

# Frequently Asked Questions About the Indistar Web-based Planning Tool

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## Tasks/Indicators

**Q: How many rapid improvement school indicators should be included in a school's plan?**

A: At a minimum, your list of indicators should address the aligned NCLB school improvement plan components included in the NCLB/Indistar Crosswalk). Remember to focus on the indicators that represent "quick wins" for your school (indicators with an index between 6 and 9). The final number of indicators included in a school improvement plan will vary from school-to-school, but **should not** exceed ten. Most schools have between five and eight indicators included in their plan.

**Q: What is the process for removing specific indicators or tasks?**

A: Indistar® is a continuous improvement process and is not designed for indicators to be removed. When a school/division leadership team makes the decision to discontinue work with a specific indicator, then comments to this effect should be made in Step 6 of the Indistar® web-based planning tool. Retaining indicators and tasks enable the school/division team to keep a historical record of all previous school improvement efforts. Please contact Dr. Yvonne Holloman ([Yvonne.holloman@doe.virginia.gov](mailto:Yvonne.holloman@doe.virginia.gov)), not the Center on Innovation & Improvement (CII), to discuss any issues related to removal of indicators.

**Q: My school/division leadership team has completed several indicators, but they continue to be displayed as a part of the improvement plan. Will CII remove "old" indicators?**

A: Indistar® is premised on the concept of continuous improvement; therefore, it is imperative for all work to be displayed so that everyone is able to view the "historical record" of improvement efforts at the school- or division-level.

## Updating an Improvement Plan

**Q: May my school/division team continue our work with an indicator if all tasks have been completed?**

A: Yes. Your team would need to update information in Step 5 of the plan by changing the indicator's target date and adding new tasks. You may also update your description of what the objective (indicator) will look like when it is fully implemented.

**Q: What is the process for editing/revising information (i.e. tasks, dates) included in the school improvement plan?**

A: Any information entered into the school improvement plan may be edited/revised at any time by revisiting Step 5, and editing the appropriate components.

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## **Monitoring an Improvement Plan**

**Q: How often should comments about tasks be entered into Step 6?**

A: In an effort to ensure that tasks are monitored in a timely manner, comments should be entered on a monthly basis.

## **Submitting Forms**

**Q: One of the schools in my division has completed a form on the Indistar® Dashboard, but I am unable to view it using the division's password. What should I do?**

A: Forms that are posted on a school's dashboard will not be visible to anyone entering the Indistar® Web site using the division's password until after the school has **saved** the form. Once a school has entered and saved any information in the form, the form will be visible to the district.

**Q: I submitted a form on the Indistar® Dashboard by mistake. What should I do?**

A: Send an e-mail to Dr. Yvonne Holloman ([Yvonne.holloman@doe.virginia.gov](mailto:Yvonne.holloman@doe.virginia.gov)) requesting that the "Submit" button be reset.

**Q: I have entered information into Indistar® for one of the schools in my division that I supervise. However, I am unable to save the information. What should I do?**

A: Indistar® is designed for all school-related information to originate from the school. If someone attempts to enter information using an access-level other than the school's, then the information will not be saved or the user will be unable to enter information. A red message at the top of each page will alert the user to this restriction.