

Quick Start Guide

Welcome to the new Indiana Online Reporting Dashboard website. This Quick Start guide is intended to help you become familiar with the application, provide links to access the website, and guide you through the start-up procedures.

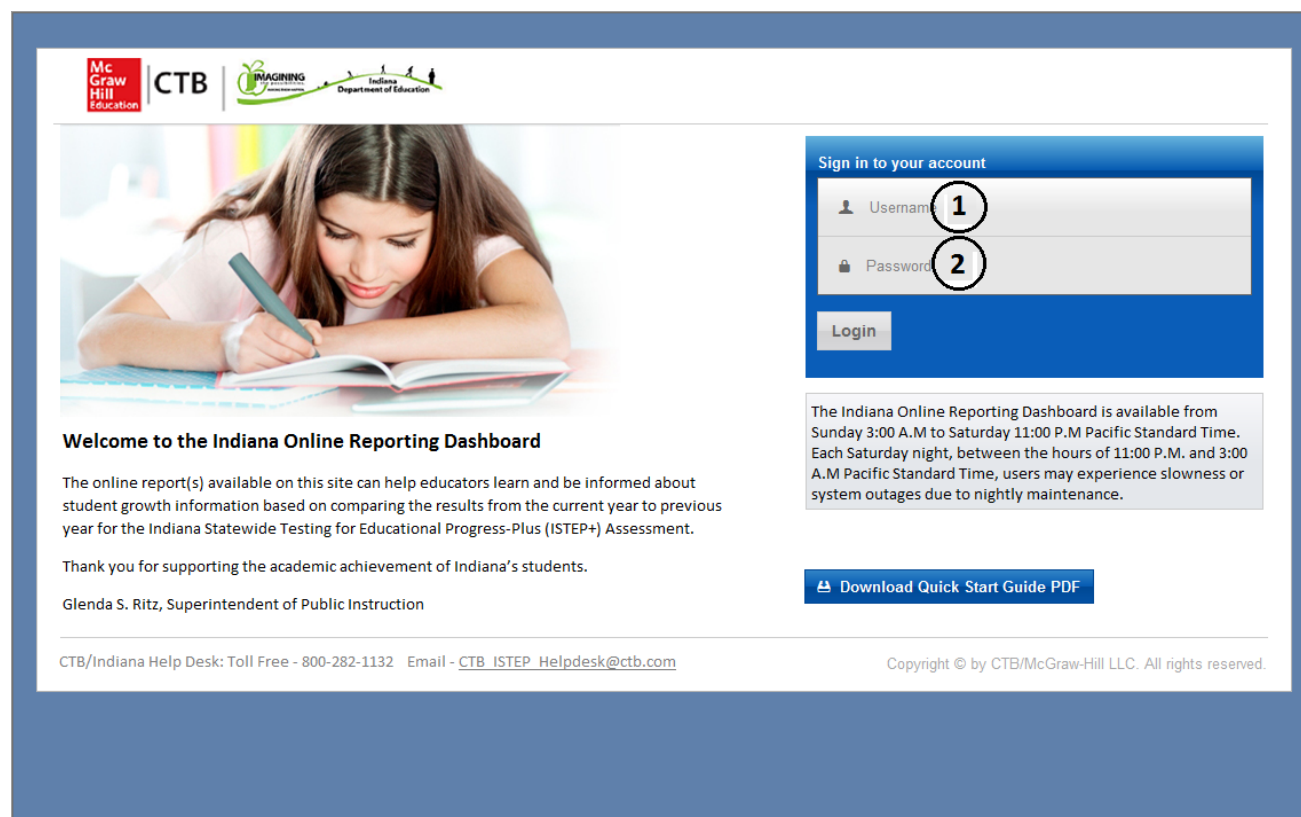
Link to Indiana Online Reporting Dashboard

You can access the website through the following link:

[Click here to access](#)

Landing Page

Click the website link to open the following login page.



Welcome to the Indiana Online Reporting Dashboard

The online report(s) available on this site can help educators learn and be informed about student growth information based on comparing the results from the current year to previous year for the Indiana Statewide Testing for Educational Progress-Plus (ISTEP+) Assessment.

Thank you for supporting the academic achievement of Indiana's students.

Glenda S. Ritz, Superintendent of Public Instruction

[Download Quick Start Guide PDF](#)

CTB/Indiana Help Desk: Toll Free - 800-282-1132 Email - CTB_ISTEP_Helpdesk@ctb.com

Copyright © by CTB/McGraw-Hill LLC. All rights reserved.

Figure 1: Indiana Online Reporting Dashboard login page

Note that you can download this Quick Start Guide in PDF format directly from this page before you log in by clicking on the **Download Quick Start Guide PDF** button below the welcome message.

To log in, enter the following information in the Login panel (refer to Figure 1):

- ① **User ID:** Enter your User Name here.
- ② **Password:** Enter your Password here.

Please refer to the User Name and Password section (below) for details on how you will receive your User Name and Password.

Report Page

On successful login, you will be taken to the following screen with your username appearing in the top right-hand corner (refer to Figure 2 below).

Class Performance Matrix Report
Spring 2013, School: SAMPLE SCHOOL, Grade: 4

This report displays students' performance across two ISTEP+ administrations, by class/teacher. The class/teacher information used is from the IDOE EE data collection and students are matched using their STN number. If there are no matched students, the report will show no student names.

2013 Grade 4 English/Language Arts

	Did Not Pass	Pass	Pass+
Did Not Pass	Maintaining MOUNTS, IAN D	Improving	Improving
Pass	Needs Improvement	Maintaining VICKERS, SUSAN L	Improving
Pass+	Needs Improvement	Needs Improvement	Maintaining

No of Students: 2

2012 Grade 3 English Language Arts

CTB/Indiana Help Desk: Toll Free - 800-282-1132 Email: CTB_ISTEP_Helpdesk@ctb.com
Copyright © by CTB/McGraw-Hill LLC. All rights reserved.

Figure 2: Class Performance Matrix Report Dashboard

- ① Next to your username is the **Log Out** link. You can click this link to log out of the website.
- ② At the top of the screen you have the **Report Filter Options** - There are two filter options, **Grade** and **Content Area** – you can select the grade and content area from the dropdown lists. You can click on any of these options to access the corresponding dashboards.

- ③ On the right side of the screen there is a panel which shows the user name, system icons and the report name. Currently the system icons for “Home” and “My Account” are disabled. The logout icon is active.
- ④ The right panel can be hidden by clicking the |> icon in the upper right corner of the panel.
- ⑤ The Performance Level titles, Did Not Pass, Pass and Pass+ are hyperlinks. When selected a PDF file with the Performance Level Descriptions is displayed.

User Name and Password

You must access the website using the **User Name** and **Password** that was provided to your school following the spring administration.

Your user name is a combination of the 4 digit school code and your 5 digit School Personnel Number.

You will be able access the Class Performance Matrix Report dashboard on the website, save the report from the dashboard, drill down into the Performance Level Descriptors and analyze student performance.

Note: All User IDs and Passwords are case-sensitive. Please enter them carefully.

Please contact your school administrator if you forget your password.

System Requirements

- 1152 x 864 or higher resolution monitor with 24-bit color
- Supported browsers: Firefox 3.x or higher, Internet Explorer 8.0 or higher, Chrome 15.0 or higher
- Other software: Adobe Acrobat 9.0 or higher
- Product functionality may vary based on your system configuration, operating system, browser, and monitor resolution.
- Flash 10.x or higher plug-ins for your web browser
- If the graphs are not displaying correctly for you, please download and install the Flash plug-in for your browser from the following link:

<http://get.adobe.com/flashplayer/>

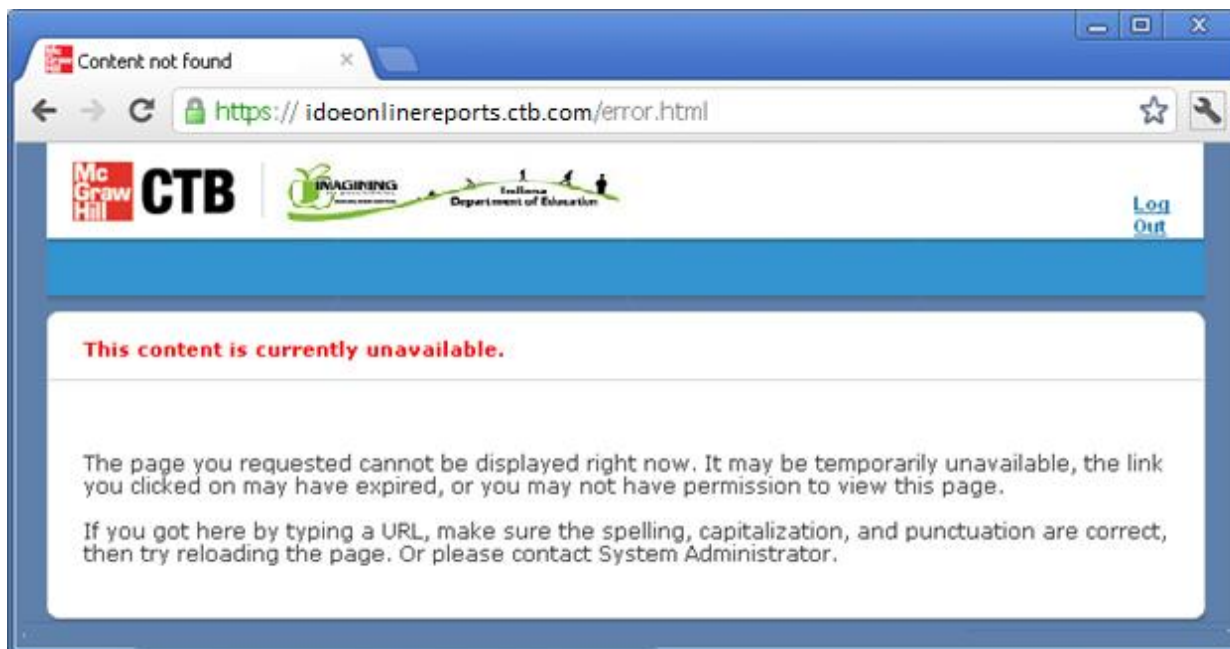
FAQ

1. How do I receive notification that my class data has been loaded, and my login information for accessing the Indiana Online Reporting Dashboard?

A: Teacher users – Your school administrator will distribute logins to users.

2. How do I get the password for opening up the PDF file that contains my login information?

3. Why am getting the following message?



A: There are a few situations that may cause this kind of error message:

- You will get this message if you enter certain invalid characters when filling in your Username and Password on the login page. These invalid characters include punctuation marks and other special characters which should not be part of your login credentials. Please re-enter your login information, which will be composed only of numbers and upper/lower case letters.