

# Welcome!

Here are some tips to get you started with **I-STAR Plus**

## Set Up

Set up I-STAR Plus for your needs

From the User Settings menu  choose your default login page, your default district and school year. Your dashboard will include charts that can be displayed or hidden. Be sure to select the diskette icon  to save your choices.

Check your user permissions and notify your district administrator if you are unable to access any features you should normally be able to use.

## Centralize

I-STAR data all in one place

Student Central combines student data, parent data, approvals, indicators, claims, caseloads, events and notes all on one screen! This is the place to go to make student specific changes to data. Search by SIS ID or name. Or push one or more students from the Student Analytics page. 

Personnel Central combines staff data, work assignments and certifications all on one screen.

**Tip:** When editing data, the **Check Errors** button will save and run validations. Choose **Close** to exit the page. I-Star Plus will warn you if you exit a page without saving changes.

## Customize

Only display what you want to see

For most data grids, click on the “funnel” icon  at the top left of the screen to get to advanced options for filtering. You can select the columns that you want to see and hide the columns that you don’t need. Be sure to click on the diskette icon  to save your changes for the next time you login.

# Analyze

## Enhanced reporting options

Lots of reports are available in I-STAR Plus! First, choose a report to explore the options. Each report has custom parameters. Make your selections and then press the **View Report** button to generate the report.

Once your report is generated and displayed on-screen, select the diskette button to see multiple options to output your report, such as PDF, Excel, and CSV (comma delimited). **TIP:** For many reports, the CSV output may work better with Excel.

## Reporting from Data Grids



Explore the Student Analytics, Personnel Analytics and Child Count data grids. You can customize the columns and filter the result set to find data quickly. Output the data grid results by selecting the “cloud” button to download data in multiple formats.

# Get Help

## Need Assistance?

For help with I-STAR Plus data and functionality, please contact:

Harrisburg Project

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

(800) 635-5274

For help with IWAS login, please contact ISBE helpdesk at (217) 558-3600

Suggestions for improvements can be submitted to:

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

## Want Training?

<https://www.hbug.k12.il.us/events.aspx>

## Other Resources:

[YouTube Playlist](#)

[I-STAR Plus User Guide](#)

# That's it.

Thanks for reading! You're all set to make the most of **I-STAR Plus**.

Just sign in to get started working with your student and personnel data.  
Explore and enjoy!