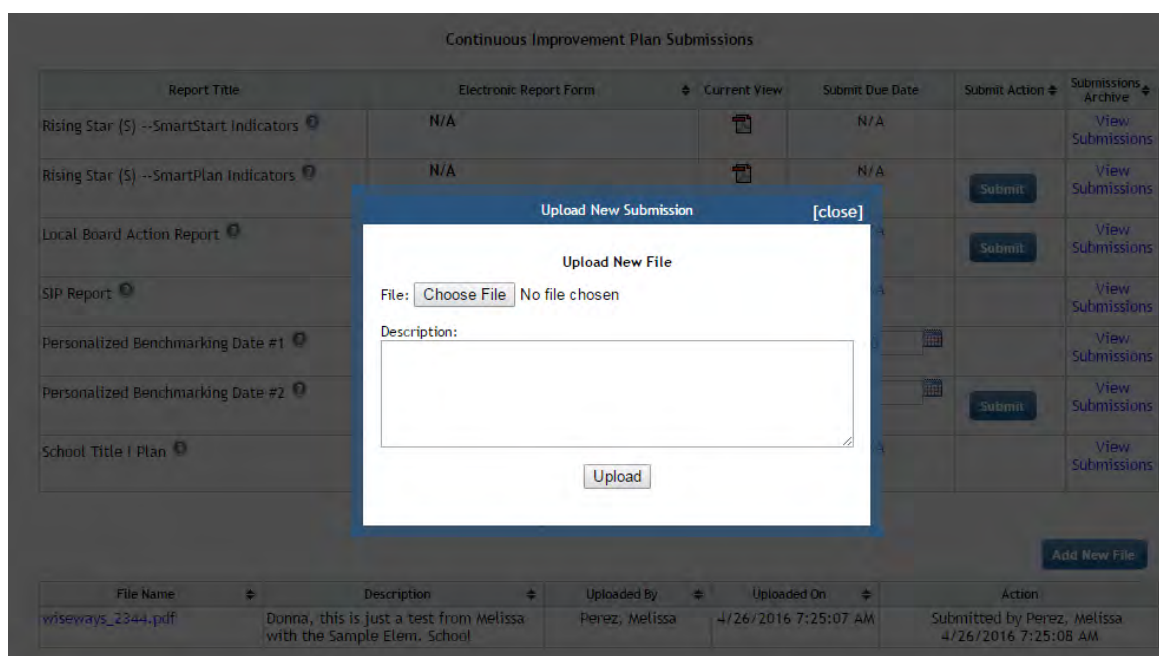
[Add New File](#)

File Name	Description	Uploaded By	Uploaded On	Action
wiseways_2344.pdf	Donna, this is just a test from Melissa with the Sample Elem. School	Perez, Melissa	4/26/2016 7:25:07 AM	Submitted by Perez, Melissa 4/26/2016 7:25:08 AM

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Illinois State Board of Education

5. Select “Add New File” this will allow you to choose a file from your computer, add a description, and upload the document to the Rising Star Compliance and Submission screen.



Continuous Improvement Plan Submissions

Report Title	Electronic Report Form	Current View	Submit Due Date	Submit Action	Submissions Archive
Rising Star (S) --SmartStart Indicators	N/A		N/A		View Submissions
Rising Star (S) --SmartPlan Indicators	N/A		N/A	Submit	View Submissions
Local Board Action Report				Submit	View Submissions
SIP Report					View Submissions
Personalized Benchmarking Date #1					View Submissions
Personalized Benchmarking Date #2				Submit	View Submissions
School Title I Plan					View Submissions

[Add New File](#)

File Name	Description	Uploaded By	Uploaded On	Action
wiseways_2344.pdf	Donna, this is just a test from Melissa with the Sample Elem. School	Perez, Melissa	4/26/2016 7:25:07 AM	Submitted by Perez, Melissa 4/26/2016 7:25:08 AM

6. Once the file is uploaded it will appear in a list that can be filtered by File Name, Description, Uploaded by and Uploaded On.

Prior to submission your local board must review and approve your Priority and Focus Plan. Documentation of local board approval must be included in your Priority and Focus Plan Submission.

The Priority or Focus Improvement Plan is not officially submitted until you click the “Submit” button in the Action column next to the file you wish to submit. An email notification will be sent to you and to ISBE as confirmation of your Priority/Focus Submission.

Planning Tools & Resources
Compliance & Submission
Step 1 School Data
Step 2 Assess Indicators
Step 3 Create Plan
Step 4 Monitor Plan
Reports
School Dashboard

Continuous Improvement Plan Submission Dates

Continuous Improvement Plan Submissions

Report Title	Electronic Report Form	Current View	Submit Due Date	Submit Action	Submissions Archive
Rising Star (S) --SmartStart Indicators	N/A		N/A		View Submissions
Rising Star (S) --SmartPlan Indicators	N/A		N/A	<button>Submit</button>	View Submissions
Local Board Action Report	Local Board Action		N/A	<button>Submit</button>	View Submissions
SIP Report	SIP Required Form		N/A		View Submissions
Personalized Benchmarking Date #1	Personalized Benchmarking Date Form		<input type="text" value="03/01/2016"/>		View Submissions
Personalized Benchmarking Date #2	Personalized Benchmarking Date Form		<input type="text"/>	<button>Submit</button>	View Submissions
School Title I Plan	School Title I Plan Local Board Action Form		N/A		View Submissions

Upload Submissions

Add New File

File Name	Description	Uploaded By	Uploaded On	Action
wiseways_2344.pdf	Donna, this is just a test from Melissa with the Sample Elem. School	Perez, Melissa	4/26/2016 7:25:07 AM	Submitted by Perez, Melissa 4/26/2016 7:25:08 AM
Priority_FocusSchoolSubmission.pdf	Submission for Priority/Focus Requirements	Perez, Melissa	4/27/2016 11:35:13 AM	<button>Submit</button> Delete

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