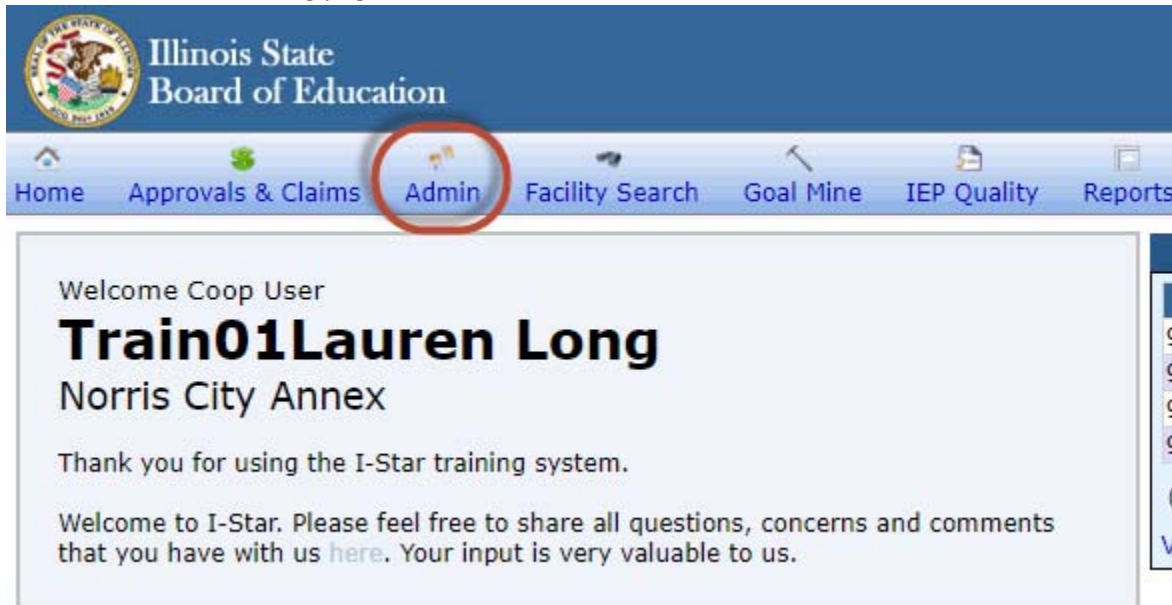


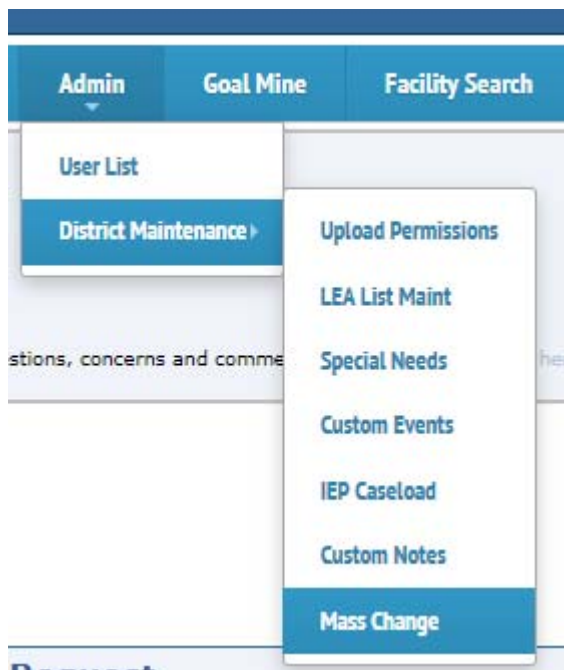
# I-Star Rollover/Mass Change Process

2019-2020

1. In I-Star, from the Landing page, click the **Admin** button.



2. Select **District Maintenance** and then the **Mass Change** tab.



3. ISBE will start the Rollover on approximately 7/27/2019:
  - a. District/Coop relationship permissions from 18-19 will rollover to 19-20 **See Upload Permissions Instructions at the end of this document.**
  - b. Caseload definitions from 18-19 will rollover to 19-20
  - c. Program definitions from 18-19 will rollover to 19-20
  - d. Indicator 11 and 13 will rollover from 18-19 to 19-20

- e. Transportation will rollover from 18-19 to 19-20
- f. The district on all personnel approval records will rollover from 18-19 to 19-20
- g. The salaries will rollover for all personnel records from 18-19 to 19-20
- h. The district on all student approval records will rollover from 18-19 to 19-20
- i. The “participation days” and student costs for each record will rollover from 18-19 to 19-20
- j. Student caseload information from their student profile will rollover from 18-19 to 19-20

*Note: Upon request, Notes on Student Approvals can be rolled by ISBE.*

4. To mass change data, choose from the options below:
  - a. Choose to mass change student approval begin dates by Resident District or Serving District.
  - b. Choose whether or not to use the school calendar for your begin dates by clicking the box -OR-
  - c. Simply enter the begin date you’d like to use.
  - d. If date is manually entered, choose whether or not to use that date for all districts selected in the list by clicking **Use For All**.

☒ Change Student Approval Begin Dates

☒ Use School Calendar

☐ By Resident District

☐ By Serving District

Begin Date:  MM/DD/YYYY

Select	District	Date
<input checked="" type="checkbox"/>	Hope Learning Academy - Intensive	08/15/2019
<input checked="" type="checkbox"/>	ICA-Fairview	08/15/2019
<input checked="" type="checkbox"/>	IDTC - T.C. Harris School	08/15/2019
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	08/15/2019
<input checked="" type="checkbox"/>	Galatia CUSD 1	08/15/2019
<input checked="" type="checkbox"/>	Eldorado CUSD 4	08/15/2019

- e. Mass change caseload begin dates by Class Location or by Class.
- f. Enter the begin date you’d like to use.
- g. Choose whether or not to use that date for all locations or classes selected in the list by clicking **Use For All**.

☒ Change Student Approval Begin Dates

☒ Use School Calendar

☐ By Resident District

☐ By Serving District

Begin Date:  08/15/2019 MM/DD/YYYY

Select	District	Date
<input checked="" type="checkbox"/>	Hope Learning Academy - Intensive	08/15/2019
<input checked="" type="checkbox"/>	ICA-Fairview	08/15/2019
<input checked="" type="checkbox"/>	IDTC - T.C. Harris School	08/15/2019
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	08/15/2019
<input checked="" type="checkbox"/>	Galatia CUSD 1	08/15/2019
<input checked="" type="checkbox"/>	Eldorado CUSD 4	08/15/2019

5. Check the options below to clear the programs from the Student Approval records, zero out the personnel salaries, and clear the days/costs on the Student Approval record:

- ☐ Detach All Programs from FACTS
- ☐ Clear Personnel Salaries
- ☐ Clear Days/Costs

6. End dates should not be Mass Changed at this time.

Make Changes

- After all Mass Change options have been addresses click Make Changes.
- After the request processes, you will see all the actions performed in the Status box to the right.

Refresh Print Rollover Print Mass Changes

1542 Student Approval begin date records updated.  
1955 Caseload records updated.  
281Personnel Salary Information Cleared..  
1542 Programs detached from claims..  
1542 Claim days and costs cleared

- You can then see there is a new school year in the drop-down box on the Student/Personnel Approvals & Claims tabs.

Approvals Claims Programs Upload Files Case Load Definition

Reported Un-Reported

Student Approvals Filter

Student SIS Id:   
Last Name:   
First Name:   
School Year:   
Status:   
Grade:   
Terms:

Show only Out of District: ☐  
Resident District:   
Resident School:   
Serving District:   
Serving School:   
Disability:   
Fund:   
Class Teacher:   
Class Name:   
Event:

Search Clear Search Recheck Edits Export to Excel Export using Import Format

Student Approvals (Add)

- Notice that if you choose any year other than the current school year, the color scheme is changed. This is to alert you that you are NOT in the current school year.

Student Approvals Filter

Student SIS Id:   
Last Name:   
First Name:   
School Year:   
Status:   
Grade:   
Terms:

Show only Out of District: ☐  
Resident District:   
Resident School:   
Serving District:   
Serving School:   
Disability:   
Fund:   
Class Teacher:   
Class Name:   
Event:

Search Clear Search Recheck Edits Export to Excel Export using Import Format

Student Approvals (Add)



# Upload Permissions Instructions

## **Coop Permissions:**

By default, permissions are set to give coops authorization to manage and roll data. Permissions will roll forward from year to year, but should be reviewed by the district each year. The following permissions may be given by the district to the authorized coop.

- Student Approvals (enter, edit and rollover the data)
- Student Claims (edit data)
- Personnel Approvals (enter, edit and rollover the data)
- Personnel Claims (edit data)
- Authorize Upload (left over from IWAS authorization, not used by ISTAR)

By giving permissions to the coop to manage data, you are giving them permission to enter, edit and rollover the data. District users will still be able to edit data for their district, but will NOT be able to rollover data.

By restricting permissions to the coop to manage data, you are giving coop users permission to view data, but not to enter, edit or rollover the data. If the coop is restricted, then District Administrator will be responsible to enter, add and rollover data.

Permissions may be changed by the District Administrator as needed. Press the Edit button in order to enable fields and make changes. Press the Save button to save changes.

## Stand-alone districts:

Most stand-alone districts will not need to enter permissions.

HOWEVER, districts who are withdrawing from a COOP should change permission settings after rolling to the new year in order to remove permissions from the Coop.

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the District. Use the “Set to Me” button to pull the district RCDT automatically.

The screenshot displays the I-Star web application interface. At the top, the Illinois State Board of Education logo and "I-Star" branding are visible. The user is logged in as "Jeremy Peck: District Admin". The navigation menu includes "Home", "Approvals & Claims", "Admin", "Goal Mine", "Facility Search", "IEP Quality", and "Reports". The "District Maintenance" section is active, with sub-tabs for "Upload Permissions", "LEA List Maintenance", "Special Needs", "Custom Events", "IEP Caseload", "Custom Notes", and "Start New Year". The "School Year" is set to "2016-2017". The "Permission Data" form shows the following details:

- Submitting Entity: Richland County High School
- Submitting User: Jeremy Peck
- Authorized Entity RCDT: 12080001026 (with a "Set To Me" button)
- Authorized Entity Name: Richland County CUSD 1
- Student Approval: ☒
- Student Claim: ☒
- Personnel Approval: ☒
- Personnel Claim: ☒
- Authorize Upload: ☒

At the bottom of the form are "Edit", "Save", and "Cancel" buttons. A footer note provides contact information for IWAS login issues, IEP Form Completion, and Student/Personnel component issues.

## Districts where coops manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. If the Coop will manage all data, select all the checkboxes.

The screenshot shows the I-Star web application interface. The top navigation bar includes links for Home, Approvals & Claims, Admin, Goal Mine, Facility Search, IEP Quality, and Reports. The user is logged in as Jeremy Peck, District Admin. The main menu on the left includes User List and District Maintenance. The District Maintenance section is active, showing tabs for Upload Permissions, LEA List Maintenance, Special Needs, Custom Events, IEP Caseload, Custom Notes, and Start New Year. The School Year is set to 2016-2017. The Permission Data form is displayed with the following fields: Submitting Entity: South Eastern Sp Ed Program, Submitting User: Connie Heinz, Authorized Entity RCDT: 12017801060 (with a Set To Me button), and Authorized Entity Name: South Eastern Sp Ed Program. The permissions section shows checkboxes for Student Approval, Student Claim, Personnel Approval, Personnel Claim, and Authorize Upload, all of which are checked. At the bottom of the form are Edit, Save, and Cancel buttons. A footer note provides contact information for IWAS login issues and IEP Form Completion.

## For districts in a coop where coop manages student data, but district manages their own personnel data:

On the Permission Data entry page, give permissions for Student Approvals and Claims and remove permissions for Personnel Approvals and Claims.

The screenshot shows the I-Star web application interface. The top navigation bar includes links for Home, Approvals & Claims, Admin, Goal Mine, Facility Search, IEP Quality, and Reports. The user is logged in as Jeremy Peck, District Admin. The main menu on the left includes User List and District Maintenance. The District Maintenance section is active, showing tabs for Upload Permissions, LEA List Maintenance, Special Needs, Custom Events, IEP Caseload, Custom Notes, and Start New Year. The School Year is set to 2016-2017. The Permission Data form is displayed with the following fields: Submitting Entity: Richland County High School, Submitting User: Jeremy Peck, Authorized Entity RCDT: 12017801060 (with a Set To Me button), and Authorized Entity Name: South Eastern Sp Ed Program. The permissions section shows checkboxes for Student Approval, Student Claim, Personnel Approval, Personnel Claim, and Authorize Upload. Student Approval and Student Claim are checked, while Personnel Approval and Personnel Claim are unchecked. Authorize Upload is checked. At the bottom of the form are Edit, Save, and Cancel buttons. A footer note provides contact information for IWAS login issues and IEP Form Completion.



## Districts where coops do not manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. Clear all the checkboxes to remove permissions to manage the data. The coop will be able to see approvals and claims but will not have permission to edit.

Illinois State Board of Education

I-Star

SESSION TIMEOUT 59:58

Jeremy Peck: District Admin

Home Approvals & Claims Admin Goal Mine Facility Search IEP Quality Reports

User List District Maintenance

Upload Permissions LEA List Maintenance Special Needs Custom Events IEP Caseload Custom Notes Start New Year

School Year: 2016-2017

**Permission Data**

Submitting Entity: Richland County High School

Submitting User: Jeremy Peck

Authorized Entity RCDT: 12017801060 Set To Me

Authorized Entity Name: South Eastern Sp Ed Program

Student Approval: ☐

Student Claim: ☐

Personnel Approval: ☐

Personnel Claim: ☐

Authorize Upload: ☐

Edit Save Cancel

If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email [istar@isbe.net](mailto:istar@isbe.net). For Student/Personnel component issues please contact Harrisburg Project via email [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) or at (800) 635-5274. Click here to Contact Us

## Coop Access:

As a coop user, you can view permissions granted by member districts, but permissions may not be changed.

Illinois State Board of Education

I-Star

SESSION TIMEOUT 59:54

Jeremy Peck: Coop Admin

Home Approvals & Claims Admin Goal Mine Facility Search IEP Quality Reports

User List District Maintenance

Upload Permissions LEA List Maintenance Special Needs Custom Events IEP Caseload Custom Notes Start New Year

School Year: 2016-2017

**Member district authorizations**

RCDT	Name	Submitting Name	Student Approval	Student Claims	Personnel Approval	Personnel Claims	Authorize
12-013-0100-26	Clay City CUSD 10	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-013-0250-26	North Clay CUSD 25	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-013-0350-26	Flora CUSD 35	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0010-26	Hutsonville CUSD 1	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0020-26	Robinson CUSD 2	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0030-26	Palestine CUSD 3	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0040-26	Oblong CUSD 4	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-040-0010-26	Jasper County CUD 1	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-051-0100-26	Red Hill CUSD 10	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-051-0200-26	Lawrence County CUD 20	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email [istar@isbe.net](mailto:istar@isbe.net). For Student/Personnel component issues please contact Harrisburg Project via email [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) or at (800) 635-5274. Click here to Contact Us